Below are the cash balances of the City's pooled/non-pooled cash accounts - 1/1/12

General Fund	(9,868,721)
Capital Fund	(2,650,203)
Water Fund	2,512,197
Sewer Fund	(639,742)
Debt Service	-
Equipment Fund	815,826
EIT Escrow	1,041,858
Solid Waste	5,079,515
Golf Fund	27,028
Risk Management	431,754
Workers Comp Trust	455,066
Trexler Park	(678,248)
PA Motor	789,145
Holding Accounts:	
LST/OPT	105
SRE	
SRE Interim	
Per Capita	-
Payroll Withholding	1,150,920
Total Pooled Cash	**(1,533,500)**

Non-Pooled Bank Accounts	
2006 Loan Fund	5,201,669
PHFA	37,792
Revolving Loan Fund	10,168
PLIGIT - 2011 Bond Issue Capital Fund	9,863,673
PLIGIT - 2011-A Bond IssueCapital Fund	3,839,645
E-911	1,053,992
Total Non-Pooled	**20,006,939**
Total Pooled/Non-pooled	**18,473,439**

PERTINENT FACTS ABOUT THE CITY OF ALLENTOWN

GENERAL

The City of Allentown is the county seat of Lehigh County and, with 106,632 residents, according to the U.S. Census Bureau 2000 estimate, ranks as Pennsylvania's third largest city. The Allentown-Bethlehem Metropolitan Statistical Area, comprised of Carbon, Lehigh, and Northampton counties is the third largest urbanized area in the Commonwealth, with population estimated at 611,764. Only the Philadelphia and Pittsburgh areas have more residents. The City is strategically located within a 300-mile radius of the larger metropolitan areas of the eastern seaboard of the United States.

CITY GOVERNMENT

On April 23, 1996, the voters of the City of Allentown adopted a Home Rule Charter pursuant to the Home Rule Charter and Optional Plans Law, Act of April 13, 1972, P.L. 184, as amended, 53 P.S. Sections 2901 et seq. The City's Home Rule Charter took effect on the first Monday of January 1997. An elected Mayor with a four-year term serves as the chief executive of the City. A seven-member part-time City Council elected at-large for four-year staggered terms forms the legislative branch of the City government. The other elected City Official is the City Controller, who serves a four-year term. The City Council holds regular public meetings, at least twice a month, usually the first and third Wednesday of each month, in order to enact legislation in the form of ordinances and resolutions.

INDUSTRIES/LABOR FORCE

The Allentown area remains an attractive location for new and existing businesses. A number of major corporations, including Air Products and Chemicals, Inc., Boston Brewing, Lehigh Portland Cement, LSI, and PPL have selected Lehigh County as their headquarters or as the location of their principal plants. Other major industries include apparel, electrical and electronic equipment and fabricated metal products. Investments have remained strong in Allentown and the Lehigh Valley area relative to the state and northeast as a whole.

TRANSPORTATION

Interstate 78, U.S. Routes 22, 222, and 309 and several state highways radiate from the City and the Lehigh valley, providing access to the major markets and ports of the East. The Northeast Extension of the Pennsylvania Turnpike is located approximately three miles west of the City. Railroads serving the Lehigh Valley area include the Consolidated Rail Corporation and the Canadian Pacific Railroad. Conrail has a large classification yard in the Allentown area. The Allentown yard can handle some 80 trains in and out each day, an average of one train every 18 minutes.

AMENITIES

The City of Allentown is home to a variety of cultural and educational facilities including two colleges, an art museum, two theatre companies, two symphony orchestras, a municipal opera company, the Allentown Band, and an expanded free public library. The City maintains 2,000 acres of park land, well above the national average. The downtown area is in a transition period and a major effort is being made to attract new enterprises to Hamilton Street. Increased downtown activity will become a catalyst for renewed interest in this area.

BUDGET TERMINOLOGY GLOSSARY

ACCOUNT CODE

A numerical code, consisting of fourteen digits, formatted as follows, used to define the accounts of the City:

FFF-DD-BBBB-PPPP-AA

Digits 1-3	Fund
Digits 4-5	Department
Digits 6-10	Bureau
Digits 11-12	Program
Digits 13-14	Standard account

ACCOUNTING

The City uses a modified accrual method of accounting. Under this accounting method, revenues are recognized when received except for those susceptible to accrual (reimbursements from other governmental entities for services rendered and property and residence taxes). Expenditures are accrued when the liability is incurred, except for un-matured interest on general long-term debt, which is recorded when due.

APPROPRIATION

Approval of expenditure authority with specific limitations as to the amount, purpose, and time.

ASSESSED VALUATION

The total taxable value placed on real estate as a basis for levying taxes (a fraction of market value). By City ordinance, assessed valuation is 50% of the appraised value. 2004 real estate taxes to support the 2004 budget will be based on an assessed valuation of 14.72 Mills which as been established through the County's assessment of all properties in Lehigh County.

BUDGET

Plan for the accomplishment of programs related to objectives and goals within a definite time period, including an estimate of the resources required, together with an estimate of the resources available.

BUREAU

An organizational grouping within City departments whose functions are similar. For example, within the Department of Public Works are the bureaus of Engineering, Streets, Water, etc.

CAPITAL BUDGET

This budget represents the first year of a five-year program and deals with large expenditures for capital items and/or projects which are financed by borrowing over a twenty-year period.

CAPITAL IMPROVEMENTS

Expenditures which result in the acquisition of land, construction costs, or improvements to land or buildings.

CAPITAL OUTLAY

Expenditures for construction equipment, vehicles, or machinery that result in the acquisition of or addition to fixed assets.

DEPARTMENT

A basic organizational unit of the City which is functionally unique in its delivery of services.

EMS FUND

The EMS FUND accounts for the operation of emergency medical services provided to the citizens of the City. This is a self-supporting operation financed largely by insurance fees.

ENCUMBRANCE

Purchase orders, contracts, salaries, or other commitments which are chargeable to an appropriation and for which all or part of the appropriation is reserved.

ENTERPRISE FUND

A fund established to account for operations financed in a manner similar to a private business enterprise, where the costs of providing goods and services to the public are financed or recovered through user charges.

EXPENDITURE

The payment for goods and services.

FISCAL YEAR

The fiscal year for the City of Allentown is January 1 – December 31.

F.O.P.

The Fraternal Order of Police, Queen City Lodge No. 10.

FUND

A fiscal or accounting entity with a self-balancing set of accounts containing its own revenue and expenditure authorities. A fund is established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

GENERAL FUND

This fund is used to account for all financial transactions applicable to the general operations of the City. Revenues are derived principally from property taxes, earned income taxes, fees and fines, licenses and permits, and grants. This fund accounts for the general operating expenditures of the City, including police and fire protection, street repairs and maintenance, sanitation, parks and recreation, planning and development, and administration.

GENERAL FUND SERVICE CHARGE

Services rendered by the General Fund to bureaus/departments in other funds generate a service charge paid to the General Fund. Examples of these services include billing, personnel, and accounts receivable.

GENERAL OBLIGATION DEBT

Long-term, non-electoral guaranteed debt, in which the general taxing power of the jurisdiction is pledged to pay both principal and interest. Tax-supported general obligation debt is considered a superior form of debt by the market because of its standing as a full-faith obligation of the unit. This form of debt is used to finance capital projects.

GOLF COURSE FUND

This fund accounts for the operations and maintenance of the 18-hole Allentown Municipal Golf Course. The golf course is a self-supporting operation financed by greens fees and golf cart rentals. The course is open to the general public and season tickets are available.

I.A.F.F.

International Association of Fire Fighters, Local No. 302.

INDIRECT COSTS

Costs associated with, but not directly attributable to, the providing of a product or service. These costs are usually incurred by a department in the support of other operating departments.

LIABILITY

Debt or other legal obligations arising out of transactions in the past which are payable but not necessarily due.

LIQUID FUELS FUND

This fund records the financial activity of the City of Allentown's liquid fuels tax allocation from the Commonwealth of Pennsylvania. Tax monies are specially earmarked for street maintenance and repair and for street construction.

M.E.S.A.

Municipal Employees Supervisory Association.

MILL

One thousandth of a dollar, or $1.00 of tax per $1,000 assessed valuation.

OPERATING BUDGET

The budget which deals with everyday activities. Except for encumbrances, these appropriations lapse at the end of a fiscal year.

REVENUE BONDS

Long-term guaranteed debt payable from the earnings of a specific enterprise, such as water or sewer. Revenue bonds are not serviced from the general revenues of a state or local government; therefore they are not subject to the constitutional or statutory limitations imposed on the issuance of general obligation bonds.

S.E.I.U.

Service Employees International Union, AFL-CIO, Local 32 BJ.

SEWER FUND

This fund accounts for the operation and maintenance of the sanitary sewage treatment plant. The City of Allentown owns and operates a regional sanitary sewage treatment facility with surrounding boroughs and townships as major users. The plant utilizes tertiary treatment of wastes and has a 40 million-gallon per day (MGD) treatment capacity. The City has approximately 290 miles of sanitary sewer lines in its collection system. Activities include line maintenance and construction, sewage treatment, residuals disposal, and administration. The sewer system is a self-supporting operation financed by user charges to the general public and the sewer "signatories" (other municipal entities).

SOLID WASTE FUND

This fund administers the contract for the collection and disposal of municipal waste and recyclables in the City of Allentown. The recycling program involves curbside collection, one recycling drop-off center, two yard waste drop-off centers, education programs, and enforcement. Other activities in this fund include weekly street sweeping and leaf collection from September through December. This fund is supported by an annual trash collection fee charged to all residential property owners and grant programs available through the Commonwealth's Department of Environmental Resources.

STANDARD ACCOUNT

Detailed accounts of expenditure. Standard accounts are separated into four broad categories and are numerically subdivided by level of detail: Personnel and Fringe Benefits (02-16); Services and Charges (20-50); Materials and Supplies (54-68); Capital Outlays (71-74); and Sundry (76-99). See the following pages of Standard Accounts, for definitions.

TREXLER FUND

This fund receives the annual trust distributions from the Springwood Trust of the Harry C. Trexler Estate. In accordance with the will's prerequisites, the award is used for the general maintenance of the 142-acre Trexler Park.

WATER FUND

This fund accounts for all of the costs incurred in the collection, treatment, and distribution of water for consumption. Activities include water filtration and pumping, distribution, leak detection, meter reading, administration, and water-shed maintenance. The water system is a self-supporting operation financed by user charges to the general public. The City operates a water filtration plant with a 39 million-gallon per day (MGD) pumping capacity and has approximately 295 miles of piping in its distribution system.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
		PERSONNEL AND FRINGE BENEFITS
02	Permanent Wages	Base wages including increment and longevity for all permanent employees.
03	Holiday Pay	Payments for holidays made to police officers and firefighters as a result of contract commitments.
04	Temporary Wages	Wages for all temporary employees.
05	Education Pay	Education incentive payments made to police officers per contract commitments.
06	Premium Pay	Supplemental wages including wage differential for temporary assignment in a higher paying job classification, and overtime wages including call-in and stand-by, and compensation per contract commitments for holidays.
07	Extra Job Pay	Police officers may choose to work extra jobs outside of their City employment. The extra job pay is remitted through the City's payroll system. The City bills and collects the set fee for the service from the employer utilizing the services of the off-duty officer.
09	Uniform Allowance	Payments for uniform maintenance made to police officers as a result of contract commitments.
11	Shift Differential	Incremental supplemental wages earned for non-standard hours worked during night shift.
12	FICA/Medicare	Employer contributions to the Social Security Fund.
14	Pension	Contributions made by the City to the various pension funds. This account does not include employee or other contributions to Pension Funds.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
16	Insurance - Employee Group	Health insurance, life insurance and dental coverage for all permanent employees and retirees.
		SERVICES AND CHARGES
20	Electric Power	Electric power including that used for street lighting.
22	Telephone	Equipment, installation, line charge, and toll charges
24	Postage and Shipping	Outgoing mail and postage due on mail received plus shipping and handling cost of other carriers.
26	Printing	Printing, copying, duplicating or blue printing provided by commercial establishments (e.g., brochures, booklets, pamphlets, etc.).
28	Mileage Reimbursement	Reimbursement for the use of personal cars on City business except that covered under "Training & Professional Development".
30	Rentals	Rents or lease purchases for machinery, equipment, buildings, vehicles, land, etc.
32	Publications & Memberships	Subscriptions, books and association membership fees
34	Training & Professional Development	Registration, traveling expenses, lodging and meals
36	Insurance - Property and Casualty	Premiums for coverage in excess of self-insured program on fire, theft, accident, liability, honesty bonding, etc.
37	Insurance - Health/Life	Health, dental, life insurance, long-term disability (for firefighters) and prescription drug coverage

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
38	Insurance - Other Employee	Worker's compensation, unemployment compensation, and Medicare
40	Civic Expenses	Contributions to local non-profit civic organizations.
42	Repairs & Maintenance	Repairs and maintenance to equipment, machinery, buildings and vehicles performed by commercial establishments and including the cost of service and maintenance agreements.
46	Contract/Services Fees	Any item of a contractual nature not elsewhere classified, including waste disposal, towing, construction, and curb and sidewalk contracts. Also professional services including consulting, legal, auditing and engineering fees.
48	Grant, Non-City Charges	Specific grants made to non-city agencies as "pass-through" grants.
49	Grant Administrative Charges	Administrative costs designated for and charged to grants.
50	Other Services and Charges	Advertising through any medium and district magistrate fees.
		MATERIALS AND SUPPLIES
54	Repair & Maitenance Supplies	Construction and paving materials; equipment parts and supplies; cleaning and sanitation supplies; paint, electrical and plumbing supplies; small tools and other repair and maintenance supplies
56	Uniforms	Any item of clothing purchased by the City, including safety shoes.
60	Vehicle Parts & Supplies	Parts for autos, trucks, motorcycles, jeeps, etc.
62	Fuels, Oils & Lubricants	Fuels (excluding electricity) used for heating; and petroleum products used in vehicular operation and maintenance.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
64	Pipe & Fittings	Pipe, tubing, elbows, valves, etc.
66	Chemicals	Chlorine, salt, acid, etc.
68	Operating Materials & Supplies	Office supplies, sign materials, laboratory supplies, safety equipment (safety goggles, back braces, etc), and other operating materials and supplies not elsewhere classified. This account also includes all equipment purchases which do not meet the capitalization criteria of Account 72.
		CAPITAL OUTLAYS
72	Equipment	Any unit of property having a useful life in excess of one (1) year and a unit cost in excess of: (a) $500 for individual pieces of furniture and equipment; or grouped assets of a like kind with a unit cost of less than $500; (b) $1,000 for maintenance equipment and machinery. (c) All computers, computer components, and computer peripheral equipment regardless of cost. (d) Machinery and equipment that meet the criteria for inclusion in the special purpose Equipment Fund (rolling stock).
74	Real Estate Acquisition	Land and/or building acquisition, surveying, and all associated purchasing costs.
		SUNDRY
76	Construction Contracts	Project construction, including site preparation costs, performed by an outside contractor.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
80	Self-Insured Losses	Insurance losses paid through the City's Risk Management Program or those losses not covered by existing policies or not collectible because of deductible limits.
82	Interest Expense	Interest charges on all types of indebtedness (bonds, loans, notes).
84	Capital Fund Contribution	Contribution from an operating fund to the Capital Project Fund to support capital improvement projects.
86	General City Charges	Charges made by the General Fund to one of the other operating funds for services rendered by agencies or units which are financed from the General Fund.
87	Unfunded Pension Liability	Amount to be paid by the City to the various pension funds toward the unfunded pension liability as collected under ACT205. This account does not include employee or other contributions to Pension Funds.
88	Interfund Transfers	Amounts appropriated for transfer between budgetary funds.
90	Refunds	Refunds of overpayments, duplicate payments, and other authorized refunds.
91	Arbitrage Rebate	Penalty incurred for excess interest received on bond funds not expended within federally specified limits.
92	Minimum Charge Rebates	Amounts paid to qualified senior citizens pursuant to enabling legislation.
98	Debt Principal	Scheduled payments of principal on all debt obligations.
99	Prior Years Commitments	Appropriations carried over to the next fiscal year to cover prior fiscal year purchase commitments. Expenses in this account were budgeted in prior years, but is actually be paid out in the current year.

CITY OF ALLENTOWN

BUDGET EMPLOYEE POSITION TOTALS: 2008 - 2013

	2008	2009	2010	2011	2012	2013
GENERAL FUND (000)						
Elected	9	9	9	9	9	9
Municipal - S.E.I.U.	203	203	175	176	161	152
Non-Bargaining & Supervisory	108	108	100	101	97	98
Police - F.O.P.	207	215	215	206	216	216
Fire - I.A.F.F.	140	141	141	141	141	126
TOTAL GENERAL FUND	667	676	640	632	624	601
WATER FUND (002)	93	94	84	85	84	85
SEWER FUND (003)	100	103	97	96	97	97
LIQUID FUELS FUND (004)	23	23	21	21	21	21
TREXLER FUND (006)	24	23	14	14	14	14
RISK MANAGEMENT FUND (081)	2	2	2	2	2	2
SOLID WASTE FUND (085)	39	41	32	33	33	33
GOLF COURSE FUND (091)	6	6	5	6	6	6
HUD (700)	-	-	-	-	16	11
E 9-1-1 Fund (911)	32	32	32	32	33	33
TOTAL ALL POSITIONS	**986**	**1000**	**927**	**921**	**930**	**903**

Source: City of Allentown Budgets

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
3	Program Development Specialist
5	Auditor/Examiner
	Clerk III Confidential
	Legal Administrative Assistant
6	Desktop Support Specialist
	Network Support Specialist
	Payroll Clerk
7	Executive Secretary
	Executive Secretary to the Managing Director
	Human Resource Generalist
	Special Projects Manager
	Purchasing Coordinator
	Executive Legal Administrative Assistant
8	Application Support Analyst
	Buyer
	Billing Specialist
	EMS Billing Specialist
	Maintenance Foreperson
	Traffic Control Foreperson
9	Administrative Supervisor
	Communications Shift Supervisor
	Deputy City Clerk
	Education & Enforcement Manager
	EMS Billing Supervisor
	Housing Development Supervisor
	IT Service Coordinator
	Laboratory Supervisor
	Network Administrator
	Office Manager
	Survey Technician 3
	Technical Services Coordinator
10	Applications Support Programmer/Coordinator
	Arbor Foreperson
	Communications Coordinator
	Engineering Technician 3
	Executive Secretary to the Mayor
	G.I.S. Analyst
	Maintenance Technician
	Operations Manager
	Human Relations Officer/Special Assistant to the Mayor

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
11	Cancer Prevention Program Manager
	EMS Shift Supervisor
	Housing Coordinator
	HUD Grants Monitor
	Injury Prevention Services Manager
	Maintenance Supervisor
	Nutrition & Physical Activity Program Manager
	Recreational Program Manager
	Recreation Program Specialist
	Residuals Operations Supervisor
	Senior Buyer
	WWT Shift Supervisor
13	Chief Planner
	Chief Maintenance Supervisor
	Chief Supervisor of Distribution/Collection
	Chief Supervisor of Maintenance
	Construction Codes Superintendent
	Emergency Medical Services Manager
	Golf Course Manager
	Housing Supervisor
	Internal Auditor
	Operations Manager
	WWT Chief Treatment Plant Operator
	Water Filtration Chief Treatment Plant Operator

PAY GRADE	POSITION CLASSIFICATION TITLE
12	Accountant
	Clinical Services Manager
	Communicable Disease Program Manager
	EMS Operations Manager
	Engineering Construction Manager
	Environmental Field Services Manager
	Funds Accountant
	GIS Supervisor
	Golf Course Superintendent
	HUD Grants Accountant
	Internal Auditor
	IT Service Coordinator
	Nursing Coordinator
	Public Safety Analyst
	Senior Planner
	Sweep Manager
	Systems Analyst
	Neighborhood Coordinator
	Zoning Supervisor

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
14	Associate Utility Engineer
	Budget Coordinator
	Business Development Liaison
	Chief Designer/Surveyor
	Environmental Health Associate Director
	Financial Analyst
	Grants Coordination Manager
	HUD Grants Manager
	IT Project Manager
	Labor Relations Officer
	Laboratories Manager
	Network Manager
	Personal Health Associate Director
	SCADA Manager
	Senior GIS Coordinator
	Senior Systems Analyst
15	Business Development Manager
	City Clerk
	Facilities Manager
	Finance Operations Manager
	Manager - Industrial Waste
	Manager - Recycling & Solid Waste
	Purchasing Agent
	Risk & Safety Manager
	Recreation Superintendent

PAY GRADE	POSITION CLASSIFICATION TITLE
16	Chief Utility Engineer
	Communications Superintendent
	Database Administrator/Analyst
	Deputy Director - Finance
	Sr IT Developer
	Parks Superintendent
	Senior Civil Engineer/Assistant City Engineer
	Streets Superintendent
	TIS Operations Manager
	Traffic Control Superintendent
17	Assistant City Solicitor
	CD Operations Manager
	Director – Building Standards & Safety
	Health Director
	Manager - Distribution/Collections
	Manager - Engineering
	Manager of Operations - Water Resources
	Manager - Program Development
	Parks, Recreation & Trails Director
	Planning Director
	Revenue and Audit Manager
	Treasury and Accounting Manager

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
18	Associate City Solicitor
	Deputy Director/City Engineer
	Deputy Fire Chief
	Deputy Director-Human Resources
	Manager - Water Resources
	Director, Technology Information Services
	Police Captain
20	City Solicitor (PT)
21	Community Development Director
	Finance Director
	Fire Chief
	Police Chief
	Police Chief Assistant
	Public Works Director
22	Managing Director

PAY GRADE	POSITION CLASSIFICATION TITLE

CITY OF ALLENTOWN

JAN - DEC 2013 WAGE RANGE FOR NON-BARGAINING UNIT EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

GRADE	Minimum	Maximum	
01	33,295	40,284	Annual
	1,280.57	1,549.37	Bi-weekly
	16.0071	19.3671	Hourly
	24.0107	29.0507	Overtime
02	34,769	42,221	Annual
	1,337.29	1,623.90	Bi-weekly
	16.7161	20.2987	Hourly
	25.0742	30.4481	Overtime
03	36,286	44,207	Annual
	1,395.62	1,700.28	Bi-weekly
	17.4452	21.2535	Hourly
	26.1678	31.8802	Overtime
04	37,880	46,265	Annual
	1,456.91	1,779.42	Bi-weekly
	18.2114	22.2428	Hourly
	27.3171	33.3642	Overtime
05	39,561	48,411	Annual
	1,521.59	1,861.95	Bi-weekly
	19.0198	23.2743	Hourly
	28.5297	34.9115	Overtime
06	41,301	50,604	Annual
	1,588.49	1,946.33	Bi-weekly
	19.8561	24.3291	Hourly
	29.7842	36.4936	Overtime
07	43,169	52,938	Annual
	1,660.34	2,036.06	Bi-weekly
	20.7542	25.4508	Hourly
	31.1313	38.1762	Overtime
08	45,079	55,302	Annual
	1,733.79	2,127.00	Bi-weekly
	21.6724	26.5875	Hourly
	32.5086	39.8812	Overtime
09	47,082	57,762	Annual
	1,810.83	2,221.60	Bi-weekly
	22.6354	27.7700	Hourly
	33.9531	41.6550	Overtime
10	49,174	60,311	Annual
	1,891.30	2,319.66	Bi-weekly
	23.6412	28.9958	Hourly
	35.4618	43.4937	Overtime
11	51,351	63,185	Annual
	1,975.06	2,430.18	Bi-weekly
	24.6882	30.3772	Hourly
	37.0323	45.5658	Overtime

GRADE	Minimum	Maximum	
12	53,675	66,194	Annual
	2,064.42	2,545.93	Bi-weekly
	25.8053	31.8241	Hourly
13	56,083	69,289	Annual
	2,157.05	2,664.97	Bi-weekly
	26.9631	33.3121	Hourly
14	58,626	72,522	Annual
	2,254.86	2,789.29	Bi-weekly
	28.1858	34.8662	Hourly
15	61,262	75,841	Annual
	2,356.23	2,916.95	Bi-weekly
	29.4528	36.4619	Hourly
16	64,027	79,296	Annual
	2,462.58	3,049.85	Bi-weekly
	30.7822	38.1231	Hourly
17	66,941	82,893	Annual
	2,574.66	3,188.19	Bi-weekly
	32.1832	39.8524	Hourly
18	69,991	86,630	Annual
	2,691.97	3,331.93	Bi-weekly
	33.6496	41.6491	Hourly
19	73,219	90,540	Annual
	2,816.13	3,482.30	Bi-weekly
	35.2016	43.5287	Hourly
20	76,582	94,592	Annual
	2,945.48	3,638.16	Bi-weekly
	36.8185	45.4769	Hourly
21	80,531	99,501	Annual
	3,097.34	3,826.95	Bi-weekly
	38.7167	47.8368	Hourly
22	93,127	109,515	Annual
	3,581.81	4,212.13	Bi-weekly
	44.7727	52.6517	Hourly

MUNICIPAL EMPLOYEE CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
6	Clerk 2
	Clerk Stenographer 2
	Maintenance Worker 1
	Maintenance Worker 1/Custodial
	Radio Operator
7	General Support Services Aide
	Para Police
	Recreation Clerk
8	Clerk 3
	Inventory Control Clerk
	Lead Printer Aide
	Line Locator/Water Meter Reader
	Maintenance Worker 2
	Maintenance Worker 2/Stock Clerk
	Permit Technician
	Printer Aide
9	Arborist 1
	Equipment Operator 2
	Maintenance Mechanic "A"
	Maintenance Mechanic 1
	Maintenance Mechanic 2
	Sewer Billing Clerk

PAY GRADE	POSITION CLASSIFICATION TITLE
10	Animal Control Officer
	Equipment Operator 3
	Maintenance Worker 3
	Water Meter Installer
11	Arborist 2
	Emergency Medical Technician
	Engineering Aide 2
	Maintenance Mechanic 2
	Maintenance Mechanic 3
	Water Meter Repairman
12	Community Health Specialist
	Pretreatment Inspector
	Sweep Officer
	Sweep Officer-Multi Lingual
	Tradesman-Carpenter
	Traffic Signal Technician 2
	Treatment Plant Operator 1
	Zoning Officer

MUNICIPAL EMPLOYEE CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
13	911 Dispatcher
	Engineering Aide 3
	Financial Specialist
	Lab Technician
	Plumbing/Mechanical Inspector
	Tradesman
	Tradesman - Carpenter
	Tradesman - Electrician
	Tradesman - Plumber
	Treatment Plant Operater 1
14	Construction Inspector
	Construction Technician
	Environmental Technician
	Equipment Operator 4
	Housing Inspector
	Instrumentation Technician
	Paving Specialist
	Project Improvement Inspector
	Rehabilitation Specialist
	Telecommunications Technician
	Treatment Plant Operator 2

PAY GRADE	POSITION CLASSIFICATION TITLE
15	Engineering Aide 4
	Equipment Operator 5
	Tax Examiner
	Treatment Plant Operator 2
	Waste & Recycling Operator
16	Building Inspector
	Communicable Disease Investigator
	Dietician
	Electrical Inspector
	Greenskeeper
	Plumbing/Mechanical Inspector
	Treatment Plant Operator 2
	Tree Inspector
18	Sanitarian
31	Community Health Nurse
	Paramedic

CITY OF ALLENTOWN

JUL 2012 - JUN 2013: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SCHEDULE M

GRADE	A	B	C	D	E	F	G	H	
01	28,140	29,081	30,330	34,780	35,398	36,041	36,716	37,434	Annual
	1,082.30	1,118.50	1,166.52	1,337.69	1,361.45	1,386.20	1,412.16	1,439.78	Biweekly
	13.5287	13.9813	14.5815	16.7212	17.0182	17.3275	17.6520	17.9972	Hourly
	20.2931	20.9719	21.8723	25.0818	25.5273	25.9912	26.4780	26.9958	Overtime
02	28,670	29,624	30,898	35,398	36,041	36,716	37,434	38,178	Annual
	1,102.69	1,139.39	1,188.38	1,361.45	1,386.20	1,412.16	1,439.78	1,468.37	Biweekly
	13.7836	14.2424	14.8548	17.0182	17.3275	17.6520	17.9972	18.3546	Hourly
	20.6754	21.3636	22.2822	25.5273	25.9912	26.4780	26.9958	27.5319	Overtime
03	29,226	30,204	31,499	36,041	36,716	37,434	38,178	38,967	Annual
	1,124.07	1,161.69	1,211.50	1,386.20	1,412.16	1,439.78	1,468.37	1,498.72	Biweekly
	14.0508	14.5211	15.1438	17.3275	17.6520	17.9972	18.3546	18.7340	Hourly
	21.0762	21.7817	22.7157	25.9912	26.4780	26.9958	27.5319	28.1009	Overtime
04	29,805	30,799	32,122	36,716	37,434	38,178	38,967	39,790	Annual
	1,146.36	1,184.58	1,235.47	1,412.16	1,439.78	1,468.37	1,498.72	1,530.39	Biweekly
	14.3296	14.8072	15.4433	17.6520	17.9972	18.3546	18.7340	19.1299	Hourly
	21.4943	22.2108	23.1650	26.4780	26.9958	27.5319	28.1009	28.6949	Overtime
05	30,415	31,427	32,778	37,434	38,178	38,967	39,790	40,658	Annual
	1,169.79	1,208.72	1,260.70	1,439.78	1,468.37	1,498.72	1,530.39	1,563.77	Biweekly
	14.6224	15.1090	15.7587	17.9972	18.3546	18.7340	19.1299	19.5471	Hourly
	21.9335	22.6636	23.6381	26.9958	27.5319	28.1009	28.6949	29.3206	Overtime
06	31,060	32,097	33,472	38,178	38,967	39,790	40,658	41,568	Annual
	1,194.63	1,234.49	1,287.38	1,468.37	1,498.72	1,530.39	1,563.77	1,598.75	Biweekly
	14.9328	15.4312	16.0923	18.3546	18.7340	19.1299	19.5471	19.9844	Hourly
	22.3992	23.1467	24.1384	27.5319	28.1009	28.6949	29.3206	29.9766	Overtime

CITY OF ALLENTOWN

JUL 2012 - JUN 2013: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SCHEDULE M

GRADE	A	B	C	D	E	F	G	H	
07	31,728	32,786	34,199	38,967	39,790	40,658	41,568	42,520	Annual
	1,220.29	1,260.98	1,315.34	1,498.72	1,530.39	1,563.77	1,598.75	1,635.40	Biweekly
	15.2537	15.7623	16.4418	18.7340	19.1299	19.5471	19.9844	20.4425	Hourly
	22.8805	23.6434	24.6627	28.1009	28.6949	29.3206	29.9766	30.6638	Overtime
08	32,438	33,520	34,962	39,790	40,658	41,568	42,520	43,521	Annual
	1,247.62	1,289.24	1,344.68	1,530.39	1,563.77	1,598.75	1,635.40	1,673.90	Biweekly
	15.5952	16.1155	16.8085	19.1299	19.5471	19.9844	20.4425	20.9237	Hourly
	23.3928	24.1732	25.2127	28.6949	29.3206	29.9766	30.6638	31.3856	Overtime
09	33,179	34,292	35,761	40,658	41,568	42,520	43,521	44,568	Annual
	1,276.12	1,318.91	1,375.41	1,563.77	1,598.75	1,635.40	1,673.90	1,714.15	Biweekly
	15.9515	16.4863	17.1926	19.5471	19.9844	20.4425	20.9237	21.4269	Hourly
	23.9272	24.7295	25.7889	29.3206	29.9766	30.6638	31.3856	32.1403	Overtime
10	33,960	35,092	36,603	41,568	42,520	43,521	44,568	45,676	Annual
	1,306.17	1,349.70	1,407.82	1,598.75	1,635.40	1,673.90	1,714.15	1,756.76	Biweekly
	16.3271	16.8713	17.5977	19.9844	20.4425	20.9237	21.4269	21.9595	Hourly
	24.4907	25.3069	26.3966	29.9766	30.6638	31.3856	32.1403	32.9392	Overtime
11	34,779	35,937	37,484	42,520	43,521	44,568	45,676	46,834	Annual
	1,337.64	1,382.20	1,441.68	1,635.40	1,673.90	1,714.15	1,756.76	1,801.31	Biweekly
	16.7205	17.2775	18.0210	20.4425	20.9237	21.4269	21.9595	22.5163	Hourly
	25.0808	25.9162	27.0314	30.6638	31.3856	32.1403	32.9392	33.7745	Overtime
12	35,638	36,828	38,409	43,521	44,568	45,676	46,834	48,051	Annual
	1,370.68	1,416.45	1,477.25	1,673.90	1,714.15	1,756.76	1,801.31	1,848.11	Biweekly
	17.1335	17.7057	18.4656	20.9237	21.4269	21.9595	22.5163	23.1013	Hourly
	25.7002	26.5585	27.6984	31.3856	32.1403	32.9392	33.7745	34.6520	Overtime

CITY OF ALLENTOWN

JUL 2012 - JUN 2013: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SCHEDULE M

GRADE	A	B	C	D	E	F	G	H	
13	36,537	37,756	39,378	44,568	45,676	46,834	48,051	49,326	Annual
	1,405.28	1,452.17	1,514.53	1,714.15	1,756.76	1,801.31	1,848.11	1,897.14	Biweekly
	17.5660	18.1521	18.9316	21.4269	21.9595	22.5163	23.1013	23.7142	Hourly
	26.3490	27.2282	28.3974	32.1403	32.9392	33.7745	34.6520	35.5713	Overtime
14	37,481	38,731	40,398	45,676	46,834	48,051	49,326	50,672	Annual
	1,441.58	1,489.64	1,553.77	1,756.76	1,801.31	1,848.11	1,897.14	1,948.91	Biweekly
	18.0198	18.6205	19.4221	21.9595	22.5163	23.1013	23.7142	24.3614	Hourly
	27.0297	27.9308	29.1331	32.9392	33.7745	34.6520	35.5713	36.5421	Overtime
15	38,436	39,704	41,417	46,834	48,051	49,326	50,672	52,016	Annual
	1,478.33	1,527.07	1,592.95	1,801.31	1,848.11	1,897.14	1,948.91	2,000.63	Biweekly
	18.4791	19.0884	19.9118	22.5163	23.1013	23.7142	24.3614	25.0079	Hourly
	27.7186	28.6326	29.8677	33.7745	34.6520	35.5713	36.5421	37.5119	Overtime
16	39,382	40,680	42,434	48,051	49,326	50,672	52,016	53,364	Annual
	1,514.68	1,564.60	1,632.08	1,848.11	1,897.14	1,948.91	2,000.63	2,052.46	Biweekly
	18.9335	19.5575	20.4010	23.1013	23.7142	24.3614	25.0079	25.6557	Hourly
	28.4003	29.3362	30.6015	34.6520	35.5713	36.5421	37.5119	38.4836	Overtime
18	41,469	42,786	44,540	50,672	52,016	53,364	54,687	56,010	Annual
	1,594.94	1,645.60	1,713.09	1,948.91	2,000.63	2,052.46	2,103.36	2,154.25	Biweekly
	19.9368	20.5700	21.4136	24.3614	25.0079	25.6557	26.2920	26.9281	Hourly
	29.9052	30.8550	32.1204	36.5421	37.5119	38.4836	39.4379	40.3921	Overtime
31	-	-	-	47,685	49,352	51,082	52,869	54,718	Annual
	-	-	-	1,834.05	1,898.16	1,964.67	2,033.43	2,104.52	Biweekly
	-	-	-	22.9256	23.7270	24.5584	25.4178	26.3066	Hourly
	-	-	-	34.3884	35.5906	36.8376	38.1268	39.4598	Overtime

CITY OF ALLENTOWN

JUL 2013 - JUN 2014: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SCHEDULE M

GRADE	A	B	C	D	E	F	G	H	
01	28,562	29,517	30,784	35,302	35,929	36,582	37,267	37,996	Annual
	1,098.53	1,135.28	1,184.02	1,357.76	1,381.88	1,406.99	1,433.34	1,461.37	Biweekly
	13.7317	14.1910	14.8002	16.9720	17.2734	17.5874	17.9168	18.2672	Hourly
	20.5975	21.2865	22.2004	25.4580	25.9102	26.3811	26.8752	27.4008	Overtime
02	29,100	30,069	31,361	35,929	36,582	37,267	37,996	38,750	Annual
	1,119.23	1,156.48	1,206.21	1,381.88	1,406.99	1,433.34	1,461.37	1,490.39	Biweekly
	13.9904	14.4560	15.0776	17.2734	17.5874	17.9168	18.2672	18.6299	Hourly
	20.9856	21.6840	22.6164	25.9102	26.3811	26.8752	27.4008	27.9449	Overtime
03	29,664	30,657	31,972	36,582	37,267	37,996	38,750	39,551	Annual
	1,140.93	1,179.12	1,229.68	1,406.99	1,433.34	1,461.37	1,490.39	1,521.20	Biweekly
	14.2616	14.7389	15.3710	17.5874	17.9168	18.2672	18.6299	19.0150	Hourly
	21.3924	22.1084	23.0564	26.3811	26.8752	27.4008	27.9449	28.5225	Overtime
04	30,253	31,261	32,604	37,267	37,996	38,750	39,551	40,387	Annual
	1,163.56	1,202.35	1,254.00	1,433.34	1,461.37	1,490.39	1,521.20	1,553.35	Biweekly
	14.5445	15.0293	15.6750	17.9168	18.2672	18.6299	19.0150	19.4169	Hourly
	21.8167	22.5440	23.5125	26.8752	27.4008	27.9449	28.5225	29.1253	Overtime
05	30,871	31,898	33,270	37,996	38,750	39,551	40,387	41,268	Annual
	1,187.34	1,226.85	1,279.61	1,461.37	1,490.39	1,521.20	1,553.35	1,587.22	Biweekly
	14.8417	15.3357	15.9951	18.2672	18.6299	19.0150	19.4169	19.8403	Hourly
	22.2626	23.0035	23.9927	27.4008	27.9449	28.5225	29.1253	29.7604	Overtime
06	31,526	32,578	33,974	38,750	39,551	40,387	41,268	42,191	Annual
	1,212.54	1,253.01	1,306.69	1,490.39	1,521.20	1,553.35	1,587.22	1,622.73	Biweekly
	15.1568	15.6626	16.3337	18.6299	19.0150	19.4169	19.8403	20.2842	Hourly
	22.7352	23.4939	24.5005	27.9449	28.5225	29.1253	29.7604	30.4262	Overtime

CITY OF ALLENTOWN

JUL 2013 - JUN 2014: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SCHEDULE M

GRADE	A	B	C	D	E	F	G	H	
07	32,204	33,277	34,712	39,551	40,387	41,268	42,191	43,158	Annual
	1,238.60	1,279.90	1,335.07	1,521.20	1,553.35	1,587.22	1,622.73	1,659.93	Biweekly
	15.4825	15.9987	16.6884	19.0150	19.4169	19.8403	20.2842	20.7492	Hourly
	23.2237	23.9981	25.0326	28.5225	29.1253	29.7604	30.4262	31.1237	Overtime
08	32,925	34,023	35,486	40,387	41,268	42,191	43,158	44,174	Annual
	1,266.33	1,308.58	1,364.85	1,553.35	1,587.22	1,622.73	1,659.93	1,699.01	Biweekly
	15.8291	16.3572	17.0606	19.4169	19.8403	20.2842	20.7492	21.2376	Hourly
	23.7437	24.5358	25.5909	29.1253	29.7604	30.4262	31.1237	31.8564	Overtime
09	33,677	34,806	36,297	41,268	42,191	43,158	44,174	45,236	Annual
	1,295.26	1,338.69	1,396.04	1,587.22	1,622.73	1,659.93	1,699.01	1,739.86	Biweekly
	16.1907	16.7336	17.4505	19.8403	20.2842	20.7492	21.2376	21.7483	Hourly
	24.2861	25.1004	26.1758	29.7604	30.4262	31.1237	31.8564	32.6224	Overtime
10	34,470	35,619	37,152	42,191	43,158	44,174	45,236	46,361	Annual
	1,325.76	1,369.95	1,428.93	1,622.73	1,659.93	1,699.01	1,739.86	1,783.11	Biweekly
	16.5720	17.1243	17.8617	20.2842	20.7492	21.2376	21.7483	22.2889	Hourly
	24.8580	25.6865	26.7925	30.4262	31.1237	31.8564	32.6224	33.4333	Overtime
11	35,300	36,476	38,046	43,158	44,174	45,236	46,361	47,536	Annual
	1,357.71	1,402.93	1,463.30	1,659.93	1,699.01	1,739.86	1,783.11	1,828.33	Biweekly
	16.9713	17.5367	18.2913	20.7492	21.2376	21.7483	22.2889	22.8541	Hourly
	25.4570	26.3050	27.4369	31.1237	31.8564	32.6224	33.4333	34.2811	Overtime
12	36,172	37,380	38,985	44,174	45,236	46,361	47,536	48,772	Annual
	1,391.24	1,437.70	1,499.41	1,699.01	1,739.86	1,783.11	1,828.33	1,875.83	Biweekly
	17.3905	17.9713	18.7426	21.2376	21.7483	22.2889	22.8541	23.4478	Hourly
	26.0857	26.9569	28.1139	31.8564	32.6224	33.4333	34.2811	35.1718	Overtime

CITY OF ALLENTOWN

JUL 2013 - JUN 2014: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SCHEDULE M

GRADE	A	B	C	D	E	F	G	H	
13	37,085	38,323	39,968	45,236	46,361	47,536	48,772	50,065	Annual
	1,426.36	1,473.95	1,537.25	1,739.86	1,783.11	1,828.33	1,875.83	1,925.60	Biweekly
	17.8295	18.4244	19.2156	21.7483	22.2889	22.8541	23.4478	24.0699	Hourly
	26.7442	27.6366	28.8234	32.6224	33.4333	34.2811	35.1718	36.1049	Overtime
14	38,043	39,312	41,004	46,361	47,536	48,772	50,065	51,432	Annual
	1,463.21	1,511.99	1,577.07	1,783.11	1,828.33	1,875.83	1,925.60	1,978.14	Biweekly
	18.2901	18.8998	19.7134	22.2889	22.8541	23.4478	24.0699	24.7268	Hourly
	27.4352	28.3498	29.5701	33.4333	34.2811	35.1718	36.1049	37.0902	Overtime
15	39,013	40,299	42,038	47,536	48,772	50,065	51,432	52,797	Annual
	1,500.50	1,549.98	1,616.84	1,828.33	1,875.83	1,925.60	1,978.14	2,030.64	Biweekly
	18.7563	19.3748	20.2105	22.8541	23.4478	24.0699	24.7268	25.3830	Hourly
	28.1344	29.0621	30.3157	34.2811	35.1718	36.1049	37.0902	38.0746	Overtime
16	39,972	41,290	43,071	48,772	50,065	51,432	52,797	54,164	Annual
	1,537.40	1,588.07	1,656.56	1,875.83	1,925.60	1,978.14	2,030.64	2,083.24	Biweekly
	19.2175	19.8508	20.7070	23.4478	24.0699	24.7268	25.3830	26.0406	Hourly
	28.8263	29.7762	31.0606	35.1718	36.1049	37.0902	38.0746	39.0608	Overtime
18	42,091	43,427	45,208	51,432	52,797	54,164	55,508	56,851	Annual
	1,618.87	1,670.29	1,738.78	1,978.14	2,030.64	2,083.24	2,134.91	2,186.56	Biweekly
	20.2359	20.8786	21.7348	24.7268	25.3830	26.0406	26.6863	27.3320	Hourly
	30.3538	31.3179	32.6022	37.0902	38.0746	39.0608	40.0295	40.9980	Overtime
31	-	-	-	48,401	50,093	51,848	53,662	55,538	Annual
	-	-	-	1,861.56	1,926.64	1,994.14	2,063.93	2,136.09	Biweekly
	-	-	-	23.2695	24.0829	24.9268	25.7991	26.7012	Hourly
	-	-	-	34.9042	36.1244	37.3902	38.6987	40.0517	Overtime

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2013 WAGE SCHEDULE
PATROL OFFICER

** Based on 3% increase*

*** Based on 12 holidays*
Not included: Flag Day, Emp Birthday

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	**Holiday
1	48,262	-	48,262	1,856.22	185.622	23.2027	2,227.46
2	50,559	-	50,559	1,944.56	194.456	24.3070	2,333.47
3	52,860	-	52,860	2,033.06	203.306	25.4133	2,439.67
4	64,299	-	64,299	2,473.03	247.303	30.9129	2,967.64
5	64,539	425	64,964	2,498.61	249.861	31.2326	2,998.33
6	64,539	525	65,064	2,502.45	250.245	31.2807	3,002.94
7	64,539	625	65,164	2,506.30	250.630	31.3287	3,007.56
8	64,539	725	65,264	2,510.15	251.015	31.3768	3,012.17
9	64,539	825	65,364	2,513.99	251.399	31.4249	3,016.79
10	64,539	925	65,464	2,517.84	251.784	31.4730	3,021.40
11	64,539	1,025	65,564	2,521.68	252.168	31.5210	3,026.02
12	64,539	1,125	65,664	2,525.53	252.553	31.5691	3,030.64
13	64,539	1,225	65,764	2,529.38	252.938	31.6172	3,035.25
14	64,539	1,325	65,864	2,533.22	253.322	31.6653	3,039.87
15	64,539	1,425	65,964	2,537.07	253.707	31.7134	3,044.48
16	64,539	1,525	66,064	2,540.91	254.091	31.7614	3,049.10
17	64,539	1,625	66,164	2,544.76	254.476	31.8095	3,053.71
18	64,539	1,725	66,264	2,548.61	254.861	31.8576	3,058.33
19	64,539	1,825	66,364	2,552.45	255.245	31.9057	3,062.94
20	64,539	1,925	66,464	2,556.30	255.630	31.9537	3,067.56
21	64,539	2,025	66,564	2,560.15	256.015	32.0018	3,072.17
22	64,539	2,125	66,664	2,563.99	256.399	32.0499	3,076.79
23	64,539	2,225	66,764	2,567.84	256.784	32.0980	3,081.40
24	64,539	2,325	66,864	2,571.68	257.168	32.1460	3,086.02
25	64,539	2,425	66,964	2,575.53	257.553	32.1941	3,090.64

Differential: Middle Shift $0.35/Hour Night Shift $0.40/Hour

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2013 WAGE SCHEDULE
"SERGEANT A"

** Based on 3% increase*

*** Based on 12 holidays*
Not included: Flag Day, Emp Birthday

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	**Holiday
1	63,686	-	63,686	2,449.46	244.946	30.6182	2,939.35
2	65,879	-	65,879	2,533.80	253.380	31.6725	3,040.56
3	68,067	-	68,067	2,617.94	261.794	32.7243	3,141.53
4	68,067	-	68,067	2,617.94	261.794	32.7243	3,141.53
5	68,307	425	68,732	2,643.52	264.352	33.0440	3,172.22
6	68,307	525	68,832	2,647.37	264.737	33.0921	3,176.84
7	68,307	625	68,932	2,651.21	265.121	33.1401	3,181.45
8	68,307	725	69,032	2,655.06	265.506	33.1882	3,186.07
9	68,307	825	69,132	2,658.90	265.890	33.2363	3,190.69
10	68,307	925	69,232	2,662.75	266.275	33.2844	3,195.30
11	68,307	1,025	69,332	2,666.60	266.660	33.3325	3,199.92
12	68,307	1,125	69,432	2,670.44	267.044	33.3805	3,204.53
13	68,307	1,225	69,532	2,674.29	267.429	33.4286	3,209.15
14	68,307	1,325	69,632	2,678.14	267.814	33.4767	3,213.76
15	68,307	1,425	69,732	2,681.98	268.198	33.5248	3,218.38
16	68,307	1,525	69,832	2,685.83	268.583	33.5728	3,222.99
17	68,307	1,625	69,932	2,689.67	268.967	33.6209	3,227.61
18	68,307	1,725	70,032	2,693.52	269.352	33.6690	3,232.22
19	68,307	1,825	70,132	2,697.37	269.737	33.7171	3,236.84
20	68,307	1,925	70,232	2,701.21	270.121	33.7651	3,241.45
21	68,307	2,025	70,332	2,705.06	270.506	33.8132	3,246.07
22	68,307	2,125	70,432	2,708.90	270.890	33.8613	3,250.69
23	68,307	2,225	70,532	2,712.75	271.275	33.9094	3,255.30
24	68,307	2,325	70,632	2,716.60	271.660	33.9575	3,259.92
25	68,307	2,425	70,732	2,720.44	272.044	34.0055	3,264.53

Differential: Middle Shift $0.35/Hour Night Shift $0.40/Hour

"Sergeants A" applies to Sergeants with less than two (2)

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2013 WAGE SCHEDULE
"SERGEANT B"

** Based on 3% increase*

*** Based on 12 holidays*
Not included: Flag Day, Emp Birthday

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	**Holiday
1	69,907	-	69,907	2,688.74	268.874	33.6092	3,226.48
2	69,907	-	69,907	2,688.74	268.874	33.6092	3,226.48
3	69,907	-	69,907	2,688.74	268.874	33.6092	3,226.48
4	69,907	-	69,907	2,688.74	268.874	33.6092	3,226.48
5	69,907	425	70,332	2,705.08	270.508	33.8135	3,246.10
6	69,907	525	70,432	2,708.93	270.893	33.8616	3,250.71
7	69,907	625	70,532	2,712.77	271.277	33.9097	3,255.33
8	69,907	725	70,632	2,716.62	271.662	33.9578	3,259.94
9	69,907	825	70,732	2,720.47	272.047	34.0058	3,264.56
10	69,907	925	70,832	2,724.31	272.431	34.0539	3,269.18
11	69,907	1,025	70,932	2,728.16	272.816	34.1020	3,273.79
12	69,907	1,125	71,032	2,732.01	273.201	34.1501	3,278.41
13	69,907	1,225	71,132	2,735.85	273.585	34.1981	3,283.02
14	69,907	1,325	71,232	2,739.70	273.970	34.2462	3,287.64
15	69,907	1,425	71,332	2,743.54	274.354	34.2943	3,292.25
16	69,907	1,525	71,432	2,747.39	274.739	34.3424	3,296.87
17	69,907	1,625	71,532	2,751.24	275.124	34.3904	3,301.48
18	69,907	1,725	71,632	2,755.08	275.508	34.4385	3,306.10
19	69,907	1,825	71,732	2,758.93	275.893	34.4866	3,310.71
20	69,907	1,925	71,832	2,762.77	276.277	34.5347	3,315.33
21	69,907	2,025	71,932	2,766.62	276.662	34.5828	3,319.94
22	69,907	2,125	72,032	2,770.47	277.047	34.6308	3,324.56
23	69,907	2,225	72,132	2,774.31	277.431	34.6789	3,329.18
24	69,907	2,325	72,232	2,778.16	277.816	34.7270	3,333.79
25	69,907	2,425	72,332	2,782.01	278.201	34.7751	3,338.41

Differential: Middle Shift $0.35/Hour Night Shift $0.40/Hour

"Sergeants B" applies to Sergeants with two (2) or more years in grade (on second (2nd) anniversary date of promotion)

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2013 WAGE SCHEDULE
"LIEUTENANT"

** Based on 3% increase*

*** Based on 12 holidays*
Not included: Flag Day, Emp Birthday

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	**Holiday
1	73,403	-	73,403	2,823.19	282.319	35.2899	3,387.83
2	73,403	-	73,403	2,823.19	282.319	35.2899	3,387.83
3	73,403	-	73,403	2,823.19	282.319	35.2899	3,387.83
4	73,403	-	73,403	2,823.19	282.319	35.2899	3,387.83
5	73,403	425	73,828	2,839.54	283.954	35.4942	3,407.44
6	73,403	525	73,928	2,843.38	284.338	35.5423	3,412.06
7	73,403	625	74,028	2,847.23	284.723	35.5904	3,416.67
8	73,403	725	74,128	2,851.08	285.108	35.6384	3,421.29
9	73,403	825	74,228	2,854.92	285.492	35.6865	3,425.91
10	73,403	925	74,328	2,858.77	285.877	35.7346	3,430.52
11	73,403	1,025	74,428	2,862.61	286.261	35.7827	3,435.14
12	73,403	1,125	74,528	2,866.46	286.646	35.8307	3,439.75
13	73,403	1,225	74,628	2,870.31	287.031	35.8788	3,444.37
14	73,403	1,325	74,728	2,874.15	287.415	35.9269	3,448.98
15	73,403	1,425	74,828	2,878.00	287.800	35.9750	3,453.60
16	73,403	1,525	74,928	2,881.84	288.184	36.0231	3,458.21
17	73,403	1,625	75,028	2,885.69	288.569	36.0711	3,462.83
18	73,403	1,725	75,128	2,889.54	288.954	36.1192	3,467.44
19	73,403	1,825	75,228	2,893.38	289.338	36.1673	3,472.06
20	73,403	1,925	75,328	2,897.23	289.723	36.2154	3,476.67
21	73,403	2,025	75,428	2,901.08	290.108	36.2634	3,481.29
22	73,403	2,125	75,528	2,904.92	290.492	36.3115	3,485.91
23	73,403	2,225	75,628	2,908.77	290.877	36.3596	3,490.52
24	73,403	2,325	75,728	2,912.61	291.261	36.4077	3,495.14
25	73,403	2,425	75,828	2,916.46	291.646	36.4557	3,499.75

Differential: Middle Shift $0.35/Hour Night Shift $0.40/Hour

CITY OF ALLENTOWN

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302

EFFECTIVE JANUARY THROUGH DECEMBER 2013

FIRE FIGHTERS

***Based on 0% increase**

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	43,609	-	43,609	1,677.27	239.61	19.9675	3,114.94
2	45,790	-	45,790	1,761.16	251.59	20.9662	3,270.73
3	47,972	-	47,972	1,845.09	263.58	21.9652	3,426.60
4	59,697	-	59,697	2,296.05	328.01	27.3340	4,264.09
5	59,697	175	59,872	2,302.78	328.97	27.4140	4,276.59
6	59,697	275	59,972	2,306.62	329.52	27.4598	4,283.73
7	59,697	325	60,022	2,308.55	329.79	27.4827	4,287.30
8	59,697	375	60,072	2,310.47	330.07	27.5056	4,290.87
9	59,697	475	60,172	2,314.32	330.62	27.5514	4,298.02
10	59,697	525	60,222	2,316.24	330.89	27.5743	4,301.59
11	59,697	575	60,272	2,318.16	331.17	27.5972	4,305.16
12	59,697	675	60,372	2,322.01	331.72	27.6430	4,312.30
13	59,697	725	60,422	2,323.93	331.99	27.6659	4,315.87
14	59,697	775	60,472	2,325.85	332.26	27.6887	4,319.44
15	59,697	875	60,572	2,329.70	332.81	27.7345	4,326.59
16	59,697	925	60,622	2,331.62	333.09	27.7574	4,330.16
17	59,697	975	60,672	2,333.55	333.36	27.7803	4,333.73
18	59,697	1,075	60,772	2,337.39	333.91	27.8261	4,340.87
19	59,697	1,125	60,822	2,339.32	334.19	27.8490	4,344.44
20	59,697	1,325	61,022	2,347.01	335.29	27.9406	4,358.73
25	59,697	1,825	61,522	2,366.24	338.03	28.1695	4,394.44

CITY OF ALLENTOWN

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2013
LIEUTENANT / INSPECTOR

**** Based on 0% increase***

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	64,775	-	64,775	2,491.36	355.91	29.6590	4,626.81
5	64,775	175	64,950	2,498.09	356.88	29.7392	4,639.32
6	64,775	275	65,050	2,501.94	357.42	29.7850	4,646.45
7	64,775	325	65,100	2,503.86	357.69	29.8078	4,650.01
8	64,775	375	65,150	2,505.78	357.97	29.8307	4,653.59
9	64,775	475	65,250	2,509.63	358.52	29.8765	4,660.74
10	64,775	525	65,300	2,511.55	358.79	29.8994	4,664.31
11	64,775	575	65,350	2,513.47	359.07	29.9223	4,667.88
12	64,775	675	65,450	2,517.32	359.62	29.9681	4,675.02
13	64,775	725	65,500	2,519.24	359.89	29.9910	4,678.60
14	64,775	775	65,550	2,521.17	360.17	30.0139	4,682.17
15	64,775	875	65,650	2,525.01	360.72	30.0597	4,689.32
16	64,775	925	65,700	2,526.94	360.99	30.0826	4,692.89
17	64,775	975	65,750	2,528.86	361.27	30.1055	4,696.46
18	64,775	1,075	65,850	2,532.71	361.82	30.1513	4,703.59
19	64,775	1,125	65,900	2,534.63	362.09	30.1741	4,707.16
20	64,775	1,325	66,100	2,542.32	363.19	30.2657	4,721.45
25	64,775	1,825	66,600	2,561.55	365.94	30.4947	4,757.16

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2013
CAPTAIN

**** Based on 0% increase***

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	67,157	-	67,157	2,582.97	369.00	30.7496	4,796.94
5	67,157	175	67,332	2,589.70	369.96	30.8298	4,809.44
6	67,157	275	67,432	2,593.55	370.51	30.8756	4,816.59
7	67,157	325	67,482	2,595.47	370.78	30.8985	4,820.16
8	67,157	375	67,532	2,597.39	371.06	30.9213	4,823.73
9	67,157	475	67,632	2,601.24	371.61	30.9671	4,830.87
10	67,157	525	67,682	2,603.16	371.88	30.9900	4,834.44
11	67,157	575	67,732	2,605.09	372.16	31.0129	4,838.02
12	67,157	675	67,832	2,608.93	372.70	31.0587	4,845.16
13	67,157	725	67,882	2,610.85	372.98	31.0816	4,848.73
14	67,157	775	67,932	2,612.78	373.25	31.1045	4,852.30
15	67,157	875	68,032	2,616.62	373.80	31.1503	4,859.44
16	67,157	925	68,082	2,618.55	374.08	31.1732	4,863.02
17	67,157	975	68,132	2,620.47	374.35	31.1961	4,866.59
18	67,157	1,075	68,232	2,624.32	374.90	31.2419	4,873.73
19	67,157	1,125	68,282	2,626.24	375.18	31.2648	4,877.30
20	67,157	1,325	68,482	2,633.93	376.28	31.3563	4,891.59
25	67,157	1,825	68,982	2,653.16	379.02	31.5853	4,927.30

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2013
BATTALION CHIEF

**** Based on 0% increase***

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	69,548	-	69,548	2,674.93	382.13	31.8445	4,967.74
5	69,548	175	69,723	2,681.66	383.09	31.9246	4,980.23
6	69,548	275	69,823	2,685.51	383.64	31.9703	4,987.37
7	69,548	325	69,873	2,687.43	383.92	31.9932	4,990.95
8	69,548	375	69,923	2,689.36	384.19	32.0161	4,994.52
9	69,548	475	70,023	2,693.20	384.74	32.0619	5,001.66
10	69,548	525	70,073	2,695.12	385.02	32.0848	5,005.24
11	69,548	575	70,123	2,697.05	385.29	32.1077	5,008.79
12	69,548	675	70,223	2,700.89	385.84	32.1535	5,015.94
13	69,548	725	70,273	2,702.82	386.12	32.1764	5,019.52
14	69,548	775	70,323	2,704.74	386.39	32.1993	5,023.09
15	69,548	875	70,423	2,708.59	386.94	32.2451	5,030.23
16	69,548	925	70,473	2,710.51	387.22	32.2680	5,033.80
17	69,548	975	70,523	2,712.43	387.49	32.2909	5,037.37
18	69,548	1,075	70,623	2,716.28	388.04	32.3366	5,044.52
19	69,548	1,125	70,673	2,718.20	388.31	32.3595	5,048.09
20	69,548	1,325	70,873	2,725.89	389.41	32.4511	5,062.37
25	69,548	1,825	71,373	2,745.12	392.16	32.6801	5,098.09

ARTICLE 130
FINANCIAL PROCEDURES

130.01 Fiscal Year
130.02 Submission of Balanced Budget and Capital Program
130.03 Budget Message
130.04 Budget
130.05 City Council Action on Budget
130.06 Revised Budget (removed pursuant to charter amendment)
130.07 Amendments After Adoption
130.08 Lapse of Appropriations
130.09 Administration of the Budget and Capital Plan
130.10 Capital Plan
130.11 City Council Action on Capital Plan
130.12 Public Records
130.13 Independent Audit
130.14 Appropriations
130.15 Contributions
130.16 Contracts
130.17 Out Sourcing
130.18 Warrants: Form and Signature
130.19 Deposits; Co-Mingling; Negative Cash Balances
130.20 Temporary Investment of Funds
130.21 Annual Audit
130.21 Vacancy Report
130.22 Limitations on Expenditure of City Funds
130.24 Sale of City Land
130.25 Dedicating City Assets
130.26 City Funds Prohibited to Delinquents
130.27 Settlements
130.28 Stabilization Fund

130.01 FISCAL YEAR

The fiscal year of the City shall be the calendar year. If not prohibited by law, the Council may, by ordinance, adopt a different fiscal year, specifying an orderly procedure for financial and budgetary controls in making such transition. (Art. VIII, §801)

130.02 SUBMISSION OF BALANCED BUDGET AND CAPITAL PROGRAM

On or before ninety (90) days prior to the ensuing fiscal year, the Department Heads will submit Proposed Budget and Capital Program to the Mayor. On or before sixty (60) days prior to the ensuing fiscal year, the Mayor will submit to the City Council a balanced budget, Capital Program and an accompanying message. The Proposed Balanced Budget and Capital Program shall be in such form as the Mayor deems desirable, unless otherwise required by Council. (Art. VIII, §802)

130.03 BUDGET MESSAGE

The Budget shall be accompanied by a message which shall include:

A. An explanation of the expenditures and revenues in the proposed budget, indicating and explaining major changes from the current year and the prior year.

B. An outline of proposed programs and an explanation of new, expanded or abolished programs or functions.

C. A summary of the City's debt position.

D. Such other material, as required by Council, that will inform the Council and the public of municipal goals. (Art. VIII, §803)

130.04 BUDGET

The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year in accordance with all Generally Accepted Accounting Principles and, except as required by this Charter, shall be in such form as the Mayor deems desirable or the Council may require. In organizing the budget, the Mayor shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. The Budget shall contain, among other things, the following:

A. It shall begin with a general summary of its contents. (Art. VIII, §804)

B. It shall show, in detail, all estimated income, indicating the existing and proposed tax levies, as well as other assessments, fees and charges. (Art. VIII, §804)

C. It shall show all proposed expenditures, including debt service, for the ensuing fiscal year. (Art. VIII, §804)

D. It shall show the number of proposed employees in every job classification. (Art. VIII, §804)

E. It shall be so arranged as to show comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures of the preceding four (4) fiscal years. (Art. VIII, §804)

F. It shall indicate proposed expenditures during the ensuing fiscal year, detailed by offices, departments and agencies, in terms of their respective work programs and the methods of financing such expenditures. (Art. VIII, §804)

G. It shall indicate proposed capital expenditures during the ensuing fiscal year, detailed by office, departments and agencies when practicable, and the proposed method of financing each such capital expenditure. The Mayor will include this separate Capital Program section in the annual Budget and submit to Council with appropriate supporting information as to the necessity for such programs. (Art. VIII, §804)

H. It shall indicate anticipated net surplus or deficit for the ensuing fiscal year of each utility, i.e., water, sewer and enterprise funds, owned or operated by the City and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget. (Art. VIII, §804)

I. The budget shall be in such form as is required by Council for City budgets and shall, in addition, have appended, thereto, a detailed analysis of the various items of expenditures and revenue. Position classification titles, paygrades and salaries for each specific position shall be components of the program detail in the budget that is presented to and adopted by City Council. (13337 §1 6/8/95)

The total of proposed expenditures shall not exceed the total of estimated income. (Art. VIII, §804)

130.05 CITY COUNCIL ACTION ON BUDGET

A. Public Access to Budget: The proposed budget shall be available for public inspection at City Hall and at the Allentown Public Library and the Lehigh County Law Library, and copies shall be available for the public at a reasonable fee to be set by the Council. (Art. VIII, §805)

B. Amendment Before Adoption. After the public hearing, the City Council may adopt the budget with or without amendments. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for an estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than total estimated income and thereby allowing for line item changes by the City Council. (Art. VIII, §805)

If the amended Budget increases, decreases or readjusts funding requirements by more than five (5%) percent, or adds or deletes a program, the Budget shall be returned to the Mayor immediately for comment and resubmission to the Council within three (3) normal City work days. (Art. VIII, §805)

Council shall provide for another public hearing to be held within five (5) days after the Mayor has resubmitted the Budget. (Art. VIII, §805)

The Mayor may propose amendments to the original proposed balanced budget. Any amendment which increases any tax rate or fee shall become part of the original budget provided City Council approves each amendment by five (5) votes. Other Mayoral amendments which do not increase any tax rate or fee shall become part of the original budget provided City Council approves each amendment by four (4) votes. (14078 §1 4/17/03)

C. Adoption. Council must adopt an annual budget by no later than December 15th of the fiscal year currently ending. If Council fails to adopt a Budget by December 15th, the Mayor's original proposed balanced Budget shall become the official Budget of the City for the ensuing fiscal year. (Art. VIII, §805)

The Mayor's original proposed balanced budget is that budget which was submitted at least sixty (60) days prior to the ensuing fiscal year. (14078 §1 4/17/03)

130.07 AMENDMENTS AFTER ADOPTION

A. Emergency appropriations may be made by the Council to meet a public emergency posing a sudden, clear and present danger to life or property. Such appropriations may be made by emergency ordinance in accordance with the provisions of Section 220 of this Charter. (Art. VIII, §808)

B. Supplemental appropriations may be made by the Council by ordinance upon certification by the Mayor that there are available for appropriation revenues in excess of those estimated in the Budget. (Art. VIII, §808)

Council may authorize by ordinance supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

1. Council may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.

2. Council may authorize an appropriation from the unappropriated balance of any fund.

3. Council may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

4. Council must approve, by ordinance, any transfer of any funds which results in a change in salary for any City employee. (13221 §1 10/20/93; 13252 §1 4/7/94; 13592 §1 7/17/97)

C. Transfer of appropriations may be made in accordance with provisions of the Administrative Code. (Art. VIII §808)

D. Positions Created by Ordinance: No permanent or permanent part-time position not explicitly provided for in the Budget shall be created; nor shall any budgeted position be deleted or transferred from its budgeted program, unless City Council, by ordinance, authorizes the same position. (12548 §1 3/16/83; 12979 §1 6/20/90)

E. Rules and Regulations on Transfers:

1. Interfund Transfers: City Council may, by ordinance, approve transfers between funds during a budget year. (12979 §5 6/20/90)

2. **Budgeted Transfers**: The Administration shall issue a monthly report, no later that the 15th of each month on the transfer of funds into the Risk Management Fund. (14922 §1 09/16/11)

3. Intrafund Transfers: Subject to the above limitation, the Director of Finance shall have the power within a given account to authorize the transfer of any unexpended balance or any portion thereof, provided such transfers do not exceed Five Thousand ($5,000) Dollars. Transfers that exceed Five Thousand ($5,000) Dollars must be approved by a majority of Council by signing off on an appropriate form submitted to the Clerk's Office. After approval, the transfers shall be distributed to the public as an agenda item and be made part of the minutes of said meeting. (14215 §1 10/7/04)

The Director of Finance must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section. (12979 §4 6/20/90; 13205 §1 6/22/93; 13221 §1 10/20/93; 13284 §1 10/20/94; 13592 §1 7/17/97)

130.08 LAPSE OF APPROPRIATIONS

Every appropriation, except an appropriation for a Capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. (Art. VIII, §809)

130.09 ADMINISTRATION OF THE BUDGET AND CAPITAL PLAN

A. The Mayor shall be responsible for and shall supervise the administration of the Annual and Capital Budgets. (Art. VIII, §810)

B. The Department of Finance shall submit a monthly financial report to City Council, and the Controller, showing the financial condition of the various funds of the City inclusive of authorized, year-to- date and monthly expenditures and revenues of the current and previous fiscal years. The report shall be delivered to Council, and the Controller, no later than two (2) weeks or the first business day thereafter at the close of the month. Should the report not be available within the timeframe stated in this section, an explanation must be provided to City Council and the Controller by the first business day after the stated deadline. (14721 §1 6/3/09)

130.10 CAPITAL PLAN

A. Submission to City Council. The Mayor shall prepare and submit to the City Council a five (5) year capital program no later than the final date for submission of the budget. (Art. VIII, §811)

B. Contents of Capital Plan. The capital plan shall include:

1. A clear general summary of its contents;

2. A list of all capital improvements and other capital expenditures which are proposed to be undertaken during the five (5) fiscal years next ensuing, with appropriate supporting information as to the necessity for each;

3. Cost estimates and recommended time schedules for each improvements or other capital expenditure;

4. Method of financing, upon which each capital expenditure is to be reliant;

5. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired; and

6. All Capital Projects must be included in the Capital Plan Budget. (Art. VIII, §811)

The above shall be revised and extended each year with regard to capital improvements still pending or in the process of construction or acquisition. (Art. VIII, §811)

C. Financing Capital Projects. Financing for Capital Projects shall be obtained by Competitive Bidding. (Art. VIII, §811)

D. Capital Projects Approved. Proposed Capital Projects in the Capital Plan must be considered on their own individual merits by the Director of Finance, the City Controller, and the Proposer of the project. The procedures to approve the individual Capital Projects are:

1. **Preliminary Feasibility Study** (Art. VIII, §811)

The Capital Project preliminary feasibility study shall include:

a. A clear general summary of its purpose and justification.

b. The cost estimates and time schedule for the Capital Project including the cost of the Post Project Completion Audit.

c. The method of financing and sources upon which this Capital Project is reliant.

d. The annual cost of operating and maintaining the project to be constructed or acquired. (Art. VIII, §811)

The Council approval of Capital Projects in this preliminary feasibility study will require a simple majority vote in order to move on to a final approval and funding acceptance. (Art. VIII, §811)

2. **Final Proposal and Financing (Art. VIII, §811)**

The Final Capital Project proposal and financing shall include:

a. A clear general summary of its purpose and justification. (Art. VIII, §811)

b. The cost estimates and time schedule for the Capital Project including the cost of the Post Project Completion Audit. (Art. VIII, §811)

c. The method of financing and sources upon which this Capital Project is reliant. (Art. VIII, §811)

d. The annual cost of operating and maintaining the project to be constructed or acquired. (Art. VIII, §811)

e. This final Capital Project Proposal will be published and made available for the public to review (Use Notice and Hearing Notice - Section 812). Capital Project replaces Capital Program. The final Council approval of Capital Projects will require five (5) votes to approve. (Art. VIII, §811)

3. **Capital Project Reporting (Art. VIII, §811)**

a. Current Projects. All Capital Projects in process must be reported on a quarterly basis and provide an update on cost, completion date, and estimated revised operating costs. This information is to be supplied by the Director of Finance and the Project Manager to the City Council in such a form that it is available to the public. (Art. VIII, §811)

b. Extended Projects. If commencement of a Capital Project does not begin by end of the fiscal year, following the year in which final approval is obtained, the project must go through Section 811(D)(1) and (2). (Art. VIII, §811)

c. Status Reports to Council:

1. Bi-weekly Report: A bi-weekly report of the active capital improvement projects shall be distributed to the City Controller and City Council upon their request.

2. Report to Council: In addition, the Administration shall report bi-annually to Council at a public meeting on the status of all capital projects. (13401 §1 6/7/96)

4. **Capital Project Transfers.** Once a capital project is completed, the authorization for that capital project shall cease and the "appropriate surplus" shall not apply to any other project. There shall be no transfer of funds from any capital projects unless specifically approved by Council as an amendment to the capital budget. (13401 §1 6/7/96)

5. **Post Project Completion Audit.** Following completion of the Capital project, a complete and detailed audit must be published and made available to the public. This Post Audit is to be completed by an independent auditor appointed by the Council. The purpose of the Post Audit is to confirm the estimates of costs and explain any deviation between actual and estimated costs. (Art. VIII, §811)

130.11 CITY COUNCIL ACTION ON CAPITAL PLAN

A. Public Access to Capital Plan. The proposed Capital Plan shall be available for public inspection at City Hall and copies shall be available for the public at a reasonable fee to be set by the Council. (Art. VIII, §812)

B. Adoption. Council must adopt an annual Capital Plan, with or without amendment, no later than December 15th of the fiscal year, currently ending. If Council fails to adopt a Capital Plan by December 15th then the Mayor's original Capital Plan shall become the official Capital Plan of the City for the ensuing fiscal year. (Art. VIII, §812)

130.12 PUBLIC RECORDS

Copies of the budget, capital plan and appropriation and revenue ordinances shall be public records and shall be made available to the public at City Hall and at the Allentown Public Library. (Art. VIII, §813)

130.13 INDEPENDENT AUDIT

The Council shall provide for an annual independent audit to be completed and submitted to the Mayor within one hundred eighty (180) days of the close of the fiscal year. It shall include City receipts, expenditures, accounts and reports by a Pennsylvania Certified Public Accountant or a Certified Public Accounting firm, experienced in municipal finance, having no personal interest, direct or indirect, in the fiscal affairs of the City or any of its elected or appointed personnel. The Council may provide for more frequent audits at its discretion. Within thirty (30) days of completion,

the Mayor shall present to the Council, the results of the annual audit and a financial statement of the fiscal affairs of the City, with the results of the independent auditor's survey of internal control and any recommendations thereon. The evaluation of the internal control shall take the form of a Management Letter. This Management Letter shall be submitted to the City Council after every audit. A summary of the annual audit of the independent auditor shall be published at least once in one or more newspapers of general circulation in the City within thirty (30) days after submission to the Mayor. The annual audit shall be conducted in accordance with generally accepted auditing standards. The financial report shall be prepared in accordance with generally accepted accounting principles, and shall include a balance sheet for each fund, and on a consolidated fund basis reflecting all current assets, current liabilities and fund balances. The Council shall designate such accountant or firm annually or for a period not exceeding three (3) years. Such accountant or firm shall not serve for more than six (6) consecutive years. (Art. VIII, §814)

130.14 APPROPRIATIONS

No monies shall be paid out of the City treasury except upon appropriation previously made by Council and upon warrant pursuant thereto, which warrant shall explicitly state the purpose for which the money is to be drawn. No work shall be hired to be done, no materials purchased, no contracts made, and no order issued for the payment of any monies in any amount which will cause the sums appropriated to specific purposes to be exceeded. In an emergency, however, defined as a situation which endangers or has the potential to endanger the life, safety or well-being of persons, and where expedient action must be taken to preserve and protect property and to avoid a significant potential for financial loss to the City as determined by the City's Emergency Management Committee and based upon the action recommended by them subject to the approval of the Mayor, the Director of Finance shall have the authority to transfer funds from the unappropriated balance of the various funds of the City to a maximum of $50,000 per emergency to the appropriate bureau(s) responsible for responding to the emergency situation. Within twenty-four (24) hours of the decision by the Emergency Management Committee to respond to an emergency as outlined above, a representative of the Committee shall notify the President of City Council of its action. Within ten (10) days from the time of this appropriation, the Director of Finance shall submit a written report to City Council referencing the full details of the emergency, the effect on public safety resulting from this emergency, the action taken to correct the emergency, and the estimated cost of the required action. At no time, except as herein detailed, shall this action be utilized to circumvent the normal appropriation powers and procedures of City Council. (12592 §1 2/1/84; 12979 §2 6/20/90)

130.15 CONTRIBUTIONS

A. The Administration shall furnish, to City Council, a list of all contributions of any nature, cash or non-cash, made to the City. The list shall be furnished on a quarterly basis.

B. The Administration shall not accept any contributions which contain a spending restriction and causes an expenditure of City funds unless specifically authorized by City Council by a Resolution passed at a Council meeting. (13209 §1 8/4/93)

[Editors Note: The section providing for Budget Reconciliation was repealed by Ordinance 13203 passed on June 16th 1993.]

130.16 CONTRACTS

A. Administration

1. Contract administration for the City including but not limited to authority as to preparation of specifications, letting of bids, award of contracts and payment of bills, shall be vested in the Mayor and the Department of Finance to be exercised in accordance with procedures adopted by the Mayor and consistent with the requirements set forth herein. (12497 §1 1/20/82).

2. Every contract shall specifically state that the vendor agrees not to hire City personnel who may exercise discretion in the awarding, administration or continuance of that vendor's contract. The prohibition shall be in force for up to and including one year following the termination of the employee from City service. A vendor's failure to abide by this provision shall constitute a breach of the contract, and the agreement shall so state. (14407 §1 7/31/06)

B. Bidding Process

1. Whenever the estimated cost of any construction, erection, installation, completion, alteration, repair of, or addition to, any project subject to the control of the City shall exceed Forty Thousand ($40,000) Dollars; it shall be the duty of the City to have such work performed pursuant to a contract awarded to the lowest responsible bidder, after advertisement for bids. Every such

contract shall contain a provision obligating the contractor to the prompt payment of all material furnished, labor supplied or performed, rental for equipment employed, and services rendered by public utilities in or in connection with the prosecution of the work, whether or not the said material, labor, equipment or service enter into and become component parts of the work or improvement contemplated. Such provision shall be deemed to be included for the benefit of every person, partnership, association or corporation who, as subcontractor or otherwise, has furnished material, supplied or performed labor, rented equipment or services in or in connection with the prosecution of the work as aforesaid, and the inclusion thereof in any contract shall preclude the filing by any such person, partnership, association or corporation of any mechanics' lien claim for such material, labor or rental of equipment. (Art. VIII, §815; 13596 §1 8/21/9; 14684 §1 2/23/09)

2. Whenever the estimated costs of any purchase of supplies, materials or equipment or the rental of any equipment, whether or not the same is to be used in connection with the construction, erection, installation, completion, alteration, repair of, or addition to, any project subject to the control of the City, shall exceed Forty Thousand ($40,000) Dollars, it shall be the duty of the City to have such purchase or rental made pursuant to a contract awarded to the lowest responsible bidder, after advertisement for bids, such advertisement including but not limited to any of the following: newspaper advertisements, internet and trade publications, and shall be posted on the City Website. The City shall make every effort to use available resources to secure the most cost effective responsible bid and this shall include but not be limited by the internet, buying groups, co-ops, consortiums, e-commerce, and reverse auctions. (Art. VIII, §815; 13596 §1 8/21/97; 14684 §1 2/23/09)

a. The City shall not evade the provisions of subsection (a) or (b) as to advertising for bids by purchasing materials or contracting for services piecemeal for the purpose of obtaining prices under Forty Thousand ($40,000) Dollars upon transactions which should, in the exercise of reasonable discretion and prudence, be conducted as one transaction amounting to more than Forty Thousand ($40,000) Dollars. This provision is intended to make unlawful the practice of evading advertising requirements by making a series of purchases or contracts, each for less than the advertising requirement price, or by making several simultaneous purchases or contracts, each below said price, when, in either case, the transactions involved should have been made as one transaction for one price. (Art. VIII, §815; 13596 §1 8/21/97; 14684 §1 2/23/09)

b. Written or telephonic price quotations from at least three (3) qualified and responsible contractors or vendors shall be requested for all contracts that exceed Ten Thousand ($10,000) Dollars but are less than the amount requiring advertisement and competitive bidding or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three (3) qualified contractors exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the contractor and the contractor's representative, the construction, reconstruction, repair, maintenance or work which was the subject of the quotation and the price. Written price quotations and written records of telephonic price quotations and memoranda shall be retained for a period of three (3) years. (Art. VIII, §815; 14684 §1 2/23/09)

3. The City shall require as a condition of the award of any contract, pursuant to Subsection (a) or (b) of this section, that the contractor give to the City any bond or Letter of Credit (including bonds for the performance of the contract, and for the prompt payment by the contractor for material, supplies, labor, services and equipment) which are prescribed by law for contracts awarded by cities of the Third Class. (Art. VIII, §815)

4. All contracts, change orders and leases shall be on file in the office of the City Controller and shall be available for public inspection during normal business hours. (Art. VIII, §815; 13596 §1 21/8/97; 14684 §1 2/23/09)

5. Resident Preference:

a. For the purposes of this section, "Resident Business" means one which maintains its principal place of business in the City of Allentown or maintains an office which employs at least five (5) employees in the City of Allentown.

b. When bids are received from both non-resident and resident businesses, or for a product manufactured in Allentown or manufactured by an entity headquartered in Allentown, and products which are not, and the lowest responsible bid is from a non-resident business or not manufactured in Allentown or by an entity headquartered in Allentown, the contract shall be awarded to the responsible resident business or the product manufactured in Allentown or manufactured by an entity headquartered in

Allentown, whose responsible bid is nearest to the bid price of the otherwise low non-resident bidder, if the bid price of the resident bidder is made lower than the bid price of such non-resident business when multiplied by a factor .95. (Residence Preference provision was approved in a Charter Referendum, November 4, 1997)

c. In order to qualify for the preference set forth in Subsection B., above, the resident business or manufacturer must be properly licensed to do business in the City of Allentown and in compliance with all City Ordinances and regulations.

d. This section shall not apply to bids for the construction of public improvements in excess of $50,000, or where the difference between the lowest non-resident bid and the lowest resident bid is in excess of $2,500, or where otherwise prohibited by law or state or federal regulation. (13650 §1 3/5/98)

C. Emergency Purchases. The bidding requirements of this section shall not apply to emergency purchases. An emergency purchase shall mean a purchase necessary for the public safety or to avoid a significant financial loss to the City. *14684 §1 2/23/09)*

Emergency purchases shall be determined by the Mayor, Managing Director, or designee and within one week after the purchase of any goods, equipment or services described in the above, the Finance Director shall submit to the City Controller a report detailing the justification for excluding said purchase from advertised bidding requirements, the vendor selected for the purchase, the price paid for the goods, equipment or services purchased, and any additional information as the City Controller may require. (13596 §2 8/21/97; *14684 §1 2/23/09)*

D. Sweatshop Prohibition: The City is prohibited, to the extent possible, from purchasing, leasing, renting or taking on consignment goods produced under sweatshop conditions. (13591 §1 7/17/97)

The City is directed to notify the City's suppliers of this policy in writing.

Vendors or suppliers must authorize a statement verifying they have made a good faith effort to ascertain such information about the factories which manufacture their products.

To the extent possible, goods from suppliers who will not state that their products are not made under sweatshop conditions will not be purchased.

The criterion spelled out below shall be included in every City purchase as part of the contract stipulating that said vendor has made a good faith effort to ascertain such information about the factories which manufacture their products.

Such a compliance form must also be submitted from each vendor that desires to go on any bidding list.

The following criterion shall be used to qualify goods as not being procured under sweatshop conditions:

1. Child Labor. The factory does not employ anybody younger than the legal age for children to work in the country in which the factory is located, and regardless of the legal age, does not employ anybody younger than age 15.

2. Forced Labor. The factory does not use forced labor of any kind -- prison labor, indentured labor or bonded labor.

3. Wages and Benefits. The factory pays a wage which enables its employees to meet their basic needs for food, shelter, clothing and medical care and to set aside money for future purchases. The factory also provides all benefits required by law in their country and compensates workers for overtime.

4. Hours of Work. Employees are not required to work more than 48 hours per week or less if the law of the country in which the factory is located sets a shorter work week.

5. Workers' Rights. The factory is a workplace free from physical, sexual or verbal harassment. Employees have the right to speak up about conditions in the factory without fear or retaliation and have the right to form unions of their own choosing without employer intimidation.

6. Health and Safety. The factory provides a safe and healthy working environment. (13591 §1 7/17/97)

E. Purchase of Professional Services

1. Unless otherwise prescribed or superseded by the City Charter, any purchase of professional services (excluding those related to public debt offerings or other borrowing) in any amount that exceeds Forty Thousand ($40,000) Dollars shall be made by written contract and shall be conducted as follows (12497 §1 1/20/82; 13351 §1 9/22/95; 13351 §1 9/22/95; 13445 §1 5/20/98; *14684 §1 2/23/09)*

Requests for professional consulting services (excluding those related to public debt offerings or other borrowing) shall be advertised in any of the following: Newspaper advertisements, internet and trade publications, and shall be posted on the City website. The City shall make every effort to use available resources to secure the most cost effective responsible bid, and this shall include but not be limited by the internet, buying groups, co-ops, consortiums, e-commerce, and reverse auctions. *14684 §1 2/23/09)*

a. The advertisement shall be in one of two alternative formats. First, it may simply serve notice that a Request for Proposal (RFP) is available for review listing all basic information necessary to elicit responses. Second, the advertisement may briefly summarize the nature of the requested services and solicit statements of qualifications from firms interested in providing the requested services to the City. As a result of the information provided in this phase, selected qualified firms will be asked to respond to a detailed RFP. *14684 §1 2/23/09)*

b. The Request for Proposal shall clearly describe the desired services and shall include, but not be limited to the following information:

1. General background information pertinent to the requested services.

2. Nature and scope of requested services including minimum tasks and activities to be performed together with prescribed completion schedule.

3. Methodology and technical approach to be used in accomplishing the requested work.

4. Description of reports required.

5. Documentation of qualifications and experience in similar work and resumes of staff members to be assigned to the engagement.

6. Compensation information including detailed cost information itemizing hours and rates of each class of staff to be utilized, overhead and profit (if not included in such rates), and out-of-pocket expenses such as travel, telephone, publication and duplication.

7. Estimated utilization of City resources necessary to complete the engagements.

8. Information on the City's evaluation and selection process. (12432 §1 10/1/80; 13351 §1 9/22/95)

2. The selection process shall be based on the objective criteria contained in the RFP and shall be conducted by a Selection Committee composed of the Director of Finance, Department Head, Bureau Manager, and any other staff deemed appropriate. (12497 §1 1/20/82)

3. Unless otherwise prescribed or superseded by the City Charter, whenever fewer than three (3) proposals are received from qualified and responsible vendors for professional services of more than Ten Thousand ($10,000) Dollars but less than the amount requiring advertisement and competitive bidding Forty Thousand ($40,000) Dollars, the administrative documentation that requests execution of any resulting contract shall provide the reason(s) for not obtaining three (3) proposals. The contract and the administrative documentation shall be kept on file at the City Controller's Office. (*14684 §1 2/23/09)*

F. Policy and Procedures for Engineering By Consultants For State and Federally Funded Projects (15013 *§1 8/15/12)*

The following procedures shall be used for the orderly determination of the need to use consulting engineering firms, the qualifications and selection of firms, and general administration and monitoring of engineering agreements.

Upon being notified of the need to initiate engineering services on a project, the City Engineer shall analyze the City of Allentown forces to determine if the services of a consulting firm are necessary. The analysis regarding the need to engage consultants will be documented in the project file.

A detailed scope of work describing the project, its location, and services required, will be prepared. An engineering cost estimate will be prepared to compare with the consultant's proposal. A Disadvantaged Business Enterprise (DBE) Goal Request will be submitted to PennDOT's Consultant Agreement Section. The request for letters of interest from consulting firms interested in performing the required engineering services will be advertised in the following: Newspaper advertisements, internet and trade publications, and shall be posted on the City Website. The request for letters of interest must appear in at least two newspapers, of wide local circulation, for one advertisement cycle as required by municipal codes, other statutes or home rule charters. The City of Allentown will submit their advertisements for approval and publishing in Engineering and Construction Management System (ECMS) to either:

Paper copy		Electronically
Department of Transportation Bureau of Project Delivery Highway Delivery Division Contract Management Section 400 North Street, 7th Floor Harrisburg, PA 17120	or	ECMS_Local_Advertisements@pa.gov

The City shall make every effort to use available resources to secure the most cost effective responsible bid and this shall include but not be limited by the internet, buying groups, co-ops, consortiums, e-commerce, and reverse auctions.

The advertisement will include the following information:

a) Location and brief description of the required engineering services.
b) Indication of the method of procurement as competitive negotiations;
c) A statement that the City of Allentown encourages responses from small firms, minority firms, and firms who have not previously performed work for the City.

d) The Disadvantaged Business Enterprise Goal, if any, or nondiscrimination provisions to encourage the prime to notify DBE subconsultants of contracting opportunities associated with the agreement and solicit their participation, if DBE Goals are not required for the agreement.
e) A statement that indicates whether the modified or standard selection method will be used.
f) A list, in order of importance, of the selection criteria against which the letters of interest will be reviewed.
g) A request for special requirements U.S. General Services Administration (GSA) Form 330.
h) Contact information for project discussions.
i) Cut-off time for response to the advertisement (minimum of two weeks).

Three consultants will be selected from those consultants who submit letters of interest. A qualification selection committee, consisting of a minimum of three people:

a. Director of Public Works or designee,
b. Utility Engineer or designee,
c. Assistant City Engineer or designee,
d. Construction Manager or designee

shall review the qualifications of consultants who submit letters of interest as well as their responsiveness to the requirements of the advertisement. Documentation of consultants considered and the committee's recommendation shall be maintained in the project file. The committee shall document the reasons for their recommendations.

For selecting a consultant to perform bridge inspection, construction inspection agreements, or non- complex or selected moderately complex projects as defined in DM1, or for selecting a consultant as a Municipal Engineer a modified process may be used, and a ranking will be determined based on a review of the statements of interest.

For all other Agreements the normal selection method will be used. The Director of Public Works shall review the recommendations of the qualification committee and select three firms to be recommended to the Pennsylvania Department of Transportation (herein after called the Department) as the consultants to prepare a proposal. Upon receipt of the approval of the consultants from the Department, a technical proposal shall be requested from the consultants.

The request for technical proposals shall include a brief written scope of work. The consultants will be invited to a scope of work meeting at which time the project will be explained in detail. Representatives from the Department will be invited to the meeting. The consultants will be advised of the applicable Federal regulations, review procedures, contract format, and administration. A copy of the Department's Publication 442 will be supplied that the specifications will be made a part of the contract. The City of Allentown's limitations of profit, wages, etc. will be explained. The consultants will be given a name and phone number to contact in case they would have any questions during the preparation of their proposal.

Upon receipt of the technical proposals from the consultants, the qualification committee shall review the technical proposals and make a recommendation for the ranking of the shortlisted consultants for the purpose of negotiating an engineering agreement. The committee shall document the reasons for their recommendation.

The City of Allentown shall conduct discussions with the firms to consider anticipated concepts and compare alternative methods for furnishing services.

For both modified and standard methods of selection, the Director of Public Works shall review the recommendation of the qualification committee and in order of preference, rank the firms. The ranking will be recommended to the Department for approval. Documentation supporting the ranking of the consultants shall be forwarded to the Department when requesting approval of the consultant's ranking. The Department shall approve and/or comment on the municipalities recommended ranking.

The City of Allentown will request a price proposal from the approved first ranked firm and submit the appropriate number of copies to the Department.

The Department will conduct the pre-award evaluation and schedule and hold negotiations, if necessary.

The agreement will be prepared by the Department and circulated for signatures.

It is understood that the consultant cannot begin work until the Federal authorization has been obtained, and both the engineering Agreement and the Reimbursement Agreement have fully executed, and notification of this fact has been received by the City of Allentown.

The City Council designates the Public Works Director to perform liaison activities between the City of Allentown, the Department, and the consultant.

The City of Allentown will enter into a reimbursement agreement with the department setting forth the methods for reimbursing the federal funds to the City of Allentown. The reimbursement agreement will be prepared by the Department.

During the life of the engineering agreement, monthly (or at other appropriate times) meetings will be held with the consultant and the designated liaison person. The Department will be invited to attend these meetings. Documentation of these meetings will be included in the project file.

Partial payment invoices for work performed will be processed as provided by Publication 442. After review of the invoices by the Public Works Director, or his designee, it will be paid. The invoice will in turn be forwarded to the Department with recommendation for reimbursement of the Federal and/or State share.

Prior to termination of services and payment of the final invoice, a joint review will be made by the Department and the City of Allentown to insure the propriety of claims and that all terms and conditions of the contract have been satisfied. Documentation of these findings will be submitted to the Department with the final invoice.

The City of Allentown's designated liaison person will complete copies of the Form D-429, "Past Performance Report for Consultant Engineers", see Appendix 7G or Form D-429 CI, "Past Performance Report for consultant Engineers Construction Inspection", see Appendix 7H.

It is understood and made part of these procedures that the employees of the City of Allentown will neither solicit nor accept gratuities, favors, or anything of monetary value from consultants or contractors or potential consultants or contractors. Violators of said standards will be subject to dismissal from their employment with the City of Allentown by order of the City Council.

G. List of Subcontractors Required

Contractors that are awarded a bid shall provide a list of all subcontractors if they will engage in any work on the project. The list shall be part of the contract that shall be on file in the Controller's Office. (14428 §1 10/6/06)

130.17 OUT-SOURCING

City Council must approve, by Resolution, all contracts for service, to do work or provide City services, which is currently being performed or provided for by City workers as of the effective date of this Ordinance except for temporary emergency service assistance of a duration not to exceed one week. (13355 §1 9/28/95; 13655 §1 3/4/98)(13655 was vetoed by the Mayor and Resolution 27396 was passed on 3/18/98 to override the Mayor's veto.)

130.18 WARRANTS: FORM AND SIGNATURE

A. Warrants are to be issued on forms approved by the City Treasurer, the City Controller and the Director of Finance.(12497 §1 1/20/82)

B. Prior to a warrant being presented to the City Treasurer, it must be signed by the head of the department or office issuing such warrant and countersigned by the City Controller. Upon compliance herewith, such warrant shall be sufficient authority for the City Treasurer to issue a check or draft for payment thereof. (9917 §1,2 10/2/62)

130.19 DEPOSITS; CO-MINGLING; NEGATIVE CASH BALANCES

A. Monies received by the Department of Administration and Finance shall be deposited daily in such banks or other financial institutions designated as legal depositories by the Commonwealth of Pennsylvania for cities of the Third Class.

B. Deposits shall be made in the name of the City and credited to the proper fund(s). Such amounts shall not be co-mingled provided, however, that interfund borrowing to eliminate temporary cash shortages and "pooling" of available cash balances for investment purposes pursuant to Section 130.20 shall not be construed as co-mingling. The Administration shall provide to Council and the Controller, on a monthly basis, the status of any interfund borrowing. (12620 §6 9/5/84; 14218 §1 10/6/04)

C. The Administration must notify Council and the Controller of any negative cash balance in any budgeted fund account within seven (7) days of such occurrence. (14218 §1 10/6/04)

130.20 TEMPORARY INVESTMENT OF FUNDS

The Director of Finance, or designee, shall be authorized to invest any available monies in instruments and securities designated as legal investments by the Commonwealth of Pennsylvania for cities of the Third Class. For purposes of making such investments, any available cash balances may be combined or "pooled" provided, however, that the interest earned on such investments shall be properly pro-rated among the respective funds. (12711 §1 5/21/86)

There shall be an Investment Advisory Committee composed of four (4) members. One (1) member shall be the Manager, Treasury and Accounting Operations, one (1) member shall be the Council President or his/her designee and two (2) members with substantial investment experience who shall be appointed by the Mayor with the advice and consent of Council. The initial members of the Committee shall have staggered terms of one, two and three years. Each succeeding term shall be for a period of three (3) years. During the terms of membership on the Committee, the respective firms, if any, of the two (2) members appointed by virtue of their substantial investment experience shall be ineligible to participate in the solicitation, placement, or receive any investments of the City of Allentown. (12711 §1 5/21/86)

The Investment Advisory Committee shall meet quarterly or as often as necessary to review and make recommendations of the investments, if needed, and shall provide City Council with a copy of the minutes of these meetings. (12711 §1 5/21/86)

The Investment Advisory Committee shall periodically review the investment policy for the City of Allentown. (12711 §1 5/21/86)

130.21 VACANCY REPORT

A. The Administration shall furnish to City Council a list of all position vacancies in each fund on a monthly basis. The list shall include the fund that supports the position, the Department and Bureau wherein the position is vacant, the position, pay class, annual wage, vacancy date and savings.

B. After reviewing the report and consulting with the Administration, Council reserves the right to state their opinion on filling the position with a resolution which demonstrates their intention to delete the position from the budget. (13210 §1 8/4/93)

130.22 LIMITATIONS ON EXPENDITURE OF CITY FUNDS

A. No City funds shall be expended for the purchase of any newspaper which is not a specialized professional journal.

B. For the purposes of this section, a general circulation newspaper shall not constitute a specialized professional journal. (13231 §1 12/16/93)

130.24 SALE/LEASING OF CITY LAND

City owned real estate shall not be sold, conveyed, transferred or leased for a term in excess of five years without the prior authorization of City Council in the form of a resolution adopted at a public meeting. (13253 §1 4/7/94)

130.25 DEDICATING CITY ASSETS

A. Purpose

This policy is to encompass the naming of any City assets including parks, open spaces, facilities, recreation elements, streets and other municipal buildings or properties. The final decision for naming of assets will rest with City Council, including naming opportunities as a result of gifts and sponsorships. The naming of a particular asset is important for public awareness, promotion and emergency access. Therefore, naming will be consistent with the City of Allentown's vision and will not contravene any policy of the City nor reflect negatively on the City's public image.

B. Intent

The intent of this policy is to:

- Begin a practice of naming municipal property, buildings and recreation and park elements after significant geographical, neighborhood and historical elements;
- Recognize on an exception basis, significant contributions that organizations or individuals have made to the public life and the well-being of the people of Allentown;
- Provide direction of how to apply for approval to name, rename or dedicate municipal property, buildings or park elements.

C. Policy Statements

1. There are four main types of naming situations this policy intends to address:
   - Opening of a new City asset or reopening of a City asset following refurbishment
   - Honoring individuals or groups
   - Recognizing international, national or provincial events/competitions
   - Providing recognition of gifts, sponsorships and joint ventures

2. The selection of a name will be based on a number of criteria including but not limited to:
   - A longstanding local area identification with the residents
   - Understandable to the majority of citizens in Allentown
   - Consistent with any other applicable policies and naming guidelines
   - Assists with emergency response situations by being consistent with street names and geographical locations and meeting the requirements of Allentown Fire Department, Police, and EMS
   - Consistent with sponsorship levels

3. Preference will be given to names that:
   - Give a sense of place, continuity and belonging reflecting the geographic location, community, neighborhood or street where the City asset is located and/or;
   - Recognize the historical significance of the area and/or;
   - Reflect unique characteristics of the site and/or;
   - Reflect the type of service offered and/or;
   - Are in keeping with a selected theme and/or;
   - Honor individuals, living or deceased, who have made a significant contribution to the community

4. Names will not be chosen that:

- Cause confusion due to duplication or names sounding similar to existing locations within Allentown;
- Are the names of tobacco companies;
- Lend themselves to inappropriate short forms or modifications
- Are discriminatory or derogatory considering race, gender, creed, political affiliation, or other similar factors;
- Recognize the birth, marriage or anniversary of specific individuals (this can be done through individual dedications of benches and trees though Parks and Arenas).

5. Names of persons, organizations, corporations, foundations or their families will be considered when they have made a significant contribution to the City by:

- Enhancing the quality of life and well-being of the City
- Contributing to the historical or cultural preservation of the City
- Contributing toward the acquisition, development or conveyance of land or building
- Achieving excellence in their endeavors and representing Allentown in a meritorious manner and/or
- Where there is a direct relationship or association that exists between former place of residence of the person or group and the asset to be named

6.. Where the name of an individual is recommended after a discussion, consent shall be obtained from the individual or their next of kin prior to Council's public consideration.

7. Where the naming opportunity is as a result of a sponsorship or gift the following factors must be considered:

- The significance of the contribution made relative to the construction and operating costs of the item being named
- The cost of establishing the naming option (e.g. cost of the signage to be paid by the applicant unless the City has made the request for the name change)
- Sunset clause associated with the length of time that the name will be used. Naming agreements may be renewed if the appropriate gift or sponsorship is received.

8. Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organization previously named, the cost and impact of changing existing signage, rebuilding community recognition and updating records (i.e. letterhead, databases, promotional materials) Each application will be considered on a case-by-case basis.

D. Application Review and Approval Process

1. Applicant(s) shall submit a written request for civic naming to the City Clerk. The written request shall provide the following:

- Background information concerning the rationale for consideration of the request;
- Biographical information if named after an organization or individual; and
- Documentation including letters from organizations and individuals providing substantial support for the request.

2. Each application for naming/renaming shall undergo a process which will:

- Review the application for conformity with this policy
- Circulate the application to the appropriate internal stakeholders for comment on the suitability of the application
- Discuss any naming in recognition of an individual prior to discussing it with the individual or next of kin.
- Consult with external stakeholders in the community to the level of support or identify possible objections to the requested civic naming

• Determine whether or not a special event is planned to coincide with the formal naming

3. An asset shall only be named or renamed upon the approval of at least five (5) of the seven (7) members of City Council. (13734 §1 2/18/99; 14467§1 2/8/07)

130.26 CITY FUNDS PROHIBITED TO DELINQUENTS

The City shall not distribute any funds to any business or organization that is delinquent in taxes, assessments, or any other municipal fee or charge that is due to the City or any agency created by the City, provided that this section does not violate state or federal laws or requirements. This section shall not prohibit the acquisition of an interest in real estate. (14068 §1 (3/20/03)

130.27 SETTLEMENTS

Council shall be given notice of any legal settlement that entails Fifty Thousand ($50,000) Dollars or more in City funds within thirty (30) days of the settlement. (14433 §1 11/7/06)

130. 28 STABILIZATION FUND

1. The Administration shall consolidate $4.8 million as reserves into one fund entitled, the Stabilization Fund, from the proceeds of the bank note authorized by Ordinance No. 14422;

2. The Stabilization Fund shall only be comprised of unreserved, undesignated reserves;

3. All transfers from the Stabilization Fund shall be upon approval of City Council, however this will not preclude the use of the funds for cash flow purposes by other City Funds during a given budget year, provided documented revenue receivables for the borrowing Fund exceed budgeted expenditures and the monies transferred, and all such borrowed monies are returned to the Stabilization Fund before the close of the applicable budget year. Transfers for cash flow purposes shall be allowed provided that they do not go beyond a fiscal year. Council shall be notified that this has occurred within seven (7) days of the "borrowing." (14493 §1 6/10/07)

4. The annual budget documents submitted by the Mayor shall disclose the beginning and ending balance of the Stabilization Fund for the fiscal year;

5. In addition to adopting the budget and setting the rate of taxation for the fiscal year, City Council's ordinance to adopt a budget shall state the beginning and ending balance of the Stabilization Fund for the fiscal year;

6. Once established, the historical data of the Stabilization Fund shall be included as an appendix in all future budgets submitted by the Mayor;

7. The Mayor shall distribute copies of this ordinance to the proper officers and other personnel of the City of Allentown whose action is required to achieve the purpose of this ordinance;

8. As a part of any resolution seeking the authority of City Council to sell City owned real property, the Mayor shall include a proposed Fund distribution of monies to be received from such sale, and at least ten (10%) percent shall be committed toward repayment of this loan beginning in 2008. (14434 §1 11/7/06;14493 §1 6/10/07)

9. The debt incurred to create the Stabilization Fund shall be paid off prior to the expiration of the fixed interest rate of the loan or within ten (10) years, whichever occurs sooner. (14434 §1 11/7/06)