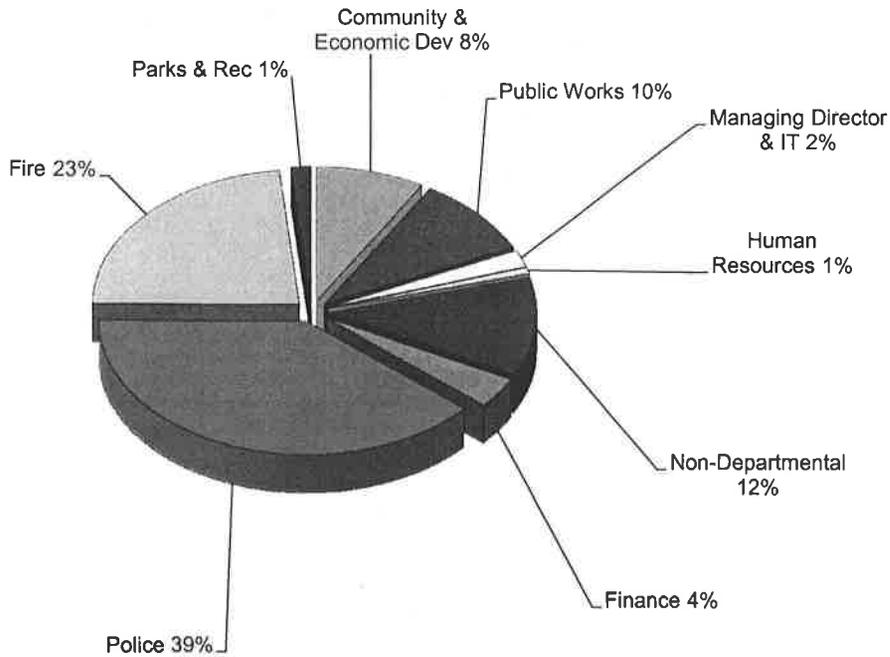


CITY OF ALLENTOWN---- BUREAU RESOURCE SUMMARY---GENERAL FUND

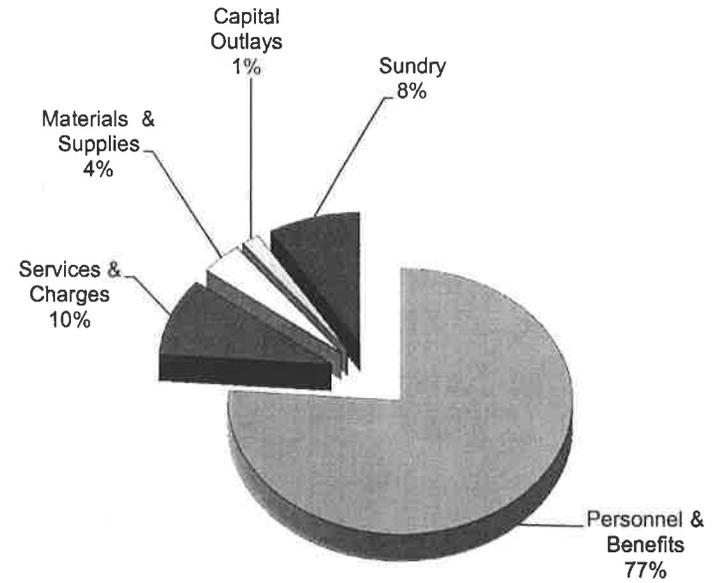
Bureau	Budgeted FT Positions		Personnel & Benefits	Services & Charges	Materials & Supplies	Capital Outlays	Sundry	Total 2013
	2012	2013						
NON-DEPARTMENTAL	23	22	1,267,372	926,942	5,500	1,124,514	7,341,925	10,666,253
FINANCE	30	31	2,473,729	503,592	84,896	-	250,000	3,312,217
MANAGING DIRECTOR, IT,EMS	52	12	1,050,087	723,950	4,650	26,000	-	1,804,687
<i>EMS moved 2013 to Fire</i>								
HUMAN RESOURCES	6	6	498,674	152,200	700	-	-	651,574
PUBLIC WORKS	38	39	3,023,705	3,590,540	1,948,705	24,200	5,000	8,592,150
POLICE	244	243	32,854,680	944,330	536,813	217,250	4,000	34,557,073
FIRE, EMS	145	159	19,878,117	352,119	525,272	73,300	3,800.0	20,832,608
COMM & ECON DEVELOPMENT	77	81	6,393,435	923,754	153,953	23,000	6,900	7,501,042
PARKS & RECREATIONS	10	8	956,324	257,750	189,556	1,000	2,000	1,406,630
VACANCY FACTOR			(1,475,000)					(1,475,000)
GENERAL FUND	624	601	66,921,123	8,375,177	3,450,045	1,489,264	7,613,625	87,849,234

CITY OF ALLENTOWN---- BUREAU RESOURCE SUMMARY---GENERAL FUND

General Fund By Department



General Fund By Category



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Non-Departmental

This Section Includes

City Council

Office of the Mayor

City Controller

Law

General & Civic

**CITY OF ALLENTOWN
GENERAL FUND SUMMARY REPORT**

01 NON-DEPARTMENTAL

	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
02 PERMANENT WAGES	954,948	950,261	911,517
04 TEMPORARY WAGES	0	7,500	8,000
06 PREMIUM PAY	1,500	1,500	1,500
12 FICA	73,169	72,809	70,458
14 PENSION	45,623	45,623	44,747
16 INSURANCE - EMPLOYEE GRP	228,268	228,268	231,150
Total Personnel	1,303,508	1,305,961	1,267,372
26 PRINTING	700	500	700
28 MILEAGE REIMBURSEMENT	1,200	700	1,000
30 RENTALS	52,000	52,000	54,000
32 PUBLICATIONS & MEMBERSHIP	75,878	78,867	80,326
34 TRAINING & PROF. DEVELOP	14,697	14,500	17,000
38 INS - OTHER EMPLOYEE	150,000	150,000	150,000
40 CIVIC EXPENSES	74,500	73,100	79,500
42 REPAIRS & MAINTENANCE	6,326	6,336	6,336
46 OTHER CONTRACT SERVICES	479,738	400,538	465,580
50 OTHER SERVICES & CHARGES	70,000	55,415	72,500
Total Services & Charges	925,039	831,956	926,942
58 OFFICE SUPPLIES	0	0	600
68 OPERATING MATERIALS & SUPP	3,600	3,350	4,900
Total Materials & Supplies	3,600	3,350	5,500
72 EQUIPMENT	1,393,133	1,392,833	1,124,514
Total Capital Outlays	1,393,133	1,392,833	1,124,514
87 ACT 205 - UNFUNDED PENSION	1,000,000	2,145,963	0
88 INTERFUND TRANSFERS	7,485,281	7,164,570	7,341,925
99 RESERVE FOR ENCUMBRANCES	0	60,992	0
Total Sundry	8,485,281	9,371,525	7,341,925
Total Expenditures	12,110,561	12,905,625	10,666,253

**CITY OF ALLENTOWN
GENERAL FUND SUMMARY REPORT**

01 NON-DEPARTMENTAL

	2008 Actuals	2009 Actuals	2010 Actuals	2011 Actuals
02 PERMANENT WAGES	878,846	854,703	910,065	915,596
12 FICA	66,761	64,998	68,396	68,682
14 PENSION	49,229	42,533	42,286	48,909
16 INSURANCE - EMPLOYEE GRP	218,024	184,425	196,840	208,005
Total Personnel	1,212,860	1,146,659	1,217,587	1,241,192
22 TELEPHONE	6,659	2,728	0	0
26 PRINTING	0	145	9	0
28 MILEAGE REIMBURSEMENT	202	266	568	347
30 RENTALS	0	37,029	38,987	48,653
32 PUBLICATIONS & MEMBERSHIP	53,245	64,363	78,601	80,186
34 TRAINING & PROF. DEVELOP	10,327	4,937	6,176	4,878
38 INS - OTHER EMPLOYEE	110,510	266,701	189,863	191,699
40 CIVIC EXPENSES	53,086	56,285	57,950	66,000
42 REPAIRS & MAINTENANCE	1,233	2,128	3,357	1,241
44 PROF SERVICES FEES	166,820	120,845	64,970	0
46 OTHER CONTRACT SERVICES	2,800	7,901	5,340	47,170
50 OTHER SERVICES & CHARGES	95,779	32,672	55,573	86,019
Total Services & Charges	500,661	596,000	501,394	526,193
58 OFFICE SUPPLIES	2,893	590	1,445	0
68 OPERATING MATERIALS & SUPP	120	19	354	821
Total Materials & Supplies	3,013	609	1,799	821
71 MACHINERY & EQUIPMENT	0	996,306	798,366	0
72 EQUIPMENT	8,919	0	0	1,011,761
Total Capital Outlays	8,919	996,306	798,366	1,011,761
88 INTERFUND TRANSFERS	4,879,534	5,901,053	6,335,415	6,190,658
99 RESERVE FOR ENCUMBRANCES	1,377	2,394	0	38
Total Sundry	4,880,911	5,903,447	6,335,415	6,190,696
Total Expenditures	6,606,364	8,643,021	8,854,561	8,970,663

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City Council

Mission

To provide a legislative system through which the goals and objectives of the other City service areas can be achieved.

PROGRAM DETAIL

Bureau: City Council	No: 01-0101	Department: Council	Program: Legislative	No: 0001
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Program Description:

This program carries out the legislative function of government and performs activities related to record keeping. Legislative functions include maintaining lines of communication with citizens, representing the City's interest before other political bodies, developing and evaluating policy, and providing legislative oversight. Record Management includes record keeping, as mandated by law, including keeping of minutes, preparing and retaining legislation, meeting advertising requirements and maintaining the City's Code.

Goal(s):

- To ensure that public funds are used to deliver quality services in the most cost-effective and efficient manner which will make the city of Allentown a better place in which to live, work and play.
- To assist in the facilitation, development and evaluation of city policy.
- To foster citizen awareness, understanding and participation in government.
- To improve communication with other local government agencies representing the City's interest.
- To develop, update and review the records retention system - keeping it cost-effective, efficient, space saving, accessible to the public, and in compliance with Commonwealth laws.

Measurable Budget Year Objectives and Long Range Targets:

- To facilitate and help ensure strategic planning in regard to public safety and financial management.
- To evaluate/develop/facilitate city policy in at least two areas in each of council's committees.
- To maintain open lines of communication with citizens in the establishment of public meetings and attending neighborhood meetings.
- To conduct and give oversight to City business in the review and adoption of ordinances and resolutions.
- To create a forum for intergovernmental cooperation with the school, county, cities and local legislators.
- To update and refine code, and post agenda, minutes, ordinances and code on the website.

Impact/Output Measure	2009 Actual	2010 Actual	2011 Actual	2012 Estimated	2013 Projected
Policy Formulation/Evaluation	12	12	10	12	10
Formation of Two Strategic Plans	2	2	2	1	2
Attendance at Public Meetings	120	125	125	120	100
Attendance at Public Events	50	50	50	50	75
Intergovernmental Meetings	6	6	6	15	
Ordinances and Resolutions Approve	165	180	180	180	120
Ordinances, Resolutions, Minutes Filed	200	215	215	215	175

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 000 GENERAL
DEPT 01 NONDEPARTMENTAL
BUREAU 0101 CITY COUNCIL
PROGRAM 0001 LEGISLATION & RECORDKEEPING

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Proposed Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
00E President of Council	1.0	1.0	1.0	1.0	1.0	6,656	1.0	6,656	1.0	6,656
00E Councilperson	6.0	6.0	6.0	6.0	6.0	36,972	6.0	35,930	6.0	36,972
15N City Clerk	1.0	1.0	1.0	1.0	1.0	76,232	1.0	76,232	1.0	77,371
09N Legislative Analyst	-	-	-	-	1.0	1	1.0	1	1.0	1
09N Deputy City Clerk	-	1.0	1.0	1.0	1.0	53,300	1.0	53,300	1.0	54,123
07N Executive Secretary	1.0	-	-	-	-	-	-	-	-	-
Total Positions	9.0	9.0	9.0	9.0	10.0	173,161	10.0	172,119	10.0	175,123

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0101 CITY COUNCIL
0001 LEGISLATION & RECORDKEEPING**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0001-02 PERMANENT WAGES	173,161	172,119	175,123
0001-12 FICA	13,247	13,167	13,397
0001-14 PENSION	6,612	6,612	6,992
0001-16 INSURANCE - EMPLOYEE GRP	30,847	30,847	33,500
0001-26 PRINTING	300	100	300
0001-28 MILEAGE REIMBURSEMENT	300	0	300
0001-32 PUBLICATIONS & MEMBERSHIP	500	100	500
0001-34 TRAINING & PROF. DEVELOP	4,000	2,000	4,000
0001-40 CIVIC EXPENSES	1,500	100	1,500
0001-46 OTHER CONTRACT SERVICES	175,000	50,851	115,000
0001-50 OTHER SERVICES & CHARGES	20,000	5,415	20,000
0001-58 OFFICE SUPPLIES	0	0	600
0001-68 OPERATING MATERIALS & SUPP	600	200	600
0001-99 RESERVE FOR ENCUMBRANCES	0	60,992	0
Total LEGISLATION & RECORDKEEPING	426,067	342,503	371,812

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0101 CITY COUNCIL
0001 LEGISLATION & RECORDKEEPING**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0001-02 PERMANENT WAGES	170,064	168,115	167,157	170,949
0001-12 FICA	12,882	12,734	12,545	12,800
0001-14 PENSION	6,154	5,671	6,128	7,140
0001-16 INSURANCE - EMPLOYEE GRP	30,442	24,590	26,600	28,300
0001-22 TELEPHONE	6,659	2,728	0	0
0001-26 PRINTING	0	0	9	0
0001-28 MILEAGE REIMBURSEMENT	0	0	92	0
0001-32 PUBLICATIONS & MEMBERSHIP	0	0	0	0
0001-34 TRAINING & PROF. DEVELOP	762	305	1,380	0
0001-40 CIVIC EXPENSES	0	0	0	8,000
0001-42 REPAIRS & MAINTENANCE	851	851	851	0
0001-44 PROF SERVICES FEES	91,717	83,986	31,675	0
0001-46 OTHER CONTRACT SERVICES	2,800	0	4,395	21,338
0001-50 OTHER SERVICES & CHARGES	4,499	6,488	6,540	6,266
0001-58 OFFICE SUPPLIES	853	59	406	0
0001-68 OPERATING MATERIALS & SUPP	89	0	336	399
0001-72 EQUIPMENT	6,897	0	0	0
Total LEGISLATION & RECORDKEEPING	334,669	305,527	258,114	255,192

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Office of the Mayor

Mission

To promote community vitality through open, creative, and effective executive leadership. Providing for the highest level of services which are responsive to the health, safety, and general welfare needs of the community. The Office of the Mayor will maintain the highest level of commitment to moral and ethical conduct while striving to improve the quality of life of all citizens.

PROGRAM DETAIL

Bureau: Mayor	No: 01-0201	Department: Office of the Mayor	Program: Executive Management	No: 0001
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Program Description:

This program is the responsibility of the Executive Branch of City government, which includes the supervision of all departments that deal with the health, safety, and the general welfare of the citizens of the community. Responsibilities of the department include the consideration of legislation and co-execution of all bonds, notes, contracts, and written obligations with City Council and the City Controller. The Communication Coordinator to the Mayor serves as a liaison for Administration policy and information services. The Special Assistant to the Mayor serves as a liaison on the Human Relations Commission for complaint handling and representation at monthly meetings, as well as serving on the State Human Relations Commission. Also serves as a representative of the Mayor in community functions, programs, project development and education and training programs. This is a bi-lingual (preferred) position which also deals with constituent services and resident complaint handling.

Goal(s):

To provide high quality executive management of the government by providing direction for program administration and delivery of services.
 To represent the City's interest on City, County, State and Federal levels of government.
 In addition to improving services and emphasizing public safety, along with economic development, the revitalization of downtown must be addressed as City Policy.

Measurable Budget Year Objectives and Long Range Targets:

- To maintain open lines of communications with the general public as well as the business, industrial, labor, cultural and education sectors, and social service agencies of the community and other levels of government, in order to facilitate identification of needs and delivery of services to meet these needs.
- To foster a closer relationship with Federal, State, and other local governmental entities and elected officials as well as civic and social organizations in efforts to coordinate and strengthen delivery of services.
- To maintain and improve City services for all citizens while emphasizing responsible fiscal management.
- To analyze the storage of City records and make recommendations for improvement.
- To coordinate web page, promotional, educational, and informational guides and brochures and City services.
- Coordination of Authorities, Boards and Commissions appointments.
- Constituent services and complaint handling.
- Serve as a liaison with the Health Bureau performing outreach services.
- Response to citizens from website inquiries.
- Human Relations complaint handling and representation at monthly meetings.

Impact/Output Measures	2009	2010	2011	2012	2013
	Estimated	Budgeted	Estimated	Budgeted	Estimated
Number of contacts:					
General Public	10,500	1,000	11,200	11,500	12,100
Business, Industry & Labor	850	950	975	1,000	1,200
Federal & State	850	925	950	950	1,000
Other Local	800	875	900	900	990
Elected Officials	500	550	575	600	750
Staff	2,000	2,000	2,000		
Meetings to: Coordinate expansion of City's Web Page on the Internet	150	150	150	150	150
Increase local, regional, and national awareness of Allentown	750	825	850	900	1,000
Human Relations Activities – DCR's	N/A	N/A	750	750	800
Code Enforcement violations/landlord tenant	N/A	N/A	600	600	660
Human Relations Commission Activities	N/A	N/A	45	45	80
Website Inquiries	N/A	N/A	675	675	775

CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND 000 GENERAL
DEPT 01 NONDEPARTMENTAL
BUREAU 201 OFFICE OF THE MAYOR
PROGRAM 0001 EXECUTIVE MANAGEMENT

		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
		<u>Actual</u>				<u>Final Budget</u>		<u>Actual & Estimated</u>		<u>Proposed Budget</u>	
<u>Number of Permanent Positions</u>						<u>#</u>	<u>Salaries</u>	<u>#</u>	<u>Salaries</u>	<u>#</u>	<u>Salaries</u>
00E	Mayor	1.0	1.0	1.0	1.0	1.0	95,000	1.0	95,000	1.0	95,000
10N	Comm Coordinator	1.0	1.0	1.0	1.0	1.0	54,626	1.0	54,598	1.0	55,463
10N	Human Rel Off\Spec Asst	-	-	0.8	0.7	0.8	46,334	0.7	43,518	0.8	45,888
10N	Special Asst to the Mayor	1.0	1.0	-	-	-	-	-	-	-	-
10N	Exec Secretary to Mayor	1.0	1.0	1.0	1.0	1.0	61,828	1.0	61,812	1.0	62,728
Total Positions		4.0	4.0	3.8	3.7	3.8	257,788	3.7	254,928	3.8	259,079

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0201 OFFICE OF THE MAYOR
0001 EXECUTIVE MANAGEMENT**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0001-02 PERMANENT WAGES	257,788	254,928	259,079
0001-12 FICA	19,721	19,502	19,820
0001-14 PENSION	12,563	12,563	13,284
0001-16 INSURANCE - EMPLOYEE GRP	58,609	58,609	63,650
0001-26 PRINTING	400	400	400
0001-32 PUBLICATIONS & MEMBERSHIP	645	645	645
0001-34 TRAINING & PROF. DEVELOP	5,647	7,500	7,500
0001-42 REPAIRS & MAINTENANCE	890	900	900
0001-46 OTHER CONTRACT SERVICES	2,500	2,500	2,500
0001-50 OTHER SERVICES & CHARGES	200	200	200
0001-68 OPERATING MATERIALS & SUPP	2,300	2,300	2,300
Total EXECUTIVE MANAGEMENT	361,263	360,047	370,278

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0201 OFFICE OF THE MAYOR
0001 EXECUTIVE MANAGEMENT**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0001-02 PERMANENT WAGES	225,702	224,210	253,838	249,524
0001-12 FICA	17,229	17,108	19,172	18,811
0001-14 PENSION	12,307	11,342	11,644	13,209
0001-16 INSURANCE - EMPLOYEE GRP	54,506	49,180	50,540	52,355
0001-26 PRINTING	0	145	0	0
0001-32 PUBLICATIONS & MEMBERSHIP	908	665	655	641
0001-34 TRAINING & PROF. DEVELOP	6,346	1,578	2,472	3,711
0001-42 REPAIRS & MAINTENANCE	382	341	446	390
0001-44 PROF SERVICES FEES	1,259	2,730	2,791	0
0001-46 OTHER CONTRACT SERVICES	0	0	0	0
0001-50 OTHER SERVICES & CHARGES	0	0	0	0
0001-58 OFFICE SUPPLIES	1,385	394	825	0
0001-68 OPERATING MATERIALS & SUPP	31	19	18	50
0001-99 RESERVE FOR ENCUMBRANCES	0	0	0	38
Total EXECUTIVE MANAGEMENT	320,055	307,712	342,401	338,729

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City Controller

Mission

To insure that all City revenues are collected properly and efficiently, that all City expenses are incurred judiciously and prudently and that all the financial affairs of the City are handled in the best long term interest of the citizens.

PROGRAM DETAIL

Bureau: City Controller	No: 01-0301	Department: City Controller	Program: Audit & Compliance	No: 0001
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Program Description:

This program provides financial oversight of the City government and related authorities, boards and commissions. The Controller also acts as secretary of the City pension boards.

Goal(s):

- To provide independent oversight of the City's financial affairs
 - To perform financial audits of City departments, authorities, boards and commissions as selected by the department or as requested by the Mayor and/or City Council
 - To perform the pension boards activities efficiently
 - To answer citizen questions and concerns regarding City's finances
-

Measurable Budget Year Objectives and Long Range Targets:

- Perform regular audits of revenue and expense channels
- Perform additional audits of City authorities

Mission

To insure that all City revenues are collected properly and efficiently, that all City expenses are incurred judiciously and prudently and that all the financial affairs of the City are handled in the best long term interest of the citizens.

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 000 GENERAL
 DEPT 01 NONDEPARTMENTAL
 BUREAU 201 CITY CONTROLLER
 PROGRAM 0001 AUDIT AND COMPLIANCE

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Proposed Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
00E Controller	1.0	1.0	1.0	1.0	1.0	49,892	1.0	49,892	1.0	49,894
12N Internal Auditor	-	-	2.0	2.0	2.0	115,502	2.0	114,818	1.0	63,000
13N Deputy Controller	1.0	1.0	-	-	-	-	-	-	-	-
05N Auditor/Examiner	1.0	1.0	-	-	-	-	-	-	-	-
Total Positions	3.0	3.0	3.0	3.0	3.0	165,394	3.0	164,710	2.0	112,894

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0301 CITY CONTROLLER
0001 AUDIT AND COMPLIANCE**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0001-02 PERMANENT WAGES	165,394	164,710	112,894
0001-04 TEMPORARY WAGES	0	7,500	8,000
0001-12 FICA	12,653	12,600	9,248
0001-14 PENSION	6,612	6,612	3,496
0001-16 INSURANCE - EMPLOYEE GRP	46,271	46,271	33,500
0001-28 MILEAGE REIMBURSEMENT	400	200	200
0001-32 PUBLICATIONS & MEMBERSHIP	200	120	350
0001-34 TRAINING & PROF. DEVELOP	1,050	1,000	1,500
0001-46 OTHER CONTRACT SERVICES	500	450	500
0001-50 OTHER SERVICES & CHARGES	0	0	2,500
0001-68 OPERATING MATERIALS & SUPP	200	350	1,500
0001-72 EQUIPMENT	1,900	1,600	2,700
Total AUDIT AND COMPLIANCE	235,180	241,413	176,388

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0301 CITY CONTROLLER
0001 AUDIT AND COMPLIANCE**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0001-02 PERMANENT WAGES	145,397	119,915	141,552	147,200
0001-04 TEMPORARY WAGES	0	0	0	0
0001-12 FICA	11,016	9,138	10,622	11,021
0001-14 PENSION	12,307	8,506	6,128	7,140
0001-16 INSURANCE - EMPLOYEE GRP	54,506	36,885	39,900	42,450
0001-28 MILEAGE REIMBURSEMENT	0	0	0	66
0001-32 PUBLICATIONS & MEMBERSHIP	0	0	200	220
0001-34 TRAINING & PROF. DEVELOP	789	2,106	669	469
0001-46 OTHER CONTRACT SERVICES	0	7,901	945	1,225
0001-50 OTHER SERVICES & CHARGES	0	0	0	0
0001-58 OFFICE SUPPLIES	213	21	154	0
0001-68 OPERATING MATERIALS & SUPP	0	0	0	6
0001-72 EQUIPMENT	1,965	0	0	58
0001-99 RESERVE FOR ENCUMBRANCES	80	2,394	0	0
Total AUDIT AND COMPLIANCE	226,273	186,866	200,170	209,855

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Law

Mission

To provide a comprehensive range of legal services to the Mayor, City Council, City Controller, and all City Departments, Bureaus, and Commissions in an effective manner, through which the goals and objectives of the aforementioned City policy makers and services can be achieved.

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**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 000 GENERAL
DEPT 01 NONDEPARTMENTAL
BUREAU 501 LAW
PROGRAM 0001 LEGAL SERVICES

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Proposed Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
20A City Solicitor (PT)	1.0	1.0	1.0	1.0	1.0	51,314	1.0	51,314	1.0	52,138
18N Assoc City Solicitor	-	-	-	1.0	1.0	77,649	1.0	77,649	1.0	78,905
17N Assoc City Solicitor	1.0	1.0	1.0	-	-	-	-	-	-	-
17N Asst City Solicitor	-	-	-	1.7	2.0	140,350	2.0	140,249	2.0	142,638
16N Asst City Solicitor	2.0	2.0	2.0	-	-	-	-	-	-	-
07N Exec Legal Admin Asst	-	-	-	1.0	1.0	50,318	1.0	50,318	1.0	51,179
07N Executive Secretary	1.0	1.0	1.0	-	-	-	-	-	-	-
05N Legal Administrative Asst	-	-	-	1.0	1.0	38,974	1.0	38,974	1.0	39,561
05N Clerk 3 Confidential	1.0	1.0	1.0	-	-	-	-	-	-	-
Total Positions	6.0	6.0	6.0	5.7	6.0	358,605	6.0	358,504	6.0	364,421

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0501 LAW
0001 LEGAL SERVICES**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0001-02 PERMANENT WAGES	358,605	358,504	364,421
0001-06 PREMIUM PAY	1,500	1,500	1,500
0001-12 FICA	27,548	27,540	27,993
0001-14 PENSION	19,836	19,836	20,975
0001-16 INSURANCE - EMPLOYEE GRP	92,541	92,541	100,500
0001-28 MILEAGE REIMBURSEMENT	500	500	500
0001-32 PUBLICATIONS & MEMBERSHIP	10,748	10,748	11,577
0001-34 TRAINING & PROF. DEVELOP	4,000	4,000	4,000
0001-42 REPAIRS & MAINTENANCE	5,436	5,436	5,436
0001-46 OTHER CONTRACT SERVICES	65,000	65,000	65,000
0001-50 OTHER SERVICES & CHARGES	27,000	27,000	27,000
0001-68 OPERATING MATERIALS & SUPP	500	500	500
Total LEGAL SERVICES	613,214	613,105	629,402

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0501 LAW
0001 LEGAL SERVICES**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0001-02 PERMANENT WAGES	337,683	342,463	347,518	314,405
0001-06 PREMIUM PAY	0	0	0	0
0001-12 FICA	25,634	26,018	26,057	23,527
0001-14 PENSION	18,461	17,014	18,386	20,349
0001-16 INSURANCE - EMPLOYEE GRP	78,570	73,770	79,800	80,655
0001-28 MILEAGE REIMBURSEMENT	202	266	476	281
0001-32 PUBLICATIONS & MEMBERSHIP	10,537	14,466	14,961	15,540
0001-34 TRAINING & PROF. DEVELOP	2,430	948	1,655	698
0001-42 REPAIRS & MAINTENANCE	0	936	2,060	851
0001-44 PROF SERVICES FEES	49,094	34,129	30,504	0
0001-46 OTHER CONTRACT SERVICES	0	0	0	24,607
0001-50 OTHER SERVICES & CHARGES	41,205	7,597	31,009	58,511
0001-58 OFFICE SUPPLIES	442	116	60	0
0001-68 OPERATING MATERIALS & SUPP	0	0	0	366
0001-72 EQUIPMENT	57	0	0	0
0001-99 RESERVE FOR ENCUMBRANCES	1,297	0	0	0
Total LEGAL SERVICES	565,612	517,723	552,486	539,790

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 000 GENERAL
 DEPT 01 NONDEPARTMENTAL
 BUREAU 501 LAW
 PROGRAM 0002 HUD LEGAL SERVICES

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	2012		2012		2013	
	Actual				Final Budget		Actual & Estimated		Proposed Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
17N Asst City Solicitor	-	-	-	0.3	-	-	-	-	-	-
Total Positions	-	-	-	0.3	-	-	-	-	-	-

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0501 LAW
0002 HUD LEGAL SERVICES**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0002-02 PERMANENT WAGES	0	0	0	33,518
0002-12 FICA	0	0	0	2,523
0002-14 PENSION	0	0	0	1,071
0002-16 INSURANCE - EMPLOYEE GRP	0	0	0	4,245
Total HUD LEGAL SERVICES	0	0	0	41,357
Total LAW	565,612	517,723	552,486	581,147

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General & Civic

Mission

To provide financial support systems through which the goals and objectives of the other City service areas can be achieved.

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PROGRAM DETAIL

Bureau: General and Civic	No: 02-0609	Department: Non-Departmental	Program: General and Civic	No: 0001
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Program Description:

This program exists to capture the payment of general expenditures and inter-fund transfers not allocated to bureau programs. City contributions to various local civic agencies are funded and distributed through this budgetary program. In addition, General Obligation debt expense and General Fund support for the Equipment Fund is budgeted in this program.

Goal(s):

To provide for timely payment of centralized expenditures and processing of inter-fund transfers in support of bureau activities.

Measurable Budget Year Objectives and Long Range Targets:

- To support local civic agencies whose activities provide a service to the citizens of Allentown and improve the quality of life in the community.
- To support selected membership in national and state organizations (i.e., Pennsylvania League of Cities).
- To provide for timely payment of unemployment insurance benefits.
- To fund the General Fund's portion of workers' compensation and property/casualty liability administered by the Risk Management Fund.
- To allocate the funding for the Equipment Fund expenditures.
- To allocate the funding for General Obligation Debt Service payments.
- To allocate the funding for General Fund contributions to the Capital Fund.

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0609 GENERAL AND CIVIC
0001 GENERAL AND CIVIC**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0001-30 RENTALS	52,000	52,000	54,000
0001-32 PUBLICATIONS & MEMBERSHIP	63,785	67,254	67,254
0001-38 INS - OTHER EMPLOYEE	150,000	150,000	150,000
0001-40 CIVIC EXPENSES	73,000	73,000	78,000
0001-46 OTHER CONTRACT SERVICES	236,738	281,737	282,580
0001-50 OTHER SERVICES & CHARGES	22,800	22,800	22,800
0001-72 EQUIPMENT	1,391,233	1,391,233	1,121,814
0001-87 ACT 205 - UNFUNDED PENSION	1,000,000	2,145,963	0
0001-88 INTERFUND TRANSFERS	7,485,281	7,164,570	7,341,925
Total GENERAL AND CIVIC	10,474,837	11,348,557	9,118,373

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0609 GENERAL AND CIVIC
0001 GENERAL AND CIVIC**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0001-30 RENTALS	0	37,029	38,987	48,653
0001-32 PUBLICATIONS & MEMBERSHIP	41,800	49,232	62,785	63,785
0001-38 INS - OTHER EMPLOYEE	110,510	266,701	189,863	191,699
0001-40 CIVIC EXPENSES	53,086	56,285	57,950	58,000
0001-44 PROF SERVICES FEES	24,750	0	0	0
0001-46 OTHER CONTRACT SERVICES	0	0	0	0
0001-50 OTHER SERVICES & CHARGES	50,075	18,587	18,024	21,242
0001-71 MACHINERY & EQUIPMENT	0	996,306	798,366	0
0001-72 EQUIPMENT	0	0	0	1,011,703
0001-87 ACT 205 - UNFUNDED PENSION	0	0	0	0
0001-88 INTERFUND TRANSFERS	4,879,534	5,901,053	6,335,415	6,190,658
Total GENERAL AND CIVIC	5,159,755	7,325,193	7,501,390	7,585,740

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Finance Department

Mission Statement

In accordance with policies and ordinances set forth by the Mayor and City Council, the mission of the Finance Department of the City of Allentown, PA is to manage the financial affairs of the City in the most cost effective and efficient manner possible.

Values

As stewards of the City's finances, we focus on providing the highest quality of service through the most responsible use of its resources.

We value the quality of the services we provide and are committed to continually improving and enhancing this quality.

We value our commitment to serve all Allentown residents without discrimination in any form and to provide equitable treatment for all.

We value the professionalism, competence, talent, ability, experience and contributions of each member of the Finance Department and we strive to meet their needs for personal and professional growth.

**CITY OF ALLENTOWN
GENERAL FUND SUMMARY REPORT**

02 FINANCE

	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
02 PERMANENT WAGES	1,625,288	1,648,308	1,712,917
04 TEMPORARY WAGES	15,000	15,000	0
06 PREMIUM PAY	2,100	2,475	2,000
11 SHIFT DIFFERENTIAL	100	222	0
12 FICA	125,650	127,236	131,193
14 PENSION	99,180	99,180	108,369
16 INSURANCE - EMPLOYEE GRP	414,331	414,331	519,250
Total Personnel	2,281,649	2,306,752	2,473,729
24 POSTAGE & SHIPPING	180,000	180,000	180,000
26 PRINTING	25,700	16,575	27,800
28 MILEAGE REIMBURSEMENT	0	1,616	500
30 RENTALS	1,550	1,596	1,610
32 PUBLICATIONS & MEMBERSHIP	5,945	6,944	6,128
34 TRAINING & PROF. DEVELOP	2,450	700	4,550
42 REPAIRS & MAINTENANCE	41,804	43,026	42,004
46 OTHER CONTRACT SERVICES	311,250	319,142	193,500
49 GRANT ADMINISTRATIVE CHARGES	18,000	18,000	0
50 OTHER SERVICES & CHARGES	82,570	80,220	47,500
Total Services & Charges	669,269	667,819	503,592
68 OPERATING MATERIALS & SUPP	103,351	73,753	84,896
Total Materials & Supplies	103,351	73,753	84,896
72 EQUIPMENT	6,224	6,224	0
76 CONSTRUCTION CONTRACTS	62,288	62,228	0
Total Capital Outlays	68,512	68,452	0
90 REFUNDS	200,000	280,000	250,000
99 RESERVE FOR ENCUMBRANCES	0	153,049	0
Total Sundry	200,000	433,049	250,000
Total Expenditures	3,322,781	3,549,825	3,312,217

**CITY OF ALLENTOWN
GENERAL FUND SUMMARY REPORT**

02 FINANCE

	2008 Actuals	2009 Actuals	2010 Actuals	2011 Actuals
02 PERMANENT WAGES	1,679,023	1,681,259	1,721,553	1,678,915
04 TEMPORARY WAGES	14,110	9,731	5,384	14,248
06 PREMIUM PAY	28,226	5,190	3,186	32
11 SHIFT DIFFERENTIAL	536	279	52	87
12 FICA	129,875	128,499	130,183	127,032
14 PENSION	121,537	110,585	110,315	117,808
16 INSURANCE - EMPLOYEE GRP	485,151	479,505	478,800	426,100
Total Personnel	2,458,458	2,415,048	2,449,473	2,364,222
22 TELEPHONE	146	63	0	0
24 POSTAGE & SHIPPING	334,887	312,253	260,889	193,400
26 PRINTING	26,528	22,398	15,608	16,677
28 MILEAGE REIMBURSEMENT	0	106	0	0
30 RENTALS	414	1,062	906	906
32 PUBLICATIONS & MEMBERSHIP	2,928	3,965	4,031	5,805
34 TRAINING & PROF. DEVELOP	7,291	1,730	2,192	251
42 REPAIRS & MAINTENANCE	36,553	37,566	46,546	44,764
44 PROF SERVICES FEES	27,334	90,217	144,674	0
46 OTHER CONTRACT SERVICES	3,000	0	0	304,897
48 GRANT, NON-CITY CHARGES	0	0	0	474,197
49 GRANT ADMINISTRATIVE CHARGES	0	0	0	44,982
50 OTHER SERVICES & CHARGES	19,974	25,104	36,414	80,795
Total Services & Charges	459,055	494,464	511,260	1,166,674
54 REPAIR & MAINT SUPPLIES	165	38	1,721	0
58 OFFICE SUPPLIES	77,073	72,539	64,205	0
68 OPERATING MATERIALS & SUPP	0	367	122	55,726
Total Materials & Supplies	77,238	72,944	66,048	55,726
72 EQUIPMENT	12,617	0	495	113,482
76 CONSTRUCTION CONTRACTS	0	0	0	67,059
Total Capital Outlays	12,617	0	495	180,541
90 REFUNDS	372,283	418,674	165,670	185,271
99 RESERVE FOR ENCUMBRANCES	7,962	2,062	3,515	87,296
Total Sundry	380,245	420,736	169,185	272,567
Total Expenditures	3,387,613	3,403,192	3,196,461	4,039,730

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Revenue and Audit	No: 0001
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Program Description:

This program involves the administration of various taxes and user charges levied by the City in accordance with appropriate enabling legislation. It also involves enforcement activities directed at collecting delinquent taxes, user charges and miscellaneous invoices, as well as audits conducted to ensure all business-related taxes payable to the City are calculated properly and paid timely. Significant activities include: billing, file maintenance, receipt reconciliation and taxpayer assistance. Collection procedures include: delinquent letters, certified letters, civil complaint actions, non-traffic violations, water shut-off and private collection agency utilization.

Goal(s):

- To improve the efficiency of billing systems.
- To increase total revenue by collecting funds due to the City.
- To expand revenue base by investigating, developing and implementing new revenue-producing programs.

Measurable Budget Year Objectives and Long Range Targets:

- Improve information processing and computer file maintenance to ensure maximum billing and collection.
- Improve productivity by cross training clerical staff.
- Reduce the outstanding delinquent balance of various taxes and utility user charges.
- Provide efficient and cost-effective collection of delinquent accounts.
- Streamline our approach to various tasks associated with delinquent collections which will ultimately increase productivity.
- Increase the timeliness with which we pursue delinquent accounts in an attempt to achieve a greater rate of recovery.
- Continue audits of business taxes to ensure proper reporting and compliance with City ordinances.

Impact/Output Measures	2009	2010	2011	2012	2013
	Actual	Actual	Actual	Estimated	Projected
# of Audit payments	7	19	20	15	25
\$ Amount of audit collections	\$5,448	\$452,812	\$328,882	\$130,000	\$200,000
# of Act 511 cases	3,326	2,932	2,936	3,200	3,100
\$ Amount of Act 511 cases	\$1,074,674	\$1,301,930	\$951,464	\$1,240,000	\$1,175,000
# of Delinquent water/sewer accounts	4,540	778	1368	1,275	1,275
Total \$ amount of delinquent w/s accounts	\$3,202,398	\$3,110,598	\$3,607,348	\$3,625,000	\$3,625,000
# of Delinquent garbage fee cases	1,804	1,797	1,683	1,835	1,850
Total \$ amount of delinquent garbage fees	\$498,195	\$600,360	\$598,818	\$680,000	\$700,000
(\$ Amount of garbage fees collected by agency)	\$228,928	\$218,645	\$198,833	\$225,000	\$230,000
# of Other enforcement cases	691	975	984	975	950
\$ Amount of other enforcement cases	\$183,365	\$83,892	\$130,294	\$150,000	\$125,000
Total # of cases handled by Audit & Enforcement	10,368	6,501	6,991	7,300	7,200
Total \$ amount collected by Audit & Enforcement	\$4,964,080	\$5,549,592	\$5,616,806	\$5,825,000	\$5,825,000

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0001 REVENUE & AUDIT

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	<u>Actual</u>				<u>Final Budget</u>		<u>Actual & Estimated</u>		<u>Proposed Budget</u>	
	<u>Number of Permanent Positions</u>				<u>#</u>	<u>Salaries</u>	<u>Salaries</u>		<u>#</u>	<u>Salaries</u>
17N Revenue & Audit Mgr	-	-	-	-	1.0	83,174	1.0	83,174	1.0	84,419
15N Tax & Utility Syst Mgr	1.0	1.0	1.0	1.0	-	-	-	-	-	-
09N Office Manager	1.0	1.0	0.0	0.0	-	-	-	-	-	-
15M Tax Examiner	-	-	-	-	2.0	96,660	2.0	95,689	2.00	98,680
08M Clerk 3	9.0	9.0	6.0	6.0	5.0	211,854	5.0	210,882	5.00	215,255
06M Data Entry Technician	2.0	2.0	2.0	2.0	-	-	-	-	-	-
Total Positions	13.0	13.0	9.0	9.0	8.0	391,688	8.0	389,745	8.0	398,354

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0001 REVENUE & AUDIT**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0001-02 PERMANENT WAGES	391,688	389,745	398,354
0001-12 FICA	29,964	29,816	30,475
0001-14 PENSION	26,448	26,448	27,966
0001-16 INSURANCE - EMPLOYEE GRP	102,224	102,224	134,000
0001-26 PRINTING	18,300	11,000	15,000
0001-32 PUBLICATIONS & MEMBERSHIP	2,600	2,500	2,500
0001-34 TRAINING & PROF. DEVELOP	1,700	500	700
0001-42 REPAIRS & MAINTENANCE	2,400	4,250	3,400
0001-46 OTHER CONTRACT SERVICES	65,000	65,000	65,000
0001-50 OTHER SERVICES & CHARGES	30,000	24,650	30,000
0001-68 OPERATING MATERIALS & SUPP	10,741	1,557	2,500
0001-90 REFUNDS	200,000	280,000	250,000
0001-99 RESERVE FOR ENCUMBRANCES	0	3,990	0
Total REVENUE & AUDIT	881,065	941,680	959,895

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0001 REVENUE & AUDIT**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0001-02 PERMANENT WAGES	369,572	363,571	346,395	355,932
0001-04 TEMPORARY WAGES	721	0	0	0
0001-06 PREMIUM PAY	12,117	4,391	0	0
0001-11 SHIFT DIFFERENTIAL	350	152	0	0
0001-12 FICA	28,679	27,993	26,312	27,146
0001-14 PENSION	36,923	34,026	27,579	32,129
0001-16 INSURANCE - EMPLOYEE GRP	144,384	147,540	119,700	110,150
0001-26 PRINTING	18,079	15,871	12,193	9,641
0001-32 PUBLICATIONS & MEMBERSHIP	475	0	36	0
0001-34 TRAINING & PROF. DEVELOP	0	370	80	0
0001-42 REPAIRS & MAINTENANCE	0	188	1,714	1,724
0001-44 PROF SERVICES FEES	0	60,445	64,729	0
0001-46 OTHER CONTRACT SERVICES	3,000	0	0	61,528
0001-50 OTHER SERVICES & CHARGES	0	0	0	0
0001-58 OFFICE SUPPLIES	9,802	8,152	6,585	0
0001-68 OPERATING MATERIALS & SUPP	0	0	0	2,417
0001-90 REFUNDS	372,283	418,674	165,670	185,271
0001-99 RESERVE FOR ENCUMBRANCES	3,660	240	3,088	3,023
Total REVENUE & AUDIT	1,000,045	1,081,613	774,081	788,961

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CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0002 AUDIT AND ENFORCEMENT

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	2012		2012		2013	
	Actual				Final Budget		Actual & Estimated		Proposed Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
15N Audit & Enforcement Mgr.	-	-	-	-	-	-	-	-	-	-
15M Tax Examiner	1.0	1.0	1.0	1.0	1.0	60,076	-	-	-	-
08M Clerk 3	2.0	2.0	2.0	2.0	2.0	69,671	-	-	-	-
Total Positions	3.0	3.0	3.0	3.0	3.0	129,747	-	-	-	-

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0002 AUDIT AND ENFORCEMENT**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0002-99 RESERVE FOR ENCUMBRANCES	0	2,810	0
Total AUDIT AND ENFORCEMENT	0	2,810	0

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0002 AUDIT AND ENFORCEMENT**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0002-02 PERMANENT WAGES	275,138	222,836	240,680	252,609
0002-06 PREMIUM PAY	697	321	0	0
0002-11 SHIFT DIFFERENTIAL	63	50	0	0
0002-12 FICA	20,868	16,913	18,171	18,984
0002-14 PENSION	21,538	17,014	18,386	17,849
0002-16 INSURANCE - EMPLOYEE GRP	90,602	73,770	79,800	62,150
0002-22 TELEPHONE	146	63	0	0
0002-26 PRINTING	302	310	122	296
0002-32 PUBLICATIONS & MEMBERSHIP	1,123	2,795	2,275	3,251
0002-34 TRAINING & PROF. DEVELOP	418	439	405	243
0002-50 OTHER SERVICES & CHARGES	15,235	20,381	24,983	17,865
0002-58 OFFICE SUPPLIES	728	583	213	0
0002-68 OPERATING MATERIALS & SUPP	0	0	0	507
0002-99 RESERVE FOR ENCUMBRANCES	1,277	0	0	0
Total AUDIT AND ENFORCEMENT	428,135	355,475	385,035	373,754

PROGRAM DETAIL

Bureau: Finance	No: 02-602	Department: Finance	Program: Finance & Budget Admin.	No: 0003
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Program Description:

This program supervises all areas incorporated into the Department of Finance. This program also coordinates and produces the City's annual budget, monitors and modifies the budget during the fiscal year, reviews budget transfers, and prepares ordinances amending the adopted budget. The program arranges appropriate bond sales and structures debt refinancing. The director interacts with the Pension Board, the Pension Investment Committee, overseeing pension investments. The director leads the short and long-term Investment Advisory Committee in the management of operating cash. A cooperative effort with the Bureau of Planning and the Controller produces the Five-Year Capital Improvements Program. The director is also the Third Step Grievance hearing officer as designated in the Collective Bargaining Agreements.

Goal(s):

- To provide oversight to the other bureaus/programs within the department.
- To continually seek ways and means to improve, enhance and refine the financial management process.

Measurable Budget Year Objectives and Long Range Targets:

- To report and provide information to the Mayor, City Council, Department Heads, and Bureau Managers to facilitate the use of the City budget as a tool for conscientious financial management.
- To make the entire budget process a cooperative effort with all involved City personnel.
- To monitor debt service requirements and work with the designated underwriter to seek refunding opportunities.
- To monitor the MMO (Minimum Municipal Obligation) of the three City Pension Plans and the PMRS Plan.
- To hear and determine solutions to Third Step grievances.

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0003 FINANCE & BUDGET ADMINISTRATION

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>			
					Actual		Final Budget		Actual & Estimated		Proposed Budget	
					Number of Permanent Positions				#	Salaries	#	Salaries
21A Finance Director	1.0	1.0	1.0	1.0	1.0	91,754	1.0	91,754	1.0	93,127		
18N Deputy Finance Director	-	-	-	1.0	1.0	81,268	1.0	81,268	1.0	82,631		
16N Finance Manager	1.0	1.0	1.0	-	-	-	-	-	-	-		
14N Grants Coordination Mgr.	-	-	-	1.0	1.0	72,038	1.0	72,038	1.0	73,227		
14N Financial Analyst	-	-	-	-	-	-	1.0	19,371	1.0	71,047		
14N Budget Coordinator	1.0	1.0	1.0	1.0	1.0	64,200	1.0	64,200	1.0	65,281		
13N Budget Analyst	1.0	-	-	-	-	-	-	-	-	-		
9N Office Manager	-	-	-	-	1.0	52,000	1.0	52,000	1.0	47,086		
7N Executive Secretary	0.5	-	-	-	-	-	-	-	-	-		
Total Positions	4.5	3.0	3.0	4.0	5.0	361,260	6.0	380,631	6.0	432,399		

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0003 FINANCE & BUDGET ADMINISTRATION

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0003-02 PERMANENT WAGES	361,260	380,631	432,399
0003-11 SHIFT DIFFERENTIAL	0	72	0
0003-12 FICA	27,636	29,118	33,079
0003-14 PENSION	16,530	16,530	20,975
0003-16 INSURANCE - EMPLOYEE GRP	77,118	77,118	100,500
0003-26 PRINTING	1,800	775	1,000
0003-28 MILEAGE REIMBURSEMENT	0	1,616	500
0003-32 PUBLICATIONS & MEMBERSHIP	2,970	4,054	3,228
0003-34 TRAINING & PROF. DEVELOP	0	0	850
0003-42 REPAIRS & MAINTENANCE	1,200	1,200	1,200
0003-46 OTHER CONTRACT SERVICES	117,750	125,642	120,000
0003-50 OTHER SERVICES & CHARGES	32,500	37,500	15,000
0003-68 OPERATING MATERIALS & SUPP	2,150	2,150	2,150
0003-99 RESERVE FOR ENCUMBRANCES	0	38,255	0
Total FINANCE & BUDGET ADMINISTRATION	640,914	714,661	730,881

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0003 FINANCE & BUDGET ADMINISTRATION

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0003-02 PERMANENT WAGES	181,962	212,837	210,080	305,518
0003-12 FICA	13,781	16,044	15,723	22,873
0003-14 PENSION	7,692	8,506	9,193	14,280
0003-16 INSURANCE - EMPLOYEE GRP	33,589	36,885	39,900	56,600
0003-26 PRINTING	3,562	3,680	1,411	1,455
0003-28 MILEAGE REIMBURSEMENT	0	106	0	0
0003-32 PUBLICATIONS & MEMBERSHIP	175	0	550	2,224
0003-34 TRAINING & PROF. DEVELOP	0	0	0	8
0003-42 REPAIRS & MAINTENANCE	0	701	0	1,563
0003-44 PROF SERVICES FEES	14,385	13,187	71,720	0
0003-46 OTHER CONTRACT SERVICES	0	0	0	81,814
0003-48 GRANT, NON-CITY CHARGES	0	0	0	474,197
0003-50 OTHER SERVICES & CHARGES	0	0	3,000	29,135
0003-58 OFFICE SUPPLIES	0	991	872	0
0003-68 OPERATING MATERIALS & SUPP	0	367	122	1,508
0003-72 EQUIPMENT	0	0	495	0
0003-99 RESERVE FOR ENCUMBRANCES	0	0	0	80,925
Total FINANCE & BUDGET ADMINISTRATION	255,146	293,304	353,066	1,072,100

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Accounting & Financial Management	No: 0004
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Program Description:

This program performs all activities necessary to ensure proper accounting for and financial reporting of all City funds and account groups. Major activities include posting the books of account and the preparation of interim and annual financial reports in addition to a variety of special purpose reports. This program administers the City's debt and the Fixed Asset Management systems, and monitors trustee investment activities for City-administered pension plans and invested Sinking Fund Debt Escrow Accounts. This program receives and invests all City funds and administers the City's Cash Management Program. This program also disburses City funds through the Accounts Payable system.

Goal(s):

To continue to improve the accounting and budgetary control reporting systems which are based on Generally Accepted Accounting Principles (GAAP) and to continue to prepare the annual CAFR (Comprehensive Annual Financial Report) in accordance with GAAP.

To prudently manage the City's cash, including prompt deposit of all cash receipts, prompt recording of all cash receipts by appropriate source, and investing available cash in accordance with City policy.

Measurable Budget Year Objectives and Long Range Targets:

- Continue the integration and automation of various accounting systems and Eden modules.
- Continue to develop a centralized internal control system for all grants accounting activity.
- Monitor pension funds.
- Continue to develop an Accounting Policies and Procedures manual.
- Work with Information Systems to streamline tax certification program.

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0004 ACCOUNTING & FINANCIAL MANAGEMENT

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Proposed Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
17N Treasury & Acct. Mgr.	1.0	1.0	1.0	1.0	1.0	83,174	1.0	83,174	1.0	84,419
12N Accountant	3.0	3.0	3.0	2.0	2.0	128,718	2.0	128,718	2.0	130,815
09N Office Manager	1.0	1.0	1.0	-	-	-	-	-	-	-
08M Clerk 3	6.0	6.0	6.0	5.0	5.0	215,823	5.0	215,823	6.0	263,018
06M Data Entry Technician	-	-	-	-	1.0	40,292	1.0	40,292	-	-
Total Positions	11.0	11.0	11.0	8.0	9.0	468,007	9.0	468,007	9.0	478,252

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0004 ACCOUNTING & FINANCIAL MANAGEMENT**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0004-02 PERMANENT WAGES	468,007	468,007	478,252
0004-06 PREMIUM PAY	2,000	2,000	2,000
0004-12 FICA	35,956	35,749	36,739
0004-14 PENSION	29,754	29,754	31,462
0004-16 INSURANCE - EMPLOYEE GRP	120,671	120,671	150,750
0004-26 PRINTING	800	0	0
0004-30 RENTALS	350	396	410
0004-42 REPAIRS & MAINTENANCE	750	750	750
0004-46 OTHER CONTRACT SERVICES	8,500	8,500	8,500
0004-68 OPERATING MATERIALS & SUPP	1,550	1,550	1,550
0004-99 RESERVE FOR ENCUMBRANCES	0	647	0
Total ACCOUNTING & FINANCIAL MANAGEMENT	668,338	668,024	710,413

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0004 ACCOUNTING & FINANCIAL MANAGEMENT**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0004-02 PERMANENT WAGES	518,828	536,176	564,097	410,277
0004-06 PREMIUM PAY	3,880	0	3,186	0
0004-12 FICA	39,573	40,380	42,463	30,295
0004-14 PENSION	33,846	31,191	33,707	28,560
0004-16 INSURANCE - EMPLOYEE GRP	132,352	135,245	146,300	102,450
0004-26 PRINTING	2,567	636	461	1,155
0004-30 RENTALS	414	486	330	330
0004-32 PUBLICATIONS & MEMBERSHIP	825	840	840	0
0004-34 TRAINING & PROF. DEVELOP	2,506	0	0	0
0004-42 REPAIRS & MAINTENANCE	117	351	468	468
0004-44 PROF SERVICES FEES	12,949	16,585	8,225	0
0004-46 OTHER CONTRACT SERVICES	0	0	0	8,500
0004-54 Repair and Maintenance Supplies	0	0	1,721	0
0004-58 OFFICE SUPPLIES	1,187	1,217	713	0
0004-68 OPERATING MATERIALS & SUPP	0	0	0	910
0004-72 EQUIPMENT	650	0	0	0
0004-99 RESERVE FOR ENCUMBRANCES	2,189	122	0	0
Total ACCOUNTING & FINANCIAL MANAGEMEN	751,883	763,229	802,511	582,945

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Procurement	No: 0005
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Program Description:

This program provides for the centralized purchasing function for goods and services utilized by all City operating bureaus. This program monitors the purchasing process for compliance with established purchasing regulations and procedures, prepares purchase orders, prepares and reviews bid specifications, provides product testing, new product research and purchase scheduling to maximize bulk and quantity discounts. This program also encumbers all City obligations upon proper authorization and verification by the respective bureau and accounts payable personnel.

Goal(s):

To procure materials, supplies, and services to meet minimum essential needs of the City departments and elected officials at the lowest possible cost consistent with the quality needed for the proper and effective operation of City government.

Measurable Budget Year Objectives and Long Range Targets:

- Decrease time to generate purchase order after receipt of requisition.
- Refine product codes so they are more user-friendly.
- Maintain and update a vendor/manufacturer commodity list.
- Establish yearly pricing for like items to expedite ordering.
- Work with Lehigh Valley Co-Operative Purchasing Council to procure group purchases.

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0005 PROCUREMENT

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	<u>Actual</u>				<u>Final Budget</u>		<u>Actual & Estimated</u>		<u>Proposed Budget</u>	
	<u>Number of Permanent Positions</u>				<u>#</u>	<u>Salaries</u>	<u>#</u>	<u>Salaries</u>	<u>#</u>	<u>Salaries</u>
15N Purchasing Agent	1.0	1.0	1.0	1.0	1.0	72,678	1.0	72,678	1.0	73,757
11N Senior Buyer	-	-	-	1.0	1.0	61,080	1.0	61,080	1.0	62,043
08N Buyer	1.0	1.0	1.0	1.0	1.0	51,988	1.0	51,988	1.0	52,825
08N Assistant Buyer	1.0	1.0	1.0	-	-	-	-	-	-	-
07N Purchasing Coordinator	-	-	1.0	1.0	1.0	42,672	1.0	42,672	1.0	48,769
07M Purchasing Clerk	1.0	1.0	-	-	-	-	-	-	-	-
Total Positions	4.0	4.0	4.0	4.0	4.0	228,418	4.0	228,418	4.0	237,393

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0005 PROCUREMENT**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0005-02 PERMANENT WAGES	228,418	232,902	237,393
0005-12 FICA	17,474	17,817	18,161
0005-14 PENSION	13,224	13,224	13,983
0005-16 INSURANCE - EMPLOYEE GRP	61,694	61,694	67,000
0005-32 PUBLICATIONS & MEMBERSHIP	375	390	400
0005-34 TRAINING & PROF. DEVELOP	750	200	3,000
0005-50 OTHER SERVICES & CHARGES	5,000	3,000	2,500
0005-68 OPERATING MATERIALS & SUPP	3,160	2,746	2,946
0005-99 RESERVE FOR ENCUMBRANCES	0	4,481	0
Total PROCUREMENT	330,095	336,454	345,383

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0005 PROCUREMENT**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0005-02 PERMANENT WAGES	209,528	220,589	230,291	222,325
0005-04 TEMPORARY WAGES	5,151	0	0	0
0005-06 PREMIUM PAY	9,218	0	0	0
0005-12 FICA	16,693	16,823	17,219	16,577
0005-14 PENSION	12,307	11,342	12,257	14,280
0005-16 INSURANCE - EMPLOYEE GRP	48,128	49,180	53,200	56,600
0005-32 PUBLICATIONS & MEMBERSHIP	330	330	330	330
0005-34 TRAINING & PROF. DEVELOP	4,367	921	1,707	0
0005-50 OTHER SERVICES & CHARGES	4,739	4,723	8,431	1,138
0005-58 OFFICE SUPPLIES	992	170	203	0
0005-68 OPERATING MATERIALS & SUPP	0	0	0	880
0005-99 RESERVE FOR ENCUMBRANCES	0	834	427	207
Total PROCUREMENT	311,453	304,912	324,065	312,337

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: General Support Services	No: 0006
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Program Description:

This program provides office supplies, printing, mailing, and office machine repair services to all City bureaus.

Goal(s):

To provide efficient management of central stores, printing and mail.

Measurable Budget Year Objectives and Long Range Targets:

- To administer the use of office supplies.
- To continue to explore the most efficient means to process all mail and printing.

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0006 GENERAL SUPPORT SERVICES

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Proposed Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
09M Printer	1.0	1.0	1.0	1.0	1.0	45,607	1.0	45,607	-	-
08M Printer Aide	-	-	-	-	1.0	39,790	1.0	40,717	1.0	42,629
08M Inventory Control Clerk	1.0	1.0	1.0	1.0	1.0	44,863	1.0	44,863	1.0	45,513
07M General Support Aide	-	-	-	-	-	-	-	-	1.0	31,966
Total Positions	2.0	2.0	2.0	2.0	3.0	130,260	3.0	131,187	3.0	120,108

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0006 GENERAL SUPPORT SERVICES**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0006-02 PERMANENT WAGES	130,260	131,387	120,108
0006-04 TEMPORARY WAGES	15,000	15,000	0
0006-12 FICA	11,112	11,199	9,188
0006-14 PENSION	9,918	9,918	10,487
0006-16 INSURANCE - EMPLOYEE GRP	37,200	37,200	50,250
0006-24 POSTAGE & SHIPPING	180,000	180,000	180,000
0006-26 PRINTING	3,000	3,000	10,000
0006-30 RENTALS	1,200	1,200	1,200
0006-42 REPAIRS & MAINTENANCE	37,454	36,826	36,654
0006-68 OPERATING MATERIALS & SUPP	85,750	65,750	75,750
0006-99 RESERVE FOR ENCUMBRANCES	0	4,808	0
Total GENERAL SUPPORT SERVICES	510,894	496,288	493,637

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0006 GENERAL SUPPORT SERVICES**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0006-02 PERMANENT WAGES	82,729	83,994	87,460	89,270
0006-04 TEMPORARY WAGES	8,238	9,731	5,384	14,248
0006-06 PREMIUM PAY	516	0	0	32
0006-11 SHIFT DIFFERENTIAL	18	0	0	0
0006-12 FICA	6,986	7,155	7,088	7,922
0006-14 PENSION	6,154	5,671	6,128	7,140
0006-16 INSURANCE - EMPLOYEE GRP	24,064	24,590	26,600	24,000
0006-24 POSTAGE & SHIPPING	334,887	312,253	260,889	193,400
0006-26 PRINTING	518	1,217	915	3,533
0006-30 RENTALS	0	576	576	576
0006-42 REPAIRS & MAINTENANCE	36,436	36,326	44,364	41,009
0006-54 REPAIR & MAINT SUPPLIES	165	38	0	0
0006-58 OFFICE SUPPLIES	64,364	61,426	55,619	0
0006-68 OPERATING MATERIALS & SUPP	0	0	0	49,504
0006-72 EQUIPMENT	11,967	0	0	0
0006-99 RESERVE FOR ENCUMBRANCES	836	866	0	3,141
Total GENERAL SUPPORT SERVICES	577,878	543,843	495,023	433,775

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Payroll, Pension, Insurance	No: 0007
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Program Description:

Subsequent to January 1, 1997, the Home Rule Charter mandates that the functions of this program shall be part of the budgetary structure of the Finance Department. This program is responsible for the payment of all City wages and pension payments for the three City administered pension plans.

Goal(s):

To provide efficient and accurate processing of payroll, pension, withholding and reporting.

Measurable Budget Year Objectives and Long Range Targets:

- To process all current employees' bi-weekly compensation.
- To prepare and distribute pension payments for the City's pension plans.

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 000 GENERAL
 DEPT 02 FINANCE
 BUREAU 0602 FINANCE
 PROGRAM 0007 PAYROLL, PENSION, INSURANCE

		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
		Actual				Final Budget		Actual & Estimated		Proposed Budget	
		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
06N	Payroll Clerk	1.0	1.0	1.0	1.0	1.0	45,655	1.0	45,636	1.0	46,411
	Total Positions	1.0	1.0	1.0	1.0	1.0	45,655	1.0	45,636	1.0	46,411

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0007 PAYROLL, PENSION, INSURANCE**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0007-02 PERMANENT WAGES	45,655	45,636	46,411
0007-06 PREMIUM PAY	100	475	0
0007-11 SHIFT DIFFERENTIAL	100	150	0
0007-12 FICA	3,508	3,537	3,551
0007-14 PENSION	3,306	3,306	3,496
0007-16 INSURANCE - EMPLOYEE GRP	15,424	15,424	16,750
0007-26 PRINTING	1,800	1,800	1,800
Total PAYROLL, PENSION, INSURANCE	69,893	70,328	72,008

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0007 PAYROLL, PENSION, INSURANCE**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0007-02 PERMANENT WAGES	41,266	41,256	42,550	42,984
0007-06 PREMIUM PAY	1,798	478	0	0
0007-11 SHIFT DIFFERENTIAL	105	77	52	87
0007-12 FICA	3,295	3,191	3,207	3,235
0007-14 PENSION	3,077	2,835	3,065	3,570
0007-16 INSURANCE - EMPLOYEE GRP	12,032	12,295	13,300	14,150
0007-26 PRINTING	1,500	684	506	597
Total PAYROLL, PENSION, INSURANCE	63,073	60,816	62,680	64,623

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0008 ENERGY EFFICIENCY PROGRAM

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Proposed Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
Total Positions	-	-	-	-	-	-	-	-	-	-

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0008 ENERGY EFFICIENCY PROGRAM**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0008-46 OTHER CONTRACT SERVICES	120,000	120,000	0
0008-49 GRANT ADMINISTRATIVE CHARGES	18,000	18,000	0
0008-50 OTHER SERVICES & CHARGES	15,070	15,070	0
0008-72 EQUIPMENT	6,224	6,224	0
0008-76 CONSTRUCTION CONTRACTS	62,288	62,228	0
0008-99 RESERVE FOR ENCUMBRANCES	0	98,058	0
Total ENERGY EFFICIENCY PROGRAM	221,582	319,580	0

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0008 ENERGY EFFICIENCY PROGRAM**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0008-46 OTHER CONTRACT SERVICES	0	0	0	153,055
0008-49 GRANT ADMINISTRATIVE CHARGES	0	0	0	44,982
0008-50 OTHER SERVICES & CHARGES	0	0	0	32,657
0008-72 EQUIPMENT	0	0	0	113,482
0008-76 CONSTRUCTION CONTRACTS	0	0	0	67,059
Total ENERGY EFFICIENCY PROGRAM	0	0	0	411,235