PERTINENT FACTS ABOUT THE CITY OF ALLENTOWN

GENERAL

The City of Allentown is the county seat of Lehigh County and, with 118,032 residents, according to the U.S. Census Bureau 2001 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 821,623. 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. A minor league hockey arena was constructed in the downtown area in 2014 and major enterprises are being attracted to Hamilton Street.

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 has 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, Storm 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 of land acquisition, 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.

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 received.

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 which generates 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.

GRANTS FUND

This fund is used to account for the pass-through grants the City is responsible for administering.

I.A.F.F.

International Association of Fire Fighters, Local No. 302.

INDIRECT COSTS

Costs associated with, but not directly attributable to, 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

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.

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 five 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.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
		PERSONNEL AND FRINGE BENEFITS
02	Permanent Wages	Base wages including increment for all permanent employees. As of 1/1/2014, longevity pay is posted to a separate account.
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 Duty 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.
08	Longevity	Payments for longevity to qualifying employees based on years of service to the City of Allentown..
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.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
14	Pension	Contributions made by the City to the various pension funds. This account does not include employee or other contributions to Pension Funds.
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.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
37	Insurance - Health/Life	Health, dental, life insurance, long-term disability (for firefighters) and prescription drug coverage
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.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
62	Fuels, Oils & Lubricants	Fuels (excluding electricity) used for heating; and petroleum products used in vehicular operation and maintenance.
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	
70	Pro Shop Inventory	Inventory purchased for re-sale in the Golf Course Pro Shop.
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	

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
76	Construction Contracts	Project construction, including site preparation costs, performed by an outside contractor.
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	Transfer to Pension Fund	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.
89	Pension - Additional POB	Additional payment to the Pension Fund or the Pension Obligation Bonds.
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.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
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: 2012 - 2017

	2012	2013	2014	2015	2016	2017
GENERAL FUND (000)						
Elected	9	9	9	9	9	9
Municipal - S.E.I.U.	161	152	204	200	198	192
Non-Bargaining & Supervisory	97	98	117	120	120	126
Police - F.O.P.	216	216	216	222	222	222
Fire - I.A.F.F.	141	126	125	125	125	120
TOTAL GENERAL FUND	624	601	671	676	674	669
WATER FUND (002)	84	85	0	0	0	0
SEWER FUND (003)	97	97	0	0	0	0
LIQUID FUELS FUND (004)	21	21	21	25	28	29
TREXLER FUND (006)	14	14	14	13	13	15
RISK MANAGEMENT FUND (081)	2	2	3	2	2	2
SOLID WASTE FUND (085)	33	33	36	38	38	41
GOLF COURSE FUND (091)	6	6	6	6	6	5
HUD (700)	16	11	6	5	5	0
E 9-1-1 Fund (911)	33	33	33	33	31	31
TOTAL ALL POSITIONS	**930**	**903**	**790**	**798**	**797**	**792**

Source: City of Allentown Budgets

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
5	Clerk III Confidential
	Human Resources Coordinator
	Legal Administrative Assistant
6	Claims Coordinator
	Desktop Support Specialist
	EMS Billing Specialist
	Payroll Coordinator
7	Executive Secretary
	Purchasing Coordinator
8	
	Maintenance Foreperson
9	Adminstrative Supervisor
	Communications Shift Supervisor
	Education & Enforcement Manager
	EMS Billing Supervisor
	Executive Secretary to the Managing Director
	Legal Administrative Manager
	Office Manager
	Survey Tech 3

PAY GRADE	POSITION CLASSIFICATION TITLE
10	Application Support Analyst
	Buyer
	Codes Coordinator
	Deputy City Clerk
	Engineering Technician 3
	G.I.S. Analyst
	Human Relations Officer/Special Assistant to the Mayor
	Lead Program Manager
	Recreation Program Specialist
	Recycling Coordinator
11	EMS Shift Supervisor
	Executive Secretary to the Mayor
	Housing Coordinator
	HUD Grants Monitor
	Maintenance Supervisor
12	Benefits Manager
	Community Housing Coordinator
	EMS Operations Manager
	Human Resource Program Manager
	IT Service Coordinator
	Public Safety Analyst
	Recruitment Manager
	Senior Planner
	Systems Analyst

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
13	Accountant
	Cancer Prevention Program Manager
	Chief Maintenance Supervisor
	Chief Planner
	Clinical Service Manager
	Communicable Disease Manager
	Construction Codes Superintendent
	Construction Operations Manager
	Environmental Field Services Manager
	Golf Course Manager
	Housing Supervisor
	HUD Grants Accountant
	Injury Prevention Service Manager
	Internal Audit Manager
	Manager - Stormwater
	Nutrition & Physical Activity Program Manager
	Operations Manager
	Public Works Operations Manager
	Recreation & Special Events Coordinator
	SWEEP & Animal Control Manager
	Zoning Supervisor

PAY GRADE	POSITION CLASSIFICATION TITLE
14	Application Developer
	Associate Utility Engineer
	Business Development Liaison
	Chief Designer/Surveyor
	Communications Manager
	Compliance Auditor
	Financial Analyst
	Grants Coordination Manager
	HUD Grants Manager
	IT Project Manager
	Labor Relations Manager
	MS4 Coordinator
	Purchasing Agent
	Senior GIS Coordinator
	Senior Systems Analyst
15	Business Development Manager
	Finance Operations Manager
	Risk & Safety Manager

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
16	Communications Superintendent
	Database Administrator/Analyst
	Environmental Health Associate Director
	Facilities Manager
	Manager - Recycling & Solid Waste
	Parks Superintendent
	Personal Health Associate Director
	Streets Superintendent
	TIS Operations Manager
	Traffic Control Superintendent
17	Assistant City Solicitor
	Director — Building Standards & Safety
	Planning Director
	Revenue and Audit Manager
	Senior Civil Engineer/Assistant City Engineer
18	Associate City Solicitor
	City Clerk
	Deputy Director - Community & Economic Development
	Deputy Director - Finance & Treasury
	Deputy Director - Public Works
	Health Director
	Police Captain

PAY GRADE	POSITION CLASSIFICATION TITLE
20	City Solicitor (PT)
21	Chief Information Officer
	Community Development Director
	Deputy Director - Human Resources
	Deputy Fire Chief
	Finance Director
	Fire Chief
	Parks, Recreation, & Trails Director
	Police Chief
	Police Chief Assistant
	Public Works Director
22	Chief of Staff

CITY OF ALLENTOWN
2017 WAGE RANGE FOR NON-BARGAINING UNIT EMPLOYEES
Annual Salary Calculated on 2080 Hours per Year

GRADE	Minimum	Maximum	
01	33,295	42,957	Annual
	16.0072	20.6523	Hourly
02	34,769	45,023	Annual
	16.7159	21.6457	Hourly
03	36,286	47,141	Annual
	17.4452	22.6638	Hourly
04	37,880	49,335	Annual
	18.2115	23.7188	Hourly
05	39,561	51,623	Annual
	19.0197	24.8188	Hourly
06	41,301	53,963	Annual
	19.8563	25.9435	Hourly
07	43,169	56,451	Annual
	20.7543	27.1397	Hourly
08	45,079	58,972	Annual
	21.6726	28.3518	Hourly
09	47,082	61,595	Annual
	22.6356	29.6128	Hourly
10	49,174	64,313	Annual
	23.6413	30.9199	Hourly
11	51,351	67,377	Annual
	24.6880	32.3930	Hourly

GRADE	Minimum	Maximum	
12	53,675	70,587	Annual
	25.8053	33.9359	Hourly
13	56,083	76,105	Annual
	26.9630	36.5889	Hourly
14	58,626	81,219	Annual
	28.1856	39.0477	Hourly
15	61,262	82,358	Annual
	29.4529	39.5952	Hourly
16	64,027	85,412	Annual
	30.7822	41.0636	Hourly
17	66,941	91,055	Annual
	32.1832	43.7763	Hourly
18	69,991	95,129	Annual
	33.6495	45.7349	Hourly
19	73,219	96,548	Annual
	35.2014	46.4173	Hourly
20	76,582	100,869	Annual
	36.8183	48.4947	Hourly
21	80,531	144,942	Annual
	38.7168	69.6837	Hourly
22	93,127	155,295	Annual
	44.7727	74.6611	Hourly

MUNICIPAL EMPLOYEE CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
6	Clerk 2
	Maintenance Worker 1
	Maintenance Worker 1 - Custodial
7	Para-Police
8	Clerk 3
	Inventory Control Clerk
	Line Locator
	Maintenance Worker 2
	Maintenance Worker 2 - Stock Clerk
	Permit Technician
9	
	Equipment Operator 2
	Maintenance Mechanic 1
10	Equipment Operator 3
	Maintenance Worker 3
11	Arborist 1
	Equipment Operator 3
	Graphic Design Specialist
12	Animal Control Officer
	Community Health Specialist
	Sweep Officer

PAY GRADE	POSITION CLASSIFICATION TITLE
13	911 Dispatcher
	Engineering Aide 3
	Financial Specialist
14	911 Lead Dispatcher
	Construction Inspector
	Enviornmental Technician
	Equipment Operator 4
	Equipment Operator 4 - Specialist
	Housing Inspector
	Maintenance Mechanic 3
	Maintenance Mechanic - Specialist
	Paving Specialist
	Rehabilitation Specialist
	Telecommunications Technician
	Traffic Signal Technician 2
	Zoning Officer
15	Arborist2
	Equipment Operator 5
	Tax Examiner
	Tradesman
	Waste & Recycling Operator
	Tradesman (Speciality)

MUNICIPAL EMPLOYEE CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
16	Communicable Disease Investigator
	Dietician
	Greenskeeper
	Senior Tax Examiner
	Tree Inspector
18	Building Inspector
	Electrical Inspector
	Plumbing/Mechanical Inspector
	Sanitarian
31	Community Health Nurse
	Paramedic FT

PAY GRADE	POSITION CLASSIFICATION TITLE

CITY OF ALLENTOWN

JAN 2017 - DEC 2017: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.75% increase

SHEDULE M

GRADE	A	B	C	D	E	F	G	H	
01	30,389	31,406	32,754	37,560	38,227	38,922	39,651	40,427	Annual
	1,168.82	1,207.91	1,259.77	1,444.63	1,470.28	1,497.01	1,525.05	1,554.87	Biweekly
	14.6102	15.0989	15.7471	18.0578	18.3786	18.7126	19.0631	19.4359	Hourly
	21.9153	22.6484	23.6207	27.0867	27.5678	28.0689	28.5946	29.1538	Overtime
02	30,962	31,992	33,368	38,227	38,922	39,651	40,427	41,229	Annual
	1,190.84	1,230.47	1,283.38	1,470.28	1,497.01	1,525.05	1,554.87	1,585.75	Biweekly
	14.8855	15.3809	16.0422	18.3786	18.7126	19.0631	19.4359	19.8218	Hourly
	22.3282	23.0713	24.0634	27.5678	28.0689	28.5946	29.1538	29.7328	Overtime
03	31,562	32,618	34,017	38,922	39,651	40,427	41,229	42,082	Annual
	1,213.92	1,254.55	1,308.35	1,497.01	1,525.05	1,554.87	1,585.75	1,618.52	Biweekly
	15.1740	15.6819	16.3544	18.7126	19.0631	19.4359	19.8218	20.2315	Hourly
	22.7610	23.5229	24.5315	28.0689	28.5946	29.1538	29.7328	30.3473	Overtime
04	32,188	33,261	34,690	39,651	40,427	41,229	42,082	42,971	Annual
	1,238.00	1,279.27	1,334.23	1,525.05	1,554.87	1,585.75	1,618.52	1,652.73	Biweekly
	15.4750	15.9909	16.6778	19.0631	19.4359	19.8218	20.2315	20.6591	Hourly
	23.2125	23.9863	25.0168	28.5946	29.1538	29.7328	30.3473	30.9887	Overtime
05	32,846	33,939	35,398	40,427	41,229	42,082	42,971	43,908	Annual
	1,263.30	1,305.35	1,361.48	1,554.87	1,585.75	1,618.52	1,652.73	1,688.77	Biweekly
	15.7912	16.3168	17.0185	19.4359	19.8218	20.2315	20.6591	21.1096	Hourly
	23.6869	24.4752	25.5277	29.1538	29.7328	30.3473	30.9887	31.6644	Overtime
06	33,543	34,663	36,148	41,229	42,082	42,971	43,908	44,890	Annual
	1,290.12	1,333.17	1,390.29	1,585.75	1,618.52	1,652.73	1,688.77	1,726.55	Biweekly
	16.1265	16.6647	17.3787	19.8218	20.2315	20.6591	21.1096	21.5819	Hourly
	24.1898	24.9970	26.0680	29.7328	30.3473	30.9887	31.6644	32.3728	Overtime
07	34,264	35,406	36,933	42,082	42,971	43,908	44,890	45,919	Annual
	1,317.84	1,361.78	1,420.49	1,618.52	1,652.73	1,688.77	1,726.55	1,766.13	Biweekly
	16.4730	17.0223	17.7561	20.2315	20.6591	21.1096	21.5819	22.0766	Hourly
	24.7095	25.5334	26.6342	30.3473	30.9887	31.6644	32.3728	33.1150	Overtime

08	35,031	36,200	37,756	42,971	43,908	44,890	45,919	47,000	Annual
	1,347.35	1,392.30	1,452.17	1,652.73	1,688.77	1,726.55	1,766.13	1,807.71	Biweekly
	16.8418	17.4037	18.1521	20.6591	21.1096	21.5819	22.0766	22.5963	Hourly
	25.2628	26.1056	27.2281	30.9887	31.6644	32.3728	33.1150	33.8945	Overtime
09	35,831	37,033	38,619	43,908	44,890	45,919	47,000	48,131	Annual
	1,378.13	1,424.34	1,485.36	1,688.77	1,726.55	1,766.13	1,807.71	1,851.18	Biweekly
	17.2266	17.8042	18.5670	21.1096	21.5819	22.0766	22.5963	23.1397	Hourly
	25.8399	26.7063	27.8504	31.6644	32.3728	33.1150	33.8945	34.7096	Overtime
10	36,675	37,897	39,529	44,890	45,919	47,000	48,131	49,327	Annual
	1,410.58	1,457.59	1,520.35	1,726.55	1,766.13	1,807.71	1,851.18	1,897.19	Biweekly
	17.6323	18.2199	19.0044	21.5819	22.0766	22.5963	23.1397	23.7149	Hourly
	26.4484	27.3299	28.5066	32.3728	33.1150	33.8945	34.7096	35.5723	Overtime
11	37,559	38,810	40,480	45,919	47,000	48,131	49,327	50,578	Annual
	1,444.57	1,492.69	1,556.92	1,766.13	1,807.71	1,851.18	1,897.19	1,945.30	Biweekly
	18.0571	18.6586	19.4615	22.0766	22.5963	23.1397	23.7149	24.3162	Hourly
	27.0857	27.9879	29.1922	33.1150	33.8945	34.7096	35.5723	36.4743	Overtime
12	38,486	39,772	41,479	47,000	48,131	49,327	50,578	51,892	Annual
	1,480.25	1,529.68	1,595.34	1,807.71	1,851.18	1,897.19	1,945.30	1,995.84	Biweekly
	18.5031	19.1210	19.9417	22.5963	23.1397	23.7149	24.3162	24.9480	Hourly
	27.7547	28.6815	29.9126	33.8945	34.7096	35.5723	36.4743	37.4220	Overtime
13	39,458	40,775	42,526	48,131	49,327	50,578	51,892	53,269	Annual
	1,517.61	1,568.25	1,635.60	1,851.18	1,897.19	1,945.30	1,995.84	2,048.79	Biweekly
	18.9702	19.6032	20.4450	23.1397	23.7149	24.3162	24.9480	25.6099	Hourly
	28.4553	29.4048	30.6674	34.7096	35.5723	36.4743	37.4220	38.4148	Overtime
14	40,477	41,827	43,627	49,327	50,578	51,892	53,269	54,722	Annual
	1,556.82	1,608.72	1,677.97	1,897.19	1,945.30	1,995.84	2,048.79	2,104.70	Biweekly
	19.4603	20.1090	20.9747	23.7149	24.3162	24.9480	25.6099	26.3088	Hourly
	29.1904	30.1635	31.4620	35.5723	36.4743	37.4220	38.4148	39.4632	Overtime
15	41,509	42,878	44,727	50,578	51,892	53,269	54,722	56,175	Annual
	1,596.50	1,649.14	1,720.28	1,945.30	1,995.84	2,048.79	2,104.70	2,160.56	Biweekly
	19.9562	20.6143	21.5035	24.3162	24.9480	25.6099	26.3088	27.0070	Hourly
	29.9344	30.9215	32.2553	36.4743	37.4220	38.4148	39.4632	40.5105	Overtime

16	42,530	43,931	45,826	51,892	53,269	54,722	56,175	57,630	Annual
	1,635.76	1,689.67	1,762.55	1,995.84	2,048.79	2,104.70	2,160.56	2,216.53	Biweekly
	20.4470	21.1208	22.0318	24.9480	25.6099	26.3088	27.0070	27.7066	Hourly
	30.6705	31.6813	33.0477	37.4220	38.4148	39.4632	40.5105	41.5598	Overtime
18	-	-	-	54,722	56,175	57,630	59,059	60,488	Annual
	-	-	-	2,104.70	2,160.56	2,216.53	2,271.49	2,326.45	Biweekly
	-	-	-	26.3088	27.0070	27.7066	28.3937	29.0807	Hourly
	-	-	-	39.4632	40.5105	41.5598	42.5905	43.6210	Overtime
31	-	-	-	51,497	53,297	55,165	57,095	59,092	Annual
	-	-	-	1,980.66	2,049.90	2,121.72	2,195.97	2,272.75	Biweekly
	-	-	-	24.7582	25.6237	26.5216	27.4497	28.4094	Hourly
	-	-	-	37.1373	38.4356	39.7823	41.1745	42.6142	Overtime

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2017 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	55,379	-	55,379	2,129.95	212.995	26.6243	2,555.94
2	58,015	-	58,015	2,231.33	223.133	27.8916	2,677.59
3	60,655	-	60,655	2,332.88	233.288	29.1610	2,799.45
4	73,781	-	73,781	2,837.74	283.774	35.4717	3,405.29
5	74,057	525	74,582	2,868.54	286.854	35.8567	3,442.25
6	74,057	625	74,682	2,872.39	287.239	35.9048	3,446.86
7	74,057	725	74,782	2,876.23	287.623	35.9529	3,451.48
8	74,057	825	74,882	2,880.08	288.008	36.0010	3,456.09
9	74,057	925	74,982	2,883.92	288.392	36.0490	3,460.71
10	74,057	1,025	75,082	2,887.77	288.777	36.0971	3,465.32
11	74,057	1,125	75,182	2,891.62	289.162	36.1452	3,469.94
12	74,057	1,225	75,282	2,895.46	289.546	36.1933	3,474.55
13	74,057	1,325	75,382	2,899.31	289.931	36.2414	3,479.17
14	74,057	1,425	75,482	2,903.15	290.315	36.2894	3,483.79
15	74,057	1,525	75,582	2,907.00	290.700	36.3375	3,488.40
16	74,057	1,625	75,682	2,910.85	291.085	36.3856	3,493.02
17	74,057	1,725	75,782	2,914.69	291.469	36.4337	3,497.63
18	74,057	1,825	75,882	2,918.54	291.854	36.4817	3,502.25
19	74,057	1,925	75,982	2,922.39	292.239	36.5298	3,506.86
20	74,057	2,225	76,282	2,933.92	293.392	36.6740	3,520.71
21	74,057	2,325	76,382	2,937.77	293.777	36.7221	3,525.32
22	74,057	2,425	76,482	2,941.62	294.162	36.7702	3,529.94
23	74,057	2,525	76,582	2,945.46	294.546	36.8183	3,534.55
24	74,057	2,625	76,682	2,949.31	294.931	36.8664	3,539.17
25	74,057	3,025	77,082	2,964.69	296.469	37.0587	3,557.63

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 2017 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	78,380	-	78,380	3,014.62	301.462	37.6827	3,617.54
2	78,380	-	78,380	3,014.62	301.462	37.6827	3,617.54
3	78,380	-	78,380	3,014.62	301.462	37.6827	3,617.54
4	78,380	-	78,380	3,014.62	301.462	37.6827	3,617.54
5	78,380	525	78,905	3,034.80	303.480	37.9350	3,641.76
6	78,380	625	79,005	3,038.65	303.865	37.9831	3,646.38
7	78,380	725	79,105	3,042.50	304.250	38.0312	3,650.99
8	78,380	825	79,205	3,046.34	304.634	38.0793	3,655.61
9	78,380	925	79,305	3,050.19	305.019	38.1274	3,660.23
10	78,380	1,025	79,405	3,054.03	305.403	38.1754	3,664.84
11	78,380	1,125	79,505	3,057.88	305.788	38.2235	3,669.46
12	78,380	1,225	79,605	3,061.73	306.173	38.2716	3,674.07
13	78,380	1,325	79,705	3,065.57	306.557	38.3197	3,678.69
14	78,380	1,425	79,805	3,069.42	306.942	38.3677	3,683.30
15	78,380	1,525	79,905	3,073.27	307.327	38.4158	3,687.92
16	78,380	1,625	80,005	3,077.11	307.711	38.4639	3,692.53
17	78,380	1,725	80,105	3,080.96	308.096	38.5120	3,697.15
18	78,380	1,825	80,205	3,084.80	308.480	38.5600	3,701.76
19	78,380	1,925	80,305	3,088.65	308.865	38.6081	3,706.38
20	78,380	2,225	80,605	3,100.19	310.019	38.7524	3,720.23
21	78,380	2,325	80,705	3,104.03	310.403	38.8004	3,724.84
22	78,380	2,425	80,805	3,107.88	310.788	38.8485	3,729.46
23	78,380	2,525	80,905	3,111.73	311.173	38.8966	3,734.07
24	78,380	2,625	81,005	3,115.57	311.557	38.9447	3,738.69
25	78,380	3,025	81,405	3,130.96	313.096	39.1370	3,757.15

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

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

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2017 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	80,216	-	80,216	3,085.22	308.522	38.5653	3,702.27
2	80,216	-	80,216	3,085.22	308.522	38.5653	3,702.27
3	80,216	-	80,216	3,085.22	308.522	38.5653	3,702.27
4	80,216	-	80,216	3,085.22	308.522	38.5653	3,702.27
5	80,216	525	80,741	3,105.42	310.542	38.8177	3,726.50
6	80,216	625	80,841	3,109.26	310.926	38.8658	3,731.12
7	80,216	725	80,941	3,113.11	311.311	38.9139	3,735.73
8	80,216	825	81,041	3,116.96	311.696	38.9619	3,740.35
9	80,216	925	81,141	3,120.80	312.080	39.0100	3,744.96
10	80,216	1,025	81,241	3,124.65	312.465	39.0581	3,749.58
11	80,216	1,125	81,341	3,128.49	312.849	39.1062	3,754.19
12	80,216	1,225	81,441	3,132.34	313.234	39.1542	3,758.81
13	80,216	1,325	81,541	3,136.19	313.619	39.2023	3,763.42
14	80,216	1,425	81,641	3,140.03	314.003	39.2504	3,768.04
15	80,216	1,525	81,741	3,143.88	314.388	39.2985	3,772.65
16	80,216	1,625	81,841	3,147.72	314.772	39.3466	3,777.27
17	80,216	1,725	81,941	3,151.57	315.157	39.3946	3,781.88
18	80,216	1,825	82,041	3,155.42	315.542	39.4427	3,786.50
19	80,216	1,925	82,141	3,159.26	315.926	39.4908	3,791.12
20	80,216	2,225	82,441	3,170.80	317.080	39.6350	3,804.96
21	80,216	2,325	82,541	3,174.65	317.465	39.6831	3,809.58
22	80,216	2,425	82,641	3,178.49	317.849	39.7312	3,814.19
23	80,216	2,525	82,741	3,182.34	318.234	39.7792	3,818.81
24	80,216	2,625	82,841	3,186.19	318.619	39.8273	3,823.42
25	80,216	3,025	83,241	3,201.57	320.157	40.0196	3,841.88

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 2017 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	84,228	-	84,228	3,239.52	323.952	40.4940	3,887.43
2	84,228	-	84,228	3,239.52	323.952	40.4940	3,887.43
3	84,228	-	84,228	3,239.52	323.952	40.4940	3,887.43
4	84,228	-	84,228	3,239.52	323.952	40.4940	3,887.43
5	84,228	525	84,753	3,259.71	325.971	40.7464	3,911.66
6	84,228	625	84,853	3,263.56	326.356	40.7945	3,916.27
7	84,228	725	84,953	3,267.41	326.741	40.8426	3,920.89
8	84,228	825	85,053	3,271.25	327.125	40.8907	3,925.50
9	84,228	925	85,153	3,275.10	327.510	40.9387	3,930.12
10	84,228	1,025	85,253	3,278.95	327.895	40.9868	3,934.73
11	84,228	1,125	85,353	3,282.79	328.279	41.0349	3,939.35
12	84,228	1,225	85,453	3,286.64	328.664	41.0830	3,943.96
13	84,228	1,325	85,553	3,290.48	329.048	41.1310	3,948.58
14	84,228	1,425	85,653	3,294.33	329.433	41.1791	3,953.20
15	84,228	1,525	85,753	3,298.18	329.818	41.2272	3,957.81
16	84,228	1,625	85,853	3,302.02	330.202	41.2753	3,962.43
17	84,228	1,725	85,953	3,305.87	330.587	41.3234	3,967.04
18	84,228	1,825	86,053	3,309.71	330.971	41.3714	3,971.66
19	84,228	1,925	86,153	3,313.56	331.356	41.4195	3,976.27
20	84,228	2,225	86,453	3,325.10	332.510	41.5637	3,990.12
21	84,228	2,325	86,553	3,328.95	332.895	41.6118	3,994.73
22	84,228	2,425	86,653	3,332.79	333.279	41.6599	3,999.35
23	84,228	2,525	86,753	3,336.64	333.664	41.7080	4,003.96
24	84,228	2,625	86,853	3,340.48	334.048	41.7560	4,008.58
25	84,228	3,025	87,253	3,355.87	335.587	41.9484	4,027.04

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 2017
FIRE FIGHTERS

Based on 2% increase

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	47,190	-	47,190	1,815.01	259.29	21.6073	3,370.74
2	49,551	-	49,551	1,905.79	272.26	22.6880	3,539.33
3	51,911	-	51,911	1,996.57	285.22	23.7685	3,707.92
4	64,600	-	64,600	2,484.60	354.94	29.5787	4,614.26
5	64,600	1,175	65,775	2,529.79	361.40	30.1166	4,698.19
6	64,600	1,275	65,875	2,533.64	361.95	30.1624	4,705.33
7	64,600	1,325	65,925	2,535.56	362.22	30.1853	4,708.90
8	64,600	1,375	65,975	2,537.49	362.50	30.2082	4,712.48
9	64,600	1,475	66,075	2,541.33	363.05	30.2540	4,719.62
10	64,600	1,525	66,125	2,543.26	363.32	30.2769	4,723.19
11	64,600	1,575	66,175	2,545.18	363.60	30.2998	4,726.76
12	64,600	1,675	66,275	2,549.03	364.15	30.3455	4,733.90
13	64,600	1,725	66,325	2,550.95	364.42	30.3684	4,737.48
14	64,600	1,775	66,375	2,552.87	364.70	30.3913	4,741.05
15	64,600	1,875	66,475	2,556.72	365.25	30.4371	4,748.19
16	64,600	1,925	66,525	2,558.64	365.52	30.4600	4,751.76
17	64,600	1,975	66,575	2,560.56	365.79	30.4829	4,755.33
18	64,600	2,075	66,675	2,564.41	366.34	30.5287	4,762.48
19	64,600	2,125	66,725	2,566.33	366.62	30.5516	4,766.05
20	64,600	2,325	66,925	2,574.03	367.72	30.6432	4,780.33
25	64,600	2,825	67,425	2,593.26	370.47	30.8721	4,816.05

CITY OF ALLENTOWN

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302

EFFECTIVE JANUARY THROUGH DECEMBER 2017

LIEUTENANT / INSPECTOR

***Based on 2% increase**

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	70,094	-	70,094	2,695.94	385.13	32.0945	5,006.74
5	70,094	1,175	71,269	2,741.13	391.60	32.6325	5,090.68
6	70,094	1,275	71,369	2,744.98	392.14	32.6783	5,097.81
7	70,094	1,325	71,419	2,746.90	392.41	32.7012	5,101.38
8	70,094	1,375	71,469	2,748.82	392.69	32.7241	5,104.95
9	70,094	1,475	71,569	2,752.67	393.24	32.7699	5,112.10
10	70,094	1,525	71,619	2,754.59	393.51	32.7928	5,115.67
11	70,094	1,575	71,669	2,756.52	393.79	32.8157	5,119.24
12	70,094	1,675	71,769	2,760.36	394.34	32.8614	5,126.39
13	70,094	1,725	71,819	2,762.28	394.61	32.8843	5,129.96
14	70,094	1,775	71,869	2,764.21	394.89	32.9072	5,133.53
15	70,094	1,875	71,969	2,768.05	395.44	32.9530	5,140.68
16	70,094	1,925	72,019	2,769.98	395.71	32.9759	5,144.25
17	70,094	1,975	72,069	2,771.90	395.99	32.9988	5,147.82
18	70,094	2,075	72,169	2,775.75	396.54	33.0446	5,154.95
19	70,094	2,125	72,219	2,777.67	396.81	33.0675	5,158.52
20	70,094	2,325	72,419	2,785.36	397.91	33.1591	5,172.81
25	70,094	2,825	72,919	2,804.59	400.66	33.3880	5,208.52

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2017
CAPTAIN

***Based on 2% increase**

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	72,672	-	72,672	2,795.07	399.30	33.2747	5,190.85
5	72,672	1,175	73,847	2,840.27	405.75	33.8127	5,274.78
6	72,672	1,275	73,947	2,844.11	406.30	33.8585	5,281.92
7	72,672	1,325	73,997	2,846.04	406.58	33.8814	5,285.50
8	72,672	1,375	74,047	2,847.96	406.85	33.9043	5,289.07
9	72,672	1,475	74,147	2,851.81	407.40	33.9501	5,296.21
10	72,672	1,525	74,197	2,853.73	407.68	33.9730	5,299.78
11	72,672	1,575	74,247	2,855.65	407.95	33.9959	5,303.35
12	72,672	1,675	74,347	2,859.50	408.50	34.0416	5,310.50
13	72,672	1,725	74,397	2,861.42	408.77	34.0645	5,314.07
14	72,672	1,775	74,447	2,863.34	409.05	34.0874	5,317.64
15	72,672	1,875	74,547	2,867.19	409.60	34.1332	5,324.78
16	72,672	1,925	74,597	2,869.11	409.87	34.1561	5,328.35
17	72,672	1,975	74,647	2,871.04	410.15	34.1790	5,331.92
18	72,672	2,075	74,747	2,874.88	410.70	34.2248	5,339.07
19	72,672	2,125	74,797	2,876.81	410.97	34.2477	5,342.64
20	72,672	2,325	74,997	2,884.50	412.07	34.3393	5,356.92
25	72,672	2,825	75,497	2,903.73	414.82	34.5682	5,392.64

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2017
BATTALION CHIEF

Based on 2% increase

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	75,259	-	75,259	2,894.56	413.51	34.4592	5,375.63
5	75,259	1,175	76,434	2,939.76	419.97	34.9971	5,459.55
6	75,259	1,275	76,534	2,943.60	420.51	35.0429	5,466.69
7	75,259	1,325	76,584	2,945.53	420.79	35.0658	5,470.26
8	75,259	1,375	76,634	2,947.45	421.06	35.0887	5,473.83
9	75,259	1,475	76,734	2,951.29	421.61	35.1345	5,480.98
10	75,259	1,525	76,784	2,953.22	421.89	35.1574	5,484.56
11	75,259	1,575	76,834	2,955.14	422.16	35.1802	5,488.11
12	75,259	1,675	76,934	2,958.99	422.71	35.2260	5,495.25
13	75,259	1,725	76,984	2,960.91	422.99	35.2489	5,498.83
14	75,259	1,775	77,034	2,962.83	423.26	35.2718	5,502.40
15	75,259	1,875	77,134	2,966.68	423.81	35.3176	5,509.55
16	75,259	1,925	77,184	2,968.60	424.09	35.3405	5,513.12
17	75,259	1,975	77,234	2,970.53	424.36	35.3634	5,516.69
18	75,259	2,075	77,334	2,974.37	424.91	35.4092	5,523.83
19	75,259	2,125	77,384	2,976.29	425.18	35.4321	5,527.40
20	75,259	2,325	77,584	2,983.99	426.28	35.5237	5,541.69
25	75,259	2,825	78,084	3,003.22	429.03	35.7526	5,577.40

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
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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)

J. The budget submitted to Council and the public shall include budget detail sheets which list each and every program account with the items that justify the respective account expenditure. (15076 §1 6/7/13)

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 than 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)

f. No expenditure for any capital project shall take place unless a specific authorization has been approved by Council that contains a specific revenue source except in the case of a declared emergency by the Mayor and or his designee. (15146 § 9/3/14)

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 provide quarterly reports (March, June, September and December) to City Council. The report shall be delivered to Council, and the Controller, no later than two weeks or the first business day thereafter at the close of the month. The report shall include the project number,

name, start date, funding source, authorizing legislation, initial authorization, adjustments to the original authorization, encumbrances, remaining balance, and projected completion date. (13401 §1 6/7/96; 15145 § 9/3/14)

3. No later than forty-five days after the completion of a capital project, the Administration shall prepare and submit to City Council and the Controller, a report on the completed capital project. The report shall include the project number, name, start date, funding source, authorizing legislation, initial authorization, adjustments to the original authorization, encumbrances, remaining balance, and completion date. The report shall include a review of the estimated cost of the project with the final cost, and explain any deviation between the actual and estimated costs. The report shall be submitted with the monthly financial reports. (13401 §1 6/7/96; 15145 § 9/3/14)

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, on file with City Council, and consistent with the requirements set forth herein. (12497 §1 1/20/82).

(a) For the award of contracts or the engagement of professional services, coordination with and approval by Resolution of City Council prior to contract or engagement execution is required. In the case of contracts or the engagement of professional legal services exempted from Council approval under provisions of the Home Rule Charter, the Administration and Solicitor's Office shall forward a memo to the Clerk's Office informing Council of the service. The memo shall include the name of the provider of service, projected rates and estimated total costs for such services, the terms of the contract, and the budgetary allocation. (15224 §1 9/16/15)

(b) For the award of all contracts over $40,000 that are required to be bid, recommendation of the lowest responsible bidder by the Department of Administration and approval by Resolution of City Council prior to contract execution are required. (15224 §1 9/16/15)

(c) For all contracts over $40,000 that are required to be bid whenever an increase by 10% or more is recommended by the Administration, resubmission to City Council and approval by Resolution prior to execution of any increase are required. (15224 §1 9/16/15)

(d) For purposes of this Article, when calculating the dollar value of a contract with renewal clauses, the maximum amount of all renewals provided for beyond the original term shall be included as if all renewals were exercised. (15224 §1 9/16/15)

(e) The Administration shall make available to the City Clerk's Office a list by Department of each duly executed purchase order, identifying the vendor, the product or service purchased and the amount of each purchase order. (15224 §1 9/16/15)

(f) The Administration shall establish and maintain an ongoing prioritized contract monitoring function consistent with established best practices to ensure that the objectives of city contracts are accomplished and vendors meet their responsibilities. The Administration shall make available to Council and the Clerk's Office all information relating to this section. (15224 §1 9/16/15)

(g) The Administration shall request City Council approval of a Contract Award or change order above the 10% threshold as established by City Ordinance on a form supplied to the Administration by Council Office. The form shall include, but not be limited to the type of contract or change order, funding source, name and address of the recommended Contract/Vendor/Professional Service Provider/Lowest Responsible Bidder, term of the contact, estimated completion date, description of the project or scope of services, the actual or estimated price and payment schedule, renewal options, maximum dollar value of all renewals if applicable, and reasons for recommendation. (15224 §1 9/16/15)

(h) All bid, contract and engagement contracts with the exception of legal counsel exempt under the provisions of the Home Rule Charter shall contain language noting such engagement is subject to Council approval by resolution at a public meeting.
(14407 §1 7/31/06; 15224 §1 9/16/15)

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.
City Council. (15013 8/21/2012)

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)

H. Campaign Prohibitions and Regulations on Non-Competitive Bid Contracts or Financial Assistance in excess of $2,500 (15237 §1 10/7/15)

If an individual or business make a contribution in excess of $250.00 inclusive of in-kind services in the aggregate (family members with a financial interest in the business, business associates, subcontractors, contribution to a PAC which makes a candidate contribution, consultants) during a calendar year, to a candidate for any elective city office or to an elected city office incumbent during the incumbent's term of office, the individual or business shall not be eligible to apply for or enter into any non-competitive bid contract or be eligible to be a sub-contractor for a non-competitive bid contract or to receive financial assistance (grants, tax incentive, etc.) from the city.

1. This section applies to non-competitive bid contracts or financial assistance in excess of $2,500.00 excluding contracts or financial assistance for pass through grants, non-profit organizations, and federal grants such as CDBG allocations.

2. City agencies must notify the Purchasing Office of such opportunities using a form developed by Purchasing.

3. The Purchasing Office must develop procedures to implement this ordinance including a form for notifying potential applicants of contract or financial assistance opportunities.

4. Applicants for such opportunities must disclose all aggregate campaign contributions to city elective office candidates or incumbents.

5. An applicant must provide the name, employer and address of any planned sub-contractors and/or consultants to be used by the applicant.

6. The disclosure forms from all applicants must be made available to the public.

7. Agreements must include a copy of the disclosure forms.

8. Agreement must state that the contribution rules apply during the term of the contract.

9. Breach of such contribution rules shall be cause to void the contract.

10. A voided contract shall make the contractor liable for liquidated damages of 10% of the maximum payment to the contractor.

11. The provisions of this section shall not be applicable where compliance with provisions may lead to loss of federal, state or similar grant funding or where a delay in the award of a contract would pose a threat to public safety. (15237 §1 10/7/15)

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)