

Mayor
Matt Tuerk
Finance Director
Bina Patel

2024 CITY OF ALLENTOWN BUDGET NARRATIVE

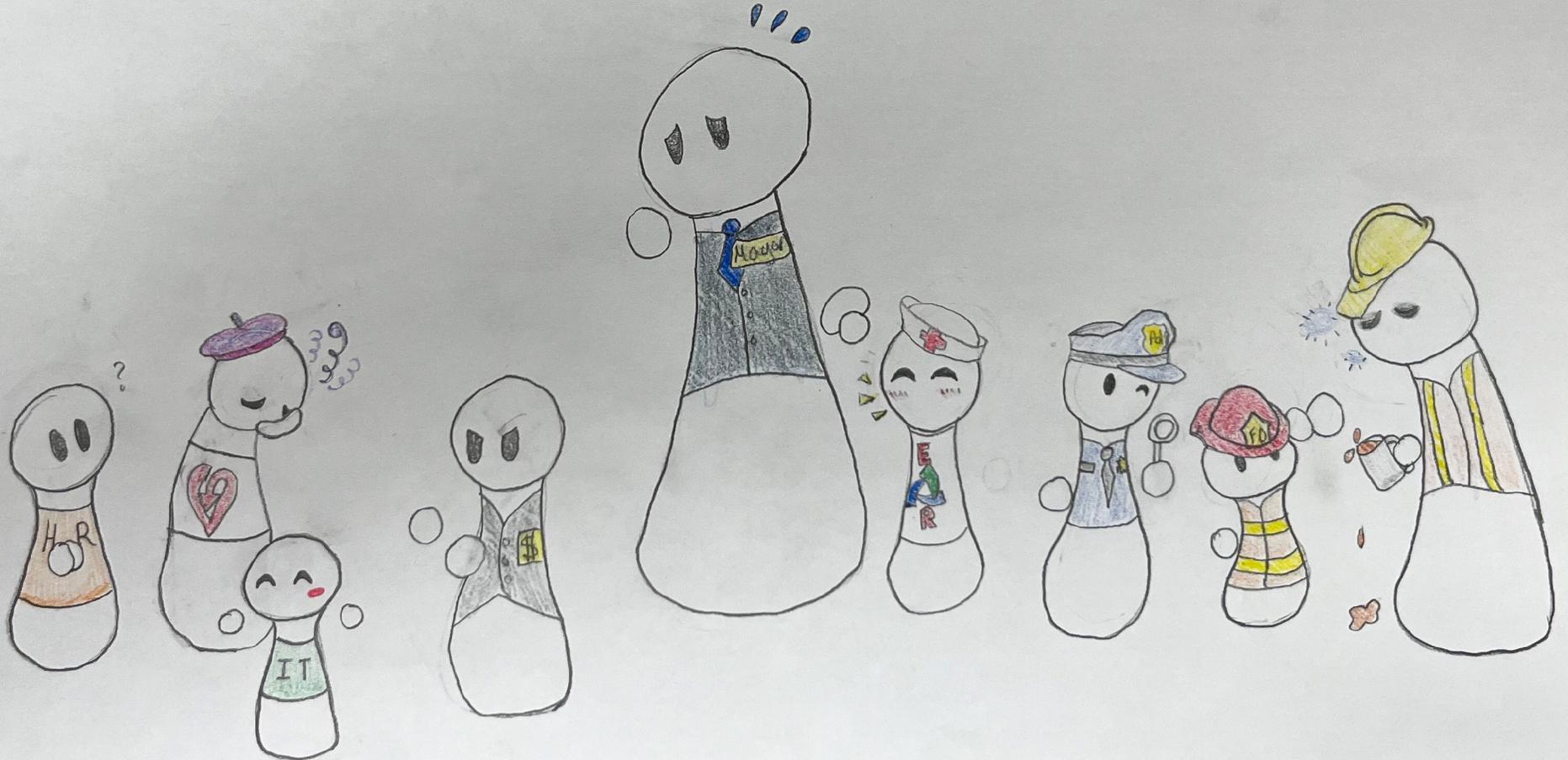
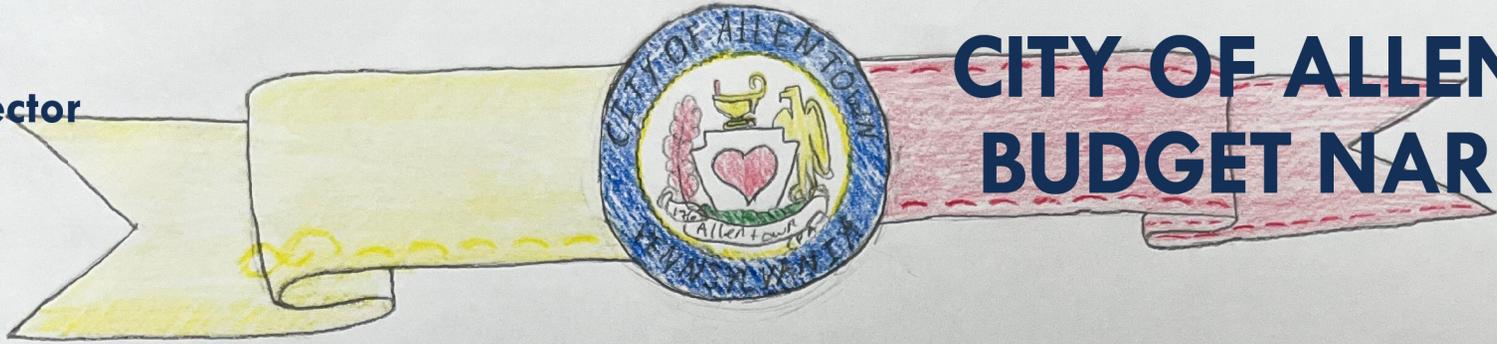


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(000-2900 & 000-2906) Earned Income Tax \$4,600,000 + \$41,000,000 = \$45,600,000

The imposition of earned income tax (EIT) is authorized by the Local Tax Enabling Act of Dec. 31, 1965, P.L. 1257, No. 511, (LTEA). The tax is measured by the amount of Medicare/State wages and net profits of residents and non-residents working in the City, largely without any deduction therefrom. More than 95% of

City EIT is collected and remitted by the payroll of wage earner's employers at the site of employment. The employer remits the withholdings to the tax collector in their host jurisdiction, which, in turn, must distribute it to the wage earner's residence municipality. The tax is levied under §570-45 *et seq.* of the City's taxation code.

In response to significant breakdown in this process, the General Assembly passed the Act of July 2, 2008, P.L. 197, No. 32 (Act 32), which, among other things, created Chapter 5 of the LTEA (53 P.S. §6924.501-517). This section required all jurisdictions levying EIT to contract with a single tax collector at the County level, which would collect and administer the distribution process for all taxing authorities in the County. The Tax Collection District relevant to the City is coextensive with Lehigh County. The tax collector for the district is Berkheimer Tax Innovations, Inc. (Berkheimer).

Notwithstanding the rate of EIT taxation being capped at 1% in the LTEA, this restriction does not apply to Home Rule Municipalities with respect to taxation on its residents (53 Pa. C.S. §2962(b)). The rate of EIT on Allentown residents is 1.975%.

Notwithstanding the rate of EIT taxation being capped at 1% in the LTEA, and the restriction in the Home Rule Charter and Optional Plans Law, 53 Pa. C.S. §§2901-2983, from raising rates above statutory limits for non-residents, nevertheless, the Municipal Pension Plan Funding Standard and Recovery Act of Dec. 18, 1984, P.L. 1005, No. 205 (Act 205), in 53 P.S. §895.607(f), permits a distressed pension system in the Commonwealth to raise its EIT rates above statutory limits to meet its minimum municipal obligation, or to pay debt service on pension obligation bonds. The rate of EIT on Allentown non-residents is 1.28%. In the case of non-residents, 1% is distributed back to the nonresident's resident/home taxing jurisdiction, and the City keeps 0.28%.

The Allentown School District receives 0.5% of the resident collection.

Act 32 requires employers to remit the EIT withholdings quarterly. As a result, the revenue is not spread evenly over the course of the year. The City receives the withholdings from earnings collected within the Tax Collection District in the 4th quarter of a given year in February of the subsequent year, the 1st quarter in May, the second quarter in August, and the 3rd quarter in November. In March, June, September, and December, the City receives the collections withheld in non-Lehigh County Tax Collection Districts that remit the tax distributions from Allentown resident earnings back to Berkheimer, which is then remitted to the City.

Current Actual and Estimated EIT collections for 2023 are as follows:

EIT 2023 A&E		000-2900	000-2906	TOTAL
Actual	Jan	\$ 70,345	\$ 888,466	\$ 958,812
Actual	Feb	\$ 688,535	\$ 3,940,118	\$ 4,628,653
Actual	Mar	\$ 353,978	\$ 5,629,135	\$ 5,983,113
Actual	Apr	\$ 46,364	\$ 1,081,735	\$ 1,128,099
Actual	May	\$ 839,029	\$ 6,038,164	\$ 6,877,193
Actual	Jun	\$ 287,397	\$ 3,503,599	\$ 3,790,996
Actual	Jul	\$ 69,329	\$ 791,294	\$ 860,623
Actual	Aug	\$ 975,963	\$ 6,433,954	\$ 7,409,917
Updated Est.	Sep	\$ 275,000	\$ 2,750,000	\$ 3,025,000
Updated Est.	Oct	\$ 100,000	\$ 1,000,000	\$ 1,100,000
Updated Est.	Nov	\$ 600,000	\$ 6,000,000	\$ 6,600,000
Updated Est.	Dec	\$ 200,000	\$ 2,000,000	\$ 2,200,000
		\$ 4,505,942	\$ 40,056,465	\$ 44,562,407
Budget		\$ 4,386,824	\$ 39,806,405	\$ 44,193,229
Increase over Budget		\$ 119,118	\$ 250,060	\$ 369,178
% Increase		2.72%	0.63%	0.84%

Based on the YTD performance of EIT revenue, we anticipate that the collections will close the year approximately 1% above estimation. For 2024, we conservatively estimate an additional 2.5% increase over anticipated 2023 collections, as follows:

2024 EIT Estimates				
	000-2900	000-2906	Total	Add 2.5% Frm 2023
Jan	\$ 72,104	\$ 910,678	\$ 982,782	1.025
Feb	\$ 705,748	\$ 4,038,621	\$ 4,744,369	1.025
Mar	\$ 362,827	\$ 5,769,863	\$ 6,132,690	1.025
Apr	\$ 47,524	\$ 1,108,778	\$ 1,156,302	1.025
May	\$ 860,005	\$ 6,189,118	\$ 7,049,123	1.025
Jun	\$ 294,582	\$ 3,591,189	\$ 3,885,771	1.025
Jul	\$ 71,063	\$ 811,076	\$ 882,139	1.025
Aug	\$ 1,000,362	\$ 6,594,803	\$ 7,595,165	1.025
Sep	\$ 281,875	\$ 2,818,750	\$ 3,100,625	1.025
Oct	\$ 102,500	\$ 1,025,000	\$ 1,127,500	1.025
Nov	\$ 615,000	\$ 6,150,000	\$ 6,765,000	1.025
Dec	\$ 205,000	\$ 2,050,000	\$ 2,255,000	1.025
	\$ 4,618,590	\$ 41,057,877	\$ 45,676,467	

There are several factors that lead to our confidence in EIT growth in 2024. The first is the lag time in revenue realization. Any major changes in the employment markets will not be felt in revenue until the following quarter. Secondly, in our inflationary environment, as costs go up, employers increase wages, which in turn promulgates more inflation. Despite the Federal Reserve using interest rate hikes to try to

break inflation and increase unemployment, we do not foresee this cycle materially diminishing resident wages before October 2024.

(000-2901) Current Year City Real Estate (CRE) Tax \$38,480,000

The City levies property taxes for general revenue purposes on all taxable real estate located within its borders. To keep up with inflation, the City expects to increase its municipal real estate tax millage rate for the first time in five years. The bifurcated rate taxes land at 23.5376 mills, and 4.4528 mills for buildings and improvements.

We anticipate the taxable assessment in January of 2024 for land will be \$795,764,600, and for buildings \$4,650,331,900. We arrived at the below estimated assessment values by applying the county's assessment information with available construction data that has an expected completion date of 2023 or 2024.

All taxes paid in full by April 5 are subject to a 2% discount; after July 15, a 10% penalty is assessed. There are also numerous interim reassessments throughout the year. About 3.0% of taxpayers do not pay the CRE in the current year. Considering all these factors, the City expects to collect 96.80% of the amount billed. The average collection rate of the prior two complete years was 97.41%. Considering the City had a historic rate of collections in 2021 and 2022 due to both the creation of a lockbox, and enhanced notification to taxpayers. We expect that high recovery rate to be sustained in 2024.

(000-2903) Prior Year City Real Estate Taxes \$1,230,000

About 3.5% or less of taxpayers do not pay CRE during the current year. As of 12/31/2022, \$562,250 was receivable at the tax claim bureau for unpaid CRE Taxes and Penalties for the years 2013 through 2021. The City forwarded \$1,122,130 in 2022 delinquencies in 2023, making the total accounts receivable (AR) in 2023 \$1,684,000.

The Bureau expects to recover 76% of these outstanding claims in 2023, or \$1,280,000. This leaves \$405,000 in 2013-2022 delinquent AR. We expect to add \$1,260,000 in delinquent collections in January of 2024, making the possible AR \$1,665,915. If we expect to collect 75% of this in 2024, that makes our revenue estimate \$1,230,000.

(000-2905) Local Services Tax \$1,900,000

The Local Services Tax (LST) is a tax on the privilege of engaging in an occupation in the City. The LST replaced the former Occupational Privilege Tax (OPT) and Emergency and Municipal Services Tax (EMST) in the Act of Oct. 15, 2008, P.L. 1615, No. 130. The Act required that if an LST should exceed \$10 per year, it must be assessed on a pro rata share of the tax in each payroll period and allowed for an exemption for income under \$12,000 in the aggregate, and for taxes paid to a previous employer during the tax year. See 53 P.S. §6294.301.1(f)(9). The tax is levied under §570-31 *et seq.* of the City’s taxation code. The City’s Local Services Tax is assessed at a rate of \$1 per week, \$52 per year. The tax is collected at the site of the taxpayer’s place of employment.

Current actual and estimated 2023 collections for LST, and our estimate for 2024 is as follows:

2023		2024	
LST Estimates	000-2905	LST Estimates	000-2905
Jan	\$ 39,276	Jan	\$ 40,000
Feb	\$ 255,154	Feb	\$ 257,000
Mar	\$ 174,040	Mar	\$ 175,000
Apr	\$ 37,526	Apr	\$ 38,000
May	\$ 240,381	May	\$ 242,000
Jun	\$ 233,231	Jun	\$ 235,000
Jul	\$ 34,855	Jul	\$ 36,000
Aug	\$ 423,807	Aug	\$ 426,000
Sep	\$ 45,000	Sep	\$ 46,000
Oct	\$ 45,000	Oct	\$ 46,000
Nov	\$ 330,000	Nov	\$ 332,000
Dec	\$ 95,000	Dec	\$ 97,000
A&E	\$ 1,953,270	Est.	\$ 1,970,000
Budget	\$ 1,847,000	Budget	\$ 1,847,000
Increase	\$ 106,270	Increase	\$ 123,000
% Increase	5.8%	% Increase	6.7%

(000-2907) Deed Transfer Tax \$2,500,000

The Local Tax Enabling Act of Dec. 31, 1965, P.L. 1257, No. 511 (LTEA) specifically authorizes local tax levies “upon the transfer of real property” (53 P.S. §6924.301.1). 72 P.S. §8101-D of the Tax Reform Code of 1971 also specifically authorizes the levy of such a tax by political subdivisions. The Recorder of Deeds of each is the collection and disbursement agent for Deed Transfer Taxes throughout the Commonwealth. This agent is directed to pay the tax to the taxing authorities within 30 days of stamping the document.

The DTT rate for properties conveyed in the City is 2% on the documented value of the real estate at the time of the transactions, with 1% payable to the PA Department of Revenue, 0.5% paid to the City of Allentown, and 0.5% paid to the Allentown School District. The DTT is levied under §570-10 *et seq.* of the City’s taxation code. There are a host of exemptions to the DTT outlined in the LTEA, §301.1(f)(1).

In 2024, the City expects to collect \$2,500,000. It is perilous to attempt to predict the state of the real estate market a year in advance, especially when signs seem to point towards a cooling housing market. We choose to budget conservatively in this account for that reason.

(000-2909) Business Privilege Tax (BPT) \$12,650,000

Historically, Business Privilege Tax was non-specifically authorized by the Act of December 31, 1965, P.L. 1257, No. 511, known as the Local Tax Enabling Act (“LTEA” or “Act 511”). In 1988, the legislature enacted the "Local Tax Reform Act," of December 13, 1988, P.L. 1121, No. 145. Section 533 of that Act, 72 P.S. §4750.533, prohibited municipalities from levying new business privilege taxes on the gross receipts of businesses after November 30, 1988; however, it preserved the business privilege taxes which municipalities had already enacted, but capped their rates to those which were in effect on that date.

In response to the decision in *V.L. Rendina v. City of Harrisburg*, 938 A.2d 988, 995 (Pa. 2007), the General Assembly passed the Act of May 6, 2014, P.L. 642, No. 42 (Act 42), which was codified in the LTEA in 53 P.S. §6294.301.1(a.1)(1). The purpose of the Act was to restrict local taxing authorities from levying Business Privilege Tax on both the privilege of maintaining a base of operations, and the privilege of engaging in transactions in the taxing jurisdiction, in accordance with the distinction made clear in *Rendina*. The City taxes transactions within its jurisdiction, irrespective of the base of operations. Effective January 1, 2021, the City issued new regulations, including guidance on paying tax on gains from the sale of assets (taxed at the retail rate), and establishing an Economic Nexus for remote transactions without physical presence.

The BPT rates are:

Rental	.003
Service	.003
Retail	.015
Wholesale	.010

Analyses of BPT collections break down into on-time, voluntary remittances (“on-time”), and involuntary collections from audits and enforcement on non-payment (“delinquent or deficiency collections”). The current revenue estimate for 2024 BPT depends on the sales made and services rendered by in-city, including the Neighborhood Improvement Zone (NIZ), out-of-city (with substantial in-city presence), and rental gross volume in 2023.

We believe we will continue to see a rise in rental receipts, we estimate roughly \$1,410,022 in tax paid on rental transactions. A 3.0% increase over the prior year. We estimate Retail and Service receipts will increase by 2.75%, totaling \$2,995,652 and \$6,187,468, respectively.

Created by state law in 2011, the Neighborhood Improvement Zone (NIZ) is a special taxing district consisting of approximately 128 acres in the Downtown Allentown and Waterfront area, that encourages development and revitalization. Taxes, including BPT, generated from these areas are used to pay debt service to the developers for any improvements within the NIZ. We expect the NIZ to generate roughly \$2,200,000 in BPT receipts. As per legislation, these receipts get redistributed back to the developers. Adding all categories of classifications for estimated 2023 BPT collection plus our estimate of \$1,400,000 from prior year assessments, our total BPT collection for 2024 is estimated to be \$12,694,700. Removing \$2,200,000 of NIZ BPT, our 2024 Business Privilege Tax revenue estimate is \$10,694,700.

(000-2911) Per Cap Tax (Prior Year) \$8,000

(000-2913) Business License Fees (BL) \$435,000

Chapter 196 of City of Allentown’s ordinance code requires all persons, partnerships, or corporations trading for profit within the City to obtain an annual Business License in the amount of \$35.00 per year. Business Licenses are valid for one calendar year and expire on December 31. Renewal invoices are issued in November, and they carry a January 1 due date. The City expects to bill approximately 13,000 2024 BL renewals, totaling \$455,000.

General ledger data suggests that roughly 50% of the invoices are paid in November and December (\$230,000); however, this number also includes prior outstanding license years and is not strictly limited to 2024’s BL renewals. Even though we continue to collect prior outstanding BL fees, our statistics are leveraged against 2024’s estimated BL AR.

Historically, 15% of BL renewals go unpaid each year. Using 2024’s estimated BL AR as our baseline, we have found that 40% of 2024’s AR (\$182,000) will be paid in the 2024 calendar year. Again, this number includes BL fees outside of the 2024 invoice. We must also account for new business applications that register in 2024. Based on prior years, we can expect to open around 300 new in-city business accounts in 2024, accounting for \$10,500 in additional revenue. Adding those to what we expect to collect in November and December for the 2025 calendar year BL our revenue estimation for BL’s in 2024 is \$435,000.

Business License Revenue - 000-2913		
Business License Renewal/Application Fee	\$	35
Business License Renewals Count		13,000
AR Est 2024 BL's	\$	455,000
Est. total to be paid in 2023 (50%)	\$	(230,000)
Remainder of 2024 BL AR	\$	225,000
Total Est. of licenses to be paid in 2024 (40%)	\$	182,000
Est Bus App Revenues in 2024 (350*35)	\$	12,250
Est Total 2025 licenses to be paid in 2024	\$	240,000
	\$	434,250
Expected 2024 Revenues	\$	435,000

(000-2914) Liquor License Revenue \$5,000

(000-2916) Building Permits and Fees \$1,710,000

The Bureau’s revenue is generated by fees associated the permitting of all construction related inspections and enforcement, as well as the fees for trade licensing. We anticipate that our revenue for building permits and fees may see a slight decrease this coming year due to an economic slowdown. However, we plan to compensate for this decrease by bringing plan review services back in house. This will provide an increase to the 2024 revenue to allow us to continue providing services to the community. Total revenue for Building Standards & Safety is \$2,577,500.

(000-2918) Plumbing Permits and Fees \$135,000

See narrative for (000-2916)

(000-2920) Electrical Permits and Fees \$450,000

See narrative for (000-2916)

(000-2921) Sheet Metal Technician License Fees \$25,000

See narrative for (000-2916)

(000-2922) Billboard Sign Permits \$7,500

See narrative for (000-2916)

(000-2924) Zoning Permits and Fees \$280,000

(000-2925) Plan Review Fees \$250,000

(000-2926) Health Bureau Permits/Licenses \$250,000

Food and Child Care fees

(000-2928) Fire Department Inspection Fees \$105,000

(000-2930) Other Permits and Licenses (Engineering) \$210,000

Engineering Permits & Licenses such as excavation permits, warrants of survey, crossover permits, encroachments, underground and overhead utility permits, etc.

(000-2931) CATV Franchise Fees \$1,200,000

Originally enacted January 22, 1963, in §202(1-16) of the General City Code, the City requires written agreement between the Mayor and the operators of a cable television system for the privilege of providing such services with the City. The City reserves the right to impose a license or franchise fee upon such operations. As amended in 1979 and 1991, the City currently imposes a duty upon the operators of cable television systems in the amount of five percent (5%) of the gross revenues of the television providers. The sum is in consideration of the operator exercising the privilege of using “streets, sidewalks, lanes, avenues, alleys, bridges, and [any other property used to carry out their business].” Cable TV operators pay the franchise fee quarterly in January, April, July & October. The cable TV revenues upon which the franchise fee is based is as follows: “Basic Revenue,” FCC Fees, Pay TV, PayPer-View, Installation, Miscellaneous, and Other Revenue. 48 There is substantial data available to graph this revenue; however, there has only been a negative variance of -7% over the last 13 periods in this revenue stream. We estimate \$300,000 per quarter in Cable TV Franchise Revenue.

(000-2933) Presales Inspection \$150,000

The Bureau's revenue is generated by fees associated with the registration, enforcement, and inspection requirements of all properties listed for sale.

(000-3101) Tax Certification Fees \$110,000

The City charges a \$30 fee for every tax certification processed by Revenue & Audit clerks. This document certifies everything outstanding and payable to the City of Allentown on a specific parcel of real estate. In 2022, the City collected \$139,130 (4,638 certs) in tax cert revenues and is expected to collect roughly \$100,150 (3,338 certs) in 2023. Tax Certifications are pulled for property owners looking to refinance their home or prospective buyers looking to purchase a new home. With the rising interest rates, it is our belief that this will lower the amount of tax certifications being pulled for either situation in 2024. We expect to collect \$110,000 which is roughly 3,667 tax certifications processed in 2024.

(000-3102) Municipal Certifications \$15,000

Municipal Certifications from the Engineering Department.

(000-3106) Printer/ Copier Fees \$75,000

When involved parties or insurance agencies wish to obtain copies of police or accident reports, the City charged \$15 for the cost of producing them. In 2023, the City expects to process 5,000 reports.

(000-3204) Street Excavations and Restoration \$118,000

Permit to dig any trench or excavation through or under the roadway or sidewalk or to cut into or open and remove any of the pavement surfaces on any Street within the City. Also includes \$3,000 for PA1 Call excavation refunds to the City. Includes \$3,000 for PA1 Call excavation refunds to the City.

(000-3205) Warrants of Survey \$10,000

A warrant of Survey is received when fixing the line and grade for setting or resetting of curbing, the laying or relaying of sidewalks, crossovers, and handicap ramps.

(000-3208) Towing Agreements \$318,780

Contract # C19-000097 for towing, storage, and impounding services for the City of Allentown. This contract is per Towing Bid 2022-47 which commenced on 1/1/2023 and expires 12/31/2025. The annual revenue for the duration is 2023: \$ 303,600; 2024: \$ 318,718; 2025: \$ 334,800.

(000-3410) Health Bureau Services \$116,270

STD/TB/MA/Misc/Lead Reimbursement

STD/TB testing services, lead test fees, Bed Risk Reduction services- \$6,270

STD/MCH Education- \$110,000

(000-3417) EMS Transit Fees \$5,500,000

Approximately 92% of our operational expenses are recovered through our billing department. The goal of the Bureau of EMS is to become revenue neutral, but at greater than 92% recovery, our bureau remains the only City Emergency Service with a nominal impact on the tax base through revenue generation.

Further, Allentown EMS respond to more than 17,000 calls a year. For the last three years, there has been a marked increase of approximately 5-7% per year in call volume with no addition to our staff or resources.

Currently Allentown EMS staffs three 24-hour ambulances and one 12-hour ambulance each day. There are many methods to calculate the need for additional resources, but it is important to consider that the NFPA 1710 states that Advanced Life Support (ALS) needs to be on-scene of a call within eight minutes, 90% of the time. Also, an assessment of surge volume, risks in the municipality, and best usage of resources must be considered. To maintain this, Allentown EMS should consider an additional staffed ambulance 12-hours a day, prescribed by an analysis of our busiest 12-hour block. Currently, at our peak staffing levels, we offer four ALS Ambulances for the greater than 121,000 documented residents of Allentown.

2021 Income: \$4,097,185.00 2022 Projected Income: \$5,00,000

The 2024 revenue projection is based on current billing and anticipated future billing based on previous years call volume and income. Current trends offer an educated assessment of our future and is the basis for this projection.

(000-3418) EMS-Miscellaneous \$20,000

(000-3430) Swimming Pool Fees \$235,000

The 2024 Pool Revenue Assumptions include daily admission, season pass, and concessions sales.

Season Pass Sales (Resident/Non-Resident Individuals and Families)	\$11,500
Daily Admission Sales (Resident/Non-Resident Individuals at Cedar & Mack Pools)	\$176,775
<u>Concession Sales (Cedar & Mack Pools)</u>	<u>\$46,725</u>

Total Swimming Pool Fee Revenue	\$235,000
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(000-3435) Recreation \$92,750

The 2024 Recreation revenue assumption includes pavilion, field and court and band trailer rental fees as well as youth basketball and adult volleyball league registration fees.

(000-3440) Credit Card Fees \$5,000

Credit Card fees received by Recreation from use of their online reservation software. This revenue will offset the expenses budgeted in 000-08-0905-0002-50.

(000-3490) General Fund Service Charges \$2,792,767

General Fund service costs are charged to operating funds outside of the General Fund (GF) to recover the administrative costs of providing services to these funds. For example, employees in the Solid Waste fund, Golf Fund, and Stormwater fund receive the same HR and IT services as GF employees. But HR and IT costs are borne by the GF. Also, these funds receive significant support from Finance, in the form of accounting, budgeting, and payroll, to name a few. All legal matters arising from non-GF operations are supported by the Solicitor's Officer, whose cost is also sustained by the GF.

(000-3495) Other Charges for Service \$70,000

The City performs various services to properties that are not classified elsewhere. The service charges are billed to property owners through the AR module in Eden. The AR module is a sort of catch-all for miscellaneous billings that do not financially justify their own separate billing module. The primary charges captured in this category are for securing and boarding properties, demolition, clean-up, weed cutting, and junk removal. All these service charges, if unpaid, can be perfected by municipal lien.

The City needs a dedicated professional qualified to quantify and manage our AR, and to ensure best practices with billing collection and enforcement. We have budgeted for an additional Financial Analyst position in our 2024 budget to assist with this function. Our best estimate for 2024 revenue is \$70,000.

(000-3497) Police Extra Duty Jobs \$400,000

Extra Duty employment for members of the Allentown Police Department that does not apply to working overtime for City of Allentown. The officers are paid a set rate through police payroll and the vendor is

invoiced for the actual time worked plus an administrative fee for each hour worked. For 2024, we estimate 10 different vendors will be requested to work monthly with various times and shifts with approximately 8 vendors who will utilize us for a single job.

(000-3999) Prior Year Water & Sewer Claims \$30,000

Owing to the concession lease of the City’s water distribution and sanitary sewer systems to Lehigh County Authority (LCA), in August of 2013 the City sent its last round of bills to all rate payers, and billing cut over to LCA. As per the terms of the lease, any water and sewer consumption and daily charges owed to the City before the cut over period were still a City AR. The current outstanding AR of 481 accounts totaling \$287,000. All these water/sewer claims have been perfected by a municipal lien.

If the liens are not paid voluntarily, they will be satisfied upon sale of the property or by execution of final judgment upon the lien. Based on 2023’s data, we can confidently assume 1% of the outstanding AR will be paid each month. We expect to collect \$30,000 in 2024.

(000-4110) District Court \$150,000

These revenues are for fines and restitution issued by local Magisterial District Courts for summary and traffic offenses.

(000-4112) Fines and Restitution \$100,000

Fines and restitution received from Lehigh County Court.

(000-5213) 3rd Party Reimbursements \$500

Insurance Payments (Health Bureau)-Services to insured payments. \$500

(000-5215) Health Categorical Grant \$2,334,873

TB Prevention activities	\$16,011	Home visits to prevent injuries in children	\$69,834
Basic Public health subsidies	\$781,043	Generator at Alliance Hall	\$75,000
Maternal Child Health program activities	\$268,800	Chronic Disease program activities	\$55,000
Immunization program activities	\$158,950	Emergency Preparedness activities	\$218,536
Nutrition and Injury Prevention activities	\$ 0	Lead poisoning prevention activities	\$22,204
School immunization liaison	\$ 0	Primary injury prevention activities	\$100,000
Standardization activities/food inspect	\$ 0	Drug prevention & monitoring activities	\$193,541
HIV Prevention activities	\$370,000	Promote blood pressure self-care	\$20,050

Drug prevention & monitoring activities, grant ended	\$0	School immunization liaison	\$100,000
Workforce Expansion to support aging. /disabled	\$150,000	Child Health Services in targeted census tracts	\$25,000

(000-5216) Opioid Lawsuit Settlement \$105,000

Opioid Lawsuit Settlement, Support emergency room HOST counselor

(000-5219) Health Covid Grants \$1,606,000

Covid Immunization Clinics	\$50,000
COVID-19 response, grant ended	\$0
COVID-19 response & contact tracing	\$56,000
COVID surveillance/Detection capacity	\$500,000
Additional support for COVID-19 prevention	\$500,000
Expand public health workforce/Covid	\$500,000
Purchase of equipment to support clinic services	\$0

(000-5225) Workforce Development Grant \$230,558

Public Health Workforce Development PA DOH, Support and expand public health workforce capability.

(000-5229) Fire Training \$80,000

(000-5230) Police Training \$300,000

Cost of individual officers to attend the Police Certification (Act 120) training. The number of individuals who attend each class varies by enrollment from City hired officers, outside agencies, and self-enrolled cadets. The training revenue also includes MPOETC (Municipal Police Officers' Education and Training Commission) mandatory update training for non-sworn personnel (colleges, school districts, etc.). MPOETC reimburses the City for all employees who attend the Act 120 class and mandatory updated.

(000-5231) Police Grants \$295,847

Reimbursement for expenditures set by grant guidelines. The COPS hiring grants is for 2 Officers base salary reimbursement of 60% for the fiscal year of 2024. Currently we are drawing funds for these 2 officers.

(000-5233) Police Reimbursements \$545,000

Reimbursement for officer overtime when assigned to other entities, DUI, BUPA, aggressive driving overtime, ASD (school crossing guard contract and school coverage), Uniform Services (arena events; city special events and additional miscellaneous invoicing).

(000-5240) Other Grants and Misc \$3,033,230

1. Lead Hazard Reduction- 125 Lead Hazard Reduction Projects \$1,886,330
2. Healthy Home Supplement -125 Healthy Homes Supplement Projects \$316,560
3. 35 Healthy Home Production Projects, supplies & outreach \$364,850
4. Salary & benefits grant reimbursement for Lead program staff in 000-09-0901-0006 \$465,490

A 5.7-million-dollar U.S. Department of Housing and Urban Development (HUD) Lead Hazard and Healthy Homes grant (PALHD0432-20) is the primary funding for the administration of the Lead Hazard Reduction Program (LHRP). A 2-million-dollar U.S. Department of Housing and Urban Development (HUD) Healthy Homes Production grant (PAHHP0110-23) funds the administration of the Healthy Homes Production Program (HHP). Additional funding for specific projects is provided by DCED HUD Grants/CDBG and funding from additional outside grant sources.

(000-5241) State Aid for Pension \$5,275,000

53 P.S. §895.402(a) *et seq.* establishes a General Municipal Pension System State Aid Program (“State Aid”). The program allocates the entire proceeds of the 2% State insurance premium tax on foreign casualty insurance companies. The revenues from this tax are distributed back to the Commonwealth’s General Fund in accordance with the formula outlined in 72 P.S. §2263.1(b).

Any City employing at least one pensionable employee is eligible to receive a share of the State Aid. The amount of State Aid is based on the number of units attributable to each active employee who was employed on a full-time basis at least six months before December 31 of any given certification period. In the City’s case, police officers and firefighters are worth 2 units, and any other employee 1 unit. The final allocation amount is determined by dividing the total amount of State Aid by the number of units certified by each municipality, subject to limitations (See 53 P.S. §895.402) (e) & (f)).

The City is required to deposit the annual State Aid allocation into its three pension funds within 30 days of receiving such aid.

Because the allocation is contingent upon many different variables at both the State and City level, it is difficult to predict the amount with certainty. Nonetheless, we foresee State foreign casualty tax revenues increasing in the near term, and, therefore, suspect the tax amount will remain stable or increase in 2024 as opposed to 2023.

(000-5245) Fire Dept Hiring Grant \$1,367,316

The City was awarded a SAFER grant in September 2023 to be effective January 2024.

This reimbursable grant covers the cost of 12 new Firefighters for three years.

(000-6100) Utility Realty Tax (PURTA) \$95,000

In response to a Pennsylvania Constitutional amendment ratified in 1968 which explicitly subjected public utilities to real estate taxation, the General Assembly enacted the Public Utility Realty Tax Act of March 7, 1971, P.L. 6, No. 2, replaced by the Act of May 12, 1999, P.L. 26, No. 4. Rather than subject property owned by utilities to the various local real estate millage rates, the Constitution authorized the legislature to provide the equivalent revenue to municipalities by levying a tax collected on the State Taxable Value of utility realty. The tax is collected by the State Department of Revenue (DOR) and is in lieu of local real estate taxation. The DOR then distributes the tax equivalent to local taxing authorities (LTA) annually by October 1 of each year. 72 P.S. §§ 8101-A – 8108-A.

Each year, the City Department of Finance files the RCT-900 report to the State before April 1, setting forth the assessed value of public utility realty in the City, as well as reporting the amount of all other taxes for general revenue purposes collected in the previous year (Current and Prior Year Real Estate Taxes, Earned Income Tax, Local Services Tax, Realty Transfer Tax, and Business Privilege Tax). The City's LTA ID is 39001.

If the net book value of the utility's state taxable value does not produce the sufficient revenue to remunerate local taxing authorities, the DOR can levy a Supplemental Tax ("Suptax"). The Suptax kicks in to make sure the LTA's receive their tax equivalent of assessed utility realty value annually.

Public Utilities exempt under PURTA are designated with the Land Use Code 9966 in Lehigh County. The exempt land and billing assessments under that use code as of the Tax Year 2021 report was \$3,811,900. As

a result, the DOR distributed \$85,000 in PURTA tax proceeds to the City in 2022. As of today, the assessed value of all exempt properties designated as 9966 is \$4,500,000, a 15% increase.

Considering the complex nature of the taxation formula under PURTA, it is difficult to forecast how this change in assessment will affect the revenue account. However, we anticipate that the DOR will have to deliver an additional \$10,000 in addition to what we received in 2022 to cover the City's utility realty tax equivalent. Therefore, we anticipate \$95,000 in revenue.

(000-6110) PILOT \$150,000

PILOT stands for Payment in Lieu of Taxes. A PILOT is usually formed between a local taxing authority and a property owner, organization, or association, which might otherwise be tax exempt, but has agreed to contribute a certain sum to defray the cost of the municipal services provided to the property or organization. Sometimes a PILOT is court ordered to settle a dispute over whether a property is legally taxable or exempt. The City currently has four PILOTs of any long standing—with Alliance for Building Communities, the Allentown Housing Authority, Overlook Park, and the Episcopal House. All the agreements have different conditions which could subject the agreements to variable rates of contribution annually under the PILOTs. We expect \$150,000 in PILOT revenue for 2024.

(000-6130) Rental of City Property \$110,768

Rent received from city-owned property and reimbursements for county and school taxes paid on behalf of these properties

(000-6139) Marketing and Advertising \$220,000

(000-6140) Contributions \$0

The contributions from St. Lukes were negotiated through the end of 2023.

(000-6141) Investment Interest Income \$615,000

This account includes interest realized on the bank deposits in the City's Central Treasury account. This TD bank account is the source of all pooled cash. The current yield on the deposits in this account averages around 4.25% APY in 2023. The net investment income considers the TD bank charges for general account services, depository services, ACH and WIRE transfers, paper disbursement, account reconciliation, EDI services, information reporting and lockbox to process City Real Estate Tax payments.

(000-6143) PLGIT Investment Income \$800,000

This source of GF investment income is realized by investing surplus cash reserves in the Pennsylvania Local Government Investment Trust (PLGIT). The Act of March 25, 2016, P.L. 72, No. 10 (Act 10) amended the Commonwealth's Municipal Finance Code, 53, P.S. §5410.1(a), to allow for broader investment strategies of public moneys. Previously commercial paper had been the only authorized investment. Since the Federal Reserve has been hiking interest rates during 2022 and 2023, PLGIT's Term investment product has become an attractive place to realize yield on excess cash in the General Fund. The Series 2023 Term portfolio is a composite of marketable securities, such as certificates of deposit, treasury bills, repos, and secured and unsecured commercial paper. When the investments mature, the cash returns to the General Fund balance, and the interest yield is booked as revenue in this account. In 2024, the City plans to purchase PLGIT shares with a mix of fixed TERM and Money Market investments based on expected market conditions. Total projected income from these investments in PLGIT is expected to be \$800,000.

(000-6155) ANIZDA \$127,628

The "Facility Complex Fund Payment" required to be paid to the City by BDH Development LLC per the 2011 lease agreement between the ACIDA and BDH for the Arena Site. BDH leases and operates the PPL Arena and pays the City a fixed annual amount in lieu of taxes. The lease agreement is for 30 years, terminating in August 2044. The payment increases by 5% on each even lease year and is to be paid in monthly installments. The 2024 payment is \$127,628.17.

(000-6161) Sale of City Property \$700,000

We are anticipating selling two city properties that will generate 1.3 million of one-time revenue for the City.

(000-6165) Health Violation Tickets \$6,255

Enforcement of Violation Penalties.

(000-6170) Miscellaneous (Gen Misc) \$535,000

This revenue includes payments for penalties assessed on miscellaneous accounts receivable. These bills were issued by the City in this miscellaneous AR account, because they do not have their own dedicated

billing module. These bills include, but are not limited to curb & sidewalk invoices, weed cutting, retiree health invoices, and demolition or boarding of abandoned properties. The revenue collected on the principal amount of the bill does not get credited to this revenue account—only the penalty gets booked into Gen Misc. Other items that appear in Gen Misc. include Duplicate Bill Fees, Firefighter Application Fees, Police Application Fees, Rebates, Paymode-X revenue, old EIT claims, Solicitor’s Permits, Unclaimed Property, Street Vacation, SCA Permits, Shade Tree Permits, Streets Misc., and LCA Reimbursement for work. The second source of revenue for this account—penalties on old miscellaneous AR’s—should continue to dwindle, as the City improves its AR recovery standards. Correcting transactions net out, and the other miscellaneous revenues are nominal. The current AR balance for miscellaneous is \$2,919,328.

(000-6172) Municipal Claim Recovery \$270,000

The City may recover incurred costs (lien fees and court costs) associated with legal filings. In addition to recovered costs, Section 7143 of the Municipal Claims and Tax Lien Act allows the City to recover interest as determined by the municipality, not to exceed 10% per year. Currently, we process lien interest payments from liens filed by the City, the Lehigh County Tax Claim Bureau, and Portnoff Law Associates. Civil procedure allows for the recovery of paid court costs on a Magisterial or Common Pleas Civil Complaint.

Revenue & Audit is responsible for notifying taxpayers of any checks that have not been honored by the bank and charge a returned check fee according to Section 270-68 of Allentown’s Code.

Municipal Claim Recovery - 000-6172	
Recovered Lien Fees	\$ 20,000
Recovered Lien Interest	\$ 235,000
Recovered Court Costs	\$ 12,000
Recovered Returned Check Fees	\$ 3,000
	<u>\$ 270,000</u>

Our totals are based on prior year data, and we can expect to collect \$270,000 in Municipal Claim Recovery.

(000-6177) Fire Dept Misc \$25,000

(000-6191) Lights in the Parkway – Admissions \$295,000

(000-6192) Lights in the Parkway – Sponsors \$40,000

(000-6193) Recreation/ Special Events \$20,000

(000-6195) Casino Fee \$4,300,000

Title 4 of the Pennsylvania Consolidated Statutes, in various enactments, currently permits, regulates, licenses, and taxes the following activities for amusement: Fantasy Contests, Slot Machines, Table Games, Multi-Use Gaming-Devices, Interactive Gaming, Sports Wagering, Casino Simulcasting, and Video Gaming. Most of the taxes generated from these activities provide for a local share assessment to be distributed to host and non-host counties, host and non-host cities, and townships (Table Games, 4 Pa. C.S. §13A63, Multi-Use Gaming Devices, 4 Pa. C.S. §13B20.5, Interactive Gaming, 4 Pa C.S. §13B53, Sports Wagering, 4 Pa C.S. §13C63, Video Gaming, 4 Pa. C.S. §4103).

With respect to table gaming, the holder of such a license pays a 2% tax on its table gaming revenue for the local share assessment. In the case of the casino hosted by Northampton County, and the City of Bethlehem, the City of Allentown receives a non-host share of the local share assessment. Specifically, 50% of the local share is allocated to the municipalities, of which 20% is collected by the City (20% of 50% of 2%). See 4 Pa. C.S. §13A63(c)(3)(ii). For the City to receive \$400,000 per quarter in table gaming local assessment share the tables must produce \$200,000,000 per quarter.

Among other things, the Act of Oct. 30, 2017, P.L. 419, No. 42, authorized interactive gaming through websites and other forums. Since that enactment, 4 Pa. C.S. §13B53(b)(2) provides for a local share assessment of the tax on the interactive gaming revenue to be distributed to non-host facilities using a formula determined by the Department of Revenue. 2021 was the first time the City received such a distribution.

Finally, the City receives a share of the host fee collected by the Casino's hosts in the amount of \$500,000 per calendar quarter, which is a fixed amount. We are estimating table gaming revenue of \$200,000,000 per quarter, and annual interactive gaming revenue of \$700,000.

	Host	Table Games	Interactive	Total	Table Game Rev.
2024 Est	2,000,000	1,600,000	700,000	4,300,000	800,000,000
Q42022	500,000	400,000		900,000	200,000,000
Q12023	500,000	400,000		900,000	200,000,000
Q22023	500,000	400,000	700,000	1,600,000	200,000,000
Q32023	500,000	400,000		900,000	200,000,000

(000-6197) Wellness Program \$10,000

Reimbursable wellness expense through Capital Blue, money must be used for wellness activities or to purchase wellness supplies for employees. In the past, this money has been used for Family Fun & Wellness Day, prizes for staff at Risk & Safety Day, and supplies, such as shirt, pens, and bags, with the City logo for employees. Expensed in (000-06-0603-0001-53).

(000-7118) Transfer from Golf (for Debt) \$0

Golf Course Loan- Payment 3 of 3 was made in 2023.

(000-7120) Water/Sewer Lease \$980,651

Water/Sewer Lease Annual Receipt per Lease Agreement \$562,251

LCA 2020 Settlement \$418,400

Liquid Fuels Revenue (004)

(004-5211) PA Liquid Fuels Tax (Act 655) \$3,000,000

PA Liquid Fuels Tax

(004-6415) Interest Income \$55,000

(004-6686) Miscellaneous \$124,273

1. Winter Maintenance Turnback (Agreement 3900039222, through 2025) \$119,552.78

2. Maintenance Turnback (Act 32) \$4,720

(004-6687) State Aid Pension \$150,000

Trexler Memorial Fund Revenues (006)

The Trexler Trust was established in 1935 and continued General Trexler's legacy for supporting the City of Allentown's Park system. The funds are awarded annually by the Trexler Trust and used to assist with personnel and maintenance costs.

(006-6415) Interest on Investments \$1,500

(006-6660) Transfer from Other Funds \$108,000

General Fund Capital Match

(006-6686) State Aid Pension \$60,000

(006-6688) Romper Day Grant \$2,000

(006-6689) Trexler Maintenance Grant \$1,800,000

Estimate based on 2023-2024 Trexler Trust Fiscal Year award.

(006-6690) Springwood Trust \$25,000

ARPA Fund Revenues (019)

(019-5217) ARPA Grant \$1,300,000

The full amount of the allocation was received in 2022 and recorded as deferred revenue. We will recognize revenue of \$1,300,00 for personnel related expenditure.

(019-6143) Pennsylvania League Municipal Investment Trust PLGIT Investment Income (\$350,000)

Interest income revenue from PLGIT for the 2024 proposed budget in the APRA fund is expected to be \$350,000.

(019-6415) TD Bank Interest (\$200,000)

Interest income revenue for the 2024 proposed budget in the APRA fund is expected to be \$200,000.

Lease / Administrative Order (AO) Fund Revenues (080)

(080-3330) A.O. Service Charge Fee Collection \$711,598

(080-6415) Interest Income \$10,000

Risk Fund Revenues (081)

(081-6200) Retiree Health Benefit Reimbursement \$1,295,000

This revenue input sees deposits from invoiced and pension deductions from retired city employees. City employees who elect retirement medical are eligible up to age 65. The revenue projections for 2024 are computed using the historical reimbursement trends and adding a 7% increase in healthcare premium increase. This healthcare cost trend is published each year by Price Waterhouse Coopers. The 2024 healthcare costs are projected to rise seven percent (7%).

(081-6210) Active Employee Benefit Reimbursement \$665,000

This revenue input is funded by deposits from the active employee payroll deductions for individual and family healthcare monthly premiums. The methodology used for the baseline reviews historical data and adds the same conservative increase for the retiree health benefits reimbursement.

(081-6215) LCA Retiree Health Benefit Reimbursement \$306,000

(081-6220) Inactive Employee Benefit Reimbursement \$55,000

This revenue input is provided to account for the Continuation of Health Coverage (COBRA) reimbursements received.

(081-6418) Interest Income \$85,000

(081-6610) Stop Loss Reimbursement \$425,000

This revenue input is provided to account for our excess medical cost insurance reimbursements, known as Stop Loss. The City is responsible for the first \$250,000 of a high dollar claim after which the Stop Loss insurance will reimburse the City for future medical expenses. There are no lasers or aggregate corridors in the current Stop Loss agreement. The contract with our provide expires annually. This revenue is dependent on medical expenses for individual claims exceeding the \$250k deductible during the award year.

Forecasting revenue is difficult and based primarily on prior year(s) trends.

(081-6615) Claims Paid Reimbursement Risk \$85,000

This reimbursement accounts for the payments made to the City that result from aggressive subrogation and restitution actions performed primarily by Risk Management but in close coordination with the Solicitor's office. This revenue fund uses historical trends to provide a conservative expectation of reimbursements from subrogation and restitution claims initiated by Risk Management.

(081-6690) State Aid Pension \$15,000

(081-7119) Transfer from Rental Inspection \$716,616

1. Rental Unit Fund (105-*-16) Insurance Employee Group \$628,830
2. Property & Casualty \$87,786

(081-7121) Transfer from General Fund \$21,919,050

1. General Fund (000-*-16) Insurance Employee Group \$19,150,727
2. Property & Casualty \$2,768,323

(081-7124) Transfer from Trexler Fund \$300,456

1. Trexler Fund (006-*-16) Insurance Employee Group

(081-7125) Transfer from CDBG \$184,969

1. Housing & Urban Development (HUD) Fund (700-*-16) Insurance Employee Group

(081-7126) Transfer from Liquid Fuels \$797,670

1. Liquid Fuels Fund (004-*-16) Insurance Employee Group

(081-7127) Transfer from Golf Course \$174,046

1. Golf Fund (091-*-16) Insurance Employee Group \$151,557

2. Property & Casualty \$22,489

(081-7128) Transfer from Solid Waste \$1,297,714

1. Solid Waste Fund (085-*-16) Insurance Employee Group \$1,130,033

2. Property & Casualty \$167,681

(081-7129) Transfer from Risk Management \$79,767

1. Risk Fund (081-*-16) Insurance Employee Group

(081-7131) Transfer from Stormwater Fund \$1,206,111

1. Stormwater Fund (086-*-16) Insurance Employee Group \$1,050,266

2. Property & Casualty \$155,845

(081-7133) Transfer from ARPA \$319,068

1. ARPA Fund (019-*-16) Insurance Employee Group

Debt Service Revenues (082)

(082-7130) General Fund Transfer In \$8,702,143

The principal and interest on all general and pension obligation bonds transferred out of the General Fund to cover our annual debt service. Expensed from Finance Budget Admin account 000-02-0602-0003-88 Interfund Transfers.

(082-7133) Liquid Fuels Fund Transfer In \$67,864

Pennsylvania Liquid Fuels (PALF) repayment for the 2015 Long Term Bond Issuance which allowed for the funding of CIP 2009 “Public Works Large Equipment” purchases. Payments will continue through 2045 (2016-2045). Expensed from Liquid Fuels 004-03-4741-0001-88 Interfund Transfers.

Equipment Fund Revenues (083)

(083-6413) City Auction Proceeds (\$25,000)

This account is used for the tracking of proceeds generated through the disposal of vehicles and equipment once they have reached the end of their useful lives. During normal operations, vehicles and equipment deteriorate and depreciate. Once these units reach a threshold set by the City for age, mileage, or engine hours, they are then sold at public auction. Equipment may also be auctioned due to mechanical and safety defects such as severe rust damage or mechanical failure (when cost of such repairs exceeds the value of such units).

(083-6660) Transfer from Other Funds \$2,274,407

This account is used to capture the transfer of monies from the General Fund (Finance - Budget Administration) which are used to pay for the proposed equipment to include:

1. Existing vehicle lease payments \$857,507
2. Purchases of new rolling stock equipment \$1,398,900

Solid Waste Fund Revenues (085)

The trash and recycling collection fee that is currently adopted by City Council Ordinance annually in 2023 was \$375. This fee is for residential curbside collection and for small businesses that have been approved for city collection. The fee of \$375 has remained the same amount for 12 years, since 2012. The Revenue Assumption and Estimate below is based on a proposed fee increase of \$40 to \$415.

2024 REVENUE		
SOLID WASTE REVENUE INPUTS	ACCOUNT	AMOUNT
Residential Trash Collection	085-2900	\$ 15,458,750.00
Commercial Trash Collection	085-2905	\$ 209,326.00
Freon Fees	085-2915	\$ 8,000.00
Recyclable Materials	085-2920	\$ 100,000.00
SWEEP Tickets	085-2925	\$ 300,000.00
Dog Licenses	085-2927	\$ 3,500.00
Tub Grinder / Mulch Loading	085-2930	\$ 7,500.00
Grants	085-2950	\$ 320,000.00
State Aid for Pension	085-2960	\$ 200,000.00
Interest Income	085-2970	\$ 100,000.00
Miscellaneous	085-2980	\$ 40,000.00
Gain/Loss on Disposal of Fixed Assets	085-6145	\$ 10,000.00
Transfer in	085-2660	\$ -
Recovery Act/Stimulus Act	085-5218	\$ -
Cash Over/Short	085-6174	\$ -
Collection Fees - Prior Fees	085-6300	\$ -
Estimated Revenue Total for 2024		\$ 16,757,076.00

(085-2900) Trash Collection (\$15,458,750)

For 2023, 36,664 residential units and 247 rooming units were billed \$375 per unit per year for trash and recycling collection services.

The trash and recycling fee has been steady at \$375 per unit per year since 2012. The Bureau of Revenue and Audit administers the invoicing, auditing, and delinquent collections of this fee. The fee is a line item on the Real Estate Tax Bill.

The revenue generated from the billing of the residential units for these services is the primary revenue source for the SWF.

(085-2905) Commercial Trash Collect (\$209,326)

For 2023, 519 small businesses were billed \$375 per year for trash and recycling collection services. By ordinance, the fee amount for commercial entities in city collection shall equal the residential collection fee. Therefore, the proposed residential trash fee increase of \$40 to \$415 shall also apply to commercial businesses in city collection.

(085-2915) Freon Fees (\$8,000)

A \$20 fee is charged to residents to recycle an appliance that contains freon or refrigerant. The appliance can be taken to the Recycling Drop Off Center located at 1400 Martin Luther King, Jr. Dr. or a scheduled pick up at the residence.

(085-2920) Recyclable Materials (\$100,000)

The City owns and markets its recyclable materials which includes the single stream materials collected curbside, and the recyclable materials collected at the Recycling Drop Off Center. The value of the recyclable materials is market driven and a reflection of the economy. As a result of the economic downturn and supply and demand, the value of the recyclable materials has decreased. The single stream processing costs receives an annual CPI increased.

(085-2925) Sweep Tickets (\$300,000)

For 2024, revenue to be received is projected at \$300,000. This revenue is coming from all SWEEP violation tickets issued against the Solid Waste and Recycling Ordinance and Public Nuisance Ordinance.

(085-2927) Dog License (\$3,500)

The Bureau of Recycling & Solid Waste is a location authorized to sell yearly Dog Licenses for Lehigh County.

(085-2930) Tub Grinder/Mulch Loading (\$7,500)

The Bureau of Recycling & Solid Waste collects yard waste materials at the curb and accepts yard waste at the Yard Waste Center located at 1401 Oxford Dr. The material received is ground down to mulch for City residents. A resident may load the mulch on their own at no charge or pay a \$12 loading fee for the Recycling staff to load their trailer/truck.

(085-2950) Grants (\$320,000)

Other revenue sources include grant funding allowed under state law, Act 101 of 1988, and administered by the PA Department of Environmental Protection. For every ton of trash landfilled in PA, a \$2 per ton tipping fee is charged which is sent to the State Recycling Fund for these grants. The City can apply for Section 902 Reimbursable Grants to help fund recycling equipment, bins and containers, education, and program development. The City is eligible to apply for this grant every other year which accounts for the decrease in 2024. The City can also apply for Section 904 Performance Grants which are based on the City's overall residential and commercial recycling performance data reported citywide.

(085-2960) State Aid for Pension (\$200,000)

(085-2970) Interest (\$100,000)

The amount of Interest received for this fund is determined by Finance.

(085-2980) Miscellaneous (\$40,000)

Revenue received not otherwise noted in other revenue accounts and the late penalty charged to residents that have not paid the trash and recycling collection fee.

(085-6145) Gain/Loss on Disposal of Fixed Assets (\$10,000)

Stormwater Fund Revenues (086)

2024 REVENUE ESTIMATES		
STORMWATER REVENUE INPUTS	ACCOUNT	AMOUNT
Interest Income	086-3185	\$ 11,000.00
State Aid Pension	086-3189	\$ 175,000.00
Stormwater Fee	086-3630	\$ 5,631,231.08
Stormwater Fee/Previous Year	086-3631	\$ 150,000.00
Other Grants & Misc.	086-5240	\$ -
Collection Fees - prior years	086-6300	\$ 5,000.00
TOTAL REVENUE		\$ 5,967,231.08

The Stormwater Utility cost of service and rate model was completed in 2017. The Rate Model is the foundation of the financial management strategy for the Utility. The Rate Model projected a steady rate of \$20/billing unit (500 square feet of impervious area) for the first four years of the Utility with a rate increase in Year 5 to provide sufficient funding for a bond issuance. Key to a bond issue was completion of a citywide drainage system study for both water quality and water quantity capacity and protection practices. These studies are currently underway. It is assumed no increase in rates is required for 2024 baseline services.

In addition to the projection of programmatic services covered by the Utility, the 2017 Model assumed a contribution to reserves would occur each fiscal year to prepare for small capital project cash-funding and to create a bond reserve and revenue history for the issuance of bonded debt for large capital projects identified in the citywide drainage study. Starting Fund Balance for 2023 was \$3,874,475.95 with a projected ending fund balance of \$2,808,885.51.

It is assumed that the reserves in Fund Balance can be appropriated in an emergency such as a pipe failure/sink hole opening in a roadway or public property that requires immediate action for major repair expenditures.

(086-3135) Interest Income (\$11,000)

(086-3189) State Aide Pension (\$175,000)

(086-3630) Stormwater Fee (\$5,631,231)

The stormwater fee is a charge for service. It provides primary revenue for the operation and maintenance of the City's drainage system, including compliance with Federal and State mandates for the protection of water quality. The impervious surface on a property serves as the meter for distributing costs for stormwater management services. Impervious area (development on properties) creates the need for a publicly operated drainage network. It is common to all properties regardless of the use for business, religious, school, government, industry, or residence. All properties in the City with over 250 square feet of impervious surface are required to pay the fee. Two exceptions are the impervious area in public roadways (City and PennDOT) and railway ballast (tracks). The annual stormwater fee is \$20 per 500 square feet of impervious area. Rates are set by City Council during the annual budget process. The fee is a line item on the City's real estate (CRE) bill distributed prior to February 1st of each year. The City bills approximately 34,000 CRE invoices and 33,500 include a stormwater fee. The City can accurately expect to collect 96% of the total stormwater fee billed each year.

(086-3631) Stormwater Fee – Previous Year (\$150,000)

The City typically recovers 96% of the total stormwater fee billed each year. The remaining 4% (approximately \$200,000) of stormwater fees not paid in the year in which they were due are sent to a third-party collection agency (PCC) to pursue. This balance includes the outstanding principal and 10% penalty. Once the account is placed with PCC, the outstanding balance incurs a 15% collection fee. The collection agency processes payments for fees/claims placed with them, and they subsequently remit the principal and penalty back to the City. According to our contract, PCC keeps the collection fee on payments made directly to them and taxpayers are advised to directly pay PCC for open claims. PCC will pursue claims for roughly 18 months. After the 18-month period, the claims are returned to the City for Revenue & Audit to pursue. Using our collection data, it is expected that the City will collect approximately \$150,000 in prior year stormwater payments.

(086-6300) Collection Fee – Prior Year (\$5,000)

The description of the 15% collection fee is detailed under Account 086-3631. It is applied to all claims (principal + penalty) placed with the third-party collection agency. When the collection agency processes payments for open claims it is pursuing (anything within the 18-month window), the collection agency keeps the collection fee. The collection agency will close a claim if it is unable to collect the claim within 18 months and return it to the City for pursuit by Revenue & Audit. When the City processes payments for claims which have been closed by the collection agency and returned to the City, the City is allowed to retain these collections fees per the contract.

Golf Fund Revenues (091)

(091-3182) Cart Rentals \$585,000

(091-3183) Greens Fees \$1,349,000

(091-3184) Driving range \$374,500

(091-3185) Interest Income \$8,000

(091-3186) Pro Shop Rental/Miscellaneous \$84,500

(091-3187) Golf Course Bar & Restaurant Rent \$41,000

(091-3189) State Aid Pension \$25,000

Rental Fund Revenues (105)

(105-2932) Rental Registration & Licensing Fees \$2,350,750

The Rental Unit Inspections program generates revenue by fees associated with the registration, enforcement, and inspection requirements of all rentals. We anticipate that our rental revenue will slightly increase this coming year. The Rental Department has completed a reorg in 2023 to create a staff that will focus on enforcement of nuisance, blight, vacant and problem properties within the City. The increased enforcement should result in this increase revenue.

(105-2933) Rental Presales Revenue \$100,000

See narrative for (105-2932)

(105-2934) Vacant Property Registration \$140,000

See narrative for (105-2932)

(105-4112) Rental Fines & Restitution \$1,000

See narrative for (105-2932)

(105-5241) State Aid Pension \$91,216

(105-6170) Miscellaneous \$2,000

Federal Grants (HUD) Revenues (700)

The City of Allentown has submitted a Five-Year Consolidated Plan approved by the United States Department of Housing and Urban Development (HUD) the plan is used to identify housing and community development needs and to develop specific goals and objectives to address those needs over a five-year period. The Five-Year Consolidated Plan for the City covers the period of January 1, 2020, until December 31, 2024. The Consolidated Plan allows the City to continue to receive federal housing and community development funds as a direct Entitlement from the U.S. Department of Housing and Urban Development (HUD). The City's Department of Community and Economic Development will administer the community development programs for the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships (HOME) Programs, and the Housing Opportunities for Persons with AIDS (HOPWA). The HOPWA program provides social services and rental assistance for persons with HIV and AIDs. The City of Allentown entered into an agreement with the Commonwealth of Pennsylvania to administer its HOPWA funds. The following are the funds awarded to the City in 2023:

CDBG - \$2,302,461.00

HOME - \$ 1,176,545

ESG - \$ 197,386

We will be using the 2023 grant award as an estimate for 2024.

HUD allows the City to use 20% of the CDBG funds for administrative fees in the amount of \$460,492, 10% of HOME funds for administrative fees in the amount of \$117,655 and 7.5% of ESG funds in the amount of \$14,804. These funds are used to cover the HUD staff salaries and any type of office administrative fees. Please see the CDBG budget worksheet for 2024.

The CED HUD department has also been working toward State grants and was awarded one grant for 2023. This allows us an additional \$9,133 in administrative fees.

Expected starting cash for 2024 is \$3,838,029.46.

General Fund Expenses (000)

General Fund Non-Departmental (000-01)

City Council (000-01-0101-0001)

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

Goal(s):

1. To work and support the administrative staff to ensure that public funds are used to deliver quality services in the most cost-effective and efficient manner which will make the City of Allentown a better place in which to live, work and play.
2. Conduct strategy and goal setting targets in each major committee.
3. To assist in the facilitation, development, and evaluation of city policy.
4. To foster citizen awareness, understanding and participation in government.
5. To improve communication with other local government agencies representing the City's interest.

Measurable Budget Year Objectives and Long-Range Targets:

1. To conduct and give oversight to City business through preparation and attendance of 40 city council meeting (including budget meetings), 100 committee meetings. Council meetings are the first and third Wednesday of every month.
2. To evaluate/develop/facilitate city policy in each of council's standing committees – Public Safety, Community and Economic Development, Parks and Recreation, and Public Works.
3. To review and respond to any average of 150 constituent complaints and attend 50 constituent/neighborhood meetings, if applicable.
4. To process and file 100 ordinances, 200 resolutions and 65 sets of minutes.
5. To organize, prepare and attend 40 city council meetings and 100 committee meetings.
6. Conduct the Annual Audit.

City Council Expenses (000-01-0101-0001)

(28) Mileage Reimbursement (\$1,063)

Council mileage reimbursement for travel on behalf of the City. Round trip mileage from City Hall to PA Capitol is 170 miles. IRS mileage rate is \$0.625. Cost per vehicle would be \$106.25, estimating 10 trips.

(32) Publications & Memberships (\$485)

For miscellaneous publication costs requested by City Council

(34) Training and Professional Development (\$8,300)

1. City Council will attend sessions as determined by their interests and approval by the Council President primarily Pennsylvania Municipal League (PML) training. \$5,300
2. Attendance at the 2024 Tyler Conference for training on the new ERP system. \$3,000

(44) Legal Services (\$50,000)

Council's Solicitor to attend all city council meetings, review agenda and conduct legal review of items pursuant to a majority of council approval. Resolution #30649

(46) Other Contract Services (\$440,500)

1. Contingency funds for legal & other consulting services and/or audits \$276,900
2. Municipal Code Solutions & Services Platform \$55,000
3. Digital Civic Engagement Software for Governments. An End-to-End Digital Experience \$40,000
4. Photography Services for Council members \$500
5. Annual City Financial Audit, contract #C01-00005 (2022-2024) \$68,100

(50) Other Services & Charges (\$15,000)

Legal Ads for Council/Committee Meetings, Street Vacations, Rezoning, Liquor License Hearings, etc.

(56) Uniforms (\$1,890)

Set of Council Polo Shirts \$30 and Sweaters \$75 -18 each.

(68) Operating Materials & Supplies (\$1,700)

1. City Pins and miscellaneous items not covered under General Supplies \$700
2. Food costs for various meetings \$1,000

Office of the Mayor (000-01-0201)

The Mayor of Allentown is designated by the City's Home Rule Charter as the Chief Executive Officer of the City. The Mayor's Office directs, monitors, and coordinates the service delivery and work product of all City departments. Some of the responsibilities of the department include overall City policy development and coordination, directing and monitoring all City services focusing on efficient and responsive delivery of those services, managing the communication around City services and events, directing management of the City's fiscal policy, responding to constituent and press inquiries, protecting and bettering quality of life for residents, directing the City's authorities, boards, and commissions, and oversees the execution of all bonds, notes, contracts, and written obligations along with City Council and the City Controller.

Programs and Personnel

The Mayor's Office consists of ten full time and non-bargaining staff: Mayor, Managing Director, Special Assistant to the Mayor, Executive Assistant, Communications Manager, Marketing and Social Media Manager, Civic Innovation Manager, Diversity Equity & Inclusion Coordinator, Graphic Designer, and Front Desk Receptionist. The Managing Director supervises the departments of CED, Parks and Public Works on their daily operations. The Special Assistant to the Mayor manages the Mayor's calendar and daily activities, works with City departments to draft legislation for the Administration that will be presented before City Council, and supervises constituent services on behalf of the City and the Mayor's Office. The Executive Assistant serves as a liaison between the Mayor's Office and the public as well as all business, industrial, labor, cultural and educational, social service, and governmental stakeholders. The Communications Manager is responsible for all internal and external communications, including developing effective messaging and communication strategies. This employee works with all forms of media, including press releases and digital campaigns, print materials, social media, audio, video and more. The Communications Manager supervises the Marketing and Social Media Manager, Graphic Designer and Communications-related internships. The Marketing and Social Media manager is responsible for content creation and communication on all City of Allentown social media pages. The Graphic Designer applies art, design, and copy layout skills to create visually engaging concepts such as logos, promotional and branding materials, communication media, and other print and digital materials. Responsibilities of the Front Desk Receptionist

includes performing routine clerical, secretarial and administrative work in answering telephones, receiving the public, providing customer assistance, data processing, and record-keeping.

Civic Innovation (0006)

This program, managed by the Civic Innovation Manager position, is responsible for various items created to foster civic engagement both interdepartmentally and among the residents of the City. It also oversees the Allentown Innovation Fund and Civic Engagement fund (in partnership with the department of Community and Economic Development) detailed in the 2023 budget. The Civic Innovation Manager works under the direction of the Mayor across all City departments to steward projects that deal with interdepartmental collaborations, community engagement, and/or new civic prototype.

Goals of the Office

The overarching goals and objectives of the Mayor's Office for the year of 2024 are as follows:

- 1.Improve communication with residents and stakeholders.
- 2.Promote interdepartmental collaboration.
- 3.Foster civic engagement.

To improve both the office and the City's communication with residents and stakeholders, the Mayor's Office will increase the amount of training available to current employees, advance the scope of diversity, equity, inclusion and accessibility within the departments and among external partners, and activate three internships with the focus of this goal. Due to the updates and changes of a new administration, the Mayor's Office staff members are in the process of developing and expanding their roles within the City. It is a priority to give each employee access to various experiences and trainings to advance their careers, while also cultivating their quality of service to both employees and residents. The training and conferences detailed in this year's budget will allow for this necessary development.

Along with development in skillset, the Mayor's Office is looking to advance the scope of diversity, equity, inclusion and accessibility both internally and externally through the Office of Equity and Inclusion. To best serve all City residents, coaching staff and developing policies through this office's lens is crucial. The Mayor's Office also plans to activate three internships to improve the process flow of communications between City staff and residents. One internship will concentrate on increasing efficiency in constituent services and collecting data to better represent the needs of residents, working hand in hand with the Front Desk Receptionist and Special Assistant to the Mayor. The Legislative internship will focus on gathering

information on current or upcoming state and federal legislation to further advance the City's services and charter. A Content Internship will focus on building content for City departments such as press releases and relaying consistent messaging for City programs, whose needs vary from brochures to digital art, T-shirts, billboards and more.

Content creation and consistent messaging is also imperative to the goal of developing and promoting interdepartmental collaboration. This objective will rely heavily on the advancement of the Communications team's personnel, training, and equipment. The Social Media Manager, Graphic Designer, and Content Intern, managed by the Communications Manager, will focus their efforts on facilitating collaboration within the City. With the scope of the City's communications rapidly evolving, it is also necessary to update the current equipment and obtain new materials that are compatible with the resources and platforms being used today.

Working jointly with the goals of communication and collaboration, the Mayor's Office plans to foster civic engagement through the Civic Innovation program. This program will research, design, and prototype new projects, programs, and policies for the City of Allentown, with its primary objective being to identify opportunities for governmental improvement. Much of its function will involve engaging community-based organizations and resident groups to pilot new ideas and identify policies that need to be disrupted. The Project Manager will spearhead this program and manage the Civic Engagement fund in partnership with the Department of Community and Economic Development. This fund is focused on resident activation and cohesion, with a plan to host four events every month: one in each of the City's main areas (East Side, South Side, West End, and Downtown) and provide childcare, food, and stipends for facilitation by community members.

Mayor's Executive Management Program Expenses (000-01-0201-0001)

(0001-04) Temporary Wages (\$19,500)

Interns (25 hours a week at \$15/hour year-round)

To continue to best serve the needs of the constituents and City employees, the Mayor's team will also activate three interns for communications, constituent services, and legislative knowledge. One communications intern will be assigned to work with the departments of Parks and Recreation, Public Works, and CED to draft press releases and help coordinate messaging around the services they provide. This intern will work to prioritize the departments following their "busy" seasons (i.e. Public Works in the fall and winter, Parks and Recreation in the spring and summer). This intern will report to the Communications Manager. The Constituent Services intern will be advancing the office's quality of service by helping residents via phone, email and the 311 platform, as well as utilizing the new Tyler 311 system to collect data on the daily needs of residents and better prioritize the City's services and communications around their concerns. This intern will be supervised by the Special Assistant to the Mayor. The Legislative intern will focus on researching state and federal legislation and updating the Mayor's Office on current or upcoming legislation that will be meaningful or impactful to Allentown residents. This intern will be supervised by the Executive Assistant.

(0001-26) Printing (\$425)

(0001-28) Mileage Reimbursement (\$400)

The Mayor's Office attends significant events such as but not limited to community meetings and press conferences that require staff to use their own vehicles. For every 150 miles each staff member drives, approximately \$100 is needed in Mileage Reimbursement.

(0001-32) Publications and Memberships (\$62,921)

The Mayor's Office needs access to media outlets in print and in electronic forms. The following is the list of publications and memberships needed:

1. Pennsylvania Municipal League annual membership dues –\$38,000
2. US Conference of Mayors annual membership dues – \$10,099
3. National League of Cities annual membership dues – \$9,697
4. Sister Cities International membership – \$1,500
5. Policy Commons-Cities, 1 staff \$2,500

Policy Commons will give us access to over five million pages of in-depth surveys, reports, and research from more than six hundred North American cities and urban agencies.

6. Periodical Subscriptions- \$550

The Morning Call, Lehigh Valley Business, Lehigh Valley Live, The Wall Street Journal & The New York Times

7. Canva Subscription (social media & marketing) \$125

8. Software Subscriptions \$450

(0001-34) Training and Professional Development (\$8,500)

The Mayor's Office needs access to various experiences and trainings to develop their careers in the City, while also providing quality service and skills to both employees and residents. The following is the list of training and professional development needed:

1. Management and Leadership MIT program – 1 staff at \$1,500

The Special Assistant to the Mayor has a wide array of duties that involve managing the Mayor's activities, assisting with cross departmental projects and communication, and supervising employees. Emeritus and MIT offer a 2-month online course on management and leadership, with a focus on developing skills in management, organization, and revisioning structural change.

2. US Conference of Mayors – Estimate \$7,000 (Mayor + 1 staff)

The Mayor and one staff member will attend both Mayor's conferences in the spring and fall. Spring and fall registration will cost \$1,500 each. Costs for both the Mayor and one staff member will be about \$2,000 for travel and lodging.

(0001-40) Civic Expenses (\$70,000)

Contributions to local non-profit civic organizations.

(0001-50) Other Services and Charges (\$5,000)

This account will be used for advertising services as follows:

Social media and advertising services – \$5,000

\$2,000 for social media advertisements for City run and sponsored events such as but not limited to St. Patrick's Day Parade, Earth Day in the Park, Blues, Brews & Barbecue.

\$3,000 for social media advertisement needs that come up throughout the year such as but not limited to vendor workshops, recreational sport clinics, vaccine clinics, summer concerts, health programs, lifeguarding certification.

(0001-56) Uniforms (\$1,000)

Jackets and outerwear: Each member of the team will need at least one item to purchase from a vendor to represent the City at external events.

(0001-68) Operating Materials & Supplies (\$5,750)

The following is the list of operating materials & supplies needed for the Mayor's Office:

1. Refreshments for meetings with external stakeholder groups and Authorities, Boards, Commissions and Councils – Estimate: \$3,000
2. Welcome gifts for employees, visitors, and interns (Pens, Notepads, Mousepads, etc.) \$2,000
3. Office Supplies not provided by Central Supply \$500
4. Refreshments for visitors of the Mayor and the Mayor's Office – \$250

(0001-72) Equipment (\$500)

Communications-related equipment – \$500

Mayor's Civic Innovations Program (000-01-0201-0006)

The Civic Innovation Program will research, design, and prototype new projects, programs, and policies for the City of Allentown. The field of Civic Innovation is broad, but its primary goal is to identify opportunities for governmental improvement. This could mean efficiency, saving the City time or money. It can mean an improvement in customer service, making sure that City processes and policies are human-centric and full of care. Improvement can mean finding innovative ways to meet the goals of the administration- making Allentown a greener City, a more transparent City, a City that offers more opportunities for residents to get involved. Often, Civic Innovation involves new technologies, but it is not always necessary to utilize technology to be innovative. The work of Civic Innovation is data-driven and extremely iterative- it seeks to do away with the phrase "it may not be the best, but that's the way we've always done it!" The Civic Innovation program will involve a multitude of stakeholders. It will establish more robust cross-departmental collaborations and work with Boards and Commissions to pilot new ideas. It will involve community-based organizations and resident groups to identify policies that need to be disrupted. When the Civic Innovation Program produces a successful pilot, it will work with higher authorities (regional, statewide, national) to bring the project to scale.

Mayor's Civic Innovations Expenses (000-01-0201-0006)

(0006-04) Temporary Wages (\$19,500)

Civic Engagement Interns, year-round, \$15 per hour, approximately 25 hours per week.

(0006-46) Other Contract Services (\$25,000)

1. Website content translation \$20,000.
2. Allentown Innovation Fund: This fund will be used to prototype small projects to find scalable solutions for departmental problems. Any department can apply with a project proposal and the Mayor will allot funding at his discretion. The department will work closely with the Mayor's project manager to implement the pilot. Estimated cost: \$5,000

(0006-68) Operating Materials & Supplies (\$26,000)

1. City Hall at the Table (CHATT) \$13,000
2. Office supplies (flip charts, name tags, markers, whiteboards) \$800
3. Miro Board licenses \$7,200
4. Allentown Innovation Fund Supplies \$5,000

City Controller (000-01-0301-0001)

Per the City Charter, the City Controller's responsibilities include:

1. Financial oversight of City finances, independent of the Executive and Legislative branches and shall review all expenditures of the Mayor, City Council and City Boards, Commissions and Agencies.
2. Review the Annual Budget before approval by City Council and make nonbinding recommendations to the Mayor and to City Council for consideration if he or she deems it necessary.
3. Be present or represented at all Council meetings.
4. Perform audits, including performance audits, of the City and any City department, office, authority, board, or commission.
5. Furnish to City Council, the Mayor, and others, as appropriate, periodic reports of audits conducted.
6. Direct internal financial security and loss investigation activities.

With one full time employee, the Controller's office works diligently to fulfill its Charter responsibilities.

In 2022, the office issued 70 audits and reviews of City operations. This included 3 Performance Audits.

Highlights of the findings included:

1. Over \$32 thousand in overpayments which were identified prior to release of final payments.
2. Identified numerous deficiencies in the Retirement Process and Payroll changes in EDEN.
3. Provided Administration with flowcharts that illustrated what a Citizen must do to establish a business in the City.

To date in 2023, 33 audits and reviews have been conducted. These audits and reviews contribute to efficient and effective City operation.

The Controller's Office provides a summer internship program for college students. The Program is project based and provides students with real world audit experience while providing Administration with insight into the departmental functions through process flowcharts, narratives, and audit reports.

The Controller's office administratively supports the City's \$344 million dollar pension funds, is the official repository for all City Contracts and continuously monitors and requests the City's escheat property.

City Controller Expenses (000-01-0301-0001)

(04) Temporary Wages (\$33,904)

Temporary wages include resources for our very part time Admin Assist and summer interns. In addition to providing a true learning internship experience for the students, the program provides valuable insights into the operations of the audited programs.

(26) Printing (\$230)

Managed print services include internal printing, materials for pension board members and internship audit materials.

(28) Mileage Reimbursement (\$100)

Off-site auditing mileage reimbursement.

(32) Publications & Memberships (\$765)

Publications and Memberships expenditures support the Auditor's professional development:

1. Institute of Internal Auditors (IIA)
2. Association of Local Government Auditors (ALGA)
3. Lehigh Valley Association of Certified Fraud Examiners (LV ACFE)
4. Government Finance Officers Association of PA (GFOA-PA)
5. National Association of Certified Fraud Examiner (ACFE)

(34) Training & Professional Development (\$5,920)

Training and Professional Development pays for the Auditor's CPEs. Some of this professional development is needed to maintain the certified fraud examiner certification while others, in such categories as Accounting and Auditing, Municipal Service Delivery, and Financial Planning and Budgeting, keep the Auditor's knowledge base current.

1. ERP Tyler Conference & Training
2. Government Finance Officers Association (GFOA) Seminars & training
3. Association of Certified Fraud Examiners (ACFE) Webinar
4. Microsoft Excel training in data analytics, local Institute of Internal Auditors (IIA) and an additional course

as needed to maintain 20 CPE credits as required by the ACFE (minimum required 10 in Fraud, 2 in Ethics).

4.1 Conference at DeSales plus mileage

4.2 County/City Controller's Office Conference, no mileage

(40) Civic Expenses (\$100)

State of the City and other non-profit events.

(50) Other Services and Charges (\$100)

The cost of advertising for the internship program.

(68) Operating Materials and Supplies (\$600)

Office operating supplies as needed not provided by central supply and the intern program luncheon and reception.

(72) Equipment (\$100)

Miscellaneous computer peripherals and office equipment as needed throughout the year.

Law Office (000-01-0501-0001)

The City Solicitor's Office serves as the Legal Department for the City of Allentown. The Office is the legal advisor to the Mayor, the Controller, and all City departments and agencies. It represents the City in all legal proceedings to which the City is a party. The mission of the Solicitor's Office is to provide efficient, timely, and ethical legal services in a cost-effective manner to government, so that the City Administration and all City Departments can achieve their policy and operational goals while advancing the public trust.

Our core functions can arguably be summed up by three words:

- Advisor
- Advocate
- Watchdog

Advisor – Per the City Charter the Solicitor's Officer is the legal advisor for the City of Allentown. We review past, present, and future actions of the City considering the law. We advise as to what the law provides. We assist in trying to reach resolutions of issues before those issues get into the Courts.

Advocate - When resolution cannot be achieved outside the Court system, we advocate within the Court system for the City's interests. Multiple City Departments depend upon the Solicitor's office to advance or defend their interests through litigation in the Pennsylvania Court System. Solicitors advocate on behalf of the City for liability defense, property damage collection, tax collection, compliance with municipal codes (property maintenance, building, zoning, business privilege tax), compliance with the Right to Know Law and RTKL Appeals.

Watchdog- On most issues, the law allows for a wide latitude in how the issue can be resolved. The Solicitor's Office works to keep the debate, discussion, and ultimate action within the boundaries of what the law allows.

These functions overlap a bit, but most if not all of what we do falls into one of these three categories. Advisor. Advocate. Watchdog. We serve these functions through the individuals we have employed within the office and through outside counsel.

DUTIES OF THE SOLICITOR'S OFFICE

Litigation

Outside Counsel for Civil Rights and Employment Discrimination Cases – The City has insurance for: Civil Rights litigation; and employment discrimination litigation. Under the terms of the insurance, these types of cases must be handled by outside counsel approved by the insurance company. The City has had the civil rights insurance for quite some time; the employment discrimination insurance was just purchased within the last few years. Prior to the City having the employment litigation insurance, employment cases were handled by outside counsel. These cases will continue to require outside counsel because of our insurance requirements. The Solicitor's Office Litigation Paralegal handles discovery responses and preparation at the request of outside counsel.

Union Grievance and General Employment Matters – City insurance does not cover union grievance matters and general employment matters. It is anticipated the Solicitor's Office, through both in-house counsel and outside-counsel, will need to be involved in these matters.

Negligence (Tort Defense) and Property Damage Collection – Cases where people sue the City claiming to have been hurt physically by City property or personnel, are not covered by insurance. These claims are distinct from those where individuals allege that their Constitutional rights have been violated. In some instances of negligence, the City's liability is secondary, or a plaintiff cannot produce enough evidence to pierce the City's immunity. In those instances, the City is in a good position to win on motions or settle the case with little to no contribution from the City. Litigating those cases in-house saves the City significant outside counsel expenditures. Likewise, City initiated property damage collection cases are performed in-house and provide significant savings on outside counsel expenses.

Eminent Domain Actions – The Solicitors Office handles all City initiated eminent domain actions in Common Pleas Court.

Business Privilege Tax recoveries. The Solicitor's Office handles all filings and litigation for Business Privilege Tax recoveries for amounts over \$12,000. Amounts under \$12,000 are filed in District Court by revenue and audit inspectors; the Solicitor's Office assists in these actions upon request of revenue and audit.

Property Maintenance Code, Building Code, Zoning Code, SWEEP Prosecutions – The Solicitor's Office has increased its involvement in these matters in the last several years, appearing before District Magistrate when requested by departments and all Common Pleas Court Summary Appeals trials. It is anticipated there will be a further increase in the use of the Solicitor's Office for these matters.

Municipal Board Actions – For those boards with independent legal counsel (Civil Service Board, Zoning Hearing Board, Nuisance Abatement Board, etc.) the Solicitor's Office represents the City and prosecutes on behalf of the City's interests.

Statutory Appeals – The Solicitors Office represents the City in all appeals of Municipal Board decisions where the City is an interested party. These actions are initiated in Common Pleas court and could proceed to Commonwealth and Supreme Court appeals.

Office of Open Records (OOR) Appeals – The Solicitor's Office represents the City in all appeals of OOR Right-to-Know decisions where the City is an interested party. These actions are initiated in Common Pleas court and could proceed to Commonwealth and Supreme Court appeals.

Municipal Board Assistance

The City of Allentown has multiple review and appeal boards and commissions (Tax Appeal Board, Property Maintenance Appeal Board, Planning Commission, Pension Review Board, etc.). The Solicitor's Office acts as legal counsel for several of these boards, providing legal advice and preparing the written final adjudication decisions.

Departmental Requests for Legal Assistance

The Solicitor's Office reviews and responds to all legal questions from City Departments. It is anticipated that City Departments will increasingly use the Solicitor's Office with requests for review on intended departmental actions. See ATTACHMENT A.

Contract Preparation/Drafting/Review/Negotiation

The Solicitor's Office provides legal assistance in the drafting of City Contracts, Memos of Understanding, Leases, and Grants for City departments.

Ordinance and Resolution Drafting/Review

The Solicitor's Office provides legal assistance in the drafting and review of ordinances and resolutions intended for introduction at City Council meetings.

Right to Know

The City is a public agency responsible for responding to Right-to-Know requests. The Right-to-Know Law requires a presumption of openness all records are presumed to be public records unless disclosure is exempted by law. The burden is on the government agency to establish why the record is not available. The City receives over 100 RTK requests per month. Each request is thoughtfully reviewed and processed before a response is provided. It is anticipated that the City will receive over 1,300 RTK requests this year. The Solicitor's Office is proud of their commitment to government openness that is performed everyday through the Right-to-Know process. See ATTACHMENT B.

CURRENT STRUCTURE OF THE SOLICITOR'S OFFICE

The Solicitor's office consists of one (1) part-time attorney serving as City Solicitor and three (3) non-bargaining full-time attorneys (Deputy Solicitor, and two (2) Assistant Solicitors.)

HISTORY: In 2015, one of the Assistant Solicitor positions was split into two part-time positions. In 2017, one of these part-time positions was converted into a full-time position. In June 2019, the Solicitor positions were made full-time positions.

As of October of 2019, the office had a full-time Solicitor, a full-time Associate Solicitor, and two (2) full-time Assistant Solicitors. The four (4) full time positions enabled the office to handle an increased number of tax and enforcement litigation actions in-house as well as begin to bring tort defense litigations in-house.

The second part-time Assistant Solicitor position was vacant for a two-year period beginning in 2019. In March of 2021, this part-time position was made a full-time Assistant Solicitor position bringing the total number of Assistant Solicitors to three (3) and bringing the office to five (5) full-time solicitors. In 2022 the Associate Solicitor retired and one of the Assistant Solicitors was elevated to the Associate Solicitor Position and then re-classified as the Deputy Solicitor.

In 2023 the full-time Solicitor resigned and was replaced with a part-time solicitor bringing the office to the current Attorney levels of one (1) part-time City Solicitor, one (1) full-time Deputy City Solicitor, and two (2) Assistant City Solicitors. Two (2) part-time Assistant City Solicitor positions remain vacant.

For 2024, the Office will continue with the current attorney levels except for reducing the part-time Assistant City Solicitors from two (2) to one (1) position.

The Solicitor's Office consists of 4 (four) full-time staff members, the Contract Paralegal, the Litigation Paralegal, the Legal Administrator, and the Right-to-Know Officer.

HISTORY: In 2017, a Litigation Paralegal position was added to the full-time staff, bringing the staff to three (3), the Litigation Paralegal and two (2) Legal Administrative Assistants. Under the 2020 Budget, one of the Legal Administrative Assistants was re-classified as an Executive Legal Administrative Assistant. In March of 2020, the RTKL officer was added as an additional staff member, however, the individual hired was a licensed attorney. When the RTKL officer was promoted to full-time Assistant Solicitor, the RTKL position remained vacant. In 2021 the other

Legal Administrative Assistant was re-classified as Legal Administrative Manager. In 2022, the office functioned with three (3) staff members, the Executive Legal Administrative Assistant, the Litigation Paralegal, and the Legal Administrative Manager.

In 2023, the Executive Legal Administrative Assistant was reclassified as the Contract Paralegal, the Legal Administrative Manager was reclassified as the Legal Administrator, and the office added the Right-to-Know Officer, bringing the office to the current staff levels.

The Office does not plan to make staff personnel changes in 2024.

The Solicitor's Office will consider candidates for a summer legal intern position for the summer of 2024. This Internship Program will provide legal research and legal writing assistance to attorneys and staff as well as providing municipal legal experience for local law school students.

In 2022, the Solicitors Office consisted of five (5) full-time attorneys, including the full-time Solicitor, and three (3) full-time staff members. Presently the office operates with three (3) full-time attorneys, one (1) part-time Solicitor, and four (4) staff members.

The addition of the RTK Officer is invaluable for the office to address the annually increasing amount to RTK requests.

Notwithstanding the addition of the RTK Officer, the Solicitor's office is currently at its lowest level of full-time attorneys since 2019 while maintaining the same level of legal responsibilities that the office covered with five (5) full-time solicitors. Moving forward, the Office will need to evaluate if the current staffing is sufficient to meet the legal needs of the City.

Law Office Expenses (000-01-0501-0001)

(04) Temporary Wages (\$69,600)

Salary for 1 Part Time Assistant Solicitor at \$60,000 & 1 paid Intern at \$9,000.

(26) Printing (\$880)

(28) Mileage Reimbursement (\$750)

The Law Department anticipates that it will spend \$750 for mileage reimbursement.

1. 5 trips to the Federal Courthouse in Philadelphia for City litigation matters. Approximately 648 miles at \$.625/mile totaling \$405.
2. Miscellaneous mileage reimbursements \$345.00

(32) Publications and Memberships (\$21,142)

1. Thomson Reuters West Subscription at \$821.41 monthly totaling \$9,856.92 per year
2. American Bar Association Membership at \$270 per year
3. Bar Association Membership 3 staff at \$523 totaling \$1,569
4. PA Attorney License Fees 3 staff at \$275 totaling \$825
5. Lehigh County System Access \$300 per year
6. Pacer \$200 per year
7. Thomson Reuters West Law Library Plan at \$91.83 monthly totaling \$1,101.96 per year
8. Paralegal Certification & Membership \$165 per year
9. IMLA Membership \$1,190 per year
10. The Legal Intelligencer at \$419.88 per year
11. Book purchases/renewals at \$5,000 per year
12. SHRM Membership at \$244 per year

(34) Training and Professional Development (\$10,488)

1. Required Annual Continuing Legal Education (CLE) requirements for 3 attorneys \$2,100 per year.
2. Paralegal Continuing Education requirements 9 CLE's for 1 Paralegal @ \$25.00 totaling \$225
3. PELRAS Conference registration \$215, lodging \$150, travel \$225, meals \$120 for 3 attorneys at \$710 totaling \$2,130.
4. Right To Know Training for 7 staff T \$279 totaling \$1,953.
5. Institute for Paralegal Education for 4 Paralegals AT \$320 totaling \$1,280.
6. Miscellaneous webinars/training courses. The estimated cost is \$1,000.
7. Pennsylvania Bar Institute – ProPass Online 4 staff at \$450 totaling \$1,800.

(40) Civic Expenses (\$100)

The Law Department estimates \$100 for one (1) ticket to attend State of the City Address.

(44) Legal Services (\$425,000)

The Law Department estimates that it will pay outside counsel \$425,000.00 in legal fees. The Law Department’s 2023 expenditures are limited through July of 2023 due to historically low to-date expenditures for zoning, labor negotiations, employment litigation, and financial compliance matters. We anticipate expenses for 2024 to be in line with 2022 and 2021 with several additional expenditures. The Solicitor’s salary, \$70,000, will be paid out as outside legal services. In 2024 outside legal expenses will also include the initiation of labor negotiations for collective bargaining agreements for the International Association of Fire Fighters (“IAFF”) and the Service Employees International Union (“SEIU”) (In 2021, SEIU labor negotiation fees ran more than \$125,000).

**2024 OUTSIDE COUNSEL LEGAL FEES FOR
OTHER CITY OF ALLENTOWN DEPARTMENTS**

DEPARTMENT	EXPENDITURES
Treasury	\$7,000.00
Zoning	\$30,000.00
Compliance	\$85,000.00
Human Resources	\$14,000.00
Total	\$136,000.00

2023 PAID OUTSIDE COUNSEL FEES AS OF 7/17/23

VENDOR	MATTER	EXPENDITURES
American Arbitration Association, Inc.	Arbitration Matters	\$650.00
Robert M. Knauer, Esquire David Vaida, Esquire	Zoning Hearing Board Decisions	\$6,380.00
Bingaman, Hess, Coblenz & Bel	Employment Investigations	\$4,195.20
Eckert, Seamans, Cherin & Mellott, Campbell Durrant, P.C.	Special Labor Counsel/General Labor Negotiations/ 2023 Police Contract Negotiations	\$14,906.70
Joshua Mazin, Esquire	Police & Fire Civil Service	\$2,856.00
Total:		\$28,987.90

2022 PAID OUTSIDE COUNSEL FEES

VENDOR	MATTER	EXPENDITURES
Dilworth Paxson LLP	Da Vinci Science Center Low Income Housing Program	\$72,449.19
The Kapoor Company	Workforce Issues	\$2,317.50
Bybel Rutledge LLP	Employment Investigations	\$68,790.13
Bingaman, Hess, Coblenz & Bel	Employment Investigations	\$23,576.49
Hoffman, Hlavac & Easterly	Employment Investigations	\$2,226.00
Eckert, Seamans, Cherin & Mellot Campbell Durrant, P.C.	Special Labor Counsel/General Labor Matters/ SEIU Negotiations/ 2022 Police Contract Negotiations	\$72,915.72
Robert M. Knauer, Esquire David Vaida, Esquire	Zoning Hearing Board Decisions	\$20,895.00
Jared Noah Kasher, Esquire	COA & FOP, Queen City Lodge	\$4,162.50
MacMain, Connell & Leinhauser	Cell Phone Issue	\$408.50
Joshua Mazin, Esquire	Police & Fire Civil Service	\$3,552.00
Plunkett & Graver, P.C.	Allentown Authority Confirmation Deed	\$350.00
Craig B. Neely, Esquire	Nuisance Abatement	\$585.00
Total:		\$272,228.03

2021 PAID OUTSIDE COUNSEL FEES

VENDOR	MATTER	EXPENDITURES
American Arbitration Association, Inc. Richard McNeil, Esquire Ralph H. Colflesh, Jr., Esquire	Arbitration Matters	\$6,745.40
Cohen Law Group, P.C.	Verizon & AT&T Wireless Lease	\$6,840.00

Eckert, Seamans, Cherin & Mellott, LLC Campbell Durrant, P.C.	Special Labor Counsel/ General Labor Matters/ SEIU Negotiations	\$129,393.40
Lamb McErlane, P.C.	Business Privilege Tax Appellate Counsel	\$27,126.30
Thomas M. Caffrey, Esquire	Police & Fire Civil Service	\$6,886.25
Dilworth Paxson LLP	Da Vinci Science Center	\$12,919.78
Dilworth Paxson LLP	Allentown Authority	\$5,389.48
Duane Morris LLP	Employment Investigation	\$15,602.00
Cohen Law Group, P.C.	Broadband Project	\$10,290.00
Fleisher Forensics	Expert Legal Fees for tort litigation	\$12,247.90
Total:		\$233,440.51

(50) Other Services & Charges (\$25,000)

The Law Department anticipates that it will spend \$25,000.00 for filing fees, recording fees, deposition transcription fees, transcripts/records from court depositions and court hearings, and court reporting services. In prior years, most of these fees would have been included in the Risk budget's payment to outside counsel for negligence matters. With an increase in the number of cases being handled in house, these costs have had to be shifted to the Solicitor's Office budget.

(68) Operating Materials and Supplies (\$1,500)

The Law Department has an existing inventory of office supplies that will need to be replenished throughout 2024 (\$1,500.00). Law also needs to replace an existing table which holds printer and operates as a workspace (\$500.00). The estimated cost is \$2,000.00.

(72) Equipment (\$1,500)

The Law Department will need to replace office furniture such as 2 reception area chairs.

Finance Department (000-02)

Revenue and Audit Bureau (000-02-0602-0001)

The Bureau of Revenue and Audit administers the billing policy and procedures for City Real Estate, Residential Trash assessments, Stormwater Utility assessments, Business Licenses and Business Privilege Tax. The program manages the appropriate customer service, cashiering, tax certifications, business applications and account maintenance for both the real estate and business database files, as well as the central source for processing bankruptcy claims, filing municipal liens and providing payoff amounts for claims levied for the benefit of the Solid Waste and Stormwater enterprise funds. Revenue and Audit is comprised of 16 professionals: the Bureau Manager, Operations Manager, 1 Senior Tax Examiner, 5 Tax Examiners and 8 Revenue Specialists. The Bureau Manager and Operations Manager have different responsibilities overseeing the functions, staff, and day to day tasks of the Bureau. The tax examiners act as the City's in-house enforcement mechanism for delinquent, general fund tax claims and municipal claims for the above-mentioned funds.

Enforcement includes filing civil complaints, obtaining judgments and executing thereupon to levy the personal property of the debtor for recovery of the delinquent amounts. They are also tasked with engaging in intensive discovery of unregistered business accounts, researching all current and prior case law to ensure tax deficiency assessments are sustainable in court and to detect new sources of revenue relevant to evolving case law. Our Revenue Specialists are pivotal to the day-to-day functionality of this office and are tasked primarily with customer service, payment processing, creating new business accounts, processing tax certifications, data entry, and administrative record keeping.

Revenue and Audit issues approximately 34,000 City Real Estate invoices each January, generating roughly \$38,000,000 in General Fund tax revenue annually. The City also levies a Business Privilege Tax on the gross volume of business transacted within the City of Allentown. Revenue and Audit issues approximately 13,000 Business Privilege Tax invoices, bringing in close to \$12,000,000 in General Fund tax revenue annually. Revenue and Audit is also responsible for processing prior years city real estate remittances from the Lehigh County Tax Claim Bureau, business license fees, tax certification fees, prior water and sewer claims, municipal claim recoveries, and the PA Utility Realty Tax.

Our primary focus is to provide quality customer service to the City of Allentown’s taxpayers. Our goal is to continually increase the recovery rate of all duly assessed taxes and municipal claims. To do this, we need to repeatedly provide new policies and procedures to automate and increase efficiency, ensuring that we are equitably enforcing regulations.

Revenue and Audit Expenses (000-02-0602-0001)

(06) Premium Pay (\$10,000)

The City has recently implemented a new licensing and permitting software, and as a result our staff has spent numerous hours updating our records from the data conversion. To meet the continuing needs of the City, there are times where our bargaining unit staff will need to work overtime to maintain our compliance efforts. The budget expense will cover voluntary staff overtime. We expect to offer approximately 48 hours of overtime throughout the year. If every team member elected overtime pay each time we offered overtime, the rate per hour would be \$427 for the entire team. At 48 hours, that would be an expected expense of \$20,499; however, we have found that roughly half of our team members elect compensation time instead of overtime pay, significantly reducing our premium pay expense. We estimate a cost of roughly \$10,000 in premium pay.

Premium Pay - 000-02-0602-0001-06	
Approx. Bargaining Staff Expense Per Year	\$ 592,189
Hours Per Year	<u>2,080</u>
Bargaining Unit	\$ 285
Overtime Rate	<u>1.50</u>
OT Wage (Entire Team)	\$ 427
Expected OT Hours	<u>48</u>
	\$ 20,499
Expected 2024 Expense	\$ 10,000

(11) Shift Differential (\$1,000)

Bargaining unit team members are compensated for shift differential when working more than 8 hours in one workday. Team members are paid \$1.50 per each additional hour worked more than

their normal 8-hour workday. This \$1,000 will cover the shift differential pay for overtime hours anticipated in 2024.

Shift Differential - 000-02-0602-0001-11			
Number of Employees			14
Shift Differential Per Hour			1.50
		\$	21.00
Expected OT Hours			48.00
		\$	1,008
Expected 2024 Expense			\$ 1,000

(26) Printing (\$1,200)

(28) Mileage Reimbursement (\$125)

There may be a time where the Bureau Manager and Operations Manager are required to travel to Harrisburg to attend legislative sessions that are relevant to any business affecting the City of Allentown, specifically Revenue & Audit. Although this is a rare occurrence, we need to prepare for this to happen one time in 2024. The distance between Allentown and Harrisburg is roughly 90 miles. Considering the IRS increased the mileage reimbursement rate in 2023 to \$.655 per mile, we expect the reimbursement expenses to be \$125.00.

(32) Publications and Membership (\$2,800)

Some Revenue & Audit staff are members of the Pennsylvania Business Privilege and Mercantile Tax Collectors Association - an organization formed to discuss mutual problems, share experiences, and work toward uniform standards in the administration, enforcement and collection of Business Privilege and Mercantile Taxes. The dues are \$50 per year for active members which include the Bureau Manager, Operations Manager, and our 6 tax examiners. Together, this totals \$400. Our staff must be members to attend the yearly Business Privilege Tax Conference to network and learn from other members who also collect business privilege tax.

Wolters Kluwer – CCH AnswerConnect is a subscription service that catalogs Federal and State legal cases. This online database is continually updated with cases and legal opinions which set precedent

for our collection actions and is critical for the success of Revenue & Audit. The current list price is \$2,000, which gets invoiced in November; however, the price of the subscription may increase.

(34) Training and Professional Development (\$5,435)

The above-mentioned Pennsylvania Business Privilege and Mercantile Tax Collectors Association holds a conference each year at a different location within Pennsylvania. The cost to register is \$150 per person and each one of our tax examiners as well as the managers attend. This conference is beneficial because we learn what other municipalities are doing in terms of collections and discovery of new businesses. Any new laws or regulations coming from the state are discussed, and it is a great opportunity to network with other jurisdictions so we can collaborate or help each other out with tax issues that arise. The total cost for registration is \$1,200.00 (8 at \$150 each).

Along with the registration costs, there are travel costs in which we should budget for a round trip of at least 375 miles because the conference location varies, and the location is not announced until the following year. In the past, the furthest we have traveled was to Penn State which is 175 miles. This brings our mileage budget to \$225.00 (345 at \$0.655 per mile).

Depending on the conference location, hotel accommodations may be necessary. We will need to budget for 5 rooms and 3 nights. Our estimate is a \$150.00 room charge per night, totaling \$2,250.00.

The conference includes some but not all meals. Estimating \$30 per person, per meal, for 4 meals, we are budgeting for \$960 for food.

Each conference includes an additional networking activity. The estimated cost of this activity is \$100 per person, totaling \$800.

All estimated costs for 2024's Business Privilege Tax Conference bring the total budget for Training and Professional Development to \$5,435.00.

(50) Other Services and Charges (\$48,428)

The General Fund court costs in this account are used almost exclusively to file civil complaints against businesses that have failed to pay BPT, after having been duly assessed according to the Local Taxpayer Bill of Rights Act 53 Pa. C.S. §§ 8421-8438.

Most complaints are filed in the Magisterial District Courts (average cost \$205.00). When the City obtains judgment, it transcribes the judgment from District Court to the Court of Common Pleas (cost \$80.90). If the taxpayer fails to settle the judgment at this stage, execution on the judgment is filed with the prothonotary (\$12.50) and service is requested from the Sheriff's Office to levy the taxpayer's personal property (\$200.00), either tangible or intangible.

Costs are recoverable and booked as revenue in account 000-6172 when recovered.

We can determine expected costs by setting a performance goal for the tax examiners to issue 550 assessments in the year 2024. We will also include assessments that carry over from 2023, approximately 100. We can assume 12% of these assessments, for various reasons, will be uncollectable. After removing the uncollectable assessments, history has shown we will need to pursue 20% of outstanding assessments with legal action, starting with a civil complaint, costing \$23,370. We can expect 87% of filed civil complaints will be paid due to this action. We will need to continue to pursue legal action in the Court of Common Pleas for the remaining 13% costing \$4,100. We need to increase our 50 (Other Services & Charges) account to accommodate compliance efforts of exposing severely delinquent properties to a Real Property Sheriff's Sale. We believe publicly notifying and pursuing this type of action will in turn bring compliance in a timely manner. The sheriff's office and court fees associated with these sales are \$1,600 per property. Advertising costs equate to \$1,200 per property.

This account also contributes \$2,000 to the shared expense of our Lexis Nexis subscription.

Also projected for 2024 would be to retain a stenographer for any Tax Appeal Board hearings. We estimate this to happen no more than 5 times in 2024. The cost to obtain stenographer services is \$150, if we hire one 5 times, that is \$750. In the event we need the transcript, we incur a \$5 per page fee, assuming a transcript is around 100 pages, that equals \$500.00. Additional services are needed to begin the process of exposing six properties that are severely delinquent to a Real Property Sheriff's Sale. A title search is required at a cost of \$150 per property. The department expects to list six properties in 2024.

(68) Operating Materials and Supplies (\$1,000)

Revenue & Audit needs to maintain daily work function with a variety of office supplies including, counterfeit bill pens, batteries, printer cartridges, calculators, water cooler filters, among other things.

We are estimating costs to be \$1,000.

(72) Equipment (\$300)

Small computer accessories and equipment such as replacement headsets.

(90) Refunds (\$275,000)

Revenue & Audit is tasked with processing refunds for overpaid General Fund taxes & fees (City Real Estate Tax, Business Privilege Tax, and Business License Fee). It is nearly impossible to assume the volume of overpaid accounts each year. A contributing factor to our expense increase was the implementation of the lockbox processing center. The City processes City Real Estate payments in 3 ways, directly processed by City Hall staff, through a mortgage upload, or through TD bank's lockbox feature. Removing the mortgage upload from our calculation, which is responsible for 31% of all City Real Estate transactions, lockbox has significantly decreased processing times and is responsible for processing 57% of the remaining City's Real Estate payments. However, because the lockbox processing center is automated and focuses on expediting the payment process turnover time, payments that the processing center receives are processed without being able to review whether the account has already been paid. This has resulted in an increase in overpayments for City Real Estate in 2023. Which is down from the 2022 tax year.

As of August 2023, the City's overpaid balance on City Real Estate is rounded to \$277,000. We estimate an additional \$13,000 of business privilege tax to be added to this tally totaling \$290,000. Assuming we expend the total 90 account, which is currently \$180,000 in 2023, that will draw down our expected overpayments to \$110,000. While we are working with TD to find a solution to eliminate this issue, we input an expected 2024 CRE overpayment balance of \$215,000. The expected overpaid Business Privilege Tax figure, totals \$15,000. With total estimated overpayments of \$340,000 in 2024, we are budgeting for refund expenditures of \$275,000.

Finance and Budget Administration Bureau (000-02-0602-0003)

The Finance and Budget Administration Bureau is composed of 6 individuals: the Director of Finance, the Deputy Director of Finance, and four financial analysts, each with their own area of focus. The Bureau is tasked with the oversight of all financial affairs of the City, but mainly focuses on creating and supporting the budget, the various funds, bank reconciliations, financial reporting, cash and debt strategies, pension administration, and investments. The Finance Director is the main liaison for financial affairs for the Mayor, the Cabinet, City Council, the Controller, and the public. The Deputy Director oversees personnel matters and operations. The Financial Analysts support the departmental budgets and internal departmental functions.

The objective of the bureau for the remainder of 2023 and 2024 is to hit our goal of 98% accuracy in revenue estimation and 94% accuracy in expenditure estimation in the General Fund. The shift to Zero-Based Budgeting methodology in 2023 increased accuracy in expenditure and revenue predictions. A new task for 2024 will be the implementation of a new ERP system called Munis, a Tyler product. The project is expected to start in October 2023 and take 18-24 months. It begins with the General Ledger financials and Payroll in the Treasury bureau. The monthly cash balance reporting, quarterly capital and budget proposal process will also migrate to Munis. The second phase will be Human Resource Management and the third is Property & Business tax collection primarily in the Revenue & Audit bureau. The Financial Analysts will be heavily involved with all three phases as part of our oversight of the Pension & NIZ tax reporting roles.

Finance and Budget Administration Expenditures (000-02-0602-0003)

(04) Temporary Wages (\$17,500)

The City's implementation of a new ERP system is starting in October of 2023. We anticipate a 12-month roll out process which will overlap with the 2025 budget season beginning mid-June 2024. To assist with the increased workload, we are budgeting for an Intern or Part-time temporary help in the summer/fall of 2024.

(26) Printing (\$285)

Managed print services for the Budget & Admin office have historically been between \$250- \$300. Following in the steps of the Purchasing & Treasury bureaus, we are working with IT to transition to

electronic request & approval formats for budget related tasks such as budget transfer requests. This will reduce the print-sign-scan not just in the budget office, but across all City departments. However, the anticipated savings in print jobs of transfers is off set with the move of pension tasks from HR to Finance. The employee on-boarding process for 2024 will still be paper-driven.

(32) Publications and Membership (\$2,210)

The various memberships allow for discounted educational opportunities, professional publications, networking opportunities, regional events, and other resources.

1. National Government Finance Officers Association (GFOA) – (\$1,290)
 - 1.1. Base Membership for (4) individuals is \$840 based on population for: Internal Audit Manager, Finance Director, Deputy Finance Director, and 1 Budget Analyst.
 - 1.2. Add-on memberships are billed at a rate of \$150/each for (3) Financial Analysts Membership period runs 5/1/24 - 4/30/2025.
2. Regional Government Finance Officers Association (GFOA-PA)- (\$450)
 - 2.1. Government memberships are billed at a rate of \$75/each: Finance Director, Deputy Director and (3) Financial Analysts
3. Institute for Public Procurement (NIGP) membership - (\$95)
 - 3.1. Individual membership for Deputy Director for Purchasing oversight.
4. PA Association of Public Employee Retirement Systems (PAPERS) membership (\$375)
 - 4.1. Director, Deputy Director & Pension Analyst, \$125/each.

(34) Training and Professional Development (\$25,000)

Training & professional development ensure that staff has access to the latest information on industry best practices. Inclusive of conferences, online forum, online roundtable discussions and educational webinars

1. GFOA webinars and other Finance & Budget online training programs for the (5) Budget staff. (\$4,000)
2. GFOA-PA Regional Conferences - (\$6,000)

We would like to send (4) individuals to the PA GFOA conference in 2024. Average total cost for the conference is around \$1,500/per attendee: registration, lodging, travel & meals.

3. GFOA National Conferences - (\$5,000)

We would like to send (2) individuals to the National GFOA conference in 2024. Average total cost for the conference is around \$2,500/per attendee.

4. ERP Tyler Conference - (\$9,000)

We would like to send (3) individuals to the Tyler Conference in 2024. The Dept. is migrating to Munis beginning in the fall of 2023. The Director and the analyst involved in position budgeting should attend to maximize product knowledge.

5. PAPERS Pension Certification program- Director & (1) Analyst, \$500/each (\$1,000)

(40) Civic Expenses (\$100)

Attendance at the annual State of the City address. Tickets are \$49/person, Director and Deputy.

(46) Other Contract Services (\$34,000)

1. Financial Management Consulting Services - (\$16,000)

1.1. NW Financial Group, Contract C07-000050, to establish short-term and long-term financial and managerial objectives that strengthen the fiscal capacity of Allentown's government to administer essential public services. Current 3-year contract commenced January 1, 2022.

2. NIZ Electronic Reporting Portal annual maintenance. (\$18,000)

(50) Other Services and Charges (\$278,580)

1. County & School taxes for City-owned properties; \$12,000 is reimbursed by the tenants. (\$18,000)
2. Stormwater fee for City-owned properties; previously recorded in 000-02-0602-0003-88. (\$258,580)
3. New hire PMRS enrollment fee; \$20 per person. (\$2,000)

(68) Operating Materials and Supplies (\$1,000)

1. Office supplies not provided by central supply.

(72) Equipment (\$3,950)

Desk for new analyst.

(88) Interfund Transfer (\$13,852,873)

1. Transfer to Equipment Fund for 2024 lease payments \$875,507
2. Transfer to Equipment Fund for fleet purchases \$1,398,900
3. Transfer to Risk Fund for Property & Casualty program cost \$2,768,322.58
4. Transfer to Debt Fund for 2024 debt payments \$8,702,143.26
 - 4.1. \$8,634,279.26 for General and Pension Obligation Bond Debt Service. An additional \$67,864 will come from Liquid Fuels. Revenue reported under (082-7130).
5. 6% Trexler Fund Capital Contribution match \$108,000
 - 5.1. Estimated Trexler fund contribution for 2024 is \$1,800,000. General Fund has a 6% match of the contribution.

Accounting & Financial Management Bureau (000-02-0602-0004)

Accounting and Financial management performs all activities necessary to ensure proper accounting for financial reporting of all City funds and account groups. Major activities include posting the books of accounts and the preparation of interim and annual financial reports in addition to a variety of special purpose reports. This program administers the City's debt and the Fixed Asset Management systems, and monitors trustee investment activities for City-administered pension plans and invested Sinking Fund Debt Escrow Accounts. This program receives and invests all City funds and administers the City's Cash Management Program. This program also manages the Accounts Payable system for all funds. Additionally, after January 1, 1997, the Home Rule Charter mandates that the payroll functions shall be part of the budgetary structure of the Finance Department. This program is responsible for the payment of all City wages and pension payments for the three City administered pension plans.

Accounting functions are managed by four (4) full-time accountants, Treasury & Accounting Coordinator and Treasury & Accounting Manager. We record all funds coming into the City according to the Governmental Accounting Standards Board (GASB). We produce the Annual Comprehensive Financial Report (ACFR) that meets the Generally Accepted Accounting Principles (GAAP) standards required to receive the Certificate of achievement for Excellence in Financial Reporting from GFOA. ACFR provides a picture of the City's financial position and results of operations. We also comply with the annual single audit requirements. We compute the annual Minimum Municipal Obligation amounts, make the required debt payments, and complete all required filing by all agencies for all city funds.

Furthermore, this program manages the Accounts Payable system for all funds. This is managed by two (2) Accounts Payable Specialists. They process vendor payments on a weekly basis and respond to the Controller office's inquiries. Accounts Payable Clerks also perform daily cash register deposits from the previous day's activity and reconciles monthly P-Card activities.

Every two weeks we process payrolls for all active and retired employees. This is carried out by a Payroll Administrator and Treasury and Accounting Coordinator. They perform entire payroll/pension function for active and retired employees. They file quarterly retirement reports for the Pennsylvania Municipal Retirement System (PMRS), provide information for filing of various state, federal, local, unemployment taxes, and process and file W2s and 1099R Forms.

Our goal is to provide excellent customer service to internal (all employees) and external (vendors) customers. We pride in keeping updated on current changes in accounting policies and tax law changes related to Payroll.

Accounting and Financial Management Expenses (000-02-0602-0004)

(06) Premium Pay (\$1,000)

(26) Printing (\$425)

(28) Mileage reimbursement (\$75)

For weekly visit to TD Bank for bank deposit of petty cash and for change.

(32) Publication and Membership (\$875)

1. Government Finance Officers Association of Pennsylvania (GFOA-PA) (\$375)
 - 1.1. For 4 Accountants and Manager, each membership is \$75.
2. National Government Finance Officers Association (GFOA) (\$300)
3. Fee for CPA license renewal for two accountants - \$100 for 2 accountants = \$200

(34) Training and Professional Development (\$11,928)

1. GFOA-PA Conference attendance for three employees: this four-day conference provides current information and training in the field, provides leadership and networking opportunity, and satisfies some continuing education requirement. Conference registration $500 * 3 = 1,500$ Travel 85 miles to Hershey,
2. PA $* 3 = 340$, Lodging $600 * 3 = 1,800$ Meals and Tips for four days for three employees 888. Total cost is \$4,528.
3. Pennsylvania Institute of Certified Public Accountant (PICPA): The PICPA Government Conference is a two-day virtual conference that has all the latest updates and changes, for the world of government accounting. It also gives networking opportunity for any future questions that may arise involving any of the updates and changes. The attendee will receive 16 credits for attending the conference which goes towards the 80 credits needed every two years to maintain their CPA certification. The cost for one accountant is \$700, 1,400 for both accountants.

4. Other virtual conferences and trainings to keep up with the changes in the industry and requirements, attended by all available accountants. \$1,000
5. Tyler Conference: implementation of new ERP system, we will need the product knowledge for the City's financials. This conference will give the opportunity to connect with other municipalities who have used this product and learn from their experience. Approximate attendance for two employees \$4,000.
6. Fee for Certified Professional Payroll (CPP) Exam and membership for one employee is \$1,000.

(42) Repairs and maintenance (\$300)

Repairs and maintenance of the Treasury safe.

(46) Other Contract Services (\$37,000)

1. Annual Comprehensive Financial Report submission to GFOA (\$1,000)
2. Cheiron contractual services for OPEB (\$16,000), GASB 67/68 Reports (\$8,000), and other actuarial services. (\$12,000)

(56) Uniforms (\$720)

1. Team jackets for 9 employees (estimated at \$80 per jacket with embroidery)

(68) Operating Materials and Supplies (\$1,600)

1. Checks: payroll, pension payroll, versa checks, accounts payable (\$700)
2. Forms: W2, 1099R, 1099NEC, 1099MISC (\$500)
3. Batteries and other miscellaneous office supplies not provided by Central Supply (\$300)
4. Calendars (\$100)

(72) Equipment (\$1,000)

New or replacement computer accessories as needed for staff. Purchasing Bureau (000-02-0602-0005)

Purchasing Bureau (000-02-0602-0005)

The Purchasing Department is a key operating function for the City of Allentown. The Purchasing team ensures that all the departments and bureaus are following the proper purchasing procedures. In 2022 we had 50 formal solicitations, 905 purchase orders, 200 blanket po's and 4,922 p card transactions. In 2023 so far, we have had 40 formal solicitations, 665 purchase orders, 206 blanket po's and 5,196 p card transactions. The Purchasing Department consists of 5 full time non-bargaining staff. The Purchasing Agent oversees the 2 Buyers, Contracts Administrator and Purchasing Coordinator. The Purchasing Agent attends Council meetings to get contracts approved, manage purchasing staff and processes, serves as the p card administrator, processes solicitations, po's, approves all invoices/contracts/po's and updates/writes new policies. The Buyers each have their own departments that they purchase for. Currently our first Buyer oversees City Council, Mayor's Office, Controller, Solicitor's, Finance, HR, Police, Police Communications, IT, Building Standards, CED, Planning & Zoning, Parks, Golf Course, Health, and Special Events. The second Buyer oversees Public Works, Engineering, Streets, EMS, Recycling, Fire, Building Maintenance, Traffic, Storm Sewer, Risk and Fleet. The Buyers conduct quotes, bids and processes purchase orders based on their department's needs. The Purchasing Coordinator is responsible for conducting vendor outreaches, conducting solicitations as needed, maintaining vendor information, and updating p cards. The Contracts Administrator primary role is to facilitate contracts for the City. This includes submitting solicitations to council for approval, drafting resolutions, contracts, change orders, amendments, closing out contracts and sending out reminders for expiring contracts.

The Purchasing Office will be further investing in the knowledge of their staff and will budget for trainings and conferences. Our primary goal in Purchasing is to ensure that all the staff know and understand the rules and regulations that the City must follow. As a result, the Purchasing Department's biggest expenditure is training and development to invest in our staff.

It is our intent to not only provide staff with the necessary knowledge they need to perform the core functions of their job effectively and efficiently, but to ensure the Purchasing Office productivity level will increase. This is due to staff knowing and understanding the policies and procedures and being able to efficiently and accurately deal with issues that arise. While doing so we hope to decrease the time it takes to process requisitions and change orders. These performance measures will be monitored in 2025.

The Purchasing Office is continuously looking on ways to improve. We will be researching reverse auctions on our commodity bid items. We are hoping this will allow us to save the City and taxpayers money. A reverse auction is when you receive bids as normal however once they are received at the day of closing, they go into auction mode and the vendors will either opt to stay at their price or change it. They will be able to see where they stand as far as their place 1st, 2nd etc. however they will not be able to see other vendors pricing until the reverse auction is complete.

Finally, the Purchasing Office is looking to ensure we conduct at least 2 vendor outreach events for the year. This will help the Purchasing team to expand the Cities vendor resources to ensure we obtain best price and services. We hope in doing so that we receive more responses to our solicitations and increase the number of vendors that are registered with Public Purchase.

In 2024, Purchasing must budget on a zero basis, with one baseline and one enhanced packet.

Based on the above, the Purchasing Office's 2024 performance objectives are, **ranked in order**:

1. Research reverse auctions and whether it would be beneficial to the City, identify any bids that would benefit from it.
2. Increase Productivity; currently it takes 2-3 weeks to process requisitions we are looking to max have it take 2 weeks or less. We also hope to increase the p card revenue by putting smaller purchases on them instead of processing purchase orders, to take it from our previous \$9,180.00 in 2022, and \$11,223.54 in 2023 to \$11,500 in 2024.
3. Conduct at least 2 Vendor Outreaches.

Purchasing Expenses (000-02-0602-0005)

(26) Printing (\$25)

(32) Publications and Memberships (\$1,750)

1. Memberships: The Purchasing Office has memberships that are crucial for the positions. Those include: PAPP (5) staff dues at \$15 per person totaling \$75.
2. NIGP Agency dues (1) staff at \$195, (4) staff at \$95 totaling \$575
3. Centralizing the General Fund expenditure for the City's Amazon Prime business account: Building Maintenance, Streets, Police, Communications, Fire, IT Department, Parks & Recreation, Health Department, CED, EMS, Park Maintenance & Risk Management \$1,100

(34) Training and Professional Development (\$16,280)

1. Various Workshops: These are crucial for the Purchasing Office to ensure that they learn more about the processes and procedures on public procurement. NIGP Core Certificate:
 - 1.1. Competency Module: Surplus, Disposal and Closeout 2 staff at \$165.00 totaling \$330.00
 - 1.2. Specialization Certificate: Technology Procurement 2 Staff at \$625.00 totaling \$1,250.00
 - 1.3. There are limited courses out right now and we plan to spend \$2,000.00 more on workshops.
2. NIGP Forum: Estimate \$7,00.00 (2 staff members) This conference allows for staff to learn how other entities conduct public procurement in their sector. While also be taking courses to ensure we are staying up to date on new information and trainings.
3. Area 2 Conference: Estimate \$4,200.00 (3 staff members) This conference allows for staff to learn how other entities conduct public procurement in their sector. While also be taking courses to ensure we are staying up to date on new information and trainings.

(50) Other Services and Charges (\$200)

Federally Funded Bid/RFPs: In the event we need to put a solicitation in the paper we allot a small dollar amount to cover the expense.

(56) Uniforms (\$315)

Polo shirts for all (6) staff.

(68) Operating Materials and Supplies (\$1,342)

1. Office-type supplies: The purchasing office has an existing inventory of specific pens, notebooks and other miscellaneous office supplies that will need to be replenished throughout 2024. The estimated cost is \$700.00.
2. Air Purifier: The purchasing office needs to maintain their air purifier by purchasing filters the estimated cost is \$99.76.
3. Water Machine: The purchasing office splits the cost of filters for the water machine with finance and revenue and audit. We estimate that we will need to purchase 1 set of filters the estimated cost is \$98.79.
4. Xboard Magnetic Dry Erase & Cork Board estimated cost is \$66.99.
5. Expo Dry Erase Marker Sets (2) at \$7.64 estimated total of \$15.28.

6. Standing desk estimated total of \$361.25.

(72) Equipment (\$8,850)

1. Logitech Keyboards: Anticipate needing to replace at least two keyboard/mouse sets estimated cost is \$100.00.

Public Works Department (000-03)

The Department consists of 186 employees with 176 Full Time Positions, 10 Part Time Positions and 17 Summer/Interns. Within the Department is the Bureau of Engineering, Streets (including Liquid Fuels and Street Cleaning), Stormwater, Recycling & Solid Waste, Traffic Control, Building Maintenance, Office of Compliance, and Fleet Maintenance.

Public Works provides daily services that effect the everyday quality of life for our residents by providing comfort, health, and convenience with many services such as:

1. Providing safe streets for travel
2. Street cleaning year round
3. Designing and installing stormwater BMPs to improve water quality in the streams and rivers
4. Provide safe drinking water
5. Environmental protection
6. Trash and recycling pickup
7. Services such as document shredding and electronics recycling
8. Monitoring traffic flow and effectiveness
9. Enforcing safe sidewalks
10. Street lighting
11. Street signs and traffic flow
12. And so much more...

In 2024, the Public Works Department is requesting the following position upgrades and new positions with their enhanced budget. All requests put before you have been vetted and are needed in 2024 to continue to provide the best service to our residents.

Public Works General Fund Personnel Requests

Lateral Move for the Tree Inspector to the Parks Department. The Public Works Department does not have the expertise or the equipment to provide the level of support this position requires. With the street tree canopy being in jeopardy of dwindling away, changes need to happen to address the back log of complaints for dead and hazardous trees in a timely manner. Public Works – Director’s Program Expenses (000-03-0701-0001-*)

Public Works – Director’s Program (000-03-0701-0001)

The Director’s Budget consists of the personnel costs for the Director of Public Works and the Deputy Director of Public Works. It also includes memberships and training. Overall, the Director’s budget has increased \$8,842 from the 2023 final budget amount due to personnel costs.

(28) Mileage Reimbursement (\$50)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(32) Publications & Memberships (\$715)

Provides for both the Director & Deputy Director to maintain professional memberships through PennDOT Publications, (2) memberships for the Director and Deputy Director for the American Public Works Association (APWA) Membership at \$185 each and (1) American Society of Civil Engineers (ASCE) registry for the Deputy Director at \$245 per year.

(34) Training & Professional Development (\$10,250)

Provides for training with the American Society of Civil Engineers (ASCE) National Convention for the Deputy Director, American Public Works Association (APWA) Annual Congress & Expo being held in Chicago and APWA Snow Conference Training for the administrative staff. Additional training to allow professional development for both the Director and the Deputy Director or for other staff within Public Works as the Director sees fit.

(40) Civic Expenses (\$250)

Attendance at State of the City and the LVPC Traffic Symposium.

Office of Compliance Program (000-03-0701-0002)

The Office of Compliance is responsible to administer, oversee, evaluate, and enforce compliance of the Allentown Water and (Sanitary) Sewer Utility System Concession and Lease Agreement (CLA) and the Operating Standards (OS) policies and procedures set forth from the City. The Office of Compliance advocates for fairness, serves as a source of information and support, and acts as a conduit between Lehigh County Authority (LCA) and the City. Overall, the Office of Compliance has increased \$ 15,954 from the 2023 final budget amount due to personnel costs.

(04) Temporary Wages (\$51,027)

This expenditure is for (1) summer intern to work with the compliance staff to continue the records archive program. Also included is (1) Part Time Clerk 3 to provide administrative support budgeted at the appropriate pay for a full year.

(28) Mileage Reimbursement (\$50)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(32) Publications & Memberships (\$445)

Provides for both Compliance Officers to maintain professional memberships for (2) American Public Works Association (APWA) for the Compliance Auditors and (1) membership for a Compliance Auditor for the Eastern Operators Association.

(34) Training & Professional Development (\$1,500)

Provides for the training of (2) Compliance Auditors for the Treatment Plant Operator (TPO) Certification and training and for (2) to attend the American Water Works Association (AWWA) Northeast District semi-annual conferences held 2 times per year.

(46) Other Contracted Services (\$40,000)

Consulting engineering and strategic planning services to meet the on-going requirements of the EPA Administrative Orders and the PaDEP, represent the City's position in Act 537 planning for system-wide solutions, and to provide services, tasks, and concerns relating to the Concession Lease Agreement with Lehigh County Authority.

(54) Repair & Maintenance Supplies (\$500)

Provides for the payment of Risk Management vehicle claims under \$500.

(56) Uniforms (\$460)

This account covers the cost of replacement uniforms for the Compliance Office staff.

(68) Operating Materials & Supplies (\$129)

Provides for the purchase of lignin-free and acid-free boxes and paper in support of the records archive program.

(90) Refunds (\$10,000)

Provides for refunds through the Water Sewer rebate program.

Engineering Design, Permits and Inspections (000-03-0702-0001)

The primary functions of the Engineering Bureau are to provide: professional services including infrastructure capital project design and construction administration; subdivision and land development review and public improvements security administration; public improvements inspection services, design drafting, professional surveying capabilities to support the development and construction of the numerous infrastructure projects undertaken by the City and private development within public rights of ways; review of private development building permits for compliance with City Ordinances and Codes; and maintenance of permanent records of the City's infrastructure as required by state law under the Third-Class City Code. Engineering activities include survey, design, contract document preparation, construction administration, inspection of all city streets, curbing, sidewalk, and ADA handicap ramp work, utilities, bridges, bridge rehabilitation, review of subdivisions and land developments and public improvements cost estimates, drafting all city as-built plans, curb grade plans, and block plan updates reflecting infrastructure improvements within the City. Maintain and update the official city maps and multiple layers of the City GIS mapping system. Overall, the Engineering's budget has increased \$143,242 from 2023's final budget due to the Land Development reviews being moved from CED to Engineering's Account 46.

(04) Temporary Wages (\$25,000)

Provides for an Intern for the Engineering Bureau to assist with GIS and other Engineering projects at \$15 per hour.

(06) Premium Pay (\$11,000)

Provides for the overtime for (7) Engineering staff to survey or assist with snow operations in the winter months.

(26) Printing (\$13,550)

2024 managed print service for unit Y7775, cost is estimated per IT, OCE plotter lease with Canon, and print services for other printers.

(28) Mileage Reimbursement (\$50)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(30) Rentals (\$3,000)

Account includes the City's lease agreement for access to the Hamilton St Dam.

(32) Publications & Memberships (\$1,895)

Provides for the membership to various Engineering entities including (3) American Public Works Association (APWA) membership for the City Engineer, Project Manager and Administrative Manager. Also includes various magazine subscriptions, (1) Sewage Enforcement Officer for the Chief Designer/Chief Surveyor, (1) International Society of Arboriculture Recertification for the Tree Inspector, (1) American Society of Civil Engineers for the City Engineer, (1) Professional Engineering licenses for the City Engineer, (1) Professional Land Surveyor License for the Chief Designer/Chief Surveyor, and (1) ISA Membership and Chapter dues for the City's Tree Inspector.

(34) Training & Professional Development (\$7,950)

Includes training for the Bureau of Engineering including (1) Professional Engineer (PE) for the City Engineer, (1) Professional Land Surveyor (PLS) for the Chief Designer/Surveyor, (2) Sewage Enforcement Officer (SEO) Training for the Deputy Director and the Chief Designer/Surveyor, and for (1) ISA Arborist continuing education courses to obtain credits required for staff to be able to renew their professional licenses and certifications. For (3) Construction Inspectors for training courses covering the topics of construction inspection of erosion and sedimentation control and post-construction stormwater management facilities. Includes training for (1) construction inspector to obtain certification from the American Concrete Institute (ACI) and attend the APWA Construction Inspection Seminar. Training includes costs associated with a staff member attending the APWA Snow Conference.

(42) Repairs & Maintenance (\$21,250)

Provides for microfiche maintenance, AUTOCAD license and support, and survey equipment calibration maintenance.

(46) Other Contracted Services (\$156,820)

Provides for a consultant survey service and vehicle GPS units for the department vehicles. The large increase is due to land development reviews pertaining to traffic reviews and stormwater reviews that was moved from CED (000-09-0901-0001-46).

(50) Other Services & Charges (\$4,539)

Provides for the cost of liens on properties for costs incurred by the City to complete curb and sidewalk replacement at locations served with notice to install or replace curb and sidewalk but failed to do so.

(54) Repairs & Maintenance Supplies (\$2,550)

Provides for the purchase of various supplies such as paint, survey stakes, etc. for survey employees as well as Risk Management claims under \$500.

(56) Uniforms (\$3,040)

This account covers the cost of replacement uniforms for both bargaining & non-bargaining staff.

(68) Operating Materials & Supplies (\$18,735)

Provides for the purchase of field books and plotter paper, batteries and other office supplies not furnished by the mailroom, PA One Call activity fees, KeyNET GPS.

(72) Equipment (\$7,500)

For the purchase of a new time clock system for the Engineering Department. This time clock system will be purchased for all Public Works Bureaus and will work directly with an enterprise system to have employees punch in/out times feed directly to the software system.

(90) Refunds (\$1,000)

Refunds for curbing & sidewalk billing and excavation.

Fleet Maintenance Operations (000-03-0704-0001)

This program provides for the service and repair of all city owned/leased motorized vehicles and equipment by city employees. It includes a computerized fleet management system and accountability/acquisition of fuels. This program performs state inspections, road service, lubes, painting, and rebuilding of component parts for vehicles and equipment. It also stocks and issues computer-tracked parts, makes repairs due to accidents, performs welding for the fleet. This program performs intensive preventative maintenance on over 630 vehicles and extensive rebuilding/refurbishing of select vehicles, while providing 24-hour standby support. Overall, the Fleet budget has decreased \$42,243 from 2023's final budget due to not needing the one-time costs that were budgeted in 2023 while the transition was occurring.

(06) Premium Pay (\$58,500)

Provides for the overtime for (13) employees for call outs of emergency vehicles and snow operations.

(26) Printing (\$4,320)

Provides for the purchase of City seals, fleet numbers for all city vehicles, and IT managed printing.

(28) Mileage Reimbursement (\$1,000)

Provides for the purchase of EZ-Passes to be used by various city personnel for picking up parts and taking vehicles to dealers for warranty work and repairs.

(30) Rentals (\$158,924)

Municipal garage rental Contract C12-000048 with Lehigh Northampton Airport Authority.

- January-October 2024 @ \$12,358.86 mo.
- November-December 2024 @ \$12,667.04 mo.

Machine rental of air compressor for nitrogen system, hoist, etc.

(32) Publications & Memberships (\$9,320)

Provides for the (3) CDL reimbursements, (3) vehicle scanner yearly updates and a technician diagnostic & wiring website are also included. Also included is (12) renewals for the renewal of State Inspection licenses

at \$60 each, (12) emissions renewal at \$80 each, various Automotive Service Excellence (ASE) renewals for (12) employees, and (4) Emergency Vehicle (EV) license renewals at \$35 each.

(34) Training & Professional Development (\$4,976)

Provides for Motor Vehicle Agent Service course for the Fleet Manager, plus (12) technician's certifications of State Safety Inspectors at \$90 each, (12) Emissions Inspectors training at \$235 each, various Automotive Service Excellence (ASE) trainings for (12) employees, and (4) EVT Certifications at \$60 each are included.

(42) Repairs & Maintenance (\$265,500)

Provides for FuelMaster system and vehicle lift repairs as well as removal of waste products and fire extinguisher services. Also provides for vehicle repairs not able to be done in house.

(46) Other Contracted Services (\$46,620)

This account provides for the underground storage tank inspections and above ground storage tank as needed. Provides for Cintas' agreement for mats & rugs, car wash service, towing contract, and GPS units for specific vehicles.

(50) Other Services & Charges (\$2,057)

Provides for the above ground storage tank registration fee at the city garage. Provides for the emissions test fees.

(54) Repairs & Maintenance Supplies (\$1,237,460)

Provides for various fleet supplies to include vehicle parts, paint and welding supplies, tools, and risk claims paid by the Fleet Bureau.

(56) Uniforms (\$14,250)

Provides for Cintas uniform agreement & safety shoes.

(62) Fuels, Oils & Lubricants (\$1,338,040)

This includes DEF fluid and fuel (gasoline & diesel) to operate city vehicles and equipment year-round. Provides for motor oil, hydraulic fluid, and grease.

- 240,000 gallons unleaded gasoline, estimated at \$3.50 per gallon, \$840,000.
- 150,000 gallons diesel gasoline estimated \$3.75 per gallon, \$402,500.
- 10,000 gallons winter fuel reserve estimated \$3.75 per gallon, \$37,750.

(66) Chemicals (\$11,500)

Provides for welding gas and propane.

(68) Operating Materials & Supplies (\$26,000)

Provides for office supplies, and vehicle tracking software.

(72) Equipment (\$45,500)

Provides for tool replacements for the union employees, miscellaneous tools for the garage. Purchase of a new time clock system for the Fleet office. This time clock system will be purchased for all Public Works Bureaus and will work directly with an enterprise system to have employees punch in/out times feed directly to the software system.

Building Maintenance Operations (000-03-0707-0001)

This program is responsible for the preventative maintenance, repairs, and construction of all city owned buildings. Building Maintenance functions include general housekeeping and provisions for the health and safety of the public and employees. In addition to the warehousing and distribution of janitorial supplies and copy paper, this program is also responsible for the issuance of keys to all city facilities. As of 6/30/2023, the department has created 679 work orders from requests received from the various city departments, of which, 593 have been completed & closed out. Overall, the Building Maintenance budget has increased \$555,169 from 2023's final budget mainly due to centralizing the PPL costs from Traffic & Planning to Building Maintenance.

(04) Temporary Wages (\$111,396)

(3) Part Time MWI Custodians, each work approximately 29 hours per week.

2) Summer Laborers @ \$15/hour, budgeted for 640 hrs., to assist with simple office tasks and preparing the documents from various city departments to be shredded.

(06) Premium Pay (\$66,400)

Provides for overtime for call outs and other scheduled work within Building Maintenance, (17) bargaining and (2) non-bargaining overtime eligible positions.

(20) Power (\$1,080,660)

In 2023, the City moved to centralize its electric power under Building Maintenance. We expect to see a decrease in electric use at City Hall due to an LED conversion project that started in 2023. The increase to this account is due to the movement of the traffic lights and signals that were previously budgeted in the Traffic & Planning budget.

(26) Printing (\$195)

2024 managed print service for unit Y7751, cost is estimated per IT.

(28) Mileage Reimbursement (\$50)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(30) Rentals (\$10,000)

Provides for snow equipment rental and a crane rental for the HVAC replacements.

(32) Publications & Memberships (\$1,135)

Provides for:

- American Public Works Association (APWA) membership for the Facilities Manager at \$185
- (3) Master license reimbursements at \$150 each
- (5) CDL reimbursements at \$100 each

(34) Training & Prof. Develop (\$5,200)

Provides for (1) HVAC at \$800 and (1) electrician training at \$1,600 to remain current with new procedures and advancements in their field. Also included are (2) online training courses through International Facility Management Associates (IFMA) for the Facilities Manager at \$1,400 each course.

(42) Repairs & Maintenance (\$233,262)

This account has increased due to service calls for generators not handled through our preventative maintenance contract, fees charged on emergency callouts for the elevators, and the emergency callouts for garage door repairs at both Fire and Police. An increase for various maintenance contract has also been accounted for, as these have been under budgeted in the past. Generator maintenance for the primary data center, has been moved into this account from the IT budget.

(46) Other Contracted Services (\$52,220)

The cost to replace the fire panel at Bridgeworks and monthly window cleaning contract for City buildings. The GPS monitoring devices for Building Maintenance vehicles and various contracted repairs such as window replacements.

(50) Other Services & Charges (\$3,475)

Provides for elevator and boiler certifications and miscellaneous permits as needed for repairs. This account also provides for the payment of water bills for vacant city properties.

(54) Repairs & Maintenance Supplies (\$189,800)

Provides for maintenance supplies such as repair parts, paint, filters, paper towels & toilet paper, custodial supplies, carpet, interior renovations, etc. Provides for \$5,000 to repair both the breakroom and restrooms in the municipal garage and \$30,000 to upgrade our city buildings to LED lighting.

(55) Property Repairs (\$120,000)

Repairs & renovations as needed to city-owned rental properties. Funds would go towards contracting out improvements on the residential properties. The capital needs assessment being completed, will allow us to determine what work needs to be completed.

(56) Uniforms (\$11,345)

This account covers the cost of replacement uniforms for both bargaining & non-bargaining staff.

(62) Fuels, Oils & Lubricants (\$264,077)

The City has moved to centralize its natural gas expenditures under Building Maintenance. This account also includes UGI payments for vacant city rental properties.

(66) Chemicals (\$6,200)

Provides for the purchase of salt for City properties and sidewalks, chemicals for the HVAC units and propane.

(68) Operating Materials & Supplies (\$11,000)

Provides for the purchase of office supplies not supplied by the mail room, PPE, flags, tools, etc.

(72) Equipment (\$51,000)

Provides for the purchase of tools over \$1,000 and \$50,000 for emergency equipment replacement for the HVAC units, boilers, hot water heaters, etc. Also provides for the purchase of a new time clock system for the Engineering Department. This time clock system will be purchased for all Public Works Bureaus and will work directly with an enterprise system to have employees punch in/out times feed directly to the software system.

Street Maintenance (000-03-0716-0001)

This program is responsible for the paving and reconstruction of streets, alleys, and the restoration of utility cuts and trenches, repair of sinkholes, frost boils and potholes, crack-sealing, shaping unimproved streets, and minor maintenance of bridges. Coverage is also provided for a variety of civic service projects and for any emergency situations. This program incorporates all phases of salting, pre-wetting of city streets prior to a snowstorm event, plowing and snow removal with 24-hour coverage during the winter season (November to April). This program includes hand sweeping by city crews of city streets, alleys and certain posted areas which are not a part of the automatic sweeping program. The Streets Department is responsible for the entire removal of leaves from the city streets. Overall, the Streets budget has increased by \$124,196 from 2023's final budget due to an increase in road materials and salt pricing.

(06) Premium Pay (\$31,500)

Provides for overtime for both (3) bargaining and (1) non-bargaining employees for street work, PPL & Special Events, and \$15,000 for extra winter operations assistance.

(26) Printing (\$1,637)

2024 managed print service for unit Y7763, cost is estimated per IT.

(28) Mileage Reimbursement (\$100)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(30) Rentals (\$10,000)

Provides for the rental of snow and specialized equipment such as a paving machine or a front-end loader, for instance, on an as needed basis.

(32) Publications & Memberships (\$985)

Provides for (1) membership to American Public Works Association (APWA) for the Streets Superintendent at \$185 and (8) CDL reimbursements at \$100 each.

(34) Training & Prof. Develop (\$2,500)

Provides for paving technician trainings at \$500 each, snow and ice control training at \$1,000 each, and management level training for new supervisors such as Diversity, Equity and Inclusion in the Workplace and Dealing with Difficult People.

(42) Repairs & Maintenance (\$2,240)

Includes pest control for 1825 Grammes Road and removal & disposal sludge oil separator.

(46) Other Contracted Services (\$20,667)

Provides for the (2) weather services (Accu Weather and Weatherworks) and vehicle GPS units. This has decrease by \$3,080 due to 8 GPS units being put into the proper funding (Stormwater).

(54) Repairs & Maintenance Supplies (\$461,450)

This account has seen an increase in various street maintenance materials and tools for Street Maintenance. In 2024, we expect to purchase two new backhoe/bobcat buckets for a total of \$5,000. Risk claims under \$500.

(56) Uniforms (\$20,116)

This account covers the cost of replacement uniforms for both bargaining & non-bargaining staff.

(66) Chemicals (\$185,660)

Increase in the rock salt expenditure; pricing has increased from \$77.20/ton to \$81.83/ton on the cooperative purchasing agreement. $2,000 \text{ ton} @ \$81.83 = \$163,660$.

Also includes propane and (2) deliveries of liquid calcium for up to 16,000 gallons.

(68) Operating Materials & Supplies (\$19,300)

Provides for the purchase of office supplies not supplied by the mailroom, safety & first aid supplies, PPE, etc.

(72) Equipment (\$3,500)

Provides for the purchase of a new time clock system for the Streets Bureau. This time clock system will be purchased for all Public Works Bureaus and will work directly with an enterprise system to have employees punch in/out times feed directly to the software system.

(76) Construction Contracts (\$18,000)

Provides for the replacement of damaged fencing at the Streets/Airport facilities. This is required per the lease agreement with the Airport Authority.

Traffic Planning & Control (000-03-0807-0001)

The Bureau of Traffic Planning and Control handles the City of Allentown's roadway signs, streetlights, traffic signals, and flashing warning devices. Currently we have 200 active traffic signals, 60 flashing warning devices, 8,000 streetlights, plus over 100,000 street signs, pavement markings and other related items which serves the public by providing safe and efficient movement of vehicles and pedestrians on city streets. In addition, the Street Lighting budget was merged with the Traffic Planning budget.

Overall, the Traffic budget increased \$163,761 from 2023's final budget because the electric was moved to Building Maintenance and the Street Lighting budget (000-03-0809-0001) was moved into the Traffic Planning Budget.

(04) Temporary Wages (\$28,800)

(2) Summer Laborer \$15/hour, budgeted for 640 hrs., to assist with curb painting, street sign maintenance, etc.

(1) Traffic Intern at \$15/hour, budgeted for 640 hrs., to assist with traffic studies and other traffic related duties.

(06) Premium Pay (\$79,250)

Overtime, standby, and callouts (bargaining), overtime for special events and PPL events.

(26) Printing (\$10,700)

Provides for the purchase of Temporary No Parking signs & stickers for street signs, printer maintenance, and sign fabrication which was moved from Account 46.

(30) Rentals (\$3,000)

Provides for rental of traffic control devices such as a traffic counter, on an as needed basis. Rental of bucket truck for lights underneath Tilghman Street bridge.

(32) Publications & Memberships (\$2,435)

Provides for (1) membership to American Public Works Association (APWA) for the Traffic Superintendent, (1) Institute of Transportation Engineers Membership (ITE) and magazine for the Traffic Superintendent, (10) International Municipal Signal Association Membership (IMSA) for the (6) Traffic Signal Techs, (1) Project Manager, and (2) managers, and (9) CDL reimbursements at \$100 each.

(34) Training & Prof. Develop (\$5,100)

Provides for the International Municipal Signal Association Membership (IMSA) training for (6) of the Traffic Signal Technicians and the Project Manager to become fully IMSA Certified Traffic Signal Technicians.

(42) Repairs & Maintenance (\$4,500)

Provides for the repairs of the paint and thermo machines as well as McCain existing timers that are still used.

(46) Other Contracted Services (\$226,080)

The line painting contract, grant preparation/submission assistance for up to 5 grants, vehicle GPS units, and Traffic/Engineering consultant services. The Street Lighting budget was merged with the Traffic Planning budget, so the increase is from adding the concrete foundation replacements (\$3,000), wood pole installations (\$30,000), and tree trimming contract (\$15,000).

(50) Other Services & Charges (\$2,100)

Provides for grant application and advertising fees in the Morning Call at approximately \$1,300 per grant.

(54) Repairs & Maintenance Supplies (\$76,575)

Provides for various supplies to be purchased to support the traffic functions such as junction boxes, cable & wire, traffic markings & paint supplies, electrical cleaning products, hand tools, as well as Risk Claims under \$500. The Street Lighting budget was merged with the Traffic Planning budget, so the increase is from adding maintenance supplies such as house shields, splicing material, LED fixtures, and solar batteries, etc.

(56) Uniforms (\$4,560)

This account covers the cost of replacement uniforms for both bargaining & non-bargaining staff.

(66) Chemicals (\$3,500)

Provides for the purchase of propane and thermoplastic chemicals.

(68) Operating Materials & Supplies (\$81,238)

Provides for the purchase of retro-reflective backplates for signal heads, flashers, traffic signal hardware, traffic signs and posts, thermoplastic traffic legends, thermoplastic compounds and reflective glass, timers, traffic lights, barricades, etc. The Street Lighting budget was merged with the Traffic Planning budget, so the increase reflects the street light arm and globes.

(72) Equipment (\$103,900)

Provides for the purchase of an uninterrupted power supply for the new cabinets and a spare Gridsmart camera. Also provides for the purchase of a new time clock system for the Traffic Bureau. Also provides for the purchase of traffic signal mast arms and poles (20' & 40') that were previously budgeted out of account 68. This time clock system will be purchased for all Public Works bureaus and will work directly with an enterprise system to have employees punch in/out times feed directly to the software system. The Street Lighting budget was merged with the Traffic Planning budget, so the increase reflects the addition of street light poles and decorative poles.

(76) Construction Contracts (\$90,000)

Provides for a Rectangular Rapid Flashing Beacon (RRFB) and 15mph speed zone flashers for Lincoln Leadership Academy in the amount of \$90,000.

Street Lighting Expenses (000-03-0809-0001)

New for 2024, the Street Lighting Expenses program was merged with the Traffic Planning & Control program 000-03-0807-0001.

Police Department

The mission of the Allentown Police Department is to reduce crime and contribute to the safety of those we are sworn to serve and protect through collaboration with our diverse community. We will strive to be the most professional police organization, serving with honor and integrity, while adhering to the pillars of procedural justice.

The mission is obtained by upholding the following values:

- Improve the quality of community life.
- Improve the quality of work life.
- Demonstrate professionalism by embracing the core values: Honor, Integrity, Professionalism, Trust, Service and Respect.

DEPARTMENT SHORT TERM GOALS

The major goals and short-term objectives of the department are based on the current staffing of the department. Depending on the final approved budget, these goals may be modified to match the resources available.

1. ENHANCE COMMUNITY SAFETY AND SECURITY

1.1 Reduce Crime:

1.1.1. Reduce Part I crimes by 5%

1.1.2. Reduce Part 2 crimes by 5%

1.2 Rapid Response: Maintain average response times.

1.1.1. Priority Code 1 calls

1.1.2. Priority Code 2 calls

1.3 Rapid Response: Meet or exceed the percentage of FY2021 calls handled within range.

1.1.1. Priority code 1

1.1.2. Priority code 2

1.4 Safer Roadways: Reduce the number of traffic fatalities below the average for the prior five fiscal years.

2. MAINTAIN PUBLIC CONFIDENT AND SATISFACTION

2.1 Prompt service – work to respond within an efficient time frame (5 minutes)

2.2 Satisfied citizens – Enhance our ability to digitally receive both positive and negative feedback (complaints).

2.3 Effective outreach

2.3.1 Continue to enhance the ability to reach our community via social media platforms as well as community events.

2.3.2 Continue collaborating with our stakeholders through police-oriented outreach programs.

3. INCREASE CONNECTION TO THE COMMUNITY

3.1 Geographic Policing: have Officers attend community meetings in their districts.

3.2 Continue to officer Citizen Police Academy and Senior Citizen Academy

3.3 Continue to offer Youth Mentor Program, Youth Police Academy as well as Police Athletic League programs.

4. MAINTAIN OR INCREASE PRODUCTIVITY

4.1 Sufficient capacity: Work in collaboration with Human Resources to implement a streamlined hiring process.

4.2 Officer Safety: Evaluate and procure equipment to improve the safety of personnel.

4.3 Resource economy: Maintain a positive disposal-intake ratio in the property room for property eligible for disposal.

4.4 Officer Wellness: Increase personnel awareness and knowledge related to wellness issues (i.e. Risk factors for suicidal behavior, problem solving methods and effective intervention strategies).

5. INCREASE PROFESSIONALISM

5.1 Training updates:

5.1.1 Officers/Supervisors have successfully completed:

5.1.1.1 Posit; Porex and FBI-Leeda Leadership Courses

5.1.1.2 IPMBA training

5.1.1.3 Accident Reconstruction and Pedestrian Safety training

5.2 Training:

- 5.2.1 Deliver training that reinforces department's values through our mission statement.
- 5.2.2 Deliver rank-relevant training to all supervisors and managers that includes either technical or leadership components.
- 5.2.3 Streamline efficiency of training application process for training requests.

Long Term Goals:

1. ENHANCE COMMUNITY SAFETY & SECURITY

- 1.1. Improve the transfer and sharing of information and data between criminal justice and law enforcement agencies in the region to reduce crime and expedite the judicial process through the RIIC.
- 1.2. Sustain the department's reputation as an engaged and cooperative law enforcement partner, using modern tools and technology for information sharing with local, state, and federal partners.
- 1.3. Conduct initiatives to reduce traffic injuries and deaths.
- 1.4. Perform priority services.

2. MAINTAIN PUBLIC CONFIDENCE AND SATISFACTION

- 2.1 Implement strategies and programs to prevent crime, reduce calls for service, de-escalate potential violent situations and reach people with special needs.
- 2.2 Improve citizen satisfaction rates, as measured by various community surveys.
- 2.3 Leverage new communications media to communicate with members of the public.

3 INCREASE ACCOUNTABILITY TO THE COMMUNITY

- 3.1 Implement transparent practices to establish a high sense of legitimacy and promotion the public's and government officials' confidence in the department.
- 3.2 Equip all officers in uniformed assignments with updated body worn cameras.
- 3.3 Equip all fleet vehicles with in-car camera and license plate readers.

4 MAINTAIN OR INCREASE PRODUCTIVITY

- 4.1 Continue to effectively and efficiently use resources allocated or acquired by the department.
- 4.2 Acquire technology to improve efficiency and serve as a force multiplier as financial resources allow.
- 4.3 Implement processes to expedite the transfer of case information, video and digital data to the Lehigh County District Attorney's Office.

5 INCREASE PROFESSIONALISM

- 5.1 Reinforce the department's core value through our mission statement.
- 5.2 Develop supervisors and managers through nationally recognized technical and leadership training.
- 5.3 Create opportunities where civilian employees, particularly supervisors and managers, achieve a higher level of recognition for their responsibilities and contributions.
- 5.4 Improve the quality and means of presenting training and expectations to improve leadership, tactics, employee safety, customer service and discipline.
- 5.5 Obtain National Accreditation (CALEA).
- 5.6 Have obtained Pennsylvania Accreditation Premier status (PLEAC).

Police Department Expenses-Patrol Operations (000-04-0802-0001)

(03) Holiday Pay – (\$1,431,459)

The bureau budget to pay for Holiday Pay for all employees. This includes a 3% increase per Collective Bargaining Agreement members.

(05) Education Pay – (\$140,000)

The bureau budget to pay for Education Pay and annual Military stipend per Collective Bargaining Agreement. This is a contractual increase starting January 2023. This figure is based on the compliment of 228.

(06) Premium Pay – (\$2,121,800)

The bureau budget to pay for overtime for all employees. This also includes a 3% increase per Collective Bargaining Agreement members. Also included is arena OT, Special Events, Pool OT, Parks OT, DUI checkpoint, DUI rovers, Aggressive Driving, etc.

(07) Extra Duty Pay – (\$300,000)

The bureau budget to pay officers who work Extra Duty Jobs.

(09) Uniform Allowance – (\$185,400)

The bureau budget to pay employees uniform allowances per Collective Bargaining Agreement and SEIU contracts. This is a contractual increase per the Collective Bargaining Agreement.

(11) Shift Differential – (\$145,000)

The bureau budget to pay employees shift differential. This is a contractual increase per the Collective Bargaining Agreement.

(22) Telephone – (\$3,840)

The bureau budget to pay for internet services not on the City of Allentown network (confidential internet and SVU internet).

(26) Printing – (\$9,015)

The bureau budget to pay for IT managed printer and printer services and ID unit printer. This account also pays for Traffic and Non-Traffic citations.

(28) Mileage Reimbursement – (\$2,050)

The bureau budget to pay department EZ pass tolls, investigative costs for travel and non-training reimbursements for mileage.

(32) Publications & Membership – (\$39,475)

The bureau budget to pay for memberships to several professional entities. The budget covers subscriptions for several online applications used by the department.

	Qty	Unit Cost	Amount
PA Chiefs of Police - PCPA	3	\$150	\$450
International Chiefs of Police - IACP	3	\$200	\$600
FBI Leeda	4	\$50	\$200
FBI Academy	1	\$110	\$110
Lehigh County Chiefs of Police	1	\$150	\$150
MAGLOCLEN	1	\$400	\$400
PERF	1	\$475	\$475
PA Police Accreditation - PPAC	1	\$200	\$200
PLEAC	1	\$1,250	\$1,250
PowerDMS - Accreditation fee	1	\$750	\$750
CALEA - Accreditation Fee	1	\$5,000	\$5,000
NTOA - ERT Team	1	\$450	\$450
DVNA - CNT Team	12	\$25	\$300

PowerDMS	1	\$9,000	\$9,000
Policeone.com	1	\$15,000	\$15,000
AirData (drone)	1	\$1,520	\$1,520
NAPWDA - K-9 Certification	6	\$50	\$300
AAPP - American Assoc Police Polygraphists	2	\$125	\$250
American Polygraph Association	2	\$150	\$300
Crime Prevention Officer Association	1	\$25	\$25
National Internal Affairs	1	\$100	\$100
PA DUI Association	1	\$35	\$35
Intl Assoc for Identifiers	6	\$80	\$480
ACTAR (Accred. Comm. For Traffic Accident Recon)	3	\$300	\$900
IAFCI (Baker)	1	\$75	\$75
National Association of School Resource Officers	6	\$40	\$240
IPMBA	6	\$75	\$450
National Notary Association (Garza)	1	\$250	\$250
Squarespace (joinAPD.com)	1	\$350	\$350
FAA Drones license	3	\$5	\$15

(34) Training & Professional Development – (\$80,000)

The bureau budget to pay for trainings, certifications, re-certifications, and professional development.

The budget also covers mileage reimbursements for travel costs associated with attending trainings.

	Qty	Unit Cost	Amount
Executive / Supervisor Trainings	1	\$20,000	\$20,000
Investigations Training	1	\$10,000	\$10,000
Traffic Unit Training	1	\$2,500	\$2,500
Patrol Training	1	\$7,500	\$7,500
ERT Training	1	\$8,000	\$8,000
K-9 Training	1	\$5,000	\$5,000
Youth Officers Training	1	\$5,000	\$5,000
Identification Unit Training	1	\$2,500	\$2,500
Chief Training	1	\$5,000	\$5,000
PLEAC / Grants Training	1	\$2,500	\$2,500

Office of Professional Standards Training	1	\$2,000	\$2,000
Mileage Reimbursement	1	\$10,000	\$10,000

(40) Civic Expenses – (\$640)

The bureau budget to pay for attending Human Relations Dinner, Crime Watch dinner and NAACP dinner.

(42) Repairs & Maintenance – (\$231,307)

The bureau budget to pay for calibrations, alarm monitoring and repairs, pest control, software maintenance, equipment maintenance and protections plans.

(46) Contract Service Fees – (\$1,015,521)

The bureau budget to pay fees for contracts, K-9 maintenance training, K-9 veterinary bills, Fire Police compensation, database fees, crossing guard contract, specialize testing, promotion testing, safety mat contract, Crisis Intervention Specialist, Cedar Crest College contract, fleet decontamination, sharps disposal, shredding services, and any additional contract fees.

(50) Other Services & Charges – (\$7,100)

The bureau budget to pay fees for background checks, advertisement, and job fair/recruiting registration fees.

(54) Repair and Maintenance Supplies – (\$1,425)

The bureau budget to pay for supplies to repair bicycles, motorcycle cleaning, weapon repairs.

(56) Uniforms – (\$249,800)

The bureau budget to pay for uniforms, merit pins, name tags, ballistic vests and carriers, ballistic helmets, and specialty unit uniforms.

(68) Operating Materials and Supplies – (\$267,410)

The bureau budget to pay for office supplies, evidence boxes and supplies, flares, gloves and other PPE supplies, ammunition, less-lethal supplies, gas mask bags and canisters, PBT tubes and intoximeters, cell block supplies, property supplies, IPMBA books, Civilian Police Academy graduation supplies, paper for electronic citations, hiring software and Project Lifesaver bracelets and batteries.

(71) Police IT Equipment – (\$220,000)

Police, fire, EMS MDTs and modems, electronic storage for police cameras (City-Wide cameras, BWC, LPR and In-Car Cameras). Also funding to purchase additional city-wide cameras.

(72) Equipment – (\$92,250)

The bureau budget to pay for relocation of In-Car and LPR camera equipment, crime scene equipment, computers, TRACS replacement printers, bicycles, replacement weapons, chairs and evidence DVD, flash drives and portable hard drives. In 2024, we will be replacing 3 digital evidence computers.

Police Dept Expenses-Project Lifesaver (000-04-0802-0002)

This account was merged into the Patrol 01-16 account for 2024.

Police Dept Expenses-Police Academy (000-04-0802-0004)

(03) Holiday Pay – (\$23,238)

The bureau budget to pay for Holiday Pay for all employees. This includes a 3% increase per Collective Bargaining Agreement.

(05) Education Pay – (\$2,350)

The bureau budget to pay for Education Pay and annual Military stipend per Collective Bargaining Agreement.

(06) Premium Pay – (\$25,750)

The bureau budget to pay for overtime for all academy instructors.

(09) Uniform Allowance – (\$2,250)

The bureau budget to pay employees uniform allowances per Collective Bargaining Agreement.

(11) Shift Differential – (\$650)

The bureau budget to pay employees shift differential per Collective Bargaining Agreement.

(32) Publications & Membership – (\$575)

The bureau budget to pay for memberships to MPOETC, NRA for instructors and academy range and scheduling software for Act 120 Class instructors.

	Qty	Unit Cost	Amount
Municipal Training Directors Association	1	\$175	\$175
NRA Membership	1	\$40	\$40
When to work Act 120	1	\$360	\$360

(34) Training & Professional Development – (\$16,200)

The bureau budget to pay for certification and re-certifications for academy instructors, controlled tactics instructors and use of force training. This is where the bureau budget is to pay fees for department and Act 120 CPR certification cards and 1st Aid certification cards.

	Qty	Unit Cost	Amount
Re-Certification Class for Existing Instructors	10	\$256	\$2,560
Controlled Tactics Instructor Certification Class	11	\$690	\$7,590
Use of Force Training	1	\$5,000	\$5,000

(42) Repairs & Maintenance – (\$1,510)

The bureau budget to pay for pest control at academy/barn buildings and alarm contract fee.

(54) Repair and Maintenance Supplies – (\$200)

The bureau budget to pay for weapon replacement parts.

(56) Uniforms – (\$24,525)

The bureau budget to pay for uniforms for maintenance worker, recruits, academy staff, handcuffs, and department replacement gear.

(62) Fuels, Oils & Lubricants – (\$15,000)

The bureau budget to pay for academy building heating fuels and academy barn commercial gas.

(68) Operating Materials and Supplies – (\$256,171)

The bureau budget to pay for office supplies, range supplies, ammunition, less-lethal supplies, training gear and supplies, department flashlights and any additional supplies needed for staff and Act 120 cadets.

(72) Equipment – (\$20,000)

The bureau budget to pay for replacement furniture and chairs for the classrooms and replacement weapons for Act 120 class.

(90) Refunds – (\$12,000)

The bureau budget to provide tuition reimbursement.

Police Dept Expenses-Police Operation Technology (000-04-0802-0022)

(0022-72) Equipment (\$613,832)

The bureau budget to pay for year 1 of a 5-year program for tasers, software for in-car Camera, body worn camera and license plate readers not covered by PCCD grant. This program includes equipment, accessories, replacement equipment, storage, instructor school/course, warranty, etc. 2 drones' w/ software.

Police Communications Technical Services (000-04-0808-0002)

The baseline budget funds the personnel and services of the Communications Bureau:

The Bureau has 6 employees:

1. Communications Ops Manager
2. Inventory Control Clerk
3. 4 Technicians

Services include:

1. Installation of new emergency lighting, siren, radio and computer equipment in new police, fire, and EMS vehicles.
2. Installation of in-car vehicle cameras in police vehicles as needed.
3. Installation and maintenance of vehicle traffic signal preemption equipment in emergency vehicles.
4. Installation of any electronic equipment in public safety vehicles including but not limited to flashlight chargers, thermal imaging camera chargers, EMS Knox Vaults, etc.
5. Installation of radio equipment in new City fleet vehicles as needed.
6. Removal of the above equipment when vehicle exit City service.
7. Partial removal of equipment and vehicle change over for police patrol vehicles to entering other police service.
8. Installation and maintenance of all access control equipment (swipe cards).
9. Installation and maintenance of all police street camera equipment.
10. Installation and maintenance of all building security cameras.
11. Radio system maintenance and administration.
12. Repairs to portable and mobile radios in house as needed.
13. Repairs to any emergency lighting and siren equipment.
14. Repairs to police in-car cameras as needed.
15. Repairs to police, fire & EMS vehicle computer equipment.
16. Managing cable TV wiring and running new as requested.
17. Running new CAT5 wiring drops for IT when needed.

Measurable Budget Year Objectives and Long-Range Targets:

1. Replace 450 public safety radios for (police, fire & EMS). This will replace radios not upgraded during the radio system change over. Radios range from 2009-2013. Project started in 2023 and will continue in to 2024.
2. Replace and install up to 100 police street cameras and equipment over next few years. Cameras are part of a police grant received. Cameras being replaced were originally installed between 2008 and 2014. These cameras are no longer repairable and new technologies exist for better quality and night operations. New cameras will be added in areas as needed.
3. Continue to upgrade existing access control electronics that were originally installed in 2011.

In the 2024 budget, Technical Services requested a Telecomm Technician. The workload in Technical Services has increased over the years with additional cameras and access control being added. In 2024 we will continue to add cameras, access control, MDTs and radios. This will increase the workload as we move forward. We also must perform preventative maintenance on all equipment. In 2018, we saved the City \$394,000 by bringing camera maintenance back in house and eliminating the need to pay an outside contractor.

Police Communications/Technical Services Expenses (000-04-0808-0002)

(06) Premium Pay (\$25,000)

The bureau budget to pay for overtime for all employees.

(11) Shift Differential (\$2,000)

The bureau budget to pay employees shift differential.

(22) Telephone (\$65,040)

Data for Police, Fire and EMS Mobile Computers is paid from this account. The average cost is \$3,800 a month for 12 months. The cost fluctuation from month to month is due to modems being taken offline when not in use. These modems can be taken out of service and monies saved when vehicles are out of service for an extended periods of time for repairs. Modems are taking offline during police fleet change out as needed.

A broadband Circuit for radio system remote trouble shooting is paid at the cost of \$270 per month for 12 months. This helps with remote diagnostics of radio issues when needed.

Broadband Circuits for Police Surveillance cameras are paid for from this account at \$270 per month for 12 months. Currently there is five locations that are in remote locations and the modem is used for backhauling of data.

(26) Printing (\$900)

The bureau budgets to pay for (1) IT managed print services.

(30) Rentals (\$45,600)

A lease agreement for space at a PPL Tower Site is paid for at the cost of \$3,800 a month for 12 months. This agreement provides for space, HVAC, and electric power for radio equipment at one of two tower sites.

(32) Publications and Membership (\$400)

The bureau budget of \$400 is to pay for two personnel to be reimbursed for their CDL renewal per the collective bargaining contract.

(34) Training and Professional Development (\$11,600)

The bureau budget to pay for Radio system and radio repair training as well as Genetec access control and camera maintenance training. The radio system training and radio repair training allows us to preform radios and maintenance in house which is a cost savings to the City. The Genetec access control and camera maintenance training will allow us to preform installations as well as maintenance on camera and access control systems.

	Qty	Unit Cost	Amount
Radio System Training (Radio/System Repair)	5	\$2,000	\$10,000
Camera/ Access control training	2	\$800	\$1,600

(42) Repairs & Maintenance (\$173,000)

Access control repairs is budgeted from this account for 2 repairs at an estimated cost of \$5,000. While Technical Services has been working to replace aging access control equipment, we still run in to issues that require outside assistance and parts to repair equipment when access control is down for locations. Technical Services personnel make every effort to repair items prior to calling an outside source in but sometimes it is necessary.

Factory repairs to police street surveillance cameras as well as city building security cameras are budgeted in this account. There are a total of 160 street cameras and 30 building cameras. While every attempt is made to repair all items in house at times it requires units be sent for factory repairs. The cost per camera is averaged at \$1,500 with a total of 20 cameras estimated that will need to be sent out for repairs.

Radio system maintenance is budgeted for from this account at \$115,000 per year. This maintenance includes PMs on two radios transmitter sites as well as emergency 24-hour support including response if needed for any radio system issues. Currently technicians in technical services are working toward becoming certified Harris Master Technicians. This requires numerous years of training which include hands on training in Lynchburg, VA. This will allow us to perform all radio system maintenance in house. Currently we perform administrative maintenance on the system and some trouble shooting of equipment problems.

Factory repairs to city portable and mobile radios is budgeted for in this account. The average cost to repair a radio is \$500 per radio. We have budgeted for 5 radios needing to be sent for factory repair. Currently the City has approximately 1,500 portable, mobile, and base station radios in operations. All radios are repaired in house by technicians however some require being sent to the factory.

UPS maintenance agreement for maintenance on the radio room UPS (Battery backup) for \$4,000 a year in this account. This included emergency after hours response should a unit fail. This is critical due to the radio system equipment used for the public safety radio operations.

A maintenance agreement for support is paid to NetMotion at a cost of \$15,000 per year. This support allows for software upgrades as available and troubleshooting assistance. This software is used on police, fire, and EMS mobile computers.

(46) Other Contract Services (\$49,300)

Backup radio circuits to two transmitter sites are paid to Service Electric at the cost of \$2,100 a month for 12 months. Total cost of \$25,200 for the year.

Replacement of access control equipment (swipe cards) at the City Hall Building is budgeted at \$24,000. This equipment was installed in 2011 and is no longer supported by the manufacturer. Should there be a failure we would not be able to obtain parts. In 2022 we had a failure of similar equipment at the Bridgeworks Facility. This will be a multi-year project to get all access control equipment upgraded to supported hardware. The plan is to have all equipment upgraded in a 3-year period.

(54) Repairs and Maintenance Supplies (\$85,600)

Portable radio battery replacement is budgeted at \$125 per battery with a total of 100 batteries needing replacement. These batteries have a life span of 3 to 5 years depending on usage. This is an ongoing cost to replace batteries yearly. Cost this year is \$12,500. The cost is down from previous years as we have purchased new public safety radios in 2023 which is most batteries used.

Batteries for police street cameras is budgeted at \$3,750. These batteries are used in UPS units inside the camera boxes. This allows the camera to stay online during short power outages and surges. There are 150 street cameras that requires battery backups. These batteries are replaced every two years on a rotating cycle.

Parts to repair portable and mobile radios is budgeted at \$10,000 this year. This allows us to repair approximately 1,500 radios in house when/if needed. The cost per year is based on 2023 figures and costs of parts used. This amount has been decreased in 2024 due to the fact we have purchased new radios for public safety in 2023. These new radios are under warranty for any repairs needed that are not related to damage.

Camera repair parts are budgeted at \$15,000 this year. These parts are used for repairing police street cameras and building cameras as needed. This is based on parts used in 2023.

Parts to repair mobile computers in house is budgeted at \$3,000 this year. This allows us to repair mobile computers as needed in house. The cost is based on 2023 figures and cost of parts used.

Vehicle installation parts are budgeted at \$20,000 this year. These parts are used during the installation of emergency lighting, siren, radio and mobile computers in police, fire, and EMS vehicles as well as installation of radios and lighting on various other city vehicles. This amount is based on parts needed in 2022 and 2023.

Parts to repair emergency lighting and siren equipment for police, fire and EMS is budgeted at \$10,000 this year. This is based on 2022 and 2023 figures and cost of parts used. This allows for repairs to be done inhouse and get vehicles back on the street as quickly as possible.

Factory repairs to police, fire and EMS computers is budgeted at an average of \$500 per unit. We estimate a need to send 7 units for factory repairs. Currently we have just over 100 mobile computers in police, fire, and EMS service.

(56) Uniforms (\$2,480)

The bureau budgets for uniforms clothing items and safety shoes for staff members per the collective bargaining agreement.

(62) Fuels, Oils and Lubricants (\$1,880)

Fuel for the emergency generator.

(68) Operating Materials and Supplies (\$900)

The bureau budget to pay for labels, repair tags and other miscellaneous items.

(72) Equipment (\$661,967)

1. Lightbars for new police vehicles are budgeted at a cost of \$4,000 per lightbar with a total cost of \$32,000. This allows us to install lightbars with new technologies on the new police vehicles. We do reuse emergency lighting and siren equipment that is still in good working condition on new

vehicles as available. It is predicted that we will be able to reuse four lightbars from vehicles being taken out of service.

2. All siren equipment is budgeted at \$1,900 per vehicle with a total cost of \$20,900 this year. This allows for new siren equipment to be placed in all new Police vehicles.
3. Police vehicle emergency body lighting is budgeted at \$2,000 per vehicle with a total cost of \$22,000. These emergency lights are used on the exterior body of the vehicle.
4. Lightbars for new Fire/EMS vehicles is budgeted at a cost of \$2,500 per lightbar with a total cost of \$5,000. This allows us to install lightbars with new technologies on the new fire and EMS vehicles. During this vehicle change out we will use this opportunity to install new LED technologies.
5. All siren equipment is budgeted at \$1,500 per vehicle with a total cost of \$3,000 this year. This allows for new siren equipment to be placed in all new fire and EMS vehicles.
6. Fire and EMS vehicle emergency body lighting is budgeted at \$2,000 per vehicle with a total cost of \$4,000. These emergency lights are used on the exterior body of the vehicle.
7. Mobile radio replacement for new police, fire and EMS vehicles is budgeted at \$2,000 per unit for a total of \$10,000. These radios are separate from the 450 city radios as these are used for mutual aid operations when emergency vehicles assist county departments outside the City. The radios being replaced are from 2013 and are no longer supported.
8. Camera equipment such as point to point radios and switches are budgeted at \$18,000 for the year. This allows us to replace switches and point to point radios in service since 2009.
9. Police K9 vehicle equipment is budgeted at \$7,000 for the year. This is used when installing equipment K9 specific equipment in a new police vehicle. This includes but is not limited to K9 partition, heat monitoring equipment, fans, and door popper. Each year we replace one K9 vehicle on a rotating cycle.

10. Emergency Services Radio Replacement payment 1 of 5. This is the first loan payment for the purchase of 450 radios for police, fire and EMS made in 2023. This loan and radios replaced units that were in service from 2009 and 2013.

Emergency Medical Services Bureau (000-05-0605-0003)

The purpose of this program is operations and administration of emergency medical services (EMS) for residents and visitors in Allentown. The current role of a paramedic is far more dynamic and complicated than previous, with more public scrutiny, increased demand, and rigorous requirements for training and professional development. In addition to providing basic transportation, paramedics provide advanced medical care, social services assistance, and serve as the bridge for many socially and economically challenged residents to access medical care. We also provide community outreach and education at no charge to the citizens. In 2020 through 2023, Allentown Paramedics vaccinated thousands of residents in partnership with the Allentown Health Bureau to respond to the COVID-19 pandemic, and nationwide Influenza prevention.

Further, Allentown EMS respond to more than 18,000 calls a year. For the last three years, there has been a marked increase of approximately 5-7% per year in call volume. Currently, Allentown EMS staffs three 24-hour ambulances and two 12-hour ambulances each day, and a full-time training academy.

With a noted national shortage of EMS workers, it is important to offer a competitive salary for EMS staff for recruitment and retention. In the 2024 budget, the bureau of EMS asks to re-classify our field staff and administration to alternate pay scales, to compensate our skilled workers more appropriately, and align with comparative agencies across the region.

Presently, full time paramedics are assigned to SEIU pay scale 31, steps d through h. The paramedics are the only city employees assigned to this pay scale. We suggest moving to pay scale 18b, which is designated to SEIU employees who are required professional certifications. We believe that moving to pay scale 18b steps d through h does two things. One, it offers an immediate increase in salary for our paramedics, which keeps our staff appropriately compensated for their work, and keeps it competitive for recruitment and retention. Two, it closes the pay disparity gap among public emergency services employees, which is well known across the county. EMS is a necessity as a

public service, yet our professionals are compensated significantly less than other branches of emergency services.

Further, we propose to start all per-diem and part time staff at the first step full-time rate and maintain that step moving forward. Our part time / per-diem rate is not competitive with other agencies, and we have a hard time recruiting per-diem staff. They are essential to our service, and we must address this pay issue.

We also propose changing pay scales for our non-union management staff. These changes reflect the important work our management team perform and similarly to the field staff, this bridges the pay disparity gap between our leadership staff and other similar ranks in emergency services.

Additionally, EMS submitted enhanced requests for equipment in the 2024 budget which includes a series of training aids and mannequins necessary for staff development. This modern equipment allows our education department to provide a safe, reactive, and professional program with immediate feedback. It also replaces a lot of very used, very worn-out training equipment from the litany of classes we host.

Since we added 2 new ambulances to our fleet this year, we are reappropriating 2 cardiac monitors from our SUVs to the new ambulances. To allow us to maintain a defibrillator in every EMS vehicle, we ask to add 2 AED's to our equipment cache for 2 EMS SUV's.

Also included in the enhancement is money to upgrade the security of our Mack South station with modern proximity locks. We plan to put a reader on every door in the EMS area, to facilitate a secure environment for our staff.

Goal(s):

1. Embody our mission statement: "To help prevent loss of life and minimize the effect of injuries in emergency situations in a safe and compassionate manner."
2. Continue partnerships with the American Heart Association and other organizations to provide community outreach and education at a minimal cost to the City.
3. Improve out-of-hospital cardiac arrest care to improve outcomes and survivability in our community.

4. Sustain revenue from billing to meet escalating operating costs.
5. Develop a formal strategic plan to assist with succession planning and fulfill agency vision.
6. Drive progress statewide by participating in trials and pilot programs to enhance patient care.
7. Expand collaborate relationships with our regional health networks to enhance training with little fiscal impact to the general fund.
8. Partner with health and other stakeholders to reduce the impact of opioids and other drugs on our community.
9. Maintain an in-house training academy to provide a revenue source, and to provide EMS education regionally.
10. To provide the best, most up to date tools and equipment for our staff.
11. To provide a safe, cohesive work environment.
12. Provide a competitive salary for full time staff and a more appropriate hourly rate for per-diem and part time staff.

Measurable Budget Year Objectives and Long-Range Targets:

1. Strive to handle the increasing call volume expeditiously and professionally and
2. utilize mutual aid less than 2% of the time.
3. Evaluate unit hour utilization metric for changes (indicative of our ability to handle call volume) and address staffing concerns.
4. Increase our public outreach, contract services, and education to become the sole source of CPR and First-Aid training to city employees, the Allentown School District, and expand to offer services to city elder and day care facilities.
5. Expansion of hands-only CPR program, including bilingual classes in CPR and AED use.
6. Improve patient and provider safety with the acquisition of new equipment for lifting and moving, the addition of new vehicles, and better equipment to perform our tasks.
7. Continue to partner with our health systems to develop and expand patient-centered initiatives (Direct to CT Program, Prehospital MI program). Metrics of efficacy are reviewed quarterly to determine AEMS' involvement in improve patient outcomes.
8. Continue to meet performance metrics designed to improve EMS (Mission Lifeline, CARES).

9. Maximize revenue generation to reduce tax subsidy. Currently we recover approximately 92% of our costs.
10. Reduce overdoses and deaths by any margin through increased community involvement (PHAST, Overdose Fatality Review Board).
11. Develop a “leave behind” naloxone program.
12. Decrease chute and response times to 2 and 8 minutes respectively.

Emergency Medical Services Expenses (000-05-0605-0003)

(04) Temporary Wages (\$100,000)

Estimate based on previous use and current trends.

(06) Premium Pay (600,000)

Increase of \$50,000.00 over the 2023 budget to reflect actual use. Injuries, illnesses, and time off cause overtime use. With minimal per-diem staff, we rely on overtime to fill vacancies.

(26) Printing (\$2,000)

Printing services, and mail costs are nominal and essential to our Bureau. The increase is predictor to public relations posters and handouts we anticipate for 2024.

(30) Rentals (\$3,500)

In the event of a catastrophic fleet issue, we have this fund as a reserve to rent an ambulance from our vendor. The Department of Health allows vehicle rental in case of mechanical issues, to keep units in service.

(32) Publications and Membership (\$5,950)

Yearly membership fees for the Ambulance Association of America, the International Police Mountain Bike Association, the National Emergency Medical Services Association, and various trade publications are noted here.

Testing and administrative fees for Tactical Paramedic Certification and Flight Paramedic Certification for our special teams are also noted as an increase, which is a benefit to our special teams' staff. State protocols recognize higher levels of certification (TPC / FPC) for advanced care protocols.

1. Ambulance Association of Pennsylvania Dues – \$775
2. NEMSA – \$235

3. IPMBA Training for 3 medics – \$750
4. Tactical Paramedic Certification (no coursework) for 3 medics – \$1,200
5. Wilderness and Flight Paramedic Certification (no coursework) for 8 Medics – \$2,800
6. Trade Publications - \$190

(34) Training and Professional Development (\$17,268)

The Bureau of EMS budgets training and professional development for our staff. EMS is ever-changing, and as such we must invest in our practitioners.

Our training budget includes regulatory classes for Paramedic staff like CPR, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. Also, enhanced classes for Paramedic staff like FEMA USAR Medical Specialist, Tactical Paramedic Training, and other specialty training for our members of the Emergency Response Team, Special Operations Team, Bomb Team, Dive Team, and Bicycle Team are budgeted. Our special teams are very active and provide the most advanced care in the region.

This line item also allows for funding of enhanced certifications such as Tactical Paramedic Certified (TPC) and Flight Paramedic Certified (FPC) which are industry high marks for advanced providers operating on special teams. These classes require a test fee and yearly maintenance fee.

The training and professional development category further supports our training academy, and the specific needs therein. Community CPR, Community First Aid, Stop the Bleed, and EMT classes for the AFD and the APD are some of our most popular classes. We also offer International Police Mountain Bike Association EMS Cyclist class, Emergency Vehicle Operations Course, and more.

1. ACLS and PALS classes for staff – \$2,000
2. Required Paramedic Refresher for staff – \$2,500
3. 2-week Tactical Paramedic Class for 1 medic – \$3,500
4. Zoll Billing Conference for 2 billing staff members – \$300
5. HIPAA compliance class for our HIPAA officer – \$1,200
6. EVOC training for the staff – \$1,200
7. Dive Medicine for 5 dive members – \$1,750
8. EMS Instructor development for 4 staff members – \$1,000
9. AHA instructor development for 4 staff members \$1,400
10. Act 235 for 6 TEMS staff – \$1,650

11. Tactical Paramedic Training for 2 medics – \$1,343
12. IED training for 2 BOMB medics – \$750
13. Medical Specialist for 1 medic – \$3,000
14. IPMBA Instructor development - \$250

(42) Repairs and Maintenance (\$141,799)

The Bureau of EMS maintains several contracts to support our service. Yearly usage agreements for our Scheduling Software, Charting Software, Billing Software, and Narcotics Management Software are noted in this account.

1. Zoll billing and usage (EMS BILLING) - \$51,000
2. Knox user interface (NARCOTICS STORAGE) - \$750
3. E-Core (SCHEDULING) - \$5,750
4. Zoll data (CHARTING) -\$22,000
5. Stryker maintenance (MONITOR-AED-LUCAS) - \$53,799
6. Stairchair maintenance -\$2,000
7. Out of Fleet (REPAIRS) -\$3,500
8. Risk Management claims under \$500

The cost of these items is nominal compared to the out-of-pocket expense should we discontinue the maintenance agreements. For example, if a cardiac monitor fails, the repair for one visit could be thousands of dollars alone.

(46) Other Contract Services (\$13,550)

The monitoring software for our vehicle camera system requires a yearly fee. Biohazardous waste removal is also a yearly requirement in the category.

A yearly stipend for our Medical Director is in this category and is compensation for an increased workload for our medical director.

1. Medical Director - \$3,000
2. Camera vehicle system – \$9,800
3. BioHazard waste removal - \$750

(54) Repair and Maintenance Supplies (\$3,500)

Repair and maintenance supplies for fleet and medical equipment. This account covers batteries, parts, etc. This has been reduced from the 2023 budgeted amount due to trend data.

(56) Uniforms (\$75,884)

Uniform costs have increased drastically across the board. Additionally, we have many pieces of outdated personal protective equipment that must be replaced, per NFPA 1981. The uniform account covers everyday uniforms, coats, and apparel for staff. Body Armor for Paramedic Staff (replaced every 5 years on a rotating basis per manufacturer recommendations). EMS Protective Turnout Gear (Replacing sets of issued gear and helmets from the early 2000's per NFPA 1981).

- Boots per the CBA.
- Helmets, Gloves, Eye Protection, Hearing Protection, and misc. uniform items.
- Badges, Patches, Nameplates, etc.

(66) Chemicals (\$10,500)

Medical oxygen has increased dramatically. We anticipate a cost increase three times the amount formerly budgeted. Cleaning chemicals are also purchased through this account. These chemicals are to wash the ambulances, sanitize the interior of the ambulances, utilize the bioquell system, and clean our work area.

(68) Operating Materials and Supplies (\$100,000)

EMS is required to keep supplies on our vehicles, and many of these supplies are not replaced by the hospitals. We also must keep our supplies in-date and in working order. Outside of our one for one exchange items, we utilize this account to purchase the following items.

- Disposable AED supplies.
- Latex-free gloves (marked increase in price since COVID).
- Disposable medical supplies and one-time use PPE (Marked increase in price since COVID).
- Active shooter supplies
- Office supplies
- Training and outreach supplies (marked interest with more events planned).
- ASD CPR education materials and supplies (Paid by the ASD).

(72) Equipment (\$251,388)

The Equipment account budgets for costly items and large capital purchases.

1. Replace PFD's for EMS Vehicles, 2 each – \$6,957.80
2. Throw bags for EMS vehicles, 1 each - \$1,919, 10-year lifecycle
3. Storage bags for EMS vehicles, 1 each -\$1,055
4. 15 lockers for EMS station Mack South – \$5,400
5. PPE racks for Mack South -\$3,000
6. 12 Chairs for EMS Station Desks \$6,500
7. Tools for EMS Vehicles – \$4,500
8. Replace broken or outdated equipment - \$6,500
9. Fire rehab supplies – \$1,000
10. 3 Samsara cameras for new EMS vehicles – \$2,100
11. 2 lockers for Central EMS Station – \$900
12. 38 CO monitors for EMS Staff – \$4,142
13. 2 AED's for EMS SUV's - \$7,000
14. Intravenous training arms, \$1,076
15. Airway training head, \$4,990
16. Pediatric IO training simulator, \$1,370
17. Adult SIM training simulator, \$48,995
18. Simulator service plan, \$6,010
19. Pediatric SIM training simulator, \$55,604
20. Simulator service plan, \$5,457
21. Infant SIM training simulator, \$48,995
22. Preston CPR manikins (adult), \$2,672
23. Preston CPR manikins (infant), \$2,396
24. Preston AED trainer, \$1,848
25. AED's for 2 EMS vehicles, \$8,000
26. Key card access locks for Mack South, \$13,000

(90) Refunds (\$8,500)

Refunds are occasionally required from our billing department to insurance companies based on eligibility of billed patients. Historically, we have traditionally not budgeted enough in this account and therefore, we are requesting an additional \$2,500 in the 2024 budget over last year.

Fire Department (000-05-0803-0002)

The Allentown Fire Department (AFD) consists of 131 firefighters manning six fire stations, one Fire Training Academy and EOC Center with seven engines and two ladder trucks. In 2022, the AFD responded to 14,680 calls for service in the City of Allentown, 730 Fire inspections and 149 Fire investigations. Special Teams include Hazardous Materials, Bomb Squad, Underwater Recovery and Technical Rescue. All department members train extensively to ensure that our citizens have a safe place to live, work and play.

Fire Administration and Operations Expenses (000-05-0803-0002)

(03) Holiday Pay (\$885,968)

This projection is based previous expenditures for Holiday Pay for Firefighters, Chiefs per CBA contract commitments.

(04) Temporary Wages (\$30,000)

(06) Premium Pay (\$3,048,698)

This projection is based on previous expenditures for premium pay and per the CBA contract commitments for minimum manning.

(09) Uniform Allowance (\$39,300)

This projection is based per CBA contract commitments.

(11) Shift Differential (\$77,153)

This projection is based on previous expenditures and covers the cost of night shift pay per the CBA contract commitments.

(26) Printing (\$1,380)

This account covers the cost of print/fax/copy expenses per IT Departments managed print contract.

(28) Mileage Reimbursement (\$112)

This account covers the cost of mileage expenses incurred for Fire Department travel.

(30) Rentals (\$16,960)

Required rental of 15-passenger van for Fire Academy Class as well as rental of Turnout gear PPE for 20-week academy class.

(32) Publications and Membership (\$33,355)

The fire department maintains several annual memberships for its fire and EMA employees including but not limited to

1. PACFCA, International Association of Fire Chiefs, National Fire Protection Association for 4 members
2. PAAI Membership for Asst Chief Fire Prevention for 2 members
3. PA Boat Registrations to operate in PA waterways for 4 boats.
4. NAFI Annual Membership for 6 members.
5. IAFC Annual Membership for 2 members.
6. PENNBOC Certification for 6 members.
7. NFPA Annual Membership Subscription.
8. National Fire Code NFCSS All Access Subscription.
9. L&I UCC Certification for 6 members.
10. Annual State of PA License for Magazine Storage.
11. Annual State of PA License for X-ray machine.
12. IABTI Annual membership for 11 members.
13. ICC Annual Membership for AC Fire Prevention.
14. IAEM Annual Membership for EMA.
15. NEMA Annual Membership for EMA.
16. Radar Omega Annual Subscription for EMA.
17. Fire Academy Class Training Class Recruit Books. Includes cost for additional 12 firefighters.
18. International Association of Arson and National Association of Fire Investigators, for 6 Fire Prevention Officers.
19. International Building Code and International Fire Code books.

20. IBC and IFC Code books.

(34) Training and Professional Development (\$85,355)

This account covers trainings, certifications, and continuing education expenses that allows and helps us ensure that the fire department staff are knowledgeable with current best practices within the industry. Training opportunities vary from year to year based on availability.

1. Contractual education tuition reimbursement per CBA.
2. Special Teams Education and training certification.
3. AC Fire Prevention and Fire Marshal required certification.
4. Bucks County Certification program for new and existing fire fighters.
5. PA State water rescue certifications.
6. 3M Scott technician certifications.
7. Tyler Training seminar.
8. EMT examination certifications.
9. EMI certification program.
10. GEM Emergency BLS certification.
11. Chiefs conference and quarterly meetings.

(42) Repairs and Maintenance (\$93,600)

During the year, unexpected repairs occur. Included in these repairs are fleet repairs that are beneath the \$500 threshold set by Risk Management, inspection of the Kitchen Fire Suppression System and multiple maintenance contracts to cover upkeep and repairs on Fire Department equipment.

(46) Other Contract Services (\$27,100)

Expenditures from this account would cover Medical Director fees, AFG Grant fees, vehicle graphics, and vehicle onboard camera license service and support.

(50) Other Services and Charges (\$7,885)

This account covers expenses for required background checks for our Hazmat and Bomb Team members and the cost for contractual annual drug screenings.

(54) Repair and Maintenance Supplies (\$36,400)

This account covers expenses for equipment repair parts, batteries, small tools, janitorial cleaning supplies for seven buildings, saw blades and other miscellaneous maintenance supplies.

(56) Uniforms (\$314,491)

This account covers expenses for PPE gear to include turnout gear, gloves, boots, helmets, hoods, station and Class A uniforms, safety shoes and other miscellaneous PPE and uniform costs. Includes the cost for the additional 12 firefighters.

(62) Fuels, Oils and Lubricants (\$7,900)

This account covers the heating oil expenditure for the HVAC at our Fire Stations.

(68) Operating Materials and Supplies (\$64,000)

This account covers expenses for Fire Department facility, and operational supplies such as PPE supplies, hazmat absorbents, rescue ropes, special teams' supplies, office supplies, SCBA, nozzles, ladders, O2 cylinders, fire extinguishers fire prevention educational materials, annual fire prevention awards and fire inspector supplies.

(72) Equipment (106,100)

This account covers equipment for the Fire Department that meet the guidelines established in the standard accounts for city owned assets. Equipment needed for fire suppression will be fire hose, thermal imaging cameras, rescue saw, gas meters, ventilation fans, generators, AEDs, computer equipment and hydra ram.

Human Resources Department (000-06-0603)

The Human Resources Department is a key operating function for the City of Allentown that provides the City's centralized personnel management system: coordinating the recruitment, testing and selection of full-time non-Civil Service and also Civil Service employees, part-time employees as well as seasonal and temporary; administering health, life, LTD and unemployment compensation insurance; processing tax exempt insurance programs and flexible spending accounts; developing, implementing, reviewing, revising and administering personnel policies and procedures; developing, implementing and providing training and development programs to all levels of employees, providing educational, career, personal and performance counseling to employees; and assuring compliance with Equal Employment Opportunity regulations to include the ADEA, ADA and the FMLA. This program also provides information to make employees aware of the various special benefits available and coordinates and implements employee participation in these benefits. This program also includes labor and employee relations activities inherent in negotiating and administering labor agreements and meet and discuss activities with union representatives and City supervisors and ensuring compliance with equal employment statutes and laws as they relate to contracts.

In 2023, HR had a staff of eight non-bargaining unit employees, including the positions of Human Resources Director, Senior HR Generalist, five HR Generalists, and Training Coordinator. At the 3rd quarter mark of this year, the HR staff has had 133 open recruitments, not including internal SEIU internal bids. We held 2 Police noncompetitive application processes resulting in over 100 applicants on eligibility lists. We currently have a third Police noncompetitive application process open. A Firefighter application process was opened with 222 applicants. We hired 181 external applicants including seasonal staff and 165 internal position changes which also included seasonal staff. There were 59 employment separations processed. We started a pilot program including 7 employees for Spanish Immersion.

Based on the above, the Human Resource Department's performance objectives are:

1. Develop, review, update Personnel Policy Manual.
2. Strive to respond to all employee/citizen inquires within 48 hours.
3. Automate onboarding paperwork (benefits, I9, tax forms etc.).

4. Increase number of trainings to focus on training managers on management training and harassment and ALL employees on harassment. Train all customer facing staff on customer service.
5. Utilize a third party FMLA administrator to ensure accurate management of FMLA and ADA leaves.

Human Resources Expenses (000-06-0603-0001)

(04) Temporary Wages (\$31,200)

Interns - HR will need to bring in 4 part time interns at a rate of \$15.00 per hour for an estimated 520 hours each. They will assist with summer hires, job fairs and HR Special Projects.

(26) Printing (\$1,120)

Managed Print Service, cost provided by IT.

(28) Mileage Reimbursement (\$300)

(30) Rentals (\$2,000)

1. Rental for testing venue for Civil Service examinations
 - 1.1. Police quarterly testing – local schools utilized and charged maintenance fees - \$500 per use (average).
 - 1.2. Fire testing is done every other year and amount will be increased in 2025.

(32) Publications and Memberships (\$4,750)

1. Memberships: The Human Resource Department has memberships that are crucial for the positions. Those include:
 - 1.1. SHRM (Society for Human Resources Management) 9 staff at \$252.38 per person totaling \$2,413.
 - 1.2. PSHRA (Public Sector HR Association formerly IPMA) organizational membership \$1,137
 - 1.3. LVBCHC Memberships - To cover membership for benefits coverage provided to City employees at \$1,200- City Membership

(34) Training and Professional Development (\$252,450)

1. Union tuition reimbursement required per SEIU CBA - \$20,000
2. PML PELRAS (Public Employer Labor Relations Advisory Service) conference - 6 HR Employees - Hotel and Conference fees – \$5,400

3. SHRM (Society Human Resources Management) Lehigh Valley conference (once a year),
All Staff - \$2,800
4. SHRM National conference - 2 HR Employees - \$7,000
 - 4.1. Registration – 2 at \$1,800 - \$3,600
 - 4.2. Hotel – 4 nights/2 rooms- \$2,500
 - 4.3. Flight- \$900
5. PSHRA (formerly IPMA- HR) conference - 2 HR Employees- \$3,000
 - 5.1. Registration- 2 at \$850.00 - \$1,600
 - 5.2. Hotel- 2 nights/2 rooms- \$1,000
 - 5.3. Flight - \$ 400
6. SHRM Lehigh Valley Monthly Meetings - (rotation among HR staff) - \$35 per meeting per employee,
average 1.5 meetings per month -\$600
7. Continuing Education Credits for HR Employees, including education requirements for maintaining
current HR certifications. - \$3,000
 - 7.1. 1 HR staff member has 2 professional certifications.
 - 7.2. Professional certifications each require annual credits such as workshops, webinars, seminars,
and trainings – Average 120 credits per year.
8. SHRM Certification – 5 HR Employees - \$5,650
 - 8.1. 5 at \$1,130 each
9. Tuition Reimbursement for non-bargaining employees - \$85,000
 - 9.1. \$5,250 per person per year.
10. Training program for employees - CDL per Federal requirement - \$90,000
 - 10.1 \$6,000 per employee for 15 employees - \$90,000
11. Professional Certification bonus for non- bargaining employees- \$30,000
 - 11.1 \$1,500 awarded per certification. (Required per MESA) Budget is for 20 employees - \$30,000.

(46) Other Contract Services (\$578,100)

1. EAP Annual Costs - Counseling services for employees and their dependents. This is an annual flat amount
based on quarterly headcount. Coordinated through LVHN. - \$12,000.
2. Shredding- Specialized crosscut shred for HR confidential documents - \$1,100.
3. Language Immersion Program for employees, \$500 per person - \$40,000
4. Training on sensitivity, customer service, diversity, respect in the workplace, sexual harassment - \$50,000.

5. PA unemployment insurance benefits – to cover cost of each unemployment claim each year and the Third Party Administrator. \$575 per week per claimant, \$3,200 annual fee for TPA -\$100,000.
6. City employee parking costs to APA \$285,000
 - 6.1. The Rental fleet is budgeted in the Rental Fund
 - 6.2. Alliance Hall parkers are budgeted in Health Administration
7. Wellness Portal online program - \$40,000.
8. FMLA Third Party Administrator \$50,000

(50) Other Services and Charges (\$69,020)

1. Civil Service testing materials and services- Written Exam for Police and Fire -\$6,000
2. Legal notices for Civil Service Board -\$900
3. Legal Notices and advertising – Citywide Job Postings \$10,000
4. Background checks, MVRs (new hires and annual), drug screens (new hire, random and reasonable suspicion) - \$34,000
 - 4.1 Background checks- average 200 applicants
 - 4.2 MVRs 15 applicants
 - 4.3 Drug Screens-
 - 4.3.1 200 applicants and 20 reasonable suspicion
 - 4.3.2 40 applicants (Civil Service)
 - 4.4 Summer Hire Clearances
 - 4.5 CDL Background, medical and drug screening
5. Psychological Testing- Civil Service Hiring and Fitness for Duty - \$12,000
 - 5.1. 40 Civil Service New Hires
6. Court stenographer for Civil Service meetings -\$300 per appeal hearing - \$3,000.
7. Lexis Nexis- Administrative account for 2 HR accounts - \$3,120

(53) Wellness (\$10,000)

1. Reimbursable wellness expense through Capital Blue, money must be used for wellness activities or to purchase wellness supplies for employees.
 - 1.1. Refillable water stations - \$5,000.
 - 1.2. Health fair expenses (Safety Day event) cost for vendor expenses, healthy snacks, prizes etc. - \$5000

(68) Operating Materials and Supplies (\$26,700)

1. Miscellaneous office supplies, orientation and training supplies, lanyards, etc. - \$2,200
2. New and updated employee badges - \$5,000
3. Employee Recognition Event - \$10,000.
4. Job Fair Materials and expenses for 2 events- \$9,500.
 - 4.1. Tent, cart, promotional items, registration fees

(72) Equipment (\$10,000)

1. Office furniture – addition of generalists in 2023 budget requires more office equipment – \$10,000.

Office of Equity and Inclusion Expenses (000-06-0603-0005)

The objective of the Office of Equity and Inclusion (OEI) is to drive the administration of the City of Allentown to practice fair and just delivery of all city services and to nurture within our residents and businesses a spirit of welcoming and accessibility towards all people. Staff will work with both City departments and communities to implement equitable and accessible policies, programs, procedures, and expenditures to make the City of Allentown a community for all. This year's budget is essential to enable OEI to continue and expand its vital work in promoting equity and inclusion throughout our community.

(0005-26) Printing (\$1,000)

Marketing/promotional materials, literature

(0005-32) Publications and Memberships (\$1,000)

1. LINC's DEI Community is a resource designed to help you create meaningful change in your organization. We provide members with insightful features, news, diversity, equity, and inclusion research and best practices to help guide your organization in developing and implementing DEI strategies and practices.
2. The Government Alliance on Race & Equity (GARE) works to advance racial equity and increase opportunities for all communities. GARE is building the field of practices to advance racial equity within and through government. GARE recognizes that racial inequities currently exist across all indicators for success, including in education, criminal justice, jobs, housing, public infrastructure, and health, regardless of intent, region of the country or size of jurisdiction. GARE also recognizes the reality that government played a central role in the creation and maintenance of racial equity and did so explicitly for centuries and has done so for 50+ years implicitly via policies and practices that perpetuate inequities, even when they are color-blind or race neutral.

(0005-34) Training and Professional Development (\$10,000)

DEI Conference – 1 to staff at \$10,000.00

The Equity and Inclusion Manager and Coordinator will need necessary training and professional development in diversity and inclusion, as well as advancing knowledge of best practices or strategies in this specific scope of work.

(0005-40) Civic Expenses (\$50,000)

1. DEI initiatives in the community.

Direct donations for organizing functions, celebrations, or cultural events that promote diversity and inclusion within the community.

2. Bank On Allentown contribution to the United Way.

Bank On Allentown is a collaboration between local banks and credit unions, the Financial Literally Center of the Lehigh Valley, United Way Greater Lehigh Valley, and the City of Allentown.

(0005-46) Other Contract Services (\$70,000)

1. This line item covers the cost of software or digital tools specifically designed for collecting, managing, and analyzing diverse data. These tools often include features for survey collection, data storage, reporting, and visualization.

2. Covers the fees paid to DEI training facilitators, instructors, or external consultants who lead training sessions.

3. Translation and Interpretation services to ensure that all community members regardless of their language proficiency have equal access to information and services. This funding will cover interpreter attendance as needed at City events, web translation services on City platforms and form translation/publication as requested by various departments.

(0005-68) Operating Materials & Supplies (\$40,000)

DEI program supplies and materials.

Information Technology (IT) (000-07-0604)

Customer Services

Provides centralized technology support to the City of Allentown employees and elected officials. Customers have a single point of contact. The service desk logs incidents, research solutions, triages and escalates as needed, tracks actions and results, and identifies solutions. The service desk also coordinates technology training for enterprise wide, departmental, and specialized software applications and systems.

Infrastructure Services

Provides administration and management of the following: systems, networks, servers, and storage assets. Design, implementation and troubleshooting of systems and technology assets. Defines and implements database maintenance, backup and disaster recovery services and plans administration of security policies and procedures.

Application Services

Provides the management and provision of the following services: business process analysis, develop customized computer programs and enhancements, tests and implements software changes, support existing applications, and resolves program problems reported by customers; applies major hardware and software updates, writes training materials, and conducts customer training, writes technical and functional documentation.

Administration Services

Dedicated to providing the following services: budgeting, contract management, payroll, standard policies and procedures, purchasing, record keeping, reporting, scheduling, training, strategic planning, discipline, leadership, teamwork, and vision that is flexible and adaptable to changing conditions.

Goals

1. Business Aligned & Customer Focused
2. Agile & Adaptive
3. Reliable & Resilient
4. Secure & Stable
5. Modern & Mobile
6. Effective & Efficient
7. Reliable Network & Servers

8. Secure Network & Servers
9. Stable Mission critical Applications
10. Business Process Alignment
11. Customer Service
12. Application Modernization
13. Infrastructure Resiliency & Modernization

Measurable Objectives

1. Training – Improve cyber security by having employees complete and pass 70% of monthly security awareness trainings.
2. Security – Remediation of Zero-Day & Critical vulnerabilities within 15 days.
3. Run the business – Maintain current business capabilities to the expectation of business unit leaders, executive leadership & elected officials.
4. Change the Business – Expand existing business capabilities & drive innovation of new business capabilities resulting in improvements in business operation and performance.

Managing Director (IT) Expenses (000-07-0604-0001)

(22) Telephone- (\$333,200)

1. The IT department pays for the cost of telephone service for the City of Allentown. These services are provided using the following vendors. The total cost for 2024 is expected to be \$60,000.
Vendor name: Service Electric
2. The IT department pays for the cost of cell phone services for the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$139,000.
 - 2.1. Vendor name: Verizon: Line details
 - 2.1.1 Smart phones – 123 lines at \$42.11 per line
 - 2.1.2 Smart phone with hotspot – 71 lines at \$47.11 per line
 - 2.1.3 Basic phone – 12 lines at \$24.94 per line
 - 2.1.4 MiFi with unlimited data – 33 lines at \$40.01 per line
 - 2.1.5 MiFi with shared data – 5 lines at \$30.02 per line
 - 2.2 Vendor name: T-Mobile
 - 2.2.1 Cell Phones – 26 lines at \$29.75 per line
 - 2.2.2 Tablets – 1 line at \$ 24.05 per line

2.2.3 MiFi – 14 lines at \$32.70 per line

3 The IT department pays for the cost of internet services for the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$91,000.

3.1 Vendor name: RCN

3.1.1 Contract c22-000036 for \$22,800.00 per year.

3.2 Vendor name: PenTeleData (PTD)

3.2.1 Contract c22-000037 for \$24,240.00 per year.

3.3 Vendor name: Service Electric (SECTV)

3.3.1 Provide VPN connection (cable modem) to Bucky Boyle park at \$1,049.40 per year.

3.3.2 Provide fiber connectivity for Hibernia, Fearless and East Side fire stations along with the Golf Course Pro shop and Golf Course maintenance buildings at \$43,200 per year.

(24) Postage and Shipping (\$100)

The IT department pays for the cost of occasionally shipping equipment. The total cost for 2024 is expected to be \$500.00.

(26) Printing (\$100)

The IT department pays for the cost of managed printing services. The total cost for 2024 is expected to be \$100.00.

(34) Training and Professional Development (\$45,600)

1. CompTIA Security+ Certification for Help Desk Analyst (2 FTE) \$1,000.00
2. ESRI Conference & Training courses (2 FTE) \$3,400.00
3. Tyler Conference & Training Courses (4 FTE) \$5,000.00
4. Gartner Conferences (2 FTE) \$3,900.00
5. Lucity Conference & Training (2 FTE) \$3,400.00
6. Fortinet Training (2 FTE) \$7,200.00

- 7. The IT department pays for the cost of training all City of Allentown employees in cybersecurity awareness. These services are provided by the following vendors. The total cost for 2024 is expected to be \$12,600.00.
Vendor name: Not disclosed.
- 8. The IT department pays for the cost of certifications for IT employees. These services are provided by the following vendors. The total cost for 2024 is expected to be \$6,000.00.
Vendor name: Johnson Controls

(40) Civic Expenses (\$50)

State of the City address.

(42) Repairs and Maintenance (\$2,130,908)

- 1. Preventative maintenance and repairs on the air conditioning systems, fire suppression systems and uninterruptible power supplies (UPS) used at both the primary and secondary data centers for the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$56,300.
 - 1.1. Vendor name: DVL
 - 1.1.1. Contract #c22-000044
 - 1.2. Vendor name: SSI
 - 1.3. Vendor name: Skae Power Solutions
 - 1.3.1 Contract #c22-000035
- 2. Maintenance of the backup software used to backup data in the primary and secondary data centers for the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$40,000.
- 3. Maintenance of the infrastructure related network hardware used to provide network connectivity in the primary data center for the City of Allentown. These services are provided by the following vendors.
The total cost for 2024 is expected to be \$35,000.00.
- 4. Maintenance on off-vendor warranty infrastructure related equipment used throughout the City, such as network switches, servers, storage, etc. These services are provided by the following vendors.
The total cost for 2024 is expected to be \$30,045.
- 5. Maintenance on the software used to provide employees with the ability to create and manage PDF files.

These services are provided by the following vendors. The total cost for 2024 is expected to be \$12,500.

5.1 Vendor name: Kofax

5.2 Software name: PowerPDF

6. Maintenance on the software used to provide proactive security measures and awareness for data within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$81,595.

7. Maintenance on the software used to provide email signatures on all email correspondence within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$8,000.

7.1 Vendor name: Exclaimer

8. Maintenance on the software used to provide a helpdesk ticketing system within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$7,000.

8.1 Vendor name: SHI (reseller)

9. Maintenance on the infrastructure related network equipment used to provide redundant internet services in and out of the primary data center for the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$6,765.

9.1 Vendor name: Access IT Group (reseller)

10. Maintenance and support on the hardware used to provide audio and visual services of town hall meetings within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$3,000.

10.1 Vendor name: Vistacom

11. Maintenance on the infrastructure related network equipment used to provide internet services and secure network traffic in and out of the primary and secondary data centers for the City of Allentown as well as various other buildings throughout the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$78,000.00.

12. Maintenance and support of the software used to provide operating systems on all city workstations and servers as well as a multitude of other products. These services are provided by the following vendors. The total cost for 2024 is expected to be \$457,793.53.

12.1 Vendor name: Microsoft

13. Maintenance on the software used to provide tax services to the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$104,214.

13.1 Vendor name: Admins Inc.

14. Maintenance on the software used to provide various services to and within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$309,682.

14.1 Vendor name: Tyler Technologies

15. Maintenance on the software used to provide global mapping services to and within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$99,550.

15.1 Vendor name: ESRI

16. Maintenance on the software used to provide a work order system to and within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$45,416.

16.1 Vendor name: Lucity

17. Maintenance on the software used to provide proactive network and application monitoring and alerting within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$23,000.

18. Maintenance and support on the software and hardware used to provide phone services within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$45,700.

18.1.1 Vendor name: ET&T

19. Maintenance and support on the software used to patch non-Microsoft software, for security vulnerabilities within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$1,900.

20. Maintenance and support on the software used to provide highly available secure remote access to applications within the City of Allentown. These services are provided by the following vendors.

The total cost for 2024 is expected to be \$25,791.

21. Maintenance and support of the infrastructure related software used to virtualize servers and consolidate hardware in both the primary and secondary data centers for the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$22,000.

22. Maintenance and support of the Government Experience Cloud and public meeting suite software for the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$104,050.50.

22.1 Vendor name: Granicus

23. Maintenance and support of the allentownpa.gov website. These services are provided by the following vendors. The total cost for 2024 is expected to be \$24,455.

23.1 Vendor name: Maxiom Technologies

24. Eden to Munis financial software migration – estimated cost \$844,020.00 (ongoing cost TBD). This project is at the request of the Finance department and supported by the IT department. This is a multi-year project slated to start in the 4th quarter of 2023. This would also require additional funds to be added to the general baseline budget in subsequent years as the new software will have annual maintenance costs that have yet to be determined. These services are provided by the following vendors. The total cost for 2024 is expected to be \$461,000.

24.1 Vendor name: Tyler Technologies

25. Maintenance and support for ArcGIS Urban and Hub software. These services are provided by the following vendors. The total cost for 2024 is expected to be \$17,926.23.

25.1 Vendor name: ESRI

26. 3rd party licensing and support for various software used for many applications within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$7,268.

26.1 Vendor name: Bluebeam

27. ArcGIS Workflow Manager Advanced for ArcGIS Velocity and ArcGIS Streetmap Premium

for Public Works. \$6,600.

28. Software Licenses \$16,357

28.1 Internet domain name registration and SSL Certificates \$2,700.

28.2 Administrative password locker \$1,600.

28.3 Software for employee password reset and MFA \$2168.

28.4 Digital billboard licenses \$6000.

28.5 Software for remote access at public meetings\$ 672.

28.6 Code hosting platform\$264.

28.7 Text to speech platform \$312.

28.8 3rd party software licenses: Adobe, Quark \$1,430.

(46) Other Contract Services (\$598,758)

1. Cost of contract for consulting services used to aid with technology projects and future development regarding the current and future state of the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$153,608.

1.1 Vendor name: Microsoft

2. Cost of contract and consulting services used to aid with technology projects and future development regarding the current and future state of the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$106,750.

2.1 Vendor name: ESRI

3. Cost of contract and consulting services used to aid with configuration of the phone system within the City of Allentown. These services are provided by the following vendors. The total cost for 2025 expected to be \$7,500.

3.1 Vendor name: ET&T

4. Contract and consulting services used to aid with technology projects and future development regarding the current and future state of the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$79,000.

4.1 Vendor name: Gartner

5. Cost of cloud-based services used to provide infrastructure redundancy within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$15,000.

5.1 Vendor name: Microsoft Azure

6. Contract and consulting services used to provide multi-lingual support to the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$18,000.

6.1 Vendor name: Language Line

7. Conversion of CED Community Planning's Lead Program microfiche records to a digital format. Prior quote for services came in at \$45,000.

8. Year one of digitizing CED's HARB, Zoning and Environmental review files. Conversion of all records are expected to take 2 years. \$40,000.

9. ESRI Winter Weather module to track snowplows, street sweepers, etc. which includes upgrades to our existing GIS environment with ArcGIS Velocity and ArcGIS Streetmap Premium. \$65,500.

10. GIS, Right-to-Know Open Data Portal for Solicitor's office \$68,400.

(50) Other Services & Charges (\$500)

Cost of services not classified within the City of Allentown. These services are provided by the following vendors. The total cost for 2024 is expected to be \$500.

(54) Repair and Maintenance Supplies (\$1,000)

Cost of equipment parts and supplies such as workbenches and tables to work on equipment throughout the City of Allentown. The total cost for 2024 is expected to be \$1,000.

(68) Operating Materials & Supplies (\$100)

Electronic cleaning supplies

(72) Equipment (\$354,123)

1. The IT department supplies a variety of miscellaneous equipment throughout the year within the City to support normal daily operations, for example, equipment power cords, chargers, and peripheral devices used within the City of Allentown. Beginning in 2024, the annual life cycle replacement of up to 150 computer units will be funded from the General Fund IT budget. The funding for this annual project was previously transferred via Finance's -88 Interfund transfer account from the General Fund to the Computer Equipment program within the Equipment Fund. For efficiency & transparency purposes, the budget now remains in the General Fund. \$175,000

2. Wireless access points to enhance the wireless coverage and correct dead spots in City buildings. \$5,000

3. Digital billboard rollout for (7) locations in Public Works. \$7,000
4. Replacement of all perimeter network switches in each building in the City. The current Cisco devices will be end of life for support in 2025.
Total cost of project: \$99,911
5. Cisco Switches to complete the build out of the backup data center. \$67,212.

Mail & Print Services (000-07-0604-0003)

The City's mail room and print shop were previously budgeted under the Finance Department (000-02-0602-0006). In 2023, graphic design for all city publications was moved to the Mayor's office. Beginning in 2024, this office is being re-titled Mail and Print Services and will be under the supervision of the Information Technology Department. This program fulfills the mailing, printing, and office supply needs of the City and all its respective departments and affiliates. It consists of two (2) union employees, a Print Shop Specialist and Mailroom Specialist who work in tandem to help provide these necessary and logistical services on a regular basis.

The goal of the team remains consistent to years past; to provide the City and its citizens with premium services while also finding ways to save taxpayer dollars through efficiency and careful planning. We do so in ways that seem small in scale but end up large in scope. By utilizing design and mailing practices to maximize cost and efficiency of paper usage, envelopes, supplies, toner, and postage, we try hard to maintain our shop and its necessary components and machinery to reduce any outside upkeep or maintenance.

(06) Premium Pay (\$500)

Overtime for bargaining employees as needed for coverage at peak billing and budget times.

(24) Postage and Shipping (\$196,600)

Annual cost for City-wide mailing services with USPS averages \$175,000. Account was increased to account for a possible every door direct mailer for the 67,500 residential units in the 18101-zip code in 2024.

(26) Printing (\$68,896)

1. City-wide Envelopes \$20,200
2. Color copier Lease & Maintenance Agreement-City-wide, c07-000025- \$15,948
The original contract is \$33,180 (\$553 x 60 months) for the machine and \$46,560 (\$776 x 60 months) for maintenance. The 2024 budget is \$1,329 per month x 12 months = \$15,948
3. Color Copier Overages - \$15,000

4. Black & White Copier Lease & Maintenance Agreement, c07-000059- \$17,748
 - 4.1.1. \$1,479.00/month for 60 months and includes 75,000 impressions/month.
 - 4.1.2. Additional copies billed quarterly at \$0.004 each.

(30) Rentals (\$1,500)

Rental of postage machine

(42) Repairs and Maintenance (\$8,450)

1. Mail Machine - \$1,900
2. Mail Inserter/Folder - \$3,000
3. Envelope Slicer Repairs - \$600
4. Cutter Maintenance - \$1,200
5. Folding Machine Maintenance - \$1,250
6. Cover Bind Repairs - \$500

(68) Operating Materials and Supplies (\$60,300)

1. 8 'A" x 14" 20lb. Copier White Paper - \$200
2. 8 'A" x 11" White Copy Paper for all City Offices, central supply - \$25,000
3. Miscellaneous Stock Paper - \$12,000
4. NCR Paper - \$2,000
5. Binding Combs - \$100
6. City-wide Office Supplies - \$20,000
7. Thermobind Covers - \$1,000

Parks and Recreation Department (08)

The inspiration to develop a park system in Allentown is traditionally accredited to Mayor Fred Lewis who realized the lack of available recreation areas and the result was the creation of West Park, Allentown's first park, as well as the creation of the Allentown Parks Department in 1904. In 1924, under the direction of General Harry C. Trexler as the first President of the City Planning Commission, the Parks Department began planning for Allentown's parks by purchasing property that is now the Lehigh Parkway, Cedar Creek Parkway and Jordan Park. From the 1930s onward park expansion continued with Works Progress Administration projects on the east and south sides, creation of the Allentown Municipal Golf Course and a myriad of parks.

From those humble beginnings, Allentown's Park system has grown, providing health and recreation benefits to the City's expanding population. The National Recreation and Parks Association reports that of U.S. cities our size, the median total park acreage is a mere 1,273 acres. Allentown boasts over 2,000 acres of park land and 35 miles of trails.

The department consists of four bureaus: Parks Maintenance, Recreation, Special Events and Golf. Currently the Parks Department consists of 49 full time employees in parks maintenance, 6 full time in Recreation and 5 full time in the Golf Bureau. The Parks and Recreation Department relies on part-time seasonal staff to accommodate operations in 2023 including approximately 8 part-time workers in parks maintenance, 80 part-time aquatics employees, 64 part-time recreation employees and 31 part-time golf staff. In total in 2023 the Parks Department included 60 full time staff and 183 part time seasonal staff.

For 2024, a new position of sustainability coordinator is proposed.

The Recreation Bureau has a significant impact on city residents, providing engaging recreational programming and special events. Recreational programs include the Summer Playground Program, Aquatics programming, learn to swim lessons, lifeguard classes and sports and non-sport recreational offerings. Sports offerings include King and Queen of the Court, basketball and volleyball leagues and support for soccer and pickleball. New this year is a renewed focus on free drop-in programming in parks for science education, art classes, public art installation, yoga, skateboarding classes, music, and basketball skills and drills.

The Special Events team works closely with all city departments and various community groups to support special events. Over the past several years, the number of permitted special community events has increased resulting in significant public engagement. City-run events include Juneteenth, 4th of July Celebration, Classics & Cruisers, Hallo-weekend, and Lights in the Parkway. City-sponsored events include Blues, Brews and Barbecue, Allentown Beer Festival, Tree Lighting Ceremony, New Year's Eve Celebration. Over 100 special event requests have been processed including 5k races, block parties, parades, and cultural celebrations.

The Municipal Golf Course continues to generate increased revenue every year. Increase revenues are attributed to increased rounds of golf, as well as increased use of the year-round driving range. Revenue has continued to increase due to the balance of affordability and quality of play.

The Parks Maintenance Bureau provides landscape management and development services within the parks and other city properties, providing varied, safe, attractive, and modern places for public recreation.

Capital projects completed in 2023 include Jordan Creek Greenway Trail construction, Valania Park construction, Municipal Golf Course improvements, Cedar Creek Vehicular Bridge, WPA Lehigh Parkway Park Drive Phase 4 for approximately \$5.2 million. Anticipated work to occur in 2024 includes Works Progress Administration design/construction, Jordan Skatepark Phase II construction, Bogert's Covered Bridge rehabilitation design and construction, Irving Pool construction, D&L Trail design and construction, Municipal Golf Course improvements, Parks Maintenance building feasibility study, Dixon Street and Cedar Creek bridge repair and the Parks Master Plan with potentially \$9.6 million anticipated. Additional capital projects should capital funding or grant requests occur, are the MLK Trail Extension construction, funding for pools, a soccer mini-pitch system, upgrades at Percy Ruhe Park, Franklin Park and construction of pavilions.

[Parks Maintenance Bureau \(000-08-0709-0001\)](#)

The Parks Maintenance Bureau provides landscape management and development services within the parks and other city properties, providing varied, safe, attractive, and modern places for public recreation and a cleaner, more beautiful city. Tasks include landscaping, arboriculture, turf

management, maintaining pools and spray parks, supporting special events and recreation activities, maintaining sports fields and facilities as well as trash, litter, and bathrooms.

(04) Temp Wages (\$125,000)

Parks Maintenance attempts to employ 10-12 summer laborers every to year to assist with maintenance duties during the summer season. The increase is due to moving these funds out of the Trexler Fund, standardizing \$15/hour for employees, as well as the success in hiring needed part-time employees in 2023.

(06) Premium Pay (\$85,000)

Funds from premium pay are used to accomplish the following tasks: trash collection, snow removal for Streets (public right of way, plowing and sidewalk clearing), snow removal in parks (trails and parking lots), restroom cleaning, annual flower watering in the downtown district, special events, tree emergencies, pool and spray park maintenance, and litter collection.

Fewer funds are being requested for 2024 in anticipation that the middle shift will cover some of the overtime duties. Increased park usage has created a need for more maintenance to be conducted outside of normal operating hours including increased trash collection, litter collection and restroom maintenance to keep up with increased volume of usage.

Parks Maintenance is requesting for the 2024 fiscal year \$85,000 based on the actuals from 2023.

(26) Printing (\$5,000)

Parks Maintenance replaces multiple signs within the park system annually. Signage includes No Parking, rules, and emergency signage. The signs need to be replaced on an as needed basis due to vandalism, and normal wear and tear. Total anticipated expenditures for park signage are \$4,865.

In addition to park signage, the IT Department has contracted with Edwards Business Systems to provide the City with printer supplies. IT estimates this expenditure to be \$135 for the 2024 fiscal year for Parks Maintenance Bureau.

(28) Mileage (\$200)

The Parks Maintenance Bureau has obtained an EZPass to be utilized for multiple trainings and conferences throughout the year. These trainings include turf, invasive weed, certified playground safety, and environmental conferences that are attended by maintenance staff are PRPS and NRPA conferences. These trainings and conferences are key part of the overall maintenance plan of the parks system.

(30) Rentals (\$7,200)

Hurricane Sandy destroyed the Parks Maintenance building in 2012. Due to the damage, the building had to be demolished and created a lack of a storage facility for Parks Maintenance equipment. An agreement was reached with Allentown Economic Development Corporation to provide Parks Maintenance with storage facility for equipment. The storage facility is integral in providing a secure shelter for Parks Maintenance equipment and preventing unnecessary wear and tear by being stored outside in the elements. The annual cost of the storage facility is \$7,200. This lease is renewed yearly as needed until a new Parks Maintenance facility is constructed.

(32) Publications & Memberships (\$3,675)

The Parks Maintenance Bureau maintains several memberships for its employees. \$925 is required annually for International Society of Arborists and PennDel Chapter memberships for the five certified arborists on staff. In addition to the yearly membership dues, certified arborists must renew their certifications every three years. That is additional cost of \$1,500 for 2024.

Parks Maintenance currently has 22 employees that certified with the PA Dept. of Agriculture as Pesticide Applicators or Technicians. These certifications are required by the Commonwealth of PA for Parks Maintenance to continue its turf and invasive weed maintenance program. A total of 5 technicians and 4 applicators are due for renewal in 2024. Total anticipated cost is \$150.

Several employees within Parks Maintenance are required to obtain and maintain a CDL license. Per the City's agreement with S.E.I.U., we are obligated to reimburse employees for their CDL renewals. Total anticipated cost for 2024 is \$900.

One employee is a Certified Horticulturalist through the PA Landscape and Nursery Association. This certification allows the employee to attend trainings and conferences to learn about cultivation of roses and various other flowers and plants. Cost is \$200.

(34) Training and Professional Development (\$5,000)

Parks Maintenance employees are required to obtain continuing education credits for their various certifications. These trainings and certifications are integral to maintaining maintenance standards and having an educated and knowledgeable workforce maintaining the City's Park system. Training opportunities vary from year to year based on availability. Trainings are held at multiple locations that change annually.

There are a total of eleven employees who are required to obtain continuing education credits for pesticide applicators. Pesticide Applicators are certified with the PA Department of Agriculture. Continuing education allows staff to learn how to safely handle and apply various products throughout the parks. Anticipated cost of this continuing education for these staff members is \$1,000.

Five of the Park Maintenance staff are certified arborists through the International Society of Arborists. Continuing education allows the arborists to perform their duties safely and skillfully. These trainings allow the City to maintain a healthy tree canopy throughout the City. Cost of this continuing education is \$1,000.

One employee in Parks Maintenance is a certified Horticulturalist/Rosarian.

There are a total of four certified pool operators for Parks Maintenance. These continuing education credits allow the Parks Maintenance staff to continue to provide safe operation of the City's pools and spray parks for citizens to enjoy in the summer. Total anticipated costs for pool operator trainings are \$2,500.

(42) Repairs and Maintenance (\$4,900)

During the year, repairs must occur. Included in these repairs are aerator repairs, alarm repairs, welding, fence repairs, and other emergency repairs as they arise. It becomes necessary to have outside contractor's repair damages to fences, guardrails, etc. Anticipated 2024 expenditures is \$4,000.

Quest Pest provides pest control to Parks Maintenance facilities. These facilities include the Parks Maintenance Barn, Fish Hatchery and 2700 Parkway building. This cost of this work is determined by quote 2015-002. Total anticipated cost is \$900.

(46) Other Contract Services (\$113,412)

Pool water testing has now been moved to the Parks Maintenance budget from Aquatics. These funds will provide for water testing of Cedar, Mack, and Irving pools for the 2024 season. Anticipated costs for these services in 2024 are \$4,500.

The Department of Parks and Recreation has contracted the services of USDA APHIS Wildlife Control (C27-000115). The USDA assists the Department with controlling the Canadian Geese populations in the various waterways and lakes located within the City. They also assist with other animal issues such as deer and red tail foxes for example. Cost of the contract for 2024 is \$19,325.29.

The City's Fleet service has contracted with Samsara to provide GPS and camera services for several trucks in the Parks Maintenance fleet. The GPS units assist with creating more efficient routes for routine work and for street snow removal. The cameras assist in documenting any incidents while employees are conducting their daily routines. There are a total of 22 units with GPS and 9 units with cameras at a total cost of \$9,940.

The Fish Hatchery alarm has been moved from the Trexler Trust fund and moved to the general fund for 2024. These funds will be utilized to pay for the alarm system that monitors the Fish Hatchery to ensure the aerators are operating. Cost of the monitoring service for the year is \$1,200.

\$52,840 is budgeted for resurfacing the basketball courts located at Roosevelt and Bucky Boyle Parks. These courts are heavily used by the surrounding neighborhood and integral part of the recreational opportunities available to the surrounding neighborhoods.

\$25,000 is being allocated for the repair and installment of new guardrails at Cedar Beach. The installation of these guardrails will help to eliminate vehicles driving and parking on the grass areas of the park. This will enhance public safety by restricting vehicles to remain in the appropriate designated areas.

(50) Other Contract Services and Charges (\$1,258)

This expenditure account covers underground storage tank fees for the fuel tanks located at 2100 Linden St. Additionally, waste hauler fees and various fees for permitted work required by the City are paid from this account. Parks Maintenance does not anticipate any increased expenditures in this account.

(54) Repair and Maintenance Supplies (\$87,000)

The repair and maintenance supplies expenditure account are used by Parks Maintenance to purchase tools, supplies and materials needed to assist in the day-to-day operations and preventative maintenance of the parks system. Overall needs and amounts fluctuate due to demand, availability and market volatility. In addition to the anticipated costs, consideration is also given to emergency needs and repairs that unexpectedly occur during the year.

For 2024, supplies used for general repairs, emergency and preventive maintenance for the pools, spray parks, restrooms, drinking fountains, decorative fountains, and irrigation systems have also been accounted. Anticipated costs for these items are \$20,000.

\$9,300 is allocated for general park repairs. This would cover the costs of tools, supplies and materials needed to assist in the day-to-day operations and preventative maintenance of the parks system. Overall needs and amounts fluctuate due to demand, availability and market volatility. \$10,700 is required for electrical supplies. There are numerous facilities within the park system that require electricity. These facilities require maintenance, and these funds will be utilized to maintain these facilities.

\$10,000 is budgeted for playground replacement parts. Increased parks usage has led to increased wear and tear to all the playground structures that Parks Maintenance needs to maintain and keep in safe operating condition. Parks Maintenance is responsible for maintaining 21 playgrounds and playlots located throughout the City.

\$1,400 will be utilized to purchase small hand tools and other supplies as require by the maintenance staff to perform their day-to-day duties.

\$6,000 is budgeted to purchase repair parts to service small and non-fleeted equipment.

\$5,000 to purchase custodial supplies for 19 different park facilities with permanent restrooms.

\$11,600 will be utilized to purchase paving and stone materials, such as asphalt, stone, trail mix and truck mix.

Plumbing Supplies and Parts will have an estimated cost of \$8,000. These funds are used to purchase plumbing pipes, fittings, and other supplies to make repairs at all park facilities.

\$2,000 will be used for restroom parts. These parts will replace worn out or damaged pieces located within all the restrooms locate throughout the park system.

\$3,000 for emergency repair parts. These funds will help offset the costs of any unforeseen damage that may occur during the season in the park system.

(56) Uniforms (\$13,000)

Parks Maintenance is required by the S.E.I.U. contract to provide uniforms and safety shoes to employees. \$6,500 has been budgeted for uniforms and \$6,500 for safety shoes for a total of \$13,000.

(62) Fuels, Oils and Lubricants (\$25,000)

Parks Maintenance uses these funds to primarily obtain heating oil. Market conditions have increased these expenses presently and appear likely to increase in the foreseeable future. \$21,000 was budgeted for 2024 to accommodate these expenses.

\$1,000 is also budgeted for 2024 for costs related to purchasing motor oil, grease, hydraulic fluid, etc. The Fish Hatchery requires propane heaters to warm the water in the winter months. Projected cost of the propane required is \$2,000.

The forklifts for Parks Maintenance utilize propane. The projected annual cost to purchase propane for the forklifts is \$1,000.

(66) Chemicals (\$75,500)

The chemicals expenditure account is used to purchase various chemicals for multiple maintenance needs. In 2024 we are planning to treat 3 pools and one spray pad that is filtered. In addition to the pools, various chemicals are purchased using this expenditure account for turf and landscape maintenance and in the winter, ice melt and anti-freeze are purchased to winterize multiple restrooms in the parks system. Pool and turf maintenance chemicals are purchased through the competitive bid process. Industrial gasses also utilize this account to purchase, liquid propane and acetylene. Parks Maintenance anticipates a price increase for the chemicals purchased through this account.

(68) Operating Materials and Supplies (\$40,000)

Parks Maintenance anticipates an increase for annual flower plantings. The Hamilton St. Streetscape plan calls for additional materials and plants. The annual flowers are competitively bid every year. \$13,000 is the estimated cost for these planned changes.

Various Tree and Shrub plantings will require \$5,000. These plantings will replace dead trees and shrubs at various locations.

Landscape bed mulch and certified playground mulch is competitively bid annually by the Purchasing Dept. Landscape mulch is used all City right of way beds. Parks Maintenance uses approximately 600 cubic yards of landscape mulch. Approximately 500 cubic yards of certified playground mulch is used at the multiple playgrounds located throughout the park system. Cost for 2024 is \$10,000.

Also included in the landscaping materials line item is topsoil, seed, E & S controls, potting soil, infield mix, and hydro-mulch. All materials are used at various locations throughout the parks. At a cost of \$10,000 for 2024.

\$10,000 is being budgeted to provide mulch for the new right of ways and streetscape beds being added along Hamilton St.

\$2,000 is needed to purchase small equipment that does not meet the criteria to be expended from the 72 account. These items include chainsaws, blowers, etc.

(72) Equipment (\$75,950)

Equipment items purchased utilizing this account are used for day-to-day maintenance in the parks. The small equipment purchased using this account meet the threshold established by the City Controller (chainsaws, blowers, string trimmers, etc.) Items purchased vary depending on the maintenance needs for the year.

In addition to small equipment, the Department has developed an annual replacement plan for a 60” zero turn mower to be replaced on an annual basis. This ensures the mowing fleet is operating at optimal efficiency and maintenance can be conducted in a timely and efficient manner. Estimated cost for 2024 is \$14,250.

The Department needs to replace the old 104” mower with a new piece. The old mower has reached its end of life, and these funds will be used to replace that piece. This mower is a crucial piece of equipment needed to maintain the park system. Estimated Cost \$26,200.

The charcoal ash pits surrounding several pavilions throughout the park system would provide a safe way for park patrons to dispose of the charcoal ashes due to grilling. Installing new charcoal ash pits will encourage the public to grill in designated areas, creating a safer park experience for everyone. The anticipated cost of these pits is \$4,500.

Bucky Boyle spray park needs a new chemical and system controller. Maintenance issues at the spray park have been well documented and the spray park has been closed several times during the season due to the inability of the current system to keep up with the current rate of usage. Updating

the system should reduce downtime for repairs at the facility. Total overall anticipated cost for 2024 is \$15,000.

Many of the benches surrounding the Fish Hatchery are 30 to 40 years old. They are in dire need of replacement. Parks Maintenance would like to replace these benches at a cost of \$12,000 to make the space more enjoyable for the public.

\$4,000 is being allocated to purchase new grills for the pavilions. The current grills are old and in dire need of replacement. New grills will encourage the public to grill in designated areas and will also provide an improved experience for pavilion renters.

Special Events Bureau Narrative (000-08-0709-0007)

Allentown is host to hundreds of special events each year including fairs, festivals, marathons, fund-raising walks, community, and cultural celebrations, and much more. The Bureau of Special Events (SE) leads city run events (Juneteenth, 4th of July Celebration, Classics & Cruisers, Hallo-weekend, and Lights in the Parkway), facilitates City sponsored events, and works with other City departments to make sure event applicants have all necessary permit, licenses, insurances, and agreements.

The responsibilities of the bureau have expanded considerably in recent years. We are streamlining the special event application intake process, ensuring that stakeholders from the public and private sectors have a single point of contact to guide them through the special event application process. As a front-line municipal agency, we strive to deliver comprehensive customer service to the citizens of Allentown, local community groups, business associations, and event producers. SE will coordinate with various departments that manage websites and social media platforms to ensure that the citizens of Allentown are notified of event-related information including schedules of upcoming events and road closures in addition to distributing public service announcements on billboards throughout the City.

Special Events Expenses (000-08-0709-0007)

(04) Temporary Wages (15,000)

This projection is for various day of event help with seasonal temporary staff at various city run and sponsored events.

(30) Rentals (\$9,500)

These funds are solely for any rentals of items such as portable toilets, additional stages, tables/chairs, and light towers needed for city-run and sponsored special events in 2024.

(32) Publications and Memberships (\$500)

This is for memberships for one person in the special event bureau to attend PRPS (Pennsylvania Recreation and Park Association) and NRPA (National Recreation and Park Associations) regional training.

(34) Training and Professional Development (\$4,000)

This line item is used for training for 1 staff member to attend the 2nd year of the 2-year Event Management School hosted by NRPA at the Olgebay Training and Conference Center in Wheeling West Virginia. Expenditure includes room, board, and all travel expenses. This expenditure also includes various trainings throughout the year through PRPS, NRP and other event management-based agencies.

(46) Other Contract Services (\$325,000)

This line item is used for several special events purposes including:

1 & 2: Contracts for fireworks shows for 2 city run events (Juneteenth and 4th of July), totaling \$25,000.

3: Fee Reimbursement contracts for event organizers who have paid for city services associated with the event. Current application process allows for sponsorship up to \$1000.00, per organization, per calendar year, totaling \$15,000.

4: To provide more opportunity for Allentown residents and visitors to civically engage, various city run events occur throughout the calendar year including Juneteenth, 4th of July, Classics & Cruisers, and the Halloween Festival. New city run events include, Street Festivals, and Arts Park events will be held. Total for all city run events is \$175,000.

5: The sponsorship of various events to activate downtown Allentown such as festivals, ceremonies, celebrations, and other opportunities, totaling \$50,000.

6: These funds proposed will support a large-scale concert series in city parks, totaling \$60,000.

(50) Other Services and Charges (\$11,000)

This line item is utilized for marketing and advertising expenses for various city run and sponsored events including Juneteenth, 4th of July Fireworks Celebration, Classics and Cruisers on Hamilton and Fall in the City also known as Allentown Hallo-weekend.

(54) Repair and Maintenance Supplies (\$1,000)

This line item will be used for special event maintenance supplies. Examples include hoses, banners brackets and repair items, hooks, hammers, tools, and equipment's to support city run events and special event initiatives such as the Hometown Heroes program.

(56) Uniforms (\$2,000)

This line item is for the purpose of purchasing event staff uniform apparel.

(68) Operating Materials and Supplies (\$17,600)

This line item is for the purpose of purchasing supplies and materials for city run events, supplies and materials for the Hometown Hero Banner Program and block party kits to civically engage residents and neighborhoods. Block party kits will provide supplies for residents to use to enhance neighborhood block parties. Examples of purchases include décor, wayfinding signs, t-shirts for participants, and giveaways.

(90) Refunds (\$500)

This line item is for the purpose of providing any refunds of the Special Event Application fee and covers up to six (6) refunds.

Lights in the Parkway Program (000-08-0709-0008)

Lights in the Parkway is one of the most traditional holiday displays in the Lehigh Valley and is emphasized as a traveling destination across the country having entertained visitors from all 50 states. Traditional favorites and larger than life spectaculars set to music transform the Lehigh Parkway into a winter wonderland. Lights in the Parkway celebrated an extended season featuring over 360 displays, 41 new features, and over 100 glistening wrapped trees.

Lights in the Parkway Expenses (000-08-0709-0008)

(04) Temporary Employees (\$10,000)

This projection is based upon the utilization of seasonal staff to assist with public correspondence about the event/ticketing as well as nightly management of volunteer groups and city staff volunteers.

(06) Premium Pay (\$44,000)

These funds are used to pay for any overtime costs for Parks Maintenance and Public Works to set up the event and traffic devices daily. In addition to the set-up overtime costs there are overtime costs for Parks Maintenance and Public Works to provide staffing for the weekend hours of operation for the event.

(30) Rentals (\$18,000)

This account includes expenses for multiple boom lift rentals for set up and tear down of the event, portable restroom facilities for the duration of the event and wayfinding message board(s) rentals to direct traffic flow and event information for the duration of the event.

(40) Civic Expenses (\$15,200)

Expenditures for this account are budgeted for civic groups, volunteers, and additional Fire Police.

(46) Other Contract Services (\$1,000)

The amount budgeted in this account is for a contract for select visits from Santa Claus to add an interactive feature.

(50) Other Services and Charges (\$45,000)

The amounts budgeted are based on event advertisement and marketing needs. Credit card processing fees associated with the online ticketing platform are accounted for from this account as well.

(54) Repair and Maintenance Supplies (\$38,000)

The repair and maintenance supplies expenditure account are used by Parks Maintenance to purchase repair items for the displays for Lights in the Parkway. Types of items purchased using this account are bulbs, mechanical parts, actuators and other various tools or supplies needed to keep the displays functioning for the event. Electrical supplies for the event such as extension cords, electrical boxes, fuses, and any other type of electrical parts that are needed by the electrician tradesman for Parks Maintenance. To improve safety and to handle the electricity needed for the displays, \$25,000 in expenditures is planned for electrical panel upgrades to replace older outdated panels.

(68) Operating Materials and Supplies (\$23,100)

In 2024 we anticipate the need for operating materials and supplies to include various supplies needed for the Lights in the Parkway operations trailer, guidewire to secure light displays throughout the route and increasing string lights to wrap trees throughout the event footprint. Gift cards to city volunteers is budgeted in account 68, anticipating \$3,600 for 2024.

(0008-72) Equipment (\$25,000)

Light displays are updated annually to either replace old and worn out displays or to create new features for Lights in the Parkway. For 2024, continuation of display updates is planned.

Recreation Bureau (000-08-0905-0002)

The Recreation Bureau’s mission is to provide and promote broad-based recreational opportunities to improve the quality of life for citizens and visitors of all ages and abilities. This program provides for a wide range of year-round recreational athletic activities on both a competitive and non-competitive level in various sports. Other activities in the recreation program are reservation of picnic pavilions, band trailer rentals, field rentals, fishing events, concerts, running events, movies in the parks, dance classes, music, arts, and dog park memberships. Additional responsibilities include developing and implementing the Allentown Summer Playground Program, providing environmental education and related activities for children and the public and managing the Aquatics programming.

Recreation Expenses (000-08-0905-0002)

(04) Temporary Wages (\$340,630)

This expenditure account is where seasonal recreation staff is expensed from. This includes summer playground program staff, field rangers, interns, and concessions staff at Percy Ruhe Park.

To operate the Summer Playground program at multiple sites, the department hires 52 instructors and 6 supervisors and a playground manager for the implementation and oversight of the program. The 2024 anticipated expenditure is \$308,826.

2024 proposed		
Playground Instructor		
Positions	52	
Avg Hourly Wage	\$15	
# of weeks Needed	9	
Hours per week	33	
Staff Cost By Position	\$231,600	
Total		\$231,660

2024 proposed		
Playground Supervisor		
Positions	6	
Avg Hourly Wage	\$21	
# of weeks Needed	9	
Hours per week	40	
Staff Cost By Position	\$45,360	

Total		\$45,360
2024 proposed		
Playground Manager		
Positions	1	
Avg Hourly Wage	\$27	
# of weeks Needed	9	
Hours per week	40	
Staff Cost By Position	\$9,720	
Total		\$9,720

Seasonal Field Rangers are responsible for on-site supervision of various programs and customer service during evening and weekend hours for pavilion and field rentals. The anticipated expenditure in 2024 is \$39,330.

\$14,560 will be utilized to staff 1 summer office intern and 1 summer concert series intern. The office intern will be tasked with assisting the full-time staff with reservations, phone calls, and various other clerical duties as assigned. The summer concert intern assists with the set-up of City run concert events at various locations throughout the City.

(06) Premium Pay (\$1,500)

Based upon schedule of events and staff availability there are times hourly recreation staff work overtime, beyond 40 hours per week. Based on 2023 actual and estimates and 2024 projected, it is anticipated that premium pay will cost \$1,500.

(22) Telephone (\$390)

This expenditure account covers the telemetry cost for the Dixon Street Dog Park. The 2024 cost is increased over 2023.

(26) Printing (\$2,800)

This expenditure account is for recreational facility signage at various rentable amenities throughout the park system. The 2024 anticipated expenditure is \$2,800.

In addition to recreational signage, the IT Department has contracted with Edwards Business Systems to provide the City with printer supplies. IT estimates this expenditure to be \$300 for the 2024 fiscal year for Recreation Bureau.

(30) Rentals (\$12,975)

Portable toilets are rented by the recreation department for the duration of the summer playground program at sites without permanent restroom facilities. Additional portable toilets are rented for various recreational programs such as the Movies in the Park series and Fishing and Fun in the Park program. The anticipated cost in 2024 is \$2,500.

Movie Licenses for the Movies in the Park Series are expensed from this account. In 2024, the series will include 11 events with an anticipated licensing fee of \$775 per movie totaling \$7,975.

To transport participants of the Adventure Camp program and small group field trips for the Summer Playground Program, 2x 15-passenger vans are rented. The cost of the rentals is \$2,500.00.

(32) Publications and Memberships (\$650)

The Recreation Bureau maintains memberships for its employees to professional organizations at the state and national levels.

Three members of the Recreation staff maintain an annual membership with the Pennsylvania Recreation and Park Society. The cost per person is \$100. The projected 2024 expenditure is \$300.

The Parks and Recreation Department is a member of the National Parks and Recreation Association. This annual membership is a group membership for up to 10 total employees. The expense for this membership is split between the Recreation Bureau and Parks Bureau. The anticipated expenditure is \$350.

(34) Training and Professional Development (\$8,810)

The two Recreation Program Specialists of the Recreation Bureau annually attend the PRPS (Pennsylvania Recreation and Park Society) annual Conference. Throughout the year PRPS also holds workshops on recreational topics. The 2024 anticipated expenditure is \$2,000.

The 2 Recreation Program Specialist in the Recreation Bureau currently hold Certified Youth Sports Administrator (CYSA) credentials through the National Alliance for Youth Sports. To maintain that credential, 10 CEU's are required. Each Recreation Program Specialist also maintains a National Alliance for Youth Sports (NAYS) coaching certification. The anticipated expenditure for both certifications in 2024 is \$110.00.

Annually NRPA holds an educational conference that the 2 Recreation Program Specialist attend. Attendance at this conference provides the opportunity to obtain continuing education credits and expand knowledge of best recreational practices. The conference will be held in Atlanta GA, for 2024. The anticipated cost is \$4,000.

The Summer Playground Staff (60) work directly with children for 8 weeks over the summer and receive CPR/AED/First Aid training. The anticipated cost in 2024 is \$2,700.

(42) Repairs and Maintenance (\$1,900)

The recreation office alarm repairs through Altronics are expensed from this account. Anticipated expenditure is \$300.

Quest Pest Control for the Recreation Office is expensed from this account The cost of this work is determined by quote 2015-002. Total anticipated cost is \$200.

The cost for Samsara GPS and cameras for 2 recreation vehicles to keep better tracking and safety of our staff. The anticipated cost in 2024 is \$1,400.

(46) Other Contracted Services (\$214,638)

The Recreation Bureau runs youth basketball and adult volleyball leagues during the summer and winter months. Referee, timekeeper, and hall monitor fees are expensed out of this account. The anticipated expense for this is \$65,597.

In 2023, we have offered a variety of “Monday Funday” events throughout our Parks at various locations including, arts, music, science, basketball, dance, yoga, skateboarding, etc. and are looking to expand in 2024. The anticipated expense for this is \$45,000.

King and Queen of the Court are successful instructional basketball programs that run concurrently in the fall and spring seasons (4 total sessions). These programs impact up to 300 children through basketball instruction, life skills, and guest speakers. To continue the success of this program in 2023 inclusive recreation coaches and expanded access in ages of participants will be added. The total expense for this program is \$10,000.

King and Queen of the Court Programming						
Fall Program	weeks	8	# of coaches	4	Stipend Vary Between Coaches	\$10,000
Spring Program	weeks	8	# of coaches	4	Stipend Vary Between Coaches	

The Summer Playground Program trip to Dorney Park is a reward for program participants who complete the program and participate in the Romper Day culminating activity. With an anticipated volume of 350 participants, the total expense is \$10,000.

Environmental Education programming is facilitated through a contracted bid process to provide environmental education activities to the summer playground program. We require training sessions for our staff, visit to location, field trips, and art project that is presented at Romper Day. It is anticipated that this cost of services will increase in 2024. The anticipated expenditure is \$12,000.

The Midnight Basketball Program Contract C28-000049 is expensed from this account. This is a multi-year contract with Solution Services Inc to provide additional basketball programming. The 2024 expense is \$16,500.

The Summer Concert Series features traditional band concerts. Average attendance overall for the concerts is 138. The total anticipated cost in 2024 is \$23,200.

- Total number of concerts: 20
- Average cost per concert: ~\$950
- Average cost for American Fed of Musicians: \$1,250
- Average cost for Royallaires concert: \$800

Busing services are required to facilitate large scale field trips for the 8-week Summer Playground Program. Field trips include swimming lessons, Cedar Sports Day, Environmental Education Centers, J. Birney Crum Stadium, Romper Day, and the Dorney Park Field Trip. The anticipated cost for busing is \$27,540.

The Dip and Dance program was moved from Aquatics to Recreation and costs \$4,100 annual to offer family friendly music and dancing at each of the pools throughout the season.

(50) Other Services and Charges (\$13,500)

This expenditure account is where the annual music licensing fees for ASCAP, SESAC and BMI are expensed from. The anticipated cost in 2024 is \$6,000.

In 2021 the Department deployed myRec recreational software with the ability to accept credit card payments for services. To facilitate these transactions, fees are assessed to process credit card payments. In 2024 the anticipated cost of this is \$6,000.

Morning Call adds to help with marketing/advertising for our various programs, events, offering will help spread the word and have a larger outreach to our community. The anticipated cost in 2024 is \$1,500.

(56) Uniforms (\$2,000)

This account covers the cost of t-shirt uniforms for summer playground program and recreation staff.

(68) Operating Materials and Supplies (\$19,770)

The Summer Playground Program will be entering its 110th year in 2024. Each summer instructors and supervisors plan out daily activities such as arts and crafts, literacy, and physical education. Additional supplies such as awards and trophies also come out of this account. The Recreation Bureau anticipates an expenditure of \$3,000 for these supplies.

Sports supplies for the Recreation Bureau to run leagues, programs, and activities are expensed from this account. Supplies for fields and basketball courts such as bases, home plates, basketball nets, and volleyball nets are purchased from this account. The projected expenditure for this is \$3,000.

Office supplies for the Recreation Bureau are expensed from this account. The anticipated expenditure is \$500.

The Fishing and Fun in the Park program occurs annually in collaboration with the Lehigh Valley Center for Independent Living. Fishing event operational materials are expensed to this account. The anticipated cost of these materials is \$500.

The department utilizes myRec Recreation Facility Management Software. The software pricing is an annual fee based upon annual revenue. In 2023 we anticipate the cost to be \$7,670.

Participant Apparel is purchased for program participants in the Summer Playground Program, Basketball League Champions, King and Queen of the Court, Volleyball League Champions and other programs as needed. The anticipated cost of this is \$4,400.

The Dixon Street Dog Park utilizes an electronic locking gate that can only be accessed by registered users with active memberships. To access the dog park, a key fob is issued to users. It is anticipated that \$700 will be used to purchase additional key fobs for new dog park users.

(72) Equipment (\$3,240)

Bluetooth Speakers for the summer playground program are required to teach the various dances and maypole activities for the Romper Day culminating event. These speakers are being cycled out from older versions over the course of the next 2 years. In 2024, we anticipate an expense of \$240.00.

Pop up 20x10 tents are needed at select summer playground locations that do not have coverage or shelter in case of inclement weather and could also be utilized by recreation staff at community events promoting programs and events. In 2024, we anticipate a cost of \$3,000 for 6 tents.

(90) Refunds (\$1,000)

This expenditure account is utilized to issue refunds for pavilion or field rentals, program registration fees or league fees that were paid via cash or check. In 2021 the department deployed myRec recreational software that facilitates credit card transactions including the ability to refund directly back to a credit card. There was an increase in credit card usage decreasing the need for refunds to be issued by check over the past several years.

Aquatics Program (000-08-0906-0001)

This program covers the operation and maintenance of four (3) municipal swimming pools (Cedar, Mack, Irving) and three (3) spray parks (Bucky Boyle, Old Fairgrounds and Valania) from May through October. Significant emphasis is given to train and hire qualified personnel, collect and deposit user fees, provide concessions where appropriate and ensure daily maintenance for a safe and clean aquatics environment. The program also enables the provision of year –round educational, recreational, and training programs to maintain American Red Cross requirements/recommendations for facility operations (ex. Lifeguard/Safety Team Training) and water safety activities to increase community involvement and awareness.

Aquatics Expenses (000-08-0906-0001)

(04) Temporary Wages (\$379,840)

This account covers the cost of seasonal aquatics employees (cashiers, lifeguards, managers) to operate Cedar Beach Pool, Mack Pool, Irving Pool, and Bucky Boyle Spray Park. 2024 staffing projections account for required number of lifeguard staff per PA Bather Code regulations, cashiers based upon patron volume, the addition of staff attendants at Bucky Boyle Spray Park as a safety measure, hours of operation and length of season. The base hourly rate has been increased to \$15/hour minimum for all employees.

Operational Cost Analysis for 2024 Pools and Concession Stands						
Mack Pool	pay rate	# of hr per wk	# on duty	wk expense	# of wks in season	Season Expense
Pool Manager (s)	\$22.00	40	1	\$880.00	10	\$8,800.00
Lifeguard(s)	\$18.00	40	10	\$7,200.00	10	\$72,000.00
Pool Cashier (s)	\$15.00	40	2	\$1,200.00	10	\$12,000.00
Concessions Cashier(s)	\$15.00	40	2	\$1,200.00	10	\$12,000.00
					Mack Staff Expense	\$104,800.00
Cedar Beach Pool	pay rate	# of hr per wk	# on duty	wk expense	# of wks in season	Season Expense
Pool Manager (s)	\$22.00	40	2	\$1,760.00	14	\$24,640.00
Lifeguard(s)	\$18.00	40	11	\$7,920.00	14	\$110,880.00
Pool Cashier (s)	\$15.00	40	2	\$1,200.00	14	\$16,800.00
Concessions Cashiers	\$15.00	40	3	\$1,800.00	14	\$25,200.00
					Cedar Staff Expense	\$177,520.00
Irving Pool	pay rate	# of hr per wk	# on duty	wk expense	# of wks in season	Season Expense
Pool Manager (s)	\$22.00	40	1	\$880.00	8	\$7,040.00
Lifeguard(s)	\$18.00	40	5	\$3,600.00	8	\$28,800.00
Pool Cashier (s)	\$15.00	40	1	\$600.00	8	\$4,800.00
					Irving Staff Expense	\$40,640.00
Aquatics Supervisor(s)	pay rate	# of hr per wk	# on duty	wk expense	# of wks in season	Season Expense
Aquatics Manager	\$27.00	40	1	\$1,080.00	18	\$19,440.00
Assistant Aquatics Manager	\$27.00	40	1	\$1,080.00	18	\$19,440.00
Program Coordinator	\$25.00	40	1	\$1,000.00	18	\$18,000.00
					Supervisor Expense	\$56,880.00
					TOTAL	\$379,840.00

(06) Premium Pay (\$3,500)

Based upon schedule of events and staff availability there are times seasonal aquatic staff work overtime, beyond 40 hours per week. Based on 2023 actual and estimates and 2024 projected, it is anticipated that premium pay will cost \$3,500.

(26) Printing (\$1,175)

The Parks and Recreation Department will be purchasing additional pool signage in English and Spanish for each of the pool facilities.

(34) Training and Professional Development (\$8,560)

This expenditure account covers the cost for required certifications for aquatics staff.

The Parks and Recreation Department utilizes the American Red Cross Lifeguard Certification curriculum to train lifeguards. Per the PA Bather Code, lifeguards must be trained through a recognized lifeguard

certification authority to which the American Red Cross is. The American Red Cross pricing guide sets the cost of the Lifeguard certification. We anticipate running several certification and recertification classes for our lifeguard staff. We additionally will be adding CPR/AED/First Aid certifications for cashier staff to increase the safety of our pool patrons. Lastly, we will be investing in our supervisors by providing increased opportunity to become certified American Red Cross Lifeguard Instructors.

(42) Repairs and Maintenance (\$2,050)

This account covers pest control services for the various pool facilities (Cedar, Mack, Irving) throughout the summer season for May through September.

(56) Uniforms (\$3,150)

This account covers the cost of t-shirts and additional uniform supplies for cashiers, lifeguards, and supervisors.

(68) Operating Materials and Supplies (\$46,550)

This account covers expenses for facility, training, and operational supplies for the pool facilities such as wristbands, whistles, swim diapers, umbrellas, lifeguard rescue tubes, CPR masks, water testing supplies first aid items, and concession stand product inventory.

(72) Equipment (\$26,625)

This account covers equipment items that meet the guidelines established by the City Controller. In 2024 we are planning to continue upgrades to facility sound systems, improve security by additional cameras, amenity upgrades to Mack Pool and cycle out aging IT and concessions equipment.

Community and Economic Development (CED) (09)

Office of Director/Administration and Housing Program (09-0901)

This CED Administration & Housing programs oversee efforts to revitalize our city, develop and rehabilitate our housing stock, promote sustainability, attract investments, build wealth, encourage entrepreneurship, create jobs, engage citizens in neighborhood initiatives, and create safe and healthy neighborhoods. The program provides for the planning, directing, supervising, and monitoring of programs within the CED, including the bureaus of Planning and Zoning, Health, Business Expansion, Attraction, and Retention, Grants Management and Building Standards and Safety. The CED Director serves in the Mayor's Cabinet.

Goals:

1. To assure efficient and effective implementation of community and economic development programming.
2. To continue to strengthen the downtown business district.
3. To assist in attracting and enabling new development projects (commercial, industrial, or residential) in the City and increase city tax base.
4. To advocate on behalf of the City with federal and state government agencies.
5. To retain, attract, recruit, and facilitate the creation of new retail, restaurant, commercial and industrial development within the City limits.
6. To apply for and expend grant dollars in ways that directly benefit the City residents.
7. To improve customer service by standardization of process, transparency and ease of operations and increasing use of electronic process
8. To oversee neighborhood engagement to improve the health and safety of neighborhood.

Budget Year Objectives and Long-Range Targets:

1. Plan and direct the various bureaus of Community and Economic Development in a manner which produces measurable productivity and increased citizen satisfaction.
2. Work with developers to acquire and remediate blighted sites to move these properties back into the tax rolls and improve neighborhood stability.
3. Assist in creating new, and finalizing existing, city development projects.
4. Work with HUD, ARA, ANIZDA, AEDC, AHA and city staff to secure new funding from state and federal agencies and private foundations for various projects.

5. Facilitate the improvement of facades and streetscapes.
6. Develop and implement housing initiatives.
7. Recruit manufacturing, commercial, retail and restaurant establishments by using financial incentive programs to increase jobs.
8. Partner with realtors, developers, and prospects to spur growth and expansion.
9. Implement retention programs for existing businesses.
10. Implement programs to address neighborhood specific social determinants of health.

Budget Priorities:

1. Represent the City in meetings, boards and events that increase local, regional, and national awareness of Allentown as a great place to live, work, invest and develop.
2. Increase financial support from outside sources to reduce the burden on the general fund.
3. Engage the community in their neighborhoods to address social determinants of health, planning and neighborhood growth, and stability.
4. Conduct baseline customer satisfaction measures and strive to have a more user-friendly process and a well-trained staff.
5. Support all efforts to address sub-standard housing and to create safe and affordable housing
Utilize technology to stream-line process, increase efficiency, increase customer service, and improve communication.
6. Ensure that citizens of all cultures, ethnicities and backgrounds can interact efficiently and easily with services and programs.
7. Foster relationships with colleges, universities, and training programs to address staffing issues and to augment staff efforts.
8. Develop at least one new program utilizing outside resources or funding to address blight in the City -Assure the completion of a neighborhood-based community health assessment.
9. Implement customer satisfaction surveys for all services provided.
10. Successfully launch and implement the customer service portal of EnerGov software to provide electronic service delivery.
11. Implement programs designed to improve experience for those with Limited English Proficiency

CED Administration Expenses (09-0901-0001)

(06) Premium pay (\$1,250)

For Office Manager to attend evening meetings for minutes/staff support

(11) Shift differential (\$50)

For Office Manager to attend evening or off shift meetings

(26) Printing (\$8,000)

Sign and public display information for community engagement that cannot be done in-house and costs for all DCED printer operations (\$7500)

(28) Mileage reimbursement (\$260)

Mileage reimbursement for Office Manager, Enforcement Manager, Deputy Director or Director to attend meetings out of the area – 80 miles x 5 trips at \$.65 per mile.

(30) Rentals (\$5,000)

Rental of space for community engagement meetings relative to community input on plans and assessments (mobility, housing strategy, zoning re-write, etc.)

(32) Publications and Membership (\$2,589)

1. International Economic Development Council (IEDC)- 2023 membership for CED Director and Deputy Director, [Join Now - International Economic Development Council \(iedconline.org\)](http://iedconline.org) - \$660
2. American Planning Association- PA Chapter- 2023 organizational membership renewal for up to 10 individuals [Join - APA - Pennsylvania Chapter \(planningpa.org\)](http://planningpa.org) - \$254
3. PA Housing Alliance- organizational membership for large governments [Become a Member - Housing Alliance of Pennsylvania \(housingalliancepa.org\)](http://housingalliancepa.org) - \$750
4. PA Economic Development Association- membership for Director, Deputy Director, and Enforcement Manager - \$225/each [Pennsylvania Economic Development Association - Online Application \(peda.org\)](http://peda.org)- \$675

5. International Council of Shopping Centers (ICSC) membership for Director and Deputy Director
New Member Types & Pricing | ICSC - \$250

(34) Training and professional development (\$2,397)

1. International Economic Development Council (IEDC) webinars- half-series package 2022 Webinar Series - International Economic Development Council (iedconline.org) - \$499

2. 2023 IEDC Annual Conference September 17-20 Dallas, TX – 2 staff- \$2,810

Breakdown per person:

- \$899 Registration

- \$229/night Room x 4

- \$350 flight

- Reimbursement- Daily food \$60 x 4

3. Note- Conference attendance is dependent on staffing levels and capacity. The exact conference may change based on needs. This is an estimate of costs for 2 staff to attend a CED professional organization conference. If a different conference is chosen, the expenses will likely be similar.

4. Leadership Training for DCED Managers- the organization providing the training is TBD-estimated cost- \$2,600.

5. Registration for various community meetings – estimated cost- \$398

6. Housing Alliance of PA webinars – estimated cost - \$25/each for 4 - \$100

(40) Civic Expenses (\$26,000)

1. Attendance at community meetings such as State of the City for 4 people and LVEDC events. (\$1000)

2. Warming Shelter contribution \$25,000

(46) Other contract services (\$18,000)

Professional service fees related to the operation or tracking of grant program funds.

(56) Uniforms (\$1,000)

Shirts for new CED staff with city seal- estimated to buy 25 items at \$40 each.

(68) Operating materials and supplies (\$600)

Miscellaneous office supplies that are not stocked in the print shop \$600.

CED Community Housing Development (09-0901-0006)

City of Allentown's Community Housing office operates within Community & Economic Development under the Bureau of Building Standards & Safety to increase the quantity of healthy, safe, and affordable housing that build strong neighborhoods. Federal and State funding provide grant opportunities for lead remediation, healthy homes improvements, hazard reduction, façade improvements, and targeted revitalization efforts. Additionally, Community Housing coordinates efforts with non-profits and other agencies within our city creating partnerships that address the social determinants of health, housing, and community connection for our at-risk population.

The primary source of funding for this mission is currently a 5.7-million-dollar U.S. Department of Housing and Urban Development (HUD) Lead Hazard Reduction and Healthy Homes grant (PALHD0432-20). Administration of the Lead Hazard Reduction Program (LHRP) includes all data collection, reporting, financial management and oversight. Day-to-day operations include outreach, application processing, risk assessment, scope writing, project management, and contractor development.

The LHRP objective is to eliminate the incidence of childhood lead poisoning by reducing the lead hazards in housing units where children under the age of six reside or frequent; or in units occupied by pregnant women. In partnership with this aim, the Allentown Health Bureau refers the families of lead poisoned children who are seeking assistance with lead hazard reduction. To date in the 31-month life of this grant, the homes of 32 lead poisoned children have been aided. Cumulatively to date, 155 lead hazard reduction projects have been completed. Over the course of 42 months, 310 pre-1978 housing units of low-mod income families will become lead-safe and healthy thanks in large part to the resources of this grant.

In 2023, the City of Allentown was awarded a 2-million-dollar U.S. Department of Housing and Urban Development (HUD) Healthy Homes Production grant (PAHHP0110-23). Administration of the awarded the Healthy Homes Production (HHP) grant includes all data collection, reporting, financial management and oversight. Day-to-day operations include outreach, application processing, healthy homes assessment, scope writing, project management, and contractor development.

The HHP objective is to provide a comprehensive approach to addressing multiple diseases and injuries in the home by focusing on housing-related hazards in a coordinated fashion, by addressing a variety of high-priority environmental health and hazards such as radon, asbestos, plumbing and electrical safety concerns. The grant is currently in the implementation phase. Over the course of 42 months, 135 housing units of low-mod income families will become safe & healthy thanks to the resources of this grant.

Additional Community Housing programs include:

Hazard Program - Community Housing utilizes Community Development Block Grants to provide funding (as available) to income qualified homeowners to address emergency hazards in the home. Leaking roofs, loss of heat, broken water lines, etc., are just some of the emergencies that can create a financial hardship for a homeowner without the means to correct the hazard.

Systematic Façade Program - Community Housing has utilized Community Development Block Grants to improve the Community---one block at a time---where our families live, work and play. Systematic property inspections are completed, and façade grants are provided to income qualified owners/landlords (as available) to complete exterior repairs. Block rehabilitation is done to promote cleaner and safer neighborhoods, increase property values, and improve the quality of life for the residents. Since 2018, a total of fifty-eight (58) façade projects have been completed, comprising of nineteen (19) on Gordon Street, fifteen (15) on 8th Street, and twenty-four (24) on Walnut Street. There are currently no façade projects planned.

Food Assistance - Community Housing utilizes Community Development Block Grants to provide food assistance to families who are in hotel relocation during Lead Hazard & Healthy Homes project work. The current HUD Lead and Healthy Homes grant program does not provide a food stipend. While program participants are made aware that they will be responsible for the expense of food, occasionally a family will have such limited funds that the extra expense of purchasing prepared foods during relocation is extremely taxing to their household budgets. Often these families are already under stress from managing the health care of a lead-poisoned child. Food assistance provides much needed relief to get them through the up to 10 days they are out of their homes. Program funds are available on an as needed basis to families who are at or below 50% of the average median

income. Funds are distributed via gift card or voucher to grocery stores or restaurants that are appropriate to the family's specific dietary and cultural requirements. To date, five families have received food assistance while in relocation.

Independent Living Home Modification – 2022 Pilot Program - Community Housing utilizes Community Development Block Grants to provide funding to help low-income people living with disabilities or older adults to remain in their homes through low-cost, high-impact home modifications. Targeted modifications will reduce the risk of falls, improve general home safety, increase accessibility, and improve the homeowner's functionality within their dwelling. The program addresses local conditions of aging housing stock and seeks to maximize the number of people living with disabilities who can gain accessibility in their homes and older adults who are able to "age in place." To date, four families have received Home Modification Assistance.

Home-Based Child-Care Center – 2022 Pilot Program - The National Center for Healthy Housing has awarded 30k to fund an initiative designed to help home-based-child-care centers overcome their unique barriers to accessing services that will assist them identifying and correcting lead hazards in their homes. Lead-safe child-care centers would reduce children's exposure to lead hazards by the dozens. The program will coordinate with the Allentown Health Bureau to offer onsite testing clinics and local financial experts will partner to offer help with developing financial strategies to those who do not qualify for the LHRP. At least five lead hazard reduction projects are anticipated to be contracted between Home-Based Child-Care Centers and the Lead Hazard Reduction Grant. To date, no HBCC have participated in this program.

To accomplish this important work, Community Housing employs seven full-time program staff. A Community Housing Manager/Program Director (14N – 10% Lead/20% HHP) who has direct oversight of the management of the grant including staff, planning and implementation, financial and performance monitoring, unit and work authorization, approval of invoices and oversight of compliance with Federal, State, and Local guidelines; Lead Program Manager (10N – 75% Lead) HHP Program Manager (10N – 100% HHP) who are responsible for the day-to-day operations of the program, overseeing the financial management of the grant, including qualification of all units, contractor management, procurement practices, preparation of performance reports to be reviewed by the Program Director and responsible for file management; Program Coordinator (S7 – 25%) who

assists in the administration of the day to day operations and performing a variety of program related tasks; Two Lead Construction Project Manager (13N – 60% Lead) and a HHP Construction Project Manager (13N – 100% HHP) who conduct inspections, prepare specifications and in-house cost estimates for assigned projects, and manages all aspects of projects from bid to completion; Three of these staff are state licensed Lead Hazard Risk Assessors. Additionally, a part-time staff accountant (2% Lead/1% HHP) accesses the HUD financial LOCCS, reviews and requests all financial reimbursement under the grant while monitoring the budget, and requests or review changes to the budget.

Goals:

1. Improve the quality of Allentown housing.
2. Increase the health, safety, and affordability of Allentown housing.

Measurable Budget Year Objective and Long-Range Targets:

1. Provide lead remediation grants for at risk families.
2. Provide healthy homes grants to improve the health and safety of occupants.
3. Provide hazard grants to address immediate threats to the safety of homeowners.
4. Provide façade grants to targeted blocks.
5. Provide Home Modification grants to seniors and people living with disabilities.
6. Provide Assistance to Home-Based Child-Care Facilities participating in LHRP.

Impact/Output Measures:

	2022	2023 YTD	2024 Target
Lead Hazard Reduction	75	80	125
Lead Testing and Education	80	85	130
Healthy Home Supplement & Production	75	80	160
Hazards Addressed (*CDBG)	10	4	10
Food Assistance (CDBG)	0	5	10
RRP Training (PADH/*CDBG)	n/a	0	50
Home Modification (*CDBG)	n/a	4	10
Home-Based Child-Care Lead (NCHH/*CDBG)	n/a	0	5
Facades (*CDBG)	24	0	TBD

*CDBG – See HUD Grants Programs for detailed budget.

(0006-26) Printing (\$1,200)

Lead & Healthy Homes Printing- Promo flyers, direct mailing

(0006-28) Mileage reimbursement (\$500)

HUD requires travel to program annual conferences and trainings.

1. Mileage Reimbursement for travel to meetings when a City car is not available. Reimbursable by the HUD grant. Cost: \$0.635/mile x 800 miles.

(0006-32) Publications & membership (\$1,000)

Cost to maintain various reference publications and housing group memberships.

1. Membership for housing groups:

Cost of membership and fees to maintain various certifications.
and purchase of reference books.

PennBoc/ICC \$85.00 x 4 = \$340.00

Housing Alliance of PA \$60.00 x 1 = \$60.00

Code Books for Training \$150.00/each x 4 = \$600.00

(0006-34) Training and professional development (\$32,850)

Program staff is required maintain various licenses and attend annual HUD conferences.

1. Staff Lead License Training Local: \$12,000

Includes cost to hire a company to provide training to staff for initial or refresher courses in risk assessments, project designers, RRP certification, specific skill building, and certification needs.

Cost: (5) staff members x eight (8) classes at \$300.00 per person.

2. Cost for training includes travel and conference tickets for HUD required Lead & Healthy Home training per grant requirements 2 staff twice a year.

2.1 Airfare for Lead/HH Conference: 4 x \$900/pp\$3,600

2.2 Lodging for Annual Lead/HH Conference: 4 x 10 days x \$100/pp\$4,000

2.3 Car service for Lead Conference: \$100/day x 10 days\$1,000

2.4 Per Diem for Conferences: \$70/day x 4 x 10days\$2,800

2.5 Registration Fees for Lead Conferences: \$850 x 4 \$3,400

2.6 Registration Fees for Healthy Homes Conferences: \$200 x 4 \$800

3. Certification Training: PennBoc/ICC Annual Training \$750 x 7 \$5,250

(0006-42) Repairs and maintenance (\$1,000)

Community Housing maintains two vehicles to facilitate travel to project job sites.

4. Risk for Vehicle Repair and Maintenance

Vehicle repairs/deductible \$500.00 per car x 2 cars

(0006-46) Other contract services (\$2,519,210)

The overall 2024 budget for Other Contract Services reflects only minor decrease primarily due to the reorganization of program line items within DCED.

1. HUD Lead and Healthy Homes Grant (Lead Remediation portion): \$1,687,500
Cost for contractors to conduct lead hazard reduction work to qualified units.
Cost: \$13,500 x 125 units.
2. HUD Lead and Healthy Homes Grant (Healthy Homes portion): \$662,500
Cost for contractors to conduct lead hazard reduction work to qualified units.
Cost: HHS = \$2,500 per unit x 125 units & HHP = \$10,000 per unit x 35
3. HUD Hotel Relocation – Temporary Housing: \$122,500
Cost to provide temporary housing in hotel while lead hazard reduction work is being completed on their unit.
Cost: 125 families x ten (10) days at \$98.00 per night.
4. Dust Wipes Lab Testing Fees: \$20,000
Cost to cover lab fees for initial and clearance dust wipe testing by a certified lab.
Cost: \$8.00 per tube x 20 samples x 125 units.
5. Dosimetry Badge Monitoring: \$6,050
Cost to maintain personal safety equipment to detect radiation exposure with use of XRF device based.
Cost: 11 badges x \$550 +/- 10-15% price increase.
6. Contractor Training: \$12,000
Cost to hire a company to provide training as a lead abatement supervisor, lead abatement worker, and RRP certification for aspiring lead abatement contractors to support the program. Cost: 20 contractors x \$600.00/pp.
7. Community Training: \$1,600

Cost to cover training for up to 16 community members with RRP certification.

Cost: \$100/pp x 16

8. XRF Resource & Repairs: \$3,500

Cost to safely maintain radioactive material housed within XRF device.

Cost: Annual resourcing of XRF \$3,500

9. Storage Fees: \$3,000

Cost to rent a storage unit/pod for homes that require belongings to be removed from the premises in order to conduct lead hazard reduction work.

Cost: 6 homes x \$500.00 per property.

10. SamSara Vehicle Tracking: \$560

Two vehicles tracking system.

Cost: \$280 per vehicle x 2

(0006-50) Other services and charges (\$2,600)

Program utilizes media advertising to promote outreach and education.

Media Advertising:

Cost: \$1,000/Radio ad x 1

Cost: \$1,600/video x 1

(0006-56) Uniforms (\$3,150)

This year we anticipate ordering a pair of shoes for four members of the staff at the current cost of \$200 per pair. Included is the cost for ordering five staff members two new shirts at \$50.00 each and jackets at a cost of \$100 per jacket.

1. Safety shoes for seven (7) staff x \$200 per pair \$1,400
2. Shirts and Jackets for five (7) staff x \$250 (2 shirts/ 1 jacket) \$1,750

(0006-68) Operating materials and supplies (\$20,390)

This category was reduced from last year's budgeted because less funding was needed for Blood Lead Test Kits than anticipated.

1. Rehabilitation Software: Spec writing software licenses \$3,000

Cost: 6 licenses x \$500

2. Office Supplies, folders, binders, pens, etc.: 50 * \$10 = \$500

3. Cleaning Supplies & PPE, gloves, N95 masks, booties: 50 * \$5 = \$250

4. Lead Field Testing Supplies, Tools, & PPE : \$3,640

Cost: 210 dust wipes x \$9 & 35 radon test kits x \$50

5. Lead & Healthy Homes Marketing Material: \$4 x 500\$2,000

6. Blood Lead Testing Kits:\$5,000

Cost to purchase lead testing kits for our blood lead analyzer.

Cost: \$50/per kit x 100 kits.

7. Healthy Homes Supplies:\$5,000

Cost of cleaning and safety kits for home visits.

Cost: \$25 per kit x 200 families.

8. Lead & Healthy Homes Educational Materials: \$1,000

Cost of materials to distribute at outreach events.

Cost \$5.00 x 200 people.

(0006-72) Equipment (\$5,000)

This year we anticipate reorganizing our staff office arrangements which may require the purchase of specific office furniture.

1. Office Furniture: \$4,000

Cost of specific furniture, wall dividers, calculated at \$500 per piece for eight pieces. Replacing worn and to accommodate new staff.

2. Peripheral Computer Equipment keyboards, mouse, headsets, etc. \$1,000

Total Operating Expenditures = \$2,629,200.00 (not including Salaries/Benefits)

\$2,567,740.00 Grant Fund

\$61,460 General Fund

\$550,423Salary estimate

\$322,093Grant Fund

\$176,352General Fund

\$260,841.46Benefit estimate

\$143,397.31Grant Fund

\$117,444.00General Fund

Business Expansion Attraction and Retention (BEAR) (09-0901-0007)

The BEAR Office offers support and resources to businesses in the areas of technical assistance, code direction, policy/legislative advocacy, inter-departmental coordination, and identification of financial programs. B.E.A.R. works with strategic partners to deliver comprehensive support resulting in accelerated business growth and paths to legitimization. Fostering small business growth, workforce development, and entrepreneurship are at the very core of the office's mission.

Goals:

1. To retain, attract, recruit, and facilitate the creation of new commercial, industrial, restaurant and retail development within City Limits.
2. Prioritize the creation and retaining of family sustaining jobs through the retention, recruitment, and expansion of businesses.
3. Serve as a key point of contact assisting businesses to navigate and meet the City of Allentown's Building Code requirements through inter-department collaboration.
4. Implement business and economic development marketing strategies in conjunction with Communication's Office to increase city's business recruitment and retention efforts.
5. Identify and offer technical assistance support for entrepreneurs and start-ups.
6. Identify opportunities to connect new and existing businesses with internal and exterior resource partners.

Measurable Budget Year Objectives and Long-Range Targets:

1. Retention of Allentown's 4,000+ businesses joined with recruitment of new businesses through effective outreach is critical to support strategic growth opportunities in the City.
2. Implement multi-phased Business Outreach and Engagement Strategy with a focus on engagement with large BPT generators and neighborhood anchor businesses.

3. Continued implementation of SPARK technical assistance training to 30 entrepreneurs as a result of

Impact/Output Measures	2020 Actual	2021 Actual	2022 Actual	2023 YTD	2024 Target
Facilitate establishment of new businesses within the city	356	424	455	396	450
Assist prospect inquiries (retail, commercial, manufacturing, startups)	56	152	159		
Work with financing partners to provide loans & grants to businesses	4	3	2	1	4
Small business participation in SPARK Technical Assistance Program	N/A	N/A	21	17	30
Retention visits/engagements with operating businesses	N/A	N/A	125		
New & Prospective Business Engagements (Outreach/Compliance Support)	N/A	N/A	N/A	417	575

recognizing the need for more localized and individualized tools for small business to succeed.

3. Continue to promote and facilitate financial assistance through City or partner managed funding programs resulting in sustained job creation, re-use of underutilized property, and tax generation.

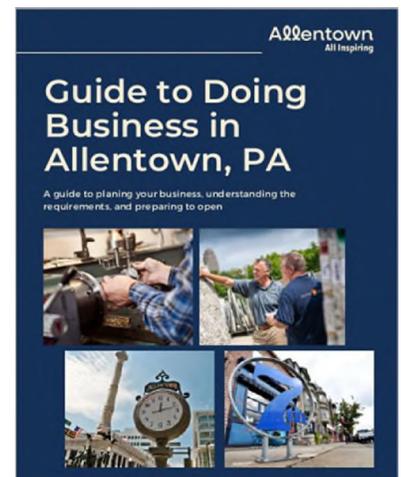
Budget Priorities:

1. Collaborate with strategic partners to provide customized assistance plans and services to help
2. entrepreneurs succeed in the City’s business environment.
3. Provide financial lending resources to new and existing businesses.
4. Use technology to identify and quantify business trends and manage relationships while attracting and retaining business and investment opportunities.
5. Enhance and elevate Allentown’s narrative as an ideal location to establish and operate a business.

Business Expansion Attraction and Retention (BEAR) Expenses
(09-0901-0007)

(0007-26) Printing (\$1,000)

Printing the “Start Your Own Business Guide” to be distributed to new and potential businesses – about 3000 copies.



(0007-28) Mileage Reimbursement (\$1,022)

Mileage reimbursement for two staff - Business Outreach 8 miles each week x 52 weeks at \$.625 per mile

(0007-32) Publications & Membership (\$1,250)

1. International Economic Development Council (IEDC) – Public Agency (population 100K-200K) – 2 memberships @ \$200/each
2. PA Economic Development Association – 2 memberships @ \$425/ea. Benefits of Membership to these Organizations:
 - 2.1 Help form platform for voice in Harrisburg.
 - 2.2 Eligibility for PEDDA Certification
 - 2.3 Reduced event registration rates
 - 2.4 Educational opportunities
 - 2.5 Networking opportunities
 - 2.6 Receive all PEDDA communications.
 - 2.7 Listing on PEDDA’s interactive on-line directory

(0007-34) Training and Professional Development (\$4,771)

1. Basic Economic Development Course in PA for the new hire. That course was priced at \$675 for in state participants nine weeks virtual.
 - 1.1. The first and last days will be held in person in Harrisburg. The remaining seven days will be held virtually. \$176 for hotel in Harrisburg. <https://www.peda.org/event-4852446>
2. IEDC Certification Exams: Three required courses for one staff to become a Certified Economic Developer:
 - 2.1. Entrepreneurship and Small Business Development Strategies (ESBDS) \$505
 - 2.2. Introduction to Entrepreneurship-Led Economic Development (ELED I) \$505
 - 2.3. Accelerating Growth through Entrepreneurship-Led Economic Development (ELED II) \$505
3. 2024 IEDC Annual Conference September 15-18 Denver, CO
Breakdown:
 - 3.1. \$899 Registration
 - 3.2. \$229/night Room x 4
 - 3.3. \$350 flight
 - 3.4. Reimbursement- Daily food \$60 x 4

(0007-46) Other Contract Services (\$90,000)

1. AEDC Loan Servicing Contract, C24-000468, \$20,000

The City of Allentown & the Allentown Economic Development Corporation (AEDC), a Pennsylvania Non-Profit Corporation, have been in contractual agreement, with AEDC as the City's economic development financial fund manager for the past several years (credit underwriting; loan committees; loan closings; billings). The agreements relate to administration and management of the City of Allentown Economic Development Loan Fund.

2. AEDC Enterprise Zone Fund Contract, C24-000466, \$20,000

The City of Allentown & the Allentown Economic Development Corporation (AEDC), a Pennsylvania Non-Profit Corporation, have been in contractual agreement, with AEDC as the City's economic development financial fund manager for the past several years (credit underwriting; loan committees; loan closings; billings). The agreements relate to administration and management of the Enterprise Zone Loan Fund.

3. Administration of the Business Development SPARK Program, \$50,000

The City of Allentown launched the Allentown Small Business SPARK Program in collaboration with the Allentown Chamber to provide technical assistance grants to Allentown businesses. These technical assistance grants offer one on one consultations in some of the most sought-after areas essential for business growth and development such as digital marketing, social media; e-commerce/website; cybersecurity; financial management, legal assistance; and strategic planning.

(0007-50) Other Services & Charges (\$3,000)

1. Advertising for Business Development Projects

1.1. Digital marketing for SPARK Technical Assistance Program and future programs

(0007-68) Operating Material and Supplies (\$2,000)

Office supplies, brochures or other materials needed for promoting city businesses.

Planning and Zoning, Community Planning Program (09-0902-0001)

This program includes the divisions previously known as Community Planning, Land Use and Development Management and Historical and Architectural Preservation. The Community Planning Program includes all staffing and implementation of Land Development, Zoning, Historic Preservation, Floodplain Management, and Comprehensive Planning Implementation, including those activities that relate to the implementation of the City's Comprehensive Plan – Vision 2030. Activities undertaken within this program are intended to implement the goals and objectives of the plan. This program provides for coordination among existing neighborhood organizations provides staff assistance in the preparation of neighborhood plans. This department participates in land use, land development and planned development decisions.

This program involves the preparation, revision and administration of the various ordinances relating to planning and development in the City including, but not limited to, Subdivision and Land Development Regulations and the City's Zoning ordinance. This also includes activities required of the bureau in its role as staff to the Zoning Hearing Board of Appeals, Planning Commission and their respective reviews of rezoning requests, street vacation petitions, sidewalk postponement requests, and subdivision reviews.

The City of Allentown has enacted a Historic District Ordinance and takes an active part in the revitalization of the City's three historic districts. It is the intent of the Bureau of Planning to help foster this rehabilitation spirit by providing technical assistance to current and prospective property owners in the historic districts, identifying individual historically or architecturally significant structures, administering the Historic District ordinance and providing staff assistance to the Historic and Architectural Review Board.

Goals:

1. To ensure that the future development and redevelopment of the City occurs in a planned and coordinated manner.
2. To foster citizen awareness, citizen understanding, and citizen participation in government.
3. To ensure that the future development and redevelopment of the City occurs in a planned and coordinated manner.

4. To ensure that Allentown's neighborhoods are an attractive, viable place to live, and to retain and preserve the City's historically and architecturally significant buildings.

Budget Year Objectives and Long-Range Targets:

1. -To coordinate local and regional planning activities by participating on various regional planning committees.
2. -To prepare and deliver updates on progress in implementing the Comprehensive Plan
3. -To better address needs, improve service delivery, and refine public policy by assisting interested neighborhood groups in the preparation of neighborhood improvement plans.
4. -To conduct and activate mobility plan
5. -To implement recommendations of wayfinding study
6. To continue to administer and enforce ordinances in accord with all applicable city and state laws.
7. To continue to monitor costs of the various permitting, review and appeal functions and update fees as necessary.
8. To complete the current zoning ordinance update.
9. To continue to work with other partners in refining EnerGov process.
10. To review requests for re-zonings, zoning amendments, and street vacations in consideration of the goals and policies of the Comprehensive Plan.
11. Update Subdivision and Land Development Ordinance and undertake all necessary actions and follow-up items to fully implement and train staff and the public for the implementation.
12. To assist prospective investors and homeowners interested in historic preservation by providing technical assistance and program information.
13. To continue to administer and enforce the Historic District ordinance and provide staff services to the Historical Architectural Review Board.
14. To monitor rehabilitation and reinvestment activity in the historic districts.

Budget Priorities:

1. To continue to neighborhood planning through engagement activities related to land development activity, and the creation and implementation of long-range projects including but not limited to the Housing Study, proposed zoning code and mobility plan.

2. To implement Vision 2030
3. To conduct a mobility study and create a plan for implementation.
4. To continue to improve efficiency through the implementation of the EnerGov software program.
5. To review subdivision and land developments, sidewalk postponements, street vacations and zoning amendments
6. To update the Zoning Ordinance
7. To update the Subdivision and Land Development Ordinance
8. Review and process applications proposing to alter, add to, or demolish historic properties in the historic districts.
9. Provide property owners with guidance on appropriate treatments for historic properties, and work to remediate inappropriate alterations.

Community Planning Expenses (09-0902-0001)

(04) Temporary wages (\$19,000)

Two Lehigh University Community Fellows to assist with survey. These are graduate students who complete this internship as part of their program. \$9,500 is paid to the University per intern.

(06) Premium Pay (\$7,000)

For Historical Architectural Review Board staff

(11) Shift Differential (\$550)

For Historical Architectural Review Board staff who attend evening board meetings.

(26) Printing (\$11,500)

1. SALDO/Zoning Code update – The Zoning code is currently being rewritten. This is for costs for an outside vendor to print these updates. \$5,000
2. Maintenance agreement for plotter/scanner- \$4,500
3. Zoning codes, training manuals & worksheets and other graphics not printed in-house. \$2,000.

(28) Mileage reimbursement (\$600)

Mileage reimbursement for Community Planning staff. \$100 x 6 staff

(30) Rentals (\$2,000)

Venue rentals associated with mobility study (ongoing from 2023) and portalet rental for planning events \$2,000.

(32) Publications and Membership (\$6,604)

1. 1 Planning Advisory Service 2023 subscription.
2. PA Chapter of American Planning Association (PA-APA)– one membership.
3. Urban Land Institute 2023 membership fee for Planning Director, \$540.
4. American Planning Association membership renewal and American Institute of Certified Planners membership for two staff Membership Renewal (planning.org), \$1,380.
5. LV Heritage Museum 2024 membership, \$250.
6. PA Downtown Center Organization membership, \$475.
7. National Alliance of Preservation Commission membership.

(34) Training and Professional Development (\$14,750)

1. Leadership Training for two staff. The organization providing the training is TBD. Estimated cost is \$3,000 and APA Conference for two staff- \$3,000.
2. Training for Zoning staff
3. Training for HARB members/attendance at National Preservation Conference

(42) Repairs & Maintenance (\$780)

Zoning vehicle repairs and GPS software for Planning & Zoning vehicles

(46) Other Contract Services (\$165,000)

1. Extension to current zoning consultant contract \$35,000
 - 1.1 upgrades & changes
 - 1.2 cross reference revisions & context corrections throughout the remainder of the City's ordinances (non-zoning)
 - 1.3 worksheets and other training modules
 - 1.4 coordination with online codifier. C25-000097

2. Third Party Planning & Engineering contracts #C24-00501 & #C25-000219 \$50,000
joint funded with 000-03-0702-0001-46.
3. Professional services for HARB. \$30,000
4. Historic Preservation Plan Implementation. \$20,000
5. Historic Surveys. \$30,000

(50) Other Services and Charges (\$95,050)

1. Service fees associated with appraisals needed for Property Review Committee. \$24,000
Amount is based on 12 appraisals at \$2,000 each.
2. Legal Advertisements for Boards, including the Zoning Hearing Board. \$45,050
3. Compensation for Zoning Hearing Board members. \$4,000
4. Filing fees for District Justice civil complaints & judgements for Zoning violations. \$1,500
5. Zoning Hearing Board court stenography. \$16,000
6. Zoning Hearing Board hearing transcripts. \$1,500
7. Historical Architectural Review Board (HARB) legal fees & advertising. \$3,000

(56) Uniforms (\$3,600)

Zoning staff uniforms & Kevlar vests for new Zoning staff for late night operations at after-hours establishments.

(68) Operating Materials and Supplies (\$48,000)

1. Refreshments for community meetings \$3,000
2. Technical office supplies i.e. stakes for posting, desk equipment, etc. \$3,000.
3. ARC GIS Urban subscription, quoted by IT - \$11,000
4. Aerial imagery, raw data capture cost, quoted by IT- \$25,500
5. Supplies & equipment for staff initiatives to include:
 - 5.1. Community engagement by Community Planning team \$4,000
 - 5.2. Misc. equipment not provided by central supply for Planning staff \$1,000.
 - 5.3. Specialized equipment for Zoning staff such as architectural scales \$500.

(72) Equipment (\$1,500)

Computer accessories: risers, keyboards & other ergonomic work-station enhancements.

Building Standards & Safety, Building, Plumbing Electrical Enforcement (000-09-0903-0001)

The Bureau of Building Standards & Safety, Building, Plumbing and Electrical Enforcement provides for the administration and enforcement of the codes which apply to construction, alterations, additions, repairs, removal, demolition, use, location, occupancy or maintenance of all buildings, structures, and service equipment. The program also includes administration of the various licensing and testing provisions to the public for the various trades, as well as plans examination and permit issuing functions of the Bureau.

The following 2024 budget narrative will reflect the department's vision to create a more efficient permitting process, increase plan review services to the public, and better equip the staff to provide multidisciplined inspections to the community.

The Bureau's revenue is generated by fees associated the permitting of all construction related inspections and enforcement, as well as the fees for trade licensing. We anticipate that our revenue for building permits and fees may see a slight decrease this coming year due to an economic slowdown. However, we plan to compensate for this decrease by bringing plan review services back in house. This will provide an increase to the 2024 revenue to allow us to continue providing services to the community.

Revenue	
2916 Building Permits & Fees	\$ 1,710,000.00
2918 Plumbing Permits & Fees	\$ 135,000.00
2920 Electric Permits & Fees	\$ 450,000.00
2921 Sheet Metal Tech License Fees	\$ 25,000.00
2922 Billboard Sign Permits	\$ 7,500.00
2925 PLAN REVIEW (NEW)	\$ 250,000.00
Total Revenue	\$ 2,577,500.00

The Bureau of Building Standards & Safety, Building, Plumbing and Electrical Enforcement has a total of 15.7 staff members. This year we will conduct a department reorganization to eliminate 2 vacant positions. We will also reclassify existing staff to provide accurate compensation for the licensing and certifications needed to provide multidisciplinary services to our community. This reorg will align the staff to be able to perform both plan review and inspections. This will eliminate signal points of failure in our department and prevent the need to seek 3rd party assistance to maintain City

services. This reorganization will decrease the staff to 15.7 and demonstrate a savings to the department.

02 Permanent Wages	# of Position
Director	0.3
Superintendent	1
Building Code Professionals	8
Clerk 3/Permit Techs	4
Workflow Coordinator	1
Office Manager	0.4
Building Insp. Apprentice	1

As part of the 2024 budget, we will be eliminating 2 positions and reclassifying existing positions to provide better overall customer service to the public. We will create a new step scale in SEIU to eliminate the separate trade inspectors, plan reviewers and review coordinators and create (8) new positions titles Building Code Professionals who will be capable of conducting both plan review and inspections. We will also create (3) new positions for the Permit Tech’s to grow in their field, titled Permit Tech II. These (3) positions will be held at a \$1.00 each at a M10. If a permit tech takes and passes the Permit Tech Certification, they will be able to move up to this new pay scale. These position changes will reduce staff while increasing current staff’s capability to provide increased services. The change will reduce the budget overall budget.

Building, Plumbing Electrical Enforcement Expenses (0903-0001)

(0001-06) Premium Pay (\$42,500)

(0001-11) Shift Differential (\$2,400)

The cost for Premium Pay and Shift Differential covers the cost of 24-hour coverage by building inspectors responding to emergencies after normal business hours.

(0001-28) Mileage Reimbursement (\$100)

In 2024, mileage reimbursement funds for staff attending in-person meeting or training.

(0001-30) Rentals (\$3,000)

This fund is used for the emergency rental of fencing, scaffolding, or other barricades needed to protect the property and community from harm.

(0001-32) Publications and Memberships (\$4,500)

This fund covers the cost of required memberships for managers and staff. It also includes the cost of Code Books needed for training.

1. ICC Membership $\$265.00 \times 12 = \$3,180.00$
2. PennBOC Membership $\$85.00 \times 12 = \$1,020.00$
3. IAEEI Membership $\$100.00 \times 3 = \300.00

(0001-34) Training and Professional Development (\$13,200)

The Bureau's staff are required to earn 15 CEU's per certification every 3 years. The funds will cover the cost of registration fees for courses to meet this requirement.

Yearly PennBoc Training $\$425 \times 10 = \$4,250.00$

ICC Seminars $\$45.00 \times 30 = \$1,350.00$

Exam Fees $\$240.00 \times 15 = \$3,600.00$

Trade Licensing $\$500.00 \times 8 = \$4,000.00$

(0001-42) Repairs and Maintenance (\$1,000)

This fund covers the deductible for city issued cars in case of an accident. These funds also cover maintenance and repairs for the large plans' scanner.

Vehicle Repairs $\$500 \times 1 = \500 .

Large Plan Scanner Repairs (Print-O-Stat) $\$200 \text{ per hour} \times 2.5\text{hrs} = \500 .

(0001-46) Other Contract Services (\$455,000)

This account covers contracted services for building related emergencies such as fires, structural damages and securing or shoring of those properties. Contracts are required to be in place to provide 24-hour emergency response coverage. When funds from this account are utilized, liens are filed against the properties to recapture the cost of these services. In addition, while in 2023, funds were utilized for plan review and emergency inspections with the reorg of staff this service will be still

included in the budget (in the event of an emergency) but will be significantly reduced. We have also moved into this department's budget the homeless services funds that will be used for emergency placement of displaced tenants when no other shelter options are available.

1. Emergency services yearly contracts \$300,000.00
 - 1.1 Emergency Boarding\$25,000.00
 - 1.2 Standard Boarding\$25,000.00
 - 1.3 Clean Outs \$25,000.00
 - 1.4 Emergency Demo \$125,000.
 - 1.5 Engineering Services \$100,000.
2. Yearly GPS monitoring 8 x \$300.00 = \$2,400.
3. New or Replacement GPS 2x \$300.00 = \$600.
4. Proctor Fees for Sheet Metal/Plumbing Exams \$2,0000.
5. Third party contracts for plan review/inspections \$50,000.
6. Homeless Services \$100,000.

(0001-50) Other Services and Charges (\$5,180)

The funds will be used to advertise for various board meeting, the cost to county for placement of liens and fees for use of Lexis Nexis which is used to locate contact information for property owners.

1. Advertising for various board meetings \$2,000.
2. Public Nuisance Liens (Est. 25 at \$80.00/per lien) \$1,500.
3. Lexis Nexis Fees for Dept Use (\$140/month x 12) \$1,680.

(0001-56) Repair & Maintenance Supplies (\$500)

Deductible to Risk Fund for vehicle

(0001-56) Uniforms (\$3,600)

Cost to provide uniforms for 9 staff. The current cost of safety shoes is \$200. We have also included the cost of 5 new shirts for each of the eight union staff members at \$40 each. We included cost for jackets for new employees.

1. Safety Shoes 9 at \$200 each, \$1,800.00
2. Replacement Shirts 8 x 5/per x \$40\$1,600.00

3. Uniform Jackets 2 x \$100\$ 200.00

(0001-68) Operating Materials and Supplies (\$3,600)

These funds are used to purchase PPE and tools to conduct inspections for our 7 inspectors and office supplies not available in-house. We are also requesting (1) additional Blue Beam software license for an added plan review company to provide their services.

3. Office supplies not available in-house. Safety equipment for inspectors and tools needed for inspections.
\$100 x 8 = \$800.00 Inspectors for PPE & tools to conduct inspections
\$300 for miscellaneous office supplies not available in-house
4. Cost for additional Blue Beam software \$2,500.00

(0001-72) Equipment (\$8,000)

1. Desk scanners for (4) permit techs/clerks x \$500.00/per unit. \$2,000.00
2. Office furniture for plan tables for staff to conduct plan review. \$6,000.00

(0001-90) Refunds (\$3,000)

Due to customer errors with the launch of Energov, we have seen a significant increase in refunds. We will increase the budget for overpayments on licensing and permits.

Building Standards & Safety, Presale Program (000-09-0903-0006)

The Bureau of Building Standards & Safety, Presales Program provides for the administration and enforcement of the Property Maintenance Code for inspections performed on all residential properties prior to sale. The administration of this program promotes the health and safety of residents by seeking compliance of basic safety violations prior to occupancy.

The Bureau’s revenue is generated by fees associated with the registration, enforcement, and inspection requirements of owner-occupied properties listed for sale. We anticipate that our revenue for Presale will be slightly higher with the new enforcement within our department to capture properties that were sold without conducting a presale inspection.

Revenue	
Presale Owner-Occupied	\$ 150,000.00
Total Revenue	\$ 150,000.00

The Bureau of Building Standards & Safety Presales Program has two full time staff members.

Building Standards & Safety, Presales Expenses (0903-0006)

(0006-06) Premium Pay (\$3,000)

(0006-11) Shift Differential (\$100)

(0006-32) Publications and Memberships (\$500)

For the purchasing of International Property Maintenance Code (IPMC) books required by inspectors to take the certification exam and the yearly membership fees.

(0006-34) Training and Professional Development (\$1,000)

With the adoption of the IMPC certification, cost for testing is \$245.00 per person and we anticipate providing the certification testing for 2 staff members for a total of \$490.00. The additional funds from this account will cover the cost of required CEU credited training opportunities needed to maintain their current certifications.

(0006-42) Repairs and Maintenance (\$1,000)

The cost for deductible or repairs needed to maintain (2) cars in the Presale program fleet.

(0006-46) Other Contract Services (\$570)

Cost for Samsara yearly monitoring fee of \$285.00/per car for these programs two vehicles.

(0006-50) Other Services and Charges (\$500)

Cost for citations liens placed on properties in violation of the presale code requirements.

(0006-56) Uniforms (\$1,120)

Covers the current cost of safety shoes is \$200.00 and uniform costs as required under SEIU contract. of 5 new shirts for inspection staff.

1. Safety Shoes 2 at \$200 each, \$400.
2. Replacement Shirts 3 x 5/per x \$40 \$600.
3. Uniform Jacket New Staff (1) x \$120 \$120.

(0006-68) Operating Materials and Supplies (\$500)

This expense is for PPE, tools, and office supplies not available in-house.

Health Bureau, Administration Program (000-09-0908-0001)

The Administration and Support Services Staff, primarily comprised of departmental management, provides executive oversight in the development and implementation of public health programs in the City of Allentown.

The goal of the Administration and Support Services is to assure the three core public health functions are accomplished in the City of Allentown: the assessment of the population's health status; development of the public policies to maintain and promote health; and assurance that the population has access to public health services. The administration and support staff are also responsible to make sure that the Bureau's mission is continually pursued: to prevent disease and injuries and to protect and promote the public's health.

Each of the six program managers oversee their individual, grant funded programs supporting the overall objectives of the Health Bureau. The six program managers are supported by the Health Director, two Associate Directors, and an Office Manager. Wages and individual programs are 67.3% Federal and State grant funded, including ACT 12 & ACT 315 for the Local Health Administration Law.

Goals:

1. Evaluate the performance of Allentown Health Bureau staff during 2023 with reference to the core competencies for public health workers; these competencies represent a set of skills, knowledge, and attitudes necessary for the practice of public health as identified by the Council on Linkages between Academia and Public Health Practice.
2. Continue to evaluate all Bureau programs and operations and assure that they meet or exceed local, state, and national public health standards during 2023.
3. Seek to maintain the percentage of the Health Bureau's operating budget that is generated from sources other than the City's General Fund during 2023.
4. Continue to enhance the Bureau's capacity to electronically communicate, analyze data, and generate reports during 2023.
5. Maintain a directory of local, state, and federal agencies that support activities of the Allentown Health Bureau during 2023.
6. Prepare and maintain population and capabilities-based initiatives required for AHB to achieve national certification and accreditation status.

7. In conjunction with the City Administration, ensure that the financial health of the Health Bureau is maintained at a level that will enable the provision of mandated public health services to the community.

Performance Objectives:

1. Continued Health Bureau staff education in Public Health and related topics
2. Maintain protocols and standards for the consistent delivery of services.
3. Completion of Annual Grant Application to maintain funding.
4. Grow the Bureau's ability to process, access, and aggregate data.
5. Maintain directories of supportive agencies and partners.

Budget Priorities

Maintain adequate funding for all public health programs.

Prepare for increased maintenance, repairs, and contract work to account for the acquisition of additional office space, fewer building tenants to share the expenses with, and building improvements to better accommodate staff.

Funding Sources Include:

Funding sources for Administrative program 01 include, but are not limited to, ACT 315, ACT 12, the Pennsylvania Department of Health (PADOH) Public Health Emergency Preparedness (PHEP) Epidemiology & Laboratory Capacity grant, and the General Fund. Health Administration Program Expenses (0908-0001)

(0001-06) Premium Pay (\$2,375)

(0001-11) Shift Differential (\$300)

(0001-20) Electric (\$11,500)

Health electric usage includes three floors with eight additional ground floor offices.

(0001-22) Telephone (\$900)

SECTV for Emergency Preparedness in admin area.

(0001-24) Postage and Shipping (\$250)

Shipping for rabies lab specimens, contracts, mailings.

(0001-26) Printing (\$2,750)

Print services managed by IT.

(0001-28) Mileage Reimbursement (\$350)

Use of personal vehicle for city business, trainings.

(0001-30) Rentals (\$ 69,969)

Health Bureau rent for space in Alliance Hall (includes additional storage space).

(0001-32) Publications and Membership (\$ 1,550)

1. NALBOH National Association of Boards of Health- \$325
2. NACCHO Membership National Association of County & City Health Officials-\$950
3. APHA Annual Public Health Association-\$275

(0001-34) Training and Professional Development (\$2,000)

APHA Annual Conference, PA NEHA Conference, Public Health Training.

(0001-42) Repairs and Maintenance (\$3,500)

1. Uninterrupted Power Supply repair/maintenance \$500
2. Building maintenance & repairs for the leased portion of Alliance Hall falling outside city Building Maintenance's purview. \$3,000

(0001-46) Other Contract Services (\$27,310)

1. Wisch Security Monitoring \$125
2. (13) APA contract parking spots at Alliance Hall \$5,600
3. Seven contract parking spots at New Bethany Church \$3,240
4. Samsara monitoring for 14 fleet vehicles \$3,920
5. Interior Handicap Accessible Door \$13,700

(0001-50) Other Services and Charges (\$2,663)

Background checks for four of employees due for 2024 renewal and 6 additional to account for potential turnover/new hires totaling 10 \$662.75. Personnel recruitment advertising \$2,000.

(0001-54) Repairs and Maintenance Supplies (\$4,000)

Batteries, bulbs, sanitation supplies, replacement air purifier filters, general building maintenance tools and supplies \$2,500. Swipe pad/lock replacements \$1,500.

(0001-56) Uniforms (\$4,700)

Replacement & new Health Winter Coats \$3,000. New fleece jackets (10) \$800, and shirt embroidery for employees \$900.

(0001-68) Operating Materials and Supplies (\$4,000)

Paper, labels, laminating supplies, office, and productivity supplies for staff.

(0001-72) Equipment (\$9,650)

1. Replacement desk for Operations Manager & Admin area cabinets. \$4,500
2. PC Equipment & peripherals. \$2,000
3. Replacement chairs for Environmental & Personal Health staff. \$3,150

Health Bureau, Injury Prevention Program (000-09-0908-0002)

Injuries are a major contributing factor to excess morbidity and mortality in this community and across the nation. Nearly half of these deaths occur from motor vehicle incidents, the rest from falls, burns, poisonings, and other causes. The emphasis of this program is in four major areas: (1) childhood injury prevention; (2) adult injury prevention; and (3) overdose prevention activities. This program is predominantly funded through State and County grants.

Goals:

Below is a list of the primary activities carried out by the Injury Prevention staff which includes the Injury Prevention Manager, 2 Community Health Specialists, and an Opioid Overdose Manager.

1. Reduce the incidence and severity of intentional and unintentional preventable injuries in the community.
2. To work with other injury prevention-oriented organizations via Safe Kids Coalition to identify injury problems and develop effective interventions.
3. To conduct overdose prevention initiatives including convening bi-monthly task force meetings, overdose fatality review meetings and semiannual drug take-back collections in Allentown.

Activity	2020	2021	2022	2023 Estimated	2024 Proposed
To reduce the risk of injuries in the home to children aged 0 through 6 years and adults 55+ by identifying and eliminating or reducing environmental hazards through a minimum of 40 in-home safety visits.	-	-	53	50	50
To conduct a series of a minimum of 10 public and professional awareness and educational activities designed to promote health and reduce risk factors that could lead to injuries or death.	-	-	10	20	10
To educate families about the hazard of adults Sleeping with small children through the Shared Family Bed initiative and perform a minimum of 100 assessments.	126	199	234	200	150

Conduct a minimum of 4 Matter of Balance (MOB) falls prevention programs for seniors.	1	5	6	6	4
To assist community efforts to distribute a minimum of 160 child safety seats and instruct the correct installation and use.	110	124	193	160	180

Budget Priorities

1. Maintain staffing, supplies and level of service required by the PA Department of Health to fulfill all grant requirements and program objectives.
2. Fulfill the grant requirements of all current Injury Prevention grants including:
 - 2.1. Unintentional Injury Prevention Program (UIPP) Grant
 - 2.2. Safe Sleep/Bed Risk Grant
 - 2.3. Preventing Injuries in Children (PIC) Grant

Funding Sources Include: Unintentional Injury Prevention Program Grant, OD2A/PDMP Heroin/Overdose Grant, Safe Sleep/Bed Risk Grant, Preventing Injuries in Children Grant, City General Fund. Refer to the 2024 Revenue Detail Report.

Injury Prevention Expenses (000-09-0908-0002)

(0002-06) Premium Pay (\$1,140)

(0002-11) Shift Differential (\$60)

(0002-15) Employee Health Insurance Opt Out (\$2,500)

(0002-28) Mileage (\$1,000)

Mileage reimbursement for the Injury Prevention Manager, 2 Community Health Specialists and the Opioid Overdose Manager, as funded by grants.

(0002-32) Publications and Memberships (\$400)

Membership to Safe States and subscription to the data system required by the UIPP grant for Matter of Balance Data entry.

(0002-34) Training and Professional Development (\$5,000)

Matter of Balance Master Trainer certification required by UIPP grant, training required by PIC grant, Car Seat Technician course certification and recertification fees and courses required by UIPP grant.

(0002-46) Other Contract Services (\$105,000)

Opioid overdose programming for Lehigh County HOST.

(0002-50) Other Services and Charges (\$15,000)

Media campaign funded by Opioid Settlement money.

(0002-68) Operating Materials and Supplies (\$38,031)

1. \$18,123.32 - Car Seats and other safety supplies for seniors purchased by the UIPP grant
2. \$16,907.47 - Home safety supplies including smoke detectors, CO detectors, fire extinguishers, safety gates, and other safety supplies funded by the PIC Grant
3. \$3,000 - Cribs for newborns funded by the Lehigh County Safe Seep Grant

(0002-72) Equipment (\$600)

I-pad for field work.

Health Bureau, Nutrition and Physical Activity (000-09-0908-0003)

The Nutrition and Physical Activity Program will focus on risk reduction and prevention of chronic diseases through screenings, community awareness activities, and environment and policy changes that support good nutrition and physical activity. The program is partially funded through Act 315, as well as categorical grants from the Pennsylvania Department of Health. The program is staffed by 1 program manager and 1 registered dietitian.

Goals:

Reduce chronic disease risk factors through nutrition and physical activity interventions.

Impact/Output Measures	2020 Actual	2021 Actual	2022 Actual	2023 Estimates	2024 Target
Number of persons provided dietary counseling for cholesterol, and glucose	5	26	64	65	75
Number of educational presentations and community events conducted	8	5	16	20	25
Number of adolescents counseled for overweight	3	4	2	5	10
Number of children enrolled in summer recreation	0	85	111	144	150
Number of community gardens	13	15	13	13	15
Number of participants in Million Clicks for Million Hearts walking program	3583	3794	4158	4500	5000
Number of community sites served by the Fruit & Veggie Mobile	0	18	19	17	18

Performance Objectives:

1. Promote environmental, policy and systems change that support healthy eating and increased physical activity in the community.
2. Increase access to fresh, local produce and other foods in the community through community gardens, fruit and veggie mobile, and other related initiatives.
3. Provide nutrition counseling and evaluation for individuals who received cholesterol, glucose, and blood pressure screenings.
4. Promote blood pressure self-management and access to care for individuals participating in a Blood Pressure Self-Monitoring Program.
5. Conduct nutrition and physical activity programs and outreach events throughout the City

6. Implement strategies to decrease the incidence and prevalence of overweight in the City, particularly among youth.
7. Address food insecurity and hunger in the community by expanding participation in summer and afterschool meal programs and other federal nutrition programs.

Budget Priorities:

1. Funds for the Million Clicks for Million Hearts walking program including annual user software fee, participant subscription fees, job clocks, key tabs, incentives, etc.
2. Nutrition related costs for community gardens, fruit & veggie mobile, diet analysis software fee, free summer meals promotion for youth, etc.
3. Blood pressure cuffs and related costs for Blood Pressure Self-Monitoring Program.

Funding Sources Include:

Pa Department of Health grant, LVHN contribution, Act 315, General Fund. Refer to the 2023 Revenue Detail Report.

[Nutrition and Physical Activity Expenses \(000-09-0908-0003\)](#)

(0003-04) Temporary Wages (\$15,000)

Summer health technical positions

(0003-06) Premium Pay (\$,1500)

(0003-11) Shift Differential (\$125)

(0003-24) Postage and Shipping (\$500)

Postage cost associated with mailing of key tabs for Million Clicks walking program.

Estimated expenditure is lower due to elimination of EDDM promotion of summer meal sites.

Reimbursable expenditure based on-contribution from LVHN.

(0003-26) Printing (\$500)

Professional printing costs associated with nutrition and physical activity programs.

Estimated expenditure remains the same due to majority of printing done internally by City print shop.

(0003-28) Mileage Reimbursement (\$200)

Use of personal vehicle for city business. Estimated expenditure is lower than 2022 due to increased use of city vehicles.

(0003-32) Publications and Memberships (\$1,000)

National, state, and local dietetic membership dues for program manager and dietitian.

Estimated expenditures based on current rates of dues. Reimbursable expenditure based on grant contract budget.

(0003-34) Training and Professional Development (\$1,500)

For program manager and dietitian to attend, national, state & local chronic disease/nutrition/physical activity trainings. Estimated expenditure remains the same in 2023.

(0003-50) Other Services and Charges (\$750)

Costs associated with communication and marketing of nutrition and physical activity and anti-hunger programs.

Estimated expenditures not expected to be high.

(0003-68) Operating Materials and Supplies (\$18,000)

Supplies for Million Clicks for Million Hearts walking program including annual user software fee, participant subscription fees, job clocks, key tabs, incentives, etc. Estimated expenditure of \$8,000 based on past annual needs. Reimbursable expenditure based on LVHN contribution.

Nutrition related supplies for community gardens, fruit & veggie mobile, diet analysis software fee, free summer meals promotion for youth, etc. Estimated expenditure of \$8,000 based on past annual needs. Reimbursable expenditure based in part by US Conference of Mayor's award.

Blood pressure cuffs and educational materials for Blood Pressure Self-Monitoring Program

Estimated expenditure of \$2,000 based on grant contract budget. Reimbursable expenditure based on Pa DOH grant contract budget.

Health Bureau, Communicable Disease (000-09-0908-0004)

The communicable disease program includes epidemiologic investigation of communicable diseases and reportable conditions. Primary prevention includes community immunization and targeted education efforts. Epidemiology defines the occurrence of the disease, its clinical manifestations and management, characteristics of the affected population, the mechanisms of transmission, the characteristics of the causative agent, and identifies exposed individuals so that measures may be taken to prevent spread. Direct clinic services are provided for Tuberculosis Sexually Transmitted Diseases and Immunizations.

The program is mandated by Act 315.

Assigned to the Communicable Disease Department are a manager, a workflow coordinator, two community health specialists, and two communicable disease investigators.

Goals:

1. To identify, prevent and control communicable diseases in the City of Allentown through epidemiological investigations.
2. Performance Objectives:
3. All reports of communicable disease or reportable conditions in the City of Allentown will be epidemiologically investigated and appropriate control methods and interventions will be instituted in accordance with the Pennsylvania Department of Health's Policy and Procedures Manual for the Identification, Investigation and Control of Reportable Diseases (2019).
4. Assure the prevention and containment of infectious and vaccine-preventable diseases in conjunction with local health care professionals.
5. Provide communicable disease clinical services: sexually transmitted disease, tuberculosis, child and adult immunization clinics. Incorporate health education into each clinic visit, home visit, and community outreach activity.
6. Enhance data management, in conjunction with the PA Department of Health, to better reflect disease surveillance, communicable disease investigation, and prevention activities.
7. Maintain staff knowledge of communicable disease epidemiology including procedures and resources, current public health issues and practices, and certifications and licensure.
8. Continue COVID 19 response, in conjunction with PA DOH and CDC guidelines, including case investigation, contact tracing and vaccination.
9. Collaborate with the Immunization and Public Health Emergency Preparedness efforts to conduct mass vaccination clinics.

DISEASE	2020	2021	2022	2023 Estimate
Animal Bites	202	186	208	220
Campylobacter	3	25	4	22
Chlamydia	86	961	1074	1100
COVID 19 (confirmed)	9,570	15592	16514	2100
Cryptosporidium	1	6	6	6
Giardiasis	7	5	5	5
Gonorrhea	79	371	347	400
Hepatitis A	2	2	1	2
Hepatitis B	1	1	1	50
Hepatitis C	74	255	36	240
Legionella	5	4	0	4
Lyme	26	49	29	30
Malaria	1	0	0	0
Meningitis – Aseptic	1	1	1	1
Mpox	0	0	7	0
Pertussis	4	1	0	4
Salmonellosis	11	20	15	20
Shigellosis	1	7	3	5
Syphilis Infectious	66	84	109	120
Tuberculosis Active	0	3	6	6

The communicable disease team strives to reduce the instances of communicable disease within the citizens of Allentown via outreach, education, treatment, and prevention.

Budget Priorities:

1. Achieve all standards of completeness on investigations as determined by the PA Department of Health.
2. Prevent and control the spread of reportable communicable diseases in the City of Allentown.
3. Educate and engage the community to reduce communicable disease incidence and prevalence within the City of Allentown.
4. Assure that Clinics operate at maximum efficiency. This requires properly trained staff, required supplies, and equipment.

Funding Sources Include:

Act 315, PA DOH Tuberculosis Grant, Lehigh County Drug & Alcohol. Refer to the 2023 Revenue Detail Report.

Communicable Disease Expenses (000-09-0908-0004)

A portion of communicable disease programming costs relate to TB, STD/HIV grant deliverables and are reimbursed by the grant funding.

(0004-06) Premium Pay (\$9,000)

(0004-11) Shift Differential (\$500)

(0004-28) Mileage Reimbursement (\$500)

Grant reimbursable

(0004-32) Publications and Memberships (\$600)

Communicable Disease publications and memberships, grant reimbursable.

(0004-34) Training and Professional Development (\$2,500)

Trainings related to STD & HIV services.

(0004-42) Repairs and Maintenance (\$600)

Repairs and maintenance of clinic equipment.

(0004-46) Other Contract Services (\$30,000)

STD/HIV healthcare providers for clinics, grant reimbursable.

(0004-50) Other Services & Charges (\$800)

STD prevention campaigns, grant reimbursable.

(0004- 66) Chemicals (\$1,200)

For STD treatment - liquid nitrogen.

(0004-68) Operating Materials and Supplies (\$35,000)

This line item includes flu vaccine and clinical medicine supplies. Grant reimbursable

Health Bureau, Child/ Family Health Services (000-09-0908-0005)

The Child/Family health program provides services to resident children, adolescents and families through health education and advocacy. Maternal/child health community education sessions are also provided. This program provides inspections of childcare centers and responds to housing and hygiene complaints.

The Expanding Public Health Workforce initiative focuses on supporting older adults and persons with disabilities as well as family caregivers, grand families, and kinship families. Workforce training may include Depression and Anxiety, Trauma Informed Care and Hoarding.

The BUILD Health Collaborative focuses on creating a vibrant community, within census tracts 18 and 20, Franklin Park and surrounding neighborhoods, in which families have the resources and supports they need to support their children's optimal development from birth to age 5 and are ready to learn when entering Kindergarten.

The Public Health Engagement program focuses on enhancing community engagement in the City of Allentown to reach marginalized and underserved community members including minority, low income, unhoused, underhoused, early childhood and senior populations.

Child/Family Health Program staff include the clinical services manager, a nurse, public health community engagement manager, a community paramedic, and a community health navigator.

Goals:

1. To assure the health and safety of children attending city childcare centers
2. To improve maternal/child health indicators and birth outcomes.
3. To collaborate on new and innovative ways to integrate services and reduce barriers to services that families rely with the goal of supporting early development.
4. To reduce obesity in children and families.
5. To prevent disease and injury and promote health and wellbeing among older adults and people with disabilities in Lehigh County.
6. To enhance community engagement with a focus on hard-to-reach underserved populations.
7. Performance Objectives:
8. To inspect childcare facilities for compliance with immunization requirements, safety, first aid, and control of communicable diseases.
9. To conduct "Safe and Healthy Home" inspections in conjunction with Injury Prevention staff to evaluate the safety and health status of at-risk children.

10. To provide MCH community education sessions
11. To provide cholesterol, glucose, and blood pressure screenings for city residents.
12. Reduce the rate of emergency department visits due to falls among older adults.
13. Increase the proportion of older adults with physical or cognitive health problems who get physical activity.
14. Reduce the proportion of older adults who use inappropriate medications. Increase the proportion of older

Activities	2019	2020	2021	2022	2023 Estimated	2024 Proposed
Number of Visits to Inspect Child Care Centers	58	31	54	45	30	65
Number of COVID vaccines to 60 and older	0	0	0	0	101	200

adults who get flu vaccine every year.

15. Increase the proportion of older adults who get COVID 19 vaccines and boosters.
16. Improve health and well-being in people with disabilities.
17. Make sure public health agencies have the necessary workforce for key public health services.
18. Increase access to comprehensive high-quality health care services.
19. Increase social and community support.
20. Increase the proportion of adults who have an emergency plan for disasters.
21. Reduce anxiety and depression in family caregivers of people with disabilities.
22. Increase the proportion of adults with depression who get treatment.

Budget Priorities

1. To inspect 65 childcare facilities for compliance with immunization requirements, safety, first aid, and control of communicable diseases.
2. To conduct 30 MCH community education sessions.
3. To provide 250 cholesterol, glucose, and blood pressure screenings for city residents.
4. Provide COVID-19 and flu vaccination and maintain records.
5. Provide Matter of Balance classes.
6. Provide senior home safety visits.

7. Promote adult health and wellness, including blood pressure screenings, cholesterol testing, medication education, and nutrition education.
8. Provide Public Health Emergency Preparedness Education.
9. Educate on environmental concerns related to sanitation, hoarding, and food safety.
10. Connect older adults and people with disabilities with needed services and social support.
11. Offer public health workforce training to address special concerns of older adults and those with disabilities including trauma-informed care, hoarding, depression, and anxiety.

Funding Sources Include:

Act 315, Title V/Maternal Child health Grant, Expanding Public Health Workforce in Aging and Disability Networks grant. Refer to the 2023 Revenue Detail Report.

Child/ Family Health Services Expenses (000-09-0908-0005)

(0005-06) Premium Pay (\$1,000)

(0005-11) Shift Differential (\$50)

(0005-15) Employee Health Insurance opt Out (\$1,250)

(0005-28) Mileage Reimbursement (\$1,000)

Use of personal vehicle for city business. Grant reimbursable.

(0005-32) Publications & Memberships (\$2,000)

Pediatric and public health reference books for use by staff. Grant reimbursable

(0005-34) Training and Professional Development (\$14,500)

Training and certifications for staff related to expanding public health workforce including offsite BUILD Health trainings and the annual MCH conference. Grant reimbursable.

(0005-42) Repairs and Maintenance (\$50)

For repair of clinic equipment.

(0005-50) Other Services and charges (\$950)

Media Campaigns. Grant Reimbursable.

(0005-68) Operating Materials and Supplies (\$12,000)

Supplies for MCH and Public Health Workforce training and education including cribs, car seats, breast pumps, diapers, feminine hygiene supplies. Grant reimbursable.

(0005-72) Equipment (\$5,000)

Office and paramedicine equipment. Grant reimbursable.

Health Bureau, Food Service Sanitation (000-09-0908-0006)

The Environmental Health Services Section of the Bureau of Health conducts the Act 315 mandated environmental health programs pertinent to the City of Allentown. The Environmental Health Services Section is comprised of the Environmental Field Services Division, the Injury Prevention Division and Public Health Emergency Preparedness. The Environmental Field Services Division is responsible for the Food Protection Program, Environmental Control Program, and Institutional Sanitation and Safety Program. The Food Protection Program services include:

- Food Service Establishment Inspection and Licensing
- Food-borne Disease Surveillance and Investigation
- Food Safety Training and Public Awareness

Act 315-funded health departments are required to provide public health programs in the areas of administrative and supportive services, personal health services and environmental health services. Act 315 was amended in 1976 by Act 12 to add support for environmental health initiatives. The broad objective of the Food Protection Program is to reduce the risk of food-borne illness by assuring that food and beverages sold for public consumption has been stored, prepared, and served in a safe manner and is wholesome and unadulterated. This program's primary activities are inspecting and licensing all eating and drinking establishments, large and small retail grocers, cafeterias, commissaries, food vendors at special events and certain food vending machines. Investigations of potential food-borne disease outbreaks within the City of Allentown are conducted. A major emphasis of the program is to educate food handlers and food service operators in proper food protection techniques as well as public education efforts to promote food safety.

Fees for licensing, operational inspection and plan review of retail food facilities are charged annually to defray the costs of inspections, plan reviews and services. The City also receives fines for late license renewals and egregious operational deficiencies.

The Health Bureau was awarded Track 1 funding through the Retail Flexible Funding Model Grant at the beginning of 2023. This award makes the City of Allentown eligible to apply for Track 2 funding to support standardization with the Food and Drug Administration and training for staff development. The application portal for this grant opens August 16, 2023, and awards will be announced in December 2023. The Environmental Health division will continue to work on the development and testing of inspection software in EnerGov through the latter part of 2023 and Q1 and Q2 of 2024. The goal is to have all licensing, complaint, plan review and inspection documentation in Energov software by June 2024.

Goals:

Below is a list of the major Food Protection Program activities carried out by the Environmental Field Division Staff which includes the Environmental Field Services Manager, 5 Sanitarians, 1 Community Health Specialist and 2 clerks. The Health Bureau received funding through the Workforce Development Grant and added the Environmental Workflow Coordinator position and transitioned the current Community Health Specialist to an Environmental Health Technician in 2023 to assist with the growing workload. As we rebound from the impacts of COVID-19, our goals are to conduct more inspections and trainings which should decrease the number of complaints received.

Activities	2020	2021	2022	2023 Estimated	2024 Proposed
Food Service Establishments Inspected	839	922	905	950	1050
Number of Food Service Establishment Inspections	846	1,198	1,039	1,000	1,200
Number of Temporary Food Service Inspections	74	313	336	350	400
Number of Plan Reviews Conducted	88	118	108	140	150
Food Safety Training Attendees	74	90	127	150	175
Food-related consumer complaints	85	97	87	85	75
COVID-19 Safety Consultations	749	313	15	0	0

Budget Priorities

1. Inspect and license all food service establishments, including temporary stands and mobile food units.
2. Assure establishment compliance with the Food Service Sanitation Ordinance to minimize the potential for food-borne disease.
3. Conduct a plan review for each facility which is constructed, extensively renovated, or undergoes a change of ownership.
4. Further educate food service personnel in safe food handling practices and sanitation.
5. Enhance compliance in food service establishments through a program utilizing risk-based inspection frequency and appropriate enforcement action.
6. Monitor and investigate all food related consumer complaints, COVID-19 complaints, and food-borne disease outbreaks.
7. Enhance home food safety awareness of the public.

Funding Sources Include:

Act 315, Act 12, food license and application fees, food reinspection fees, fines, and the General Fund.
Refer to the 2023 Revenue Detail Report.

Food Service Sanitation Program Expenses (000-09-0908-0006)

(0006-06) Premium Pay (\$5,000)

(0006-11) Shift Differential (\$300)

(0006-15) Employee Health Insurance opt Out (\$1,000)

(0006-26) Printing (\$100)

Brochures to distribute during National Food Safety Education Month (September).

(0006-32) Publications and Memberships (\$250)

Casa Memberships: \$120

NEHA Certified Food Safety Professional Credential (renewal): \$130

(0006-34) Training and Professional Development (\$700)

Continuing Education NEHA Certified Food Safety Professional Credential: \$350

SERV Safe Food Certification Class: \$350

(0006-68) Operating Materials and Supplies (\$2,000)

Thermometers: \$500, Test Strips: \$200, Thermal Paper: \$300, Misc. Office Supplies: \$1,000

(0006-72) Equipment (\$2,000)

Laptop for Inspections done through EnerGov software.

(0006-90) Refunds (\$600)

License fee refunds.

Health Bureau, Environmental Protection/Control (000-09-0908-0007)

The Environmental Health Services Section of the Bureau of Health conducts the Act 315 mandated environmental health programs pertinent to the City of Allentown. The Environmental Health Services Section is comprised of the Environmental Field Services Division, the Injury Prevention Division and Public Health Emergency Preparedness. The Environmental Field Services Division is responsible for the Food Protection Program, Environmental Control Program, and Institutional Sanitation and Safety Program. The Environmental Control Program addresses the following environmental health issues:

1. Housing Hygiene and Sanitation
2. Lead Source Reduction
3. Vector Control (mosquitos)
4. Noise Control
5. Indoor Air Quality (mold)
6. On-Lot Sewage Disposal
7. Bedbugs
8. Other Public Health Nuisances

Act 315-funded health departments are required to provide public health programs in the areas of administrative and supportive services, personal health services and environmental health services. Act 315 was amended in 1976 by Act 12 to add support for environmental health initiatives. The Environmental Control Program investigates not only traditional environmental health problems such as vector control, housing hygiene and sanitation issues, but also responds to emerging environmental health hazards which were previously underestimated or unrecognized. These hazards include sources of lead exposure, excessive noise, West Nile virus and indoor air quality concerns. Additionally, referrals for Safe and Healthy Homes environmental assessments for eligible residents are offered, providing consultative services and supplies where appropriate to address household environmental conditions that may have an adverse effect, particularly to children. And, while not traditionally considered vectors, bed bug infestations are investigated, and where possible, remediation is enforced.

Goals:

Below is a list of the environmental complaints and the amount successfully abated. These activities carried out by the Environmental Field Division Staff which includes the Environmental Field Services Manager, 5 Sanitarians, 1 Community Health Specialist and 2 clerks. The Health Bureau received funding through the Workforce Development Grant and added the Environmental Workflow Coordinator

position and transitioned the current Community Health Specialist to an Environmental Health Technician in 2023 to assist with the growing workload. The Environmental Health division will continue to work on the development and testing of inspection software in EnerGov through the latter part of 2023 and Q1 and Q2 of 2024. The goal is to have all licensing, complaint, plan review and inspection documentation in Energov software by June 2024.

Complaint Category	2020	2021	2022	2023 Estimated	2024 Proposed
Community Health Nuisances	89	198	274	230	215
Bed Bug Infestations	27	18	23	20	16
Indoor Air Quality	37	27	15	13	10
Environmental Lead	6	13	14	10	7
WNV Control / Mosquito Harborage	19	21	16	14	10
COVID-19 Safety	162	31	0	0	0
Total	406	308	342	287	258

Budget Priorities

1. Investigate and abate in a timely manner all community environmental health nuisance conditions reported.
2. Assure all on lot sewage systems are properly installed and maintained.
3. Conduct public/professional awareness and educational activities targeting community environmental health conditions.
4. Provide consultative services to the community on a wide range of environmental health issues.
5. Assure the reduction of lead sources in the homes of children diagnosed with lead poisoning.
6. Institute appropriate enforcement actions against chronic violators of City health codes.

7. Respond to inquiries and complaints about indoor air quality concerns in institutional settings.

Funding Sources Include:

Act 315, Act 12, and the General Fund. Refer to the 2023 Revenue Detail Report.

Environmental Protection/Control Expenses (000-09-0908-0007)

(0007-06) Premium Pay (\$250)

(0007-11) Shift Differential (\$25)

(0007-15) Employee Health Insurance Opt Out (\$1,000)

FCD is split with programs 000-09-0908-0006 & 000-09-0908-0008

(0007-26) Printing (\$200)

Brochures to distribute at health fairs. Materials might include information on healthy homes, lead, vector control or any other environmental health concern addressed under the Environmental Control program.

(0007-28) Mileage Reimbursement (\$50)

Mileage reimbursement for when a city vehicle is not available for use and travel is required out of the City of Allentown for training or testing purposes.

(0007-32) Publications and Memberships (\$560)

NEHA Annual Memberships: \$100/person for 3 employees – Required for all staff members that hold a NEHA professional credential.

NEHA Registered Environmental Health Specialist/Registered Sanitarian Credential (renewal): \$130 for 2 employees. Renewals are required every 2 years.

(0007-34) Training and Professional Development (\$6,000)

1. CEU's for NEHA Environmental Health Specialist/Registered Sanitarian Credential: \$950
2. Pennoni Lead Training: \$750
3. Rutgers Noise Technician Training: \$800
4. Dept. of Agriculture Pesticide Applicator Continuing Education Courses/Recertification: \$500
5. Leadership Lehigh Valley Training: \$3,000

(0007-42) Repairs and Maintenance (\$900)

1. Noise Meter Calibration Services: \$400
2. Noise Meter replacement parts (work performed by Vendor) \$200
3. Minor XRF repairs – gaskets, battery packs: \$300

(0007-46) Other Contract Services (\$400)

Lead Dust Clearance Wipes (non-grant eligible projects): \$400

(0007-56) Uniforms (\$2,100)

1. Safety Shoes: \$200 per person per year per union contract
2. Collared Shirts: \$500

(0007-68) Operating Materials and Supplies (\$725)

1. XRF Sealed Source Leak Test Kits: \$250
2. PPE (Tyvek Suits, Booties, gloves): \$250
3. Bug Killer Inspector Spray/Pesticides: \$225

(0007-72) Equipment (\$750)

Field Printer: \$750/printer battery combo

Health Bureau, Institution Sanitation and Safety (000-09-0908-0008)

The Environmental Health Services Section of the Bureau of Health conducts the Act 315 mandated environmental health programs pertinent to the City of Allentown. The Environmental Health Services Section is comprised of the Environmental Field Services Division, the Injury Prevention Division and Public Health Emergency Preparedness. The Environmental Field Services Division is responsible for the Food Protection Program, Environmental Control Program, and Institutional Sanitation and Safety Program. The Institutional Sanitation and Safety Program services include:

1. Child Care Facility Inspection and Certification
2. Public Bathing Place Inspection
3. School Inspection
4. Long Term Care Facility Inspection

Act 315-funded health departments are required to provide public health programs in the areas of administrative and supportive services, personal health services and environmental health services. Act 315 was amended in 1976 by Act 12 to add support for environmental health initiatives. The Institutional Sanitation and Safety Program fulfills the program requirements of three mandated Act 315 programs. Public bathing places and long-term care facilities are subject to regulations promulgated by the State. Childcare facilities and schools are subject to regulation under the City's Child Care Facility Ordinance and School Ordinance, respectively.

The primary objective of the program's activities in each of the institutional settings is to protect the public from health and safety hazards which could result in illness or unintentional injury. Specific activities include identifying hazards and determining appropriate intervention strategies with facility operators to reduce the risk of injuries and illnesses.

Fees for licensing, operational inspection, and plan review of childcare facilities are charged annually to defray the costs of inspections, plan reviews and services. The City also receives fines for late license renewals and egregious operational deficiencies.

Goals:

Below is a list of the major Institutional Sanitation and Safety Program activities carried out by the Environmental Field Division Staff which includes the Environmental Field Services Manager, 5 Sanitarians, 1 Community Health Specialist and 2 clerks. The Health Bureau received funding through the Workforce Development Grant and added Environmental Workflow Coordinator position and transitioned the current Community Health Specialist to an Environmental Health Technician in 2023 to assist with the growing workload. The Environmental Health division will continue to work on the development and testing of inspection software in EnerGov through the latter part of 2023 and Q1 and Q2 of 2024. The goal is to have all licensing, complaint, plan review and inspection documentation in Energov software by June 2024.

Activities	2020	2021	2022	2023 Estimated	2024 Proposed
Child Care Facility Inspections	146	160	138	150	160
Public Bathing Place Inspections	14	23	23	23	23
Public & Private School Inspections	31	30	32	33	34
Long Term Care Facility Inspections	3	1	5	6	6
School Playground Inspections	12	12	12	12	12
Number of Institutional Complaints	12	7	9	8	6
Number of COVID-19 Child Care Outbreak Responses	23	74	0	0	0

Budget Priorities

1. Assure that all public schools follow the City's School Sanitation and Safety regulations.
2. Assure that all long-term care facilities follow appropriate Long Term Care Facility Sanitation and Safety regulations.

3. Assure that all childcare facilities follow the City's Child Care Facility Sanitation and Safety regulations.
4. Assure that all public swimming pools follow appropriate Public Bathing Place Safety and Sanitation regulations.
5. Assure that all COVID-19 safety measures are taken, and appropriate disinfection and exclusion efforts are made after an outbreak is confirmed in a childcare facility, public and private schools, public bathing place and long-term care facility.

Funding Sources Include:

Act 315, Act 12, childcare operational certificate fees, reinspection fees, plan review fees, and the General Fund. Refer to the 2023 Revenue Detail Report.

Institution Sanitation and Safety Expenses (000-09-0908-0008)

(0008-06) Premium Pay (\$250)

(0008-11) Shift Differential (\$25)

(0008-15) Employee Health Insurance opt Out (\$500)

FCD is split with programs 000-09-0908-0006 & 000-09-0908-0007.

(0008-32) Publications and Memberships (\$100)

Professional Journal Subscriptions

(0008-34) Training and Professional Development (\$700)

Certified Pool Operator Training for 3 employees

(0008-68) Operating Materials and Supplies (\$400)

Pool Kit & Replacement Reagents

Health Bureau, AIDS Prevention Program (000-09-0908-0011)

The HIV program is funded to provide HIV testing, education, risk reduction, partner services, referral and linkage to HIV care. Prevention is achieved via risk assessment and harm reduction, which all STD clients receive, HIV Navigation, outreach, education, partner services, testing, and building relationships with communities that have higher risk. The Sexually Transmitted Diseases clinic HIV screening, referral to HIV prevention medicine PrEP, and HIV Navigation. AHB conducts the Voices/Voces Safer Sex Intervention presentations at Lehigh County Drug and Alcohol facilities. HIV Program staff include a manager, a workflow coordinator, a nurse (HIV Navigator), two community health specialists, and two communicable disease investigators.

Goals:

1. To prevent and to reduce the incidence of HIV/AIDS
2. To identify persons at high risk for contracting HIV/AIDS and provide prevention intervention education.
3. To provide intervention strategies to high-risk individuals and populations.

Performance Objectives:

1. To provide voluntary, routine HIV testing in public health clinics in conjunction with Sexually Transmitted Diseases (STD) including referral and linkage to appropriate services.
2. Provide HIV Navigation services for high-risk negative individuals.
3. Conduct all Partner Services interviews for newly diagnosed HIV positive individuals to encourage risk reduction/disease prevention behavior.
4. Review HIV and STD surveillance data, daily, to promptly identify communicable disease outbreaks, and/or surveillance system problems.
5. Incorporate health education into each clinic visit, home visit, and community outreach activity.

Activity	STD/HIV Testing	Offsite/ After Hours Clinics	Newly Diagnosed Persons Living with HIV	Congenital Syphilis	STD/HIV Counseling Provided	Partner Services Provided
2023	1600	12	6	0	1550	18
2022	1243	4	6	0	1049	20

Budget Priorities:

1. Achieve HIV grant performance objectives related to testing and outreach to high-risk populations, partner services, and HIV Navigation, and referral to care.

2. To achieve all case investigation standards for completeness as determined by the PA Department of Health.

Funding Sources Include:

Act 315, PA DOH HIV Grant, Lehigh County Drug and Alcohol. Refer to the 2023 Revenue Detail Report.

AIDS Prevention Expenses (000-09-0908-0011)

A portion of communicable disease programming costs relate to /HIV grant deliverables and are reimbursed by the grant funding.

(0011-06) Premium Pay (\$6,000)

(0011-11) Shift Differential (\$250)

(0011-28) Mileage Reimbursement (\$250)

Grant reimbursable.

(0011-32) Publications and Memberships (\$1,500)

Communicable Disease publications and memberships.

(0011-34) Training and Professional Development (\$5,000)

In-person HIV/STD training sessions, Grant reimbursable.

(0011-46) Other Contract Services (\$100)

Disposal of infectious waste

(0011-50) Other Services and Charges (\$100)

For promotion of HIV events, Grant reimbursable

(0011-68) Operating Materials and Supplies (\$14,000)

Medical and testing supplies for clinics, Grant reimbursable

Health Bureau, Maternal Child Health Program (000-09-0908-0017)

The Childhood Lead Poisoning Prevention Program will reduce elevated lead levels in children less than 6 years of age in accordance with Centers for Disease Control and Prevention guidelines.

Environmental management will include investigations to determine sources of lead exposure and to facilitate administrative and legal actions to assure hazard reduction of detected sources of lead exposure. The Maternal and Child Health Program includes advocacy for and referrals of City children for medical, dental and specialty services. Another component of the MCH Program involves addressing menstrual health by improving access to free menstruation products. Maternal Child Health program staff include the clinical services manager, one nurse and two community health specialists.

Maternal Child Health services are mandated by Act 315.

Goals:

1. To reduce the potentially devastating effects of lead poisoning on the physical and mental development of children aged 6 through 72 months by early identification and intervention.
2. To improve maternal and child health status indicators.

Performance Objectives:

1. To work in conjunction with the Maternal Child Health team to improve health status indicators among City residents.
2. To conduct prevention-oriented home visits emphasizing prenatal care, newborn and infant development, safe sleep education, Breastfeeding Support, healthy lifestyles, and parenting skills, as well as community and special needs health care referrals as needed.
3. To promote early entry into prenatal care by providing Early Pregnancy Testing to 40 women.
4. To continue to collaborate with community partners to promote improved birth outcomes.
5. Educate parents, guardians, and caregivers regarding sources, effects, and prevention of lead poisoning. Home visits will be offered and conducted as requested.
6. To provide environmental investigations, education, and interventions for all children whose blood lead levels persist in the 3.5-10 ug/dL range.
7. To provide environmental investigations, education, and interventions for all children whose blood lead levels persist in the 10-19 ug/dL range.
8. To provide environmental investigation, education, and remediation for all children with blood lead levels of 20 ug/dL or greater.

- 9. To educate families and the community about lead poisoning prevention and hazard reduction.
- 10. To educate health care practitioners about CDC's lead screening guidelines.
- 11. To provide free menstrual products in public facilities throughout the City including recreations centers, community centers, and libraries.

Budget Priorities

To conduct 350 prevention-oriented home visits emphasizing prenatal care, newborn and infant development, safe sleep education, Breastfeeding Support, healthy lifestyles, and parenting skills, as well as community and special needs health care referrals as needed.

To provide environmental investigations, education, and interventions for all children whose blood lead levels persist in the 3.5-10 ug/dL range.

To provide 50 home visits to educate parents, guardians, and caregivers regarding sources, effects, and prevention of lead poisoning.

To provide environmental investigations and interventions for all children whose blood lead levels

Services	2019	2020	2021	2022	2023	2024 Goal
Maternal Child Health Home Visits:	295	281	211	348	206	350
Number of Pregnancy Tests in Early Pregnancy Testing Clinic	36	7	2	22	7	10
Number of Lead Home Visits	85	54	60	42	28	50

persist in the 10-19 ug/dL range.

To provide environmental investigation and remediation for all children with blood lead levels of 20 ug/dL or greater.

To improve the ability to participate in all aspects of life including work, recreation, and school by providing free menstrual products to those who have difficulty acquiring them.

Funding Sources Include:

Act 315, MCH/Title V grant, Child Lead Poisoning Prevention grant. Refer to the 2023 Revenue Detail Report.

Maternal Child Health Expenses (000-09-0908-0017)

(0017-06) Premium Pay (\$400)

(0017-11) Shift Differential (\$50)

(0017-28) Mileage Reimbursement (\$600)

Use of personal vehicle for city business.g., Lead and MCH visits, Grant reimbursable

(0017-34) Training and Professional Development (\$8,000)

Training and conference costs for MCH and Lead Poisoning Education, including multiple lead assessor trainings. Grant reimbursable

(0017-46) Other Contract Services (\$8,000)

For Lead Inspector/Risk Assessor training for staff investigating child lead poisoning. Grant reimbursable.

(0017-68) Operating Materials and Supplies (\$13,500)

Supplies include educational materials for newborn, infant and lead visits, as well as MCH Presentations for the community. Also, educational supplies, e.g., dolls and models for reenactment of brain injuries and safe sleep positions for MCH and lead home visits and community education sessions, Grant reimbursable

Health Bureau, Immunization Program (000-09-0908-0018)

The Immunization Program provides services to improve immunization levels of all children, adolescents, and adults, to reduce the incidence of vaccine-preventable diseases in accordance with the recommended Immunization Schedules Advisory Committee on Immunization Practices and the CDC. Comprehensive Immunization services are provided for infants, children, adolescents, and adults. Immunization Program staff include 2 community health specialists, 3 medical assistants, and a portion of the clinical services manager.

Goals:

1. To provide uninsured and insured city children and adults vaccines according to the ACIP guidelines.
2. Performance Objectives:
3. To enhance Allentown Health Bureau's current immunization services for city residents across the lifespan.
4. To provide immunizations for children ages 2 months to 18 years within the City of Allentown who are uninsured or underinsured.
5. To provide immunizations for adults within the City of Allentown who are uninsured.
6. To provide education on vaccines for parents at educational sessions and maternal child health home visits.
7. To conduct educational programs for area health care professionals concerning new and updated vaccine information.
8. To increase the infant, child adolescent and adult immunization levels in the City of Allentown through immunization coalition activities such as providing immunization clinic information to parents of newborns.
9. To continue to co-facilitate the Lehigh Valley Immunization Coalition to facilitate a coordinated approach to the problem of inadequate immunization.
10. Perform health needs assessments with families during immunization clinics to determine whether children have a “medical home,” and connect them with health insurance and needed social services.

Category	2019	2020	2021	2022	2023 Estimated	2024 Proposed
Number of Childhood Immunizations	2,498	1,052	2,624	2,615	449	1,750
Number of Adult Immunizations (Total)	1,223	1,092	49,542	4,033	695	800
Number of Influenza Immunizations	890	1,158	794	647	97	250
Number of COVID Vaccines given	NA	125	50,436	3,510	293	250

Budget Priorities

1. Perform 600 health needs assessments with families during immunization clinics to determine whether children have a “medical home,” and connect them with health insurance and needed social services.
2. Provide 1,750 immunizations to uninsured and underinsured children in the City of Allentown.
3. Provide 800 immunizations to uninsured adults in the City of Allentown.

Funding Sources Include:

Act 315, Immunization grant. Refer to the 2023 Revenue Detail Report.

Immunization Program Expenses (000-09-0908-0018)

(0018-06) Premium Pay (\$2,000)

(0018-11) Shift Differential (\$500)

(0018-15) Employee Health Insurance opt Out (\$1,250)

Employee is split 50/50 with program 0005.

(0018-22) Telephone (\$4,000)

Internet modem service for our EPIC electronic medical record, Grant reimbursable

(0018-28) Mileage Reimbursement (\$500)

Grant reimbursable

(0018-30) Rentals (\$1,000)

For off-site Vaccination Clinic rental, Grant reimbursable

(0018-32) Publications and Memberships (\$1,500)

Includes publications, license fees, and memberships, as well as subscriptions for required Vaccines for Children (VFC) clinic equipment support. Grant reimbursable.

(0018-34) Training and Professional Development (\$2,000)

Includes Immunization training for staff, including the annual Immunization conference, with accommodations Grant reimbursable.

(0018-42) Repairs and Maintenance (\$2,000)

Includes costs for repairs of all VFC mandated equipment, such as data loggers, refrigerators, freezers, Grant reimbursable.

(0018-46) Other Contract Services (\$20,000)

Includes the annual maintenance cost of EPIC Community Connect medical records system. Grant reimbursable.

(0018-50) Other Services and Charges (\$1,000)

Includes media campaigns for promotion of immunizations, Grant reimbursable.

(0018-68) Operating Materials and Supplies (\$19,000)

Supplies such as gloves, masks, needles, and syringes, band aids, sharps containers, etc. Grant reimbursable

(0018-72) Equipment (\$85,000)

Equipment related to clinics including scanners for documents, medication scanners, refrigerators and freezers, Grant reimbursable - \$10,000.

Generator for Alliance Hall, grant reimbursable in 000-5215- \$75,000.

Health, Public Health Emergency Preparedness (000-09-0908-0019)

The Public Health Emergency Preparedness (PHEP) Program coordinates the Health Bureau’s roles in emergency preparedness, response, and recovery. The PHEP Program maintains the Health Bureau’s All-Hazards Public Health Emergency Response Plan; coordinates preparedness and response planning, training, and exercise development; and facilitates the City’s response and recovery activities to the public health and medical consequences of natural or man-made disasters and emergencies. This program is funded through multiple Federally funded emergency preparedness and COVID-19 grants from the PA Department of Health, Bureau of Emergency Preparedness and Response. The program is staffed by 1 Program Manager and 2 Community Health Specialists.

Goals:

Build, maintain and strengthen the ability of public health staff, volunteers, and community partners to work both independently and collaboratively to reduce the incidence of morbidity and mortality from public health threats, and prepare for, respond to, and recover from emergencies.

Impact/Output Measures	2020 Actual	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed
Number of public health community education and outreach events	13	0	12	15	15
Number of trainings conducted for public health staff, volunteers, and partners	5	3	12	12	12
Number of public health drill, exercises, and real-world responses	*6	*5	*7	10	10
Number of Allentown Volunteer Medical Reserve Corps (AVMRC) recruitment and orientation events	8	20	9	15	15
Number of volunteers in AVMRC	167	277	269	270	280

*Included ongoing COVID-19 public health response

Performance Objectives:

1. Assure that the Allentown Health Bureau updates its comprehensive public health emergency response plan annually.
2. Participate in a minimum of 10 preparedness-related advisory committees and coalitions to provide enhanced competencies in public health emergency management.
3. Provide a minimum of 25 opportunities for Health Bureau staff and volunteers to participate in public health emergency trainings, exercises, drills.

4. Maintain Health Bureau staff that are proficient in the use of data, disease management and emergency communications systems.
5. Promote citizen emergency preparedness through the implementation of a minimum of 20 educations, trainings, media campaigns, and targeted outreach.
6. Maintain a minimum of 250 volunteers affiliated with Allentown Volunteer Medical Reserve Corps (AVMRC) trained and prepared to respond to enhance the PHEP emergency response capacity.
7. Participate in 1 real-world response, or public health exercise to test public health emergency preparedness and response plans.

Budget Priorities:

1. Review, update, test and maintain the current all-hazards public health emergency preparedness and response plan.
2. Maintain a public health workforce, and medical and non-medical volunteers engaged in AVMRC, who prepare for and respond to emergencies and disasters.
3. Expand, train, and sustain the local public health workforce to support COVID-19 prevention, preparedness, response, and recovery initiatives.
4. Maintain access and proficiency with software and communication systems for surveillance, epidemiologic investigations, data and to coordinate response efforts and information sharing during exercises, public health incidents, and mass casualty events.
5. Build citizen preparedness through educations, trainings and awareness campaigns that give residents the information, skills, tools, and items to protect themselves, know what to do, and how to respond when presented with varying public health emergency situations.
6. Coordinate and conduct training and exercise planning, implementation, and evaluation; emergency drill and response After-Action-Review and Improvement Plans (AAR/IP); and public health staff and volunteer training needs assessments.

Funding Sources Include:

Pennsylvania Department of Health Grant Name	Federal Funding Source
Public Health Emergency Preparedness and Medical Reserve Corps	United States Department of Health and Human Services/Centers for Disease Control and Prevention, Public Health Emergency Preparedness (PHEP) Cooperative Agreement
COVID-19 Public Health Workforce Development Supplemental Award	Centers for Disease Control and Prevention (CDC) / United States Department of Health and Human Services (HHS), Public Health Emergency Response, Cooperative Agreement for Emergency Response, Public Health Crisis Response (Subsequent Available Funds)
ELC CARES	United States Department of Health and Human Services (HHS)/Centers for Disease Control (CDC), Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
ELC Enhancing Detection	United States Department of Health and Human Services (HHS)/Centers for Disease Control (CDC), Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) (Subsequent Available Funds)
ELC Enhancing Detection Expansion	United States Department of Health and Human Services (HHS)/Centers for Disease Control, Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) Enhancing-Detection Expansion (Subsequent Available Funds)

Refer to the 2024 Revenue Detail Report.

Public Health Emergency Preparedness Expenses (000-09-0908-0019)

(0019-04) Temporary Wages (\$10,000)

Contact Tracers to assist with preventing the spread of COVID-19. Estimated expenditure is lower than 2023 due to a decreased need for Contact Tracers. Reimbursable expenditure based on grant contract budget.

(0019-06) Premium Pay (\$5,000)

Overtime costs for hourly staff for afterhours preparedness meetings, trainings, and emergency response. Expenditure is lower based on 2023 estimates.

Primarily paid with City funds. Some expenditures are reimbursable based on grant contract.

(0019-11) Shift Differential (\$300)

(0019-24) Postage and Shipping (\$20,000)

Targeted and bulk mailing to promote CodeRED registration and emergency preparedness messages. Expenditure is lower based on 2023 estimates. Reimbursable expenditure based on grant contract budget.

(0019-28) Mileage Reimbursement (\$246)

Use of personal vehicle for city business. Expenditure is lower based on 2023 estimates and increased use of city vehicles. Reimbursable expenditure based on grant contract budget.

(0019-30) Rentals (\$17,500)

Rental of facilities to conduct public health trainings, exercises, drills, and emergency responses. Estimated expenditure is lower than 2023 based upon the ability to use facilities at no charge for many meetings and trainings. Reimbursable expenditure based on grant contract budget.

(0019-34) Training and Professional Development (\$8,169)

For Program Manager and Community Health Specialists to attend regional, state, and national emergency preparedness trainings and conferences. Expenditure is lower based on 2023 estimates.

Reimbursable expenditure based on grant contract budget.

1. Conference Registration Costs for National Preparedness Summit, Governor's Preparedness Summit. (PHEP, ELC grants) 2,400.00
2. Baggage costs (PHEP, ELC grants) 180.00
3. Lodging for 3 staff, 7 nights (PHEP, ELC grants) 4,200.00
4. Subsistence/Per Diem for 3 staff, 5 days (PHEP, ELC grants) 1,050.00
5. Ground transportation (PHEP, ELC grants) 90.00
6. Use of personal vehicle to Statewide Advisory Committee for Preparedness meetings (PHEP, ELC) 229.25
7. Parking and tolls (PHEP, ELC grants)

(0019-46) Other Contract Services (\$240,000)

Need for contracts to coordinate and conduct training and exercise planning, implementation, and evaluation; emergency drill and response After-Action-Review and Improvement Plans (AAR/IP); public health staff & volunteer training needs assessments; and funds for quarantine and isolation services and wraparound costs, if needed (e.g., hotel costs for individuals who are homeless and need to quarantine). Estimated expenditure is decreased due to the completion of grant required community assessments, emergency plans, and trainings. Reimbursable expenditure based on grant contract budget.

(0019-50) Other Services and Charges (\$100,000)

Advertising costs to promote registering for the City's CodeRED emergency notification system, and Allentown Volunteer Medical Reserve Corps (AVMRC) recruitment. Expenditure is lower based on 2023 estimates. Reimbursable expenditure based on grant contract budget.

(0019-56) Uniforms (\$5,000)

Deployment gear such as shirts, jackets, hats, and vests for AHB staff and Allentown Volunteer Medical Reserve Corps volunteers. Estimated expenditure is decreased based on completion of purchases in 2023. Reimbursable expenditure based on grant contract budget.

(0019-68) Operating Materials and Supplies (\$100,000)

Software and Cloud services for public health monitoring, data analysis, surveys, registrations and sign-ups, and emergency alert systems. Supplies for preparing for and implementing of emergency preparedness trainings, exercises, drills, and responses. Estimated expenditure is decreased based on completion of purchases in 2023. Reimbursable expenditure based on grant contract budget.

(0019-72) Equipment (\$20,000)

Office and emergency response equipment. Estimated expenditure is decreased based on completion of purchases in 2023. Reimbursable expenditure based on grant contract budget.

Liquid Fuels Fund (004-03-4741-0001-)

PA Liquid Fuels Operations is a program within Public Works at the Allentown Streets Department. As promulgated by State regulations, monies received by the City from the Liquid Fuels Fund provide for the maintenance of the City's streets to include resurfacing, crack-sealing, snow operations, and micro-surfacing. Salaries incurred as part of this work are also included under this program. This program provides labor and materials for the paving and reconstruction of streets and alleys. In conjunction with the Streets budget this program provides support in the form of labor for the restoration of utility cuts and trenches, repair of sinkholes, frost boils, potholes, crack sealing, shaping of unimproved streets and minor maintenance of bridges. Coverage is also provided for a variety of civic service projects and for any emergency situations. Additionally, this program provides for all phases of salting, pre-wetting of city streets prior to a snowstorm along with salting, plowing and snow removal with a 24-hour coverage during the winter season. This program also provides labor to support other programs which include hand sweeping by city crews of city streets, alleys and certain posted areas which are not a part of the automatic sweeping program, in addition to removal of leaves from the City streets. Overall, the Liquid Fuels Enterprise fund has increased \$490,822 from 2023's final budget due to equipment purchases.

Liquid Fuels Maintenance/Resurfacing Expenses (004-03-4741-0001)

(0001-06) Premium Pay (\$130,500)

Provides for the overtime of both (26) bargaining and (4) non-bargaining employees.

(0001-30) Rentals (\$38,400)

Provides for the lease payment (3 of 5) for a paving machine. Also provides for the rental of snow and specialized equipment such as a paving machine or a front-end loader, for instance, on an as needed basis.

(0001-54) Repairs & Maintenance Supplies (\$385,000)

Provides for the purchase of various asphalt mixes for 1 mile of paving for the annual alley program, pothole repair and general street maintenance. The increase is due to asphalt prices increasing in 2024.

(0001-66) Chemicals (\$343,320)

Provides for the purchase of liquid calcium at the cost of \$16,000. Also provides for the purchase of rock salt; pricing has increased from \$77.20/ton to \$81.83/ton on the cooperative purchasing agreement.

4,000 ton at \$81.83 = \$327,320

(0001-72) Equipment (\$535,000)

Provides for the purchase of a tri-axle truck at \$270,000, and a single axle truck at \$265,000.

(0001-88) Interfund Transfers (\$67,864)

Liquid Fuels annual principal debt payment on the equipment fund long term bond (through 2045)

Trexler Memorial Fund (006)

The Trexler Trust was established in 1935 and continued General Trexler's legacy for supporting the City of Allentown's Park system. The funds are awarded annually by the Trexler Trust and used to assist with personnel and maintenance costs.

Trexler Grounds Maintenance Program Expenses (006-08-6761-0001)

(0001-06) Premium Pay (\$25,000)

Parks Maintenance has 11.3 positions that are allocated in the Trexler fund. Funds from premium pay are used to accomplish the following tasks: trash collection, snow removal for streets (public right of way, plowing and sidewalk clearing), snow removal in parks (trails and parking lots), restroom cleaning, annual flower watering in the downtown district, special events, tree emergencies, pool and spray park maintenance, and litter collection.

(0001-11) Shift Differential (\$1,500)

(0001-30) Rentals (\$30,333)

Portable toilets are required at several park locations due to a lack of onsite restrooms or placed in heavily used areas of the park system. The provider was selected through the process of a competitive bid by the City's Purchasing Department. Seven locations have been identified as requiring portable toilets and the projected cost for 2023 is \$7,200.

\$22,133.16 is budgeted for the annual lease payment for the Toro equipment. This is payment 5 of a 5-year lease agreement. The equipment that was purchased is used for daily maintenance and is vital in maintaining the park system.

During the year, it becomes necessary for Parks Maintenance to rent equipment to complete tasks.

\$1,000 has been budgeted for 2024 for this purpose. Parks Maintenance completes several projects annually to improve the quality of the parks for the public. The equipment rented helps to complete these projects in a timely and safe manner. An example of the type of equipment rented is a boom lift to help with light installations in the parks.

(0001-32) Publications & Memberships (\$775)

The Parks Maintenance Bureau maintains several memberships for its employees. \$400 is required annually for PA Recreation & Park Society memberships. In addition, several employees also have memberships for the National Park and Recreation Association at a cost of \$375. The memberships allow the Department to receive discounts on conferences and trainings.

(0001-34) Training and Professional Development (\$12,000)

Parks Maintenance employees are required to obtain continuing education credits for their various certifications. These trainings and certifications are integral to maintaining maintenance standards and having an educated and knowledgeable workforce maintaining the City's Park system. Training opportunities vary from year to year based on availability.

The 5 certified arborists attend the Tree Care Industry Association Conference. Estimated cost to attend this conference is \$3,000 for the five arborists. Attending this conference helps the arborists obtain credits towards maintain their certifications.

Parks Maintenance sends several employees to various trainings for turf maintenance, invasive weed, certified playground safety, etc. These trainings are offered through the Penn State extension and other vendors who are certified to provide these trainings. These trainings contribute to a knowledgeable staff and assist in providing proper maintenance throughout the City's Park system.

\$3,000 has been budgeted to attend the PA Recreation and Parks Society annual conference. This conference also allows employees to attend trainings and network with other park professionals. Attending this conference helps staff obtain credits and certifications needed for their positions to help create and improve a better park system.

Parks and Recreation personnel also attend the National Recreation and Park Association Conference. Much like the PA Recreation and Parks Society annual conference, it provides another opportunity for employees to attend trainings and network with other park professionals. Attending this conference helps staff obtain credits and certifications needed for their positions to help create and improve a better park system.

(0001-42) Repairs and Maintenance (\$4,500)

During the year, unexpected repairs occur. The funds are used for fence repairs, pump repairs, and other needs as they arise Anticipated 2024 cost is \$2,500.

Aerator repair and maintenance for the Fish Hatchery will also be required. Anticipated 2024 expenditures is \$2,000.

(0001-54) Repairs and Maintenance Supplies (\$50,000)

The repair and maintenance supplies expenditure account are used by Parks Maintenance to purchase tools, supplies and materials needed to assist in the day-to-day operations and preventative maintenance of the parks system. Overall needs and amounts fluctuate due to demand, availability and market volatility. In addition to the anticipated costs, consideration is also given to emergency needs and repairs that unexpectedly occur during the year.

Parks Maintenance does not anticipate any increase in expenditures in 2024 and the total overall expenditure account will remain at \$50,000.

(0001-66) Chemicals (\$12,000)

The chemicals expenditure account is used to purchase various chemicals for multiple maintenance needs. The Department plans to purchase turf and landscape maintenance, fungicides, insecticide invasive plant control, noxious weed control and fertilizers for maintenance through the park system.

(0001-68) Operating Materials and Supplies (\$46,500)

Landscape bed mulch and certified playground mulch is competitively bid annually by the Purchasing Dept. Landscape mulch is used all city right of way beds. Parks Maintenance uses approximately 600 cubic yards of landscape mulch. Approximately 500 cubic yards of certified playground mulch is used at the multiple playgrounds located throughout the park system.

Also included in the landscaping materials line item is topsoil, seed, E & S controls, potting soil, infield mix, and hydro-mulch. All these materials are used at various locations throughout the parks.

Various types of trees, shrubs and perennials are purchased and planted throughout the year to replace invasive plants with native plant and trees to improve the park system.

Small equipment that does not meet the definition set in the standard accounts section of the budget determined by the Controller. Items such as chainsaws, blowers, trimmers, and mowers are purchased using this account.

Rain gear for the 48 employees of Parks Maintenance is purchased utilizing this account. Also, safety gear for the electrician and arborists are purchased with these funds. Items such as gloves, electrician boots, boots for arborists, helmets, etc.

(0001-84) Capital Fund Contribution (\$540,000)

Springwood Trust Program Expenses (006-08-6761-0002)

(0002-46) Other Contract Services (\$20,000)

\$20,000 has been budgeted for Other Contract Services to continue repairing stone and masonry repairs throughout Trexler Park. This continues the ongoing maintenance plan to restore stone and masonry walls and features in Trexler Park.

(0002-68) Operating Materials and Supplies (\$5,000)

\$2,000 was budgeted for 2023 for various landscaping materials specifically for Trexler Park. These items include trees, mulch, flowers, shrubs, etc. This figure is based on expenditures from previous years.

American Rescue Plan Act (ARPA) Fund (019)

Among other things, the American Rescue Plan Act (ARPA) of March 11, 2021, P.L. 17-2, made an appropriation for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), Section 9901. Codified at 42 U.S.C. § 803, the Act specifically allocates \$130,200,000,000 to Metropolitan Cities, Non-Entitlement Units of local government, and counties. \$65,100,000,000 was allocated to counties. \$19,530,000,000 was allocated to non-entitlement units of local government. \$45,570,000,000 was allocated to metropolitan cities.

The City of Allentown is a metropolitan city. The City received \$57,132,604 in SLFRF Funds. The first tranche was received on June 1, 2021, in the amount of \$28,566,302. The second was received on June 6, 2022, in the same amount. The ARPA fund is a special purpose fund (019) within the City's general ledger, designed to receive and isolate ARPA funds in to preserve a better audit trail.

The City has appropriated funds to eligible categories and subcategories per the requirements of the SLFRF: To replace lost public sector revenue (\$18,582,604), Public Health (\$2,000,000), Negative Economic Impacts (\$16,050,000), and Infrastructure (\$20,500,000).

With the 2024 budget we have allocated \$10,000,000 two major capital projects: Police Headquarters (\$5,000,000) and Central Fire Station (\$5,000,000).

The current unspent cash balance in the ARPA fund is invested in Pennsylvania Local Government Investment Trust (PLGIT) in attractive money market accounts with average yield of 5% APY, and additional cash is invested in TD bank with average yield of 4.5% APY.

American Rescue Plan Expenses (019-01-0609)

The administration chooses to budget for the following:

(0001-02) Permanent Wages (\$751,957)

(0001-08) Longevity (\$538)

(0001-12) FICA (\$57,565)

(000-14) Pension (\$125,940)

(0001-16) Insurance Employee (\$319,068)

Lease/Administrative Order Fund (080)

The Administrative Order Fund provides the funds for project costs that are undertaken by the Concessionaire to remediate the violations cited in the EPA Administrative Orders. Lehigh County Authority collects fees from water and sewer system ratepayers to pay debt service toward a note that funds these projects.

Lease/A.O. Fund Expenses (080-02-8000-0001)

(44) Legal Services (\$1,780)

Legal Service Expenditure

(82) Interest Expense (\$191,578)

(88) Interfund Transfers (\$780,000)

(98) Debt Principal (\$440,000)

Risk Fund (081)

Risk Management Bureau (081-02-8001)

The Risk Management Bureau serves the entire organization by ensuring compliance with statutory mandates and protecting the City's assets. The Risk Management Bureau assesses risk to control liability and loss exposures; processes and manages employee injury, automobile, and general liability claims; partners and coordinates with the City Solicitors office on legal fees and settlements; manages the liability and subrogation program; and monitors and analyzes budgeted funds for the active and retired employee population.

The Property and Auto Liability, Subrogation and City Insurance Program (001). The City has been granted self-insured status since July 1979. This program manages tort and other claims filed against the City, manages subrogation claims pursued against other responsible third parties, strives to anticipate, and reduce potential claims, reviews and administers insurance provisions in city contracts and agreements. This program serves as the City resource for all departments concerning claim liability exposure, insurance coverages, and insurance provisions in contracts. Excess insurance coverage is held for cyber security, sexual harassment/molestation (SAM), leased and high-value assets, law enforcement liability, public officials' liability, employment practices liability, and crime bond insurance. This program is also responsible for the implementation and management of the Commercial Driver's License (CDL) drug and alcohol testing program.

The Workers' Compensation Program (002). The City has been self-insured this risk fund since January 1978. The City provides specialized workers compensation services to employees city-wide, including monitoring and administering claims effectively while maintaining cost control measures and developing cost reduction strategies. The department works closely with the injured workers and the third-party administrator to ensure our employees are provided top-quality medical care so they can be returned to their normal duties. Risk partners with all city departments to identify and review trends, with the goal of thereby monitoring injuries, limiting future incidents/accidents, and identifying areas where safety improvements are required. This program also maintains the Workers' Compensation Trust as required by the State of Pennsylvania for being self-insured.

The Employee Health Benefits Program (003). This program centralizes the payment of healthcare costs for our active and retired employees. These include full-time employees and their eligible family members, as well as eligible retirees under the age of sixty-five (65). This program the funding and administration for all city employees related healthcare, disability, and life insurance benefit programs. Healthcare coverages include medical, dental, vision, pharmacy, telemedicine, employer provided life insurance, SEIU medical benefit contributions, Stop Loss Insurance, and COBRA continued coverage.

Risk Property and Casualty Expenses (081-02-8001-0001)

(0001-15) Employee Health Insurance opt Out (\$2,500)

(0001-26) Printing (\$500)

(0001-30) Rentals (\$1,800)

Safety, Health & Wellness Day Location – Safety, Health & Wellness day is an opportunity for employees to take a break from the normal duties and learn valuable information about safety, health, and wellness. The day aims to highlight the importance of following safety regulations and measures to avoid workplace mishaps.

(0001-32) Publications and Memberships (\$1,500)

1. Public Risk Management Association (PRIMA) Membership - Each membership has a yearly fee of \$475 (2).
2. Society of Human Resource Management (SHRM) Membership – Each membership has a yearly fee of \$420 (1)

(0001-34) Training and Professional Development (\$6,600)

1. PRIMA Conference – 16-19 June 2024: Nashville, TN- brings together leaders in the public risk management field who will share their experience and solutions to some of risk management's toughest problems.
2. Lodging, meals, incidentals, and expenditures. \$4,400 (1)

3. Tyler Connect – 19-24 May 2024: Indianapolis, IN – The City utilizes the Tyler Technologies human capital and financial management software Eden. Tyler Connect is the annual user conference and is an opportunity to interact with other clients and Tyler staff.
4. Lodging, meals, incidentals, and expenditures. \$2,200 (1)

(0001-36) Insurance- Property and Casualty (\$964,200)

1. Law Enforcement Liability (QBE)
 - 1.1. Law enforcement liability insurance provides coverage for bodily injury, personal injury or property damage caused by a wrongful act committed by or on behalf of a public entity while conducting law enforcement activities or operations.
 - 1.2. Policy Period: 01 Jun – 31 May
 - 1.3. 2023 Premium: \$265,765
 - 1.4. Limit of Liability: \$5,000,000/\$5,000,000 aggregate.
 - 1.5. Deductible: \$250,000
 - 1.6. Methodology on 2024 Premium Calculation: Premium is calculated by the insurance company using factors such as population served, number of police officers, historical claims data, and other risk factors. 2024 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.
2. Commercial Property Insurance (CNA)
 - 2.1. Commercial property insurance protects the City's physical assets from fire, explosions, burst pipes, storms, theft, and vandalism. Earthquakes and floods typically are not covered by commercial property insurance unless those perils are added to the policy.
 - 2.2. Policy Period: 01 Jun – 31 May
 - 2.3. 2023 Premium: \$134,530
 - 2.4. Limit of Liability: \$ 125,006,673* (individual policy limits apply based on claim)
 - 2.5. Deductible: \$50,000
 - 2.6. Methodology on 2024 Premium Calculation: Premium is calculated by the insurance company using factors such as property value, historical claims data, and other risk factors. 2024 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.
3. Public Officials/EPL Liability (Greenwich)

- 3.1. The liability exposure faced by a public official from "wrongful acts," usually defined under public officials' liability insurance policies as actual or alleged errors, omissions, misstatements, negligence, or breach of duty in his or her capacity as a public official or employee of the public entity.
 - 3.2. Policy Period: 01 Jun – 31 May
 - 3.3. 2023 Premium: \$107,940
 - 3.4. Limit of Liability: \$5,000,000 (shared limit of liability)
 - 3.5. Deductible: \$50,000
 - 3.6. Methodology on 2024 Premium Calculation: Premium is calculated by the insurance company using factors such as employee headcount, historical claims data, and other risk factors. 2024 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.
4. Sexual Abuse/Child Molestation
 - 4.1. Provides the City protection against sexual misconduct and molestation claims.
 - 4.2. Policy Period: 01 Jun – 31 May
 - 4.3. 2023 Premium: \$69,000
 - 4.4. Limit of Liability: \$1,000,000/\$1,000,000 aggregate
 - 4.5. Retention amount: \$100,000 (amount of risk city assumes)
 - 4.6. Deductible: \$75,000
 - 4.7. Methodology on 2024 Premium Calculation: new insurance - Premium is calculated by the insurance company using factors such as employee headcount, employees' exposure to children, historical claims data, and other risk factors. 2024 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.
5. Auto Physical Damage Policy (Seneca)
 - 5.1. Insurance coverage that insures against damage to the insured's own vehicle. Coverage is provided for perils such as collision, vandalism, fire, and theft.
 - 5.2. Policy Period: 01 Jun – 31 May
 - 5.3. 2023 Premium: \$62,355
 - 5.4. Limit of Liability: \$2,000,000
 - 5.5. Deductible: \$10,000
 - 5.6. Methodology on 2023 Premium Calculation: Premium is calculated by the insurance company using factors such as number of insurable vehicles and equipment, historical claims data, and other

risk factors. 2024 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.

6. Cyber Attack Insurance (CHUBB)

6.1. Insurance product intended to protect businesses, and individuals providing services for such businesses, from Internet-based risks, and more generally from risks relating to information technology infrastructure, information privacy, information governance liability, and activities related thereto. Risks of this nature are typically excluded from traditional commercial general liability policies or at least are not specifically defined in traditional insurance products.

6.2. Policy Period: 01 Jun – 31 May

6.3. 2023 Premium: \$80,127.00

6.4. Limit of Liability: \$1,000,000

6.5. Deductible: \$50,000

6.6. Methodology on 2024 Premium Calculation: Premium is calculated by the insurance company using factors such as city technology, mitigation and network security controls in place, historical claims data, and other risk factors. 2024 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.

7. Excess Cyber Liability (Indian Harbor)

7.1. ** Additional insurance policy to increase city coverage. Insurance product intended to protect businesses, and individuals providing services for such businesses, from Internet-based risks, and more generally from risks relating to information technology infrastructure, information privacy, information governance liability, and activities related thereto. Risks of this nature are typically excluded from traditional commercial general liability policies or at least are not specifically defined in traditional insurance products.

7.2. Policy Period: 01 Jun – 31 May

7.3. 2023 Premium: \$0, City was denied excess coverage for 2022. This is a current trend in the Cyber Security Insurance industry and not unique to the City of Allentown. The Chief Information Officer, IT Staff, and Administration have implemented a myriad of recommendations provided by the underwriters to increase our insurability.

7.4. Limit of Liability: \$1,000,000

7.5. Deductible: \$50,000

- 7.6. Methodology on 2024 Premium Calculation: Premium is calculated by the insurance company using factors such as city technology, mitigation and network security controls in place, historical claims data, and other risk factors. 2024 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.
8. Marine Inland (Nationwide)
- 8.1. Cover products, materials, and equipment while they are transported on land. This coverage is meant to help protect business property that is movable or used for transportation or communication purposes.
- 8.2. Policy Period: 01 Jun – 31 May
- 8.3. 2023 Premium: \$42,000
- 8.4. Limit of Liability: Varies depending on equipment loss: \$6,912,749 Fire Apparatus; \$3,573,819 Leased Equipment; \$3,500,000 Radio Equipment; \$1,277,416 Owned Equipment
- 8.5. Deductible: Varies depending on the equipment loss: \$10,000 Fire Apparatus; \$1,000 Leased Equipment; \$1,000 Radio Equipment; \$1,000 Owned Equipment
- 8.6. Methodology on 2024 Premium Calculation: Premium is calculated by the insurance company using factors such as property value and quantity, historical claims data, and other risk factors. 2024 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.
9. Govt Crime Policy-Bond (Travelers) -- \$18,000.00
- 9.1. This insurance contract provides coverage against loss of or damage to money, securities, or other property resulting from employee theft, robbery or safe burglary inside the premises, theft or robbery outside the premises, computer fraud, funds transfer fraud, or money orders or counterfeit money.
- 9.2. Policy Period: 01 Jun – 31 May
- 9.3. 2023 Premium: \$16,500
- 9.4. Limit of Liability: \$1,000,000
- 9.5. Deductible: \$10,000
- 9.6. Methodology on 2024 Premium Calculation: Premium is calculated by the insurance company using factors such as employee headcount, historical claims data, and other risk factors. 2024 premium is based on industry trends and historical premium increases and consultation with broker regarding possible market increases.
10. Controller Public Officials Bond (Travelers) -- \$2,200.00
11. Director of Finance Public Officials Bond (Travelers) -- \$2,200.00

12. Treasury Manager Public Officials Bond (Travelers) -- \$2,200.00

12.1. Financial guarantee against loss that the official duties of an office will be faithfully performed according to the law during a specific term of a specified office.

12.2. Required by § 5-4, Bond and insurance coverage and amounts. [Amended 11-6-1985 by Ord. No. 12675]

(0001-42) Repairs and Maintenance (\$0)

AED Management (2yr contract; renews 2025): \$0 – In collaboration with EMS, Risk Management manages the City AED service contract. This is a two-year contract that renews in 2025.

1. 15 AED devices serviced quarterly, \$960.00/yr. each device.

(0001-44) Legal Services (\$650,000)

Legal services budgeted and managed by the Solicitor's office.

(0001-46) Other Contract Services (\$203,000)

1. Wearable Employee Safety Device – A device that employees wear that will allow quick location of a worker that may be in distress. This device is a GPS enabled product that sends location data of city employees to a central monitoring center. Distress alerts can also be configured to make auto-telephone dialer notifications to supervisors, risk management, and email and SMS text messages identifying workers in distress.

1.1. Maintenance and Connection Fees: \$85,000.00

2. Automobile Adjuster/Claims Monitoring Third Party Administrator (TPA)

2.1. Administrator Fee: \$55,000.00

3. Risk Management – Web-based incident reporting that provides real-time and efficient recording, tracking and analysis of trending safety data.

3.1. Annual Subscription: \$27,000.00 (guaranteed for 3 years; 2022-2025)

4. Insurance Broker

4.1. Broker Fee for Insurance and Auto Services: \$30,000.00

5. Hazmat Cleanup Contract (renewed in 2022) - 24-hour chemical clean-up and hauling services to assist the City in collecting and removing chemicals from City-owned properties, streets, sewers, and waterways, City facilities and in emergencies, private property. The City of Allentown is responsible for emergency response and containment of chemical releases in the community. In *some* situations' the City of

Allentown will require assistance from a contractor to clean up the site and remove hazardous waste.

5.1. Historical Cost: **2018** - \$17,027; **2019** - \$11,475; **2020** - \$19,343; **2021** - \$16,915;
2022 - \$15,429; **2023** - \$18,212

5.2. \$20,000.00

6. IH Testing Program - Analyze, identify, and measure workplace hazards or stresses that can cause sickness, impaired health, or significant discomfort in workers through chemical, physical, ergonomic, or biological exposures.

6.1. Air quality, mold, asbestos- 15 City Properties tested on an industry standard timeline **or** as an increased exposure risk occurs - \$9,000.00,

6.2. Exposure Control Management - (minimize risk of exposure to BBPs) -- \$10,000.00

7. City Hall Safety Mats Servicing -- \$3,000.00

(0001-50) Other Services and Charges (\$15,000)

Risk manages, administers, and monitors the DOT mandated random DOT drug testing for CDL holders.

Random DOT testing occurs quarterly each year with the goal to test a minimum of ten percent (10%) of all city CDL holders. In addition, we coordinate and follow post-accident, and reasonable suspicion drug and alcohol testing.

(0001-54) Repairs and Maintenance (\$500)

Repairs and maintenance payable to Building Maintenance.

(0001-56) Uniforms (\$1,200)

Risk supplied uniforms and safety items.

(0001-68) Operating Materials and Supplies (\$55,000)

1. Ongoing COVID Response Supplies - PPE, Sanitizers, Masks. - \$20,000.00

2. Safety Equipment - Anti-fatigue floormats, adjustments to workstations, safety goggles, signage for COVID response, gloves \$15,000.00

3. Safety Day - Items for Safety Day (\$15,000.00)

4. Training Materials - Training items (CPR, Active Shooter Publications) - \$2,000.00

5. First Aid Kits - City facility first aid kit refill/inventory replacement (Risk Manages internally) - \$3,000.00

(0001-72) Equipment (\$20,000)

Safety and Risk Equipment - Ergo Chairs, EMS snow chains, Disinfectant Lamps, etc.

(0001-80) Self-Insured Losses (\$200,000)

Internal Property Losses due to Third-Party

(0001-81) Property Losses (\$250,000)

Internal Property Losses due to Internal Liabilities of Natural Causes

(0001-85) Auto Losses (\$400,000)

Motorized Equipment Repair – Repair to damages to City Fleet. The City of Allentown operates and maintains an inventory of 615+ vehicles and equipment.

(0001-86) General City Charges (\$233,280)

(0001-87) Professional Losses (\$1,600,000)

Lawsuit Settlements without Excess Insurance Coverage. Budgeted and managed by the Solicitors office.

Risk Worker's Compensation Expenses (081-02-8001-0002)

(0002-32) Publications and Membership (\$3,500)

1. National Security Council (NSC) Publications - \$200
2. American Society of Safety Professionals (ASSP) \$1,080.00 (\$360 x 3)
3. Safety and Health Publications – \$250
4. National Institute for Occupational Health & Safety (NIOSH) Publications - \$200
5. International Organization for Standardization (ISO) - \$320
6. American Industrial Hygiene Association (AIHA) -\$525/year
7. Public Sector HR Association (PSHRA) - \$790

(0002-34) Training and Professional Development (\$5,000)

1. Occupational Hygiene & Safety Technician Certification (OHST)
 - 1.1. Exam: \$1,440 x 2 = \$2,88
 - 1.2. Training Materials: \$550 x 2 = \$1,100
2. Ins, Risk, Safety and WC – Any additional training not captured above = \$1,020

(0002-36) Insurance- Property and Casualty (\$177,500)

1. Excess WC Policy (Midwest Casualty) -- \$155,000
2. PA State DoL WC Administration Fund Fee – Required by PA Law to maintain Self-Insurance Status
3. PA Sate WC Self-Insurance Fee (Renewal) – Required by PA Law to maintain Self-Insurance Status

(0002-38) Insurance- Other Employee (\$26,000)

1. PA Self Insurance Guaranty Fund – Purpose: To make payments to any eligible claimant or dependent upon the default of the self-insurer liable to pay compensation or associated costs due under the Pennsylvania Workers' Compensation Act and the Pennsylvania Occupational Disease Act as amended in 1993.
Yearly Fee: \$15,000.00
2. PA State Superseadeas Fund - Purpose: To provide relief to employers/ insurers for payments made during litigation of claims contesting whether compensation is payable. When an employer/insurer files a petition for termination, modification, or suspension of benefits, a supersedeas hearing can also be

requested. At this hearing, the workers' compensation judge can deny the request or grant a temporary order of partial or total suspension of benefits. If the request is denied, but the final decision of the judge is that compensation was not payable, the employer/insurer may apply to be reimbursed from the Superseadeas Fund for "overpayments" made following the initial denial.

Yearly Fee: \$6,000.00

3. PA Subsequent Injury Fund - Purpose: Provide compensation to workers who experience certain losses (for example: arm, hand, leg, foot, eye) after a prior loss.

Yearly Fee: \$5,000.00

(0002-44) Legal Services (\$25,000)

Worker's Compensation Legal Services

(0002-46) Other Contract Services (\$57,000)

1. Workers' Compensation Claim Handling Charge (TPA) \$42,000.00
2. Workers' Compensation Broker Fee \$23,000.00

(0002-72) Equipment (\$10,000)

Safety Item Purchases – Workers' Compensation Related

(0002-80) Self-Insured Losses- Worker's Comp (\$630,000)

Medical and Indemnity for Workers' Compensation Claims

Risk Employee Health Benefits Expenses (081-02-8001-0003)

(0003-37) Insurance- Dental, Life, Drug (\$23,911,000)

1. Medical Claims/Admin Fees (excluding SEIU)
2. SEIU Medical Contribution Payments
3. Pharmacy/Prescription Plan Payments
4. Stop Loss Insurance
5. Dental Claims/Admin Fees/COBRA Payments
6. Life Insurance Payments
7. Vision Plan Payments
8. ACA Management and Reporting Services/Open Enrollment Portal
9. Telemedicine Payments
10. FSA Administration Fees
11. COBRA Notices
12. 2024 Patient Centered Outcomes Research Trust Fund Fee- PCORI (\$3.13/employee)

Debt Service Fund & Debt Limits Narrative (082)

The City issues debt to pay for long term capital assets and capital construction projects. The City typically pledges its full faith, credit, and taxing power to the repayment of General Obligation, or “GO” Notes and Bonds. The City has also issued debt backed by specific revenues such as water & sewer fees and revenues. The debt service for these obligations is paid by users of the financed assets and are typically not an obligation of the taxpayer, unless specifically guaranteed by the GO pledge of the City.

The City issues debt to fund multi-year capital plans as well as to refund existing debt at lower rates. These debt issues may be tax-exempt or taxable, depending on the use of the debt proceeds. The ability to issue tax-exempt debt, which is typically less costly than taxable debt, is constrained by the Federal Tax Code.

(82) Interest Expense (\$1,922,143)

(98) Debt Principal (\$6,847,864)

Outstanding debt issuance at the end of fiscal year 2023 includes following:

Outstanding Debt as of FY 2023
City of Allentown
Analysis of Outstanding General Obligation Debt
Fiscal year ending 12/31/23

Issue	Outstanding	Bond Yield	Callable
¹ Taxable General Obligation Notes, Series A of 2007	\$ 35,068,281	6.854%	Non
General Obligation Bonds, Series B of 2015	6,180,000	3.689%	4/1/2023
General Obligation Bonds, Series of 2017	2,775,000	3.279%	4/1/2022
General Obligation Bonds, Series A of 2015	12,565,000	3.727%	4/1/2023
Taxable General Obligation Note, Series B of 2018 (Refunding of 2006 Lease Rental Debt)	5,305,000	4.372%	10/1/2026
Taxable Pension Obligation Bonds, Series of 2019 (Refunding of 2004 POB)	9,855,000	3.814%	10/1/2027
General Obligation Notes, Series of 2020	<u>14,060,000</u>	3.159%	10/1/2028
Total Outstanding Principal as of 12/31/2023	\$ 85,808,281		

¹ Series A of 2007 is Compound Accreted Value as of 12/31/23.

Annual bond debt service breakdown as of fiscal year 2023 includes principal and interest payments for each year as shown below:

Annual Bond Debt Service Breakdown
 Outstanding Debt as of FY 2023
 City of Allentown
 Analysis of Outstanding Debt

Period Ending	Taxable General Obligation Bonds, Series A of 2007	General Obligation Bonds, Series B of 2015	General Obligation Bonds, Series of 2017	General Obligation Bonds, Series A of 2015	Taxable General Obligation Note, Series B of 2018	Taxable General Obligation Bonds, Series of 2019	General Obligation Bonds, Series of 2020	Total
12/31/2024	3,160,000	904,426	266,363	969,480	805,644	1,108,831	1,487,400	8,702,143
12/31/2025	3,660,000	566,826	262,088	883,880	807,673	1,115,225	1,015,400	8,311,091
12/31/2026	3,655,000	566,376	262,588	891,505	802,802	1,114,738	1,010,800	8,303,808
12/31/2027	3,655,000	569,676	267,731	887,405	806,295	1,112,629	490,600	7,789,336
12/31/2028	3,660,000	567,020	262,369	892,405	802,851	1,113,437	490,400	7,788,481
12/31/2029	3,655,000	573,533	266,763	891,155	807,634	1,107,157	490,200	7,791,440
12/31/2030	3,660,000	569,395	260,613	894,418	805,133	1,108,994	490,000	7,788,552
12/31/2031	3,660,000	573,820	263,950	885,693	805,882	1,098,595	489,800	7,777,740
12/31/2032	4,660,000	567,545	266,963	896,618		1,141,756	489,600	8,022,481
12/31/2033	4,665,000	565,920	264,650	891,493		1,136,562	489,400	8,013,025
12/31/2034	4,660,000	573,035	276,600	890,105		1,139,457	489,200	8,028,397
12/31/2035	7,040,000	569,238	267,850	262,993			489,000	8,629,080
12/31/2036	7,040,000	564,893	269,100	267,808			488,800	8,630,600
12/31/2037				902,438			1,628,600	2,531,038
12/31/2038				903,573			1,622,800	2,526,373
12/31/2039				903,783			1,625,400	2,529,183
12/31/2040				903,068			1,626,000	2,529,068
12/31/2041				900,348			1,629,600	2,529,948
12/31/2042				901,665			1,626,000	2,527,665
12/31/2043				901,828			1,625,400	2,527,228
12/31/2044				905,835			1,622,600	2,528,435
12/31/2045				903,495			1,627,600	2,531,095
	56,830,000	7,731,703	3,457,625	18,530,985	6,443,912	12,297,380	23,044,600	128,336,204

Equipment Fund (083)

Rolling Stock Program (083-02-8003-0001)

The Rolling Stock program funded through the General Fund and managed within Public Works. This program provides for the monitoring and replacement of city owned equipment and vehicles.

The primary goal of this program is to maintain a fleet of safe and effective vehicles and equipment for city employees to operate for their assigned job duties. By monitoring age and operating hours, heavily worn or unsafe units are removed from service and replaced with new equipment including, but not limited to sedans, pickups, medium to heavy dump trucks, firetrucks, ambulances, police vehicles, heavy construction equipment, ground maintenance equipment, snow removal equipment, etc.

Revenue is reported in accounts 083-6413 and 083-6660.

Equipment Replacement Rolling Stock Expenses (083-02-8003-0001)

(0001-30) Rentals (\$875,507)

Payments for existing vehicle leases for the various bureaus within the General Fund. Lease payments for Enterprise Fund equipment are budgeted within those respective funds as noted.

Payment for the Cedarapids Asphalt Paver is split between the Equipment, Liquid Fuels and Stormwater Funds.

Equipment Fund - \$40,000

Liquid Fuels & Stormwater funds- \$28,399.71/each

Fund	Account	Vehicle	Contract No.	Payment #	Estimated Cost
Equipment	083-02-8003-0001-30	Pierce Enforcer Pumper/Rescue Fire	C20-000003	5 of 5	\$ 295,394.00
		Aerialscope with Rescue Bucket	C20-000009	3 of 5	\$ 310,112.29
		Pumper		1 of 5	\$ 230,000.00
		Cedarapids Asphalt Paver *	C13-000029	3 of 5	\$ 40,000.00
Equipment Fund Lease Payments:					\$ 875,506.29
Fund	Account	Vehicle	Contract No.	Payment #	Estimated Cost
Solid Waste	085-03-8005-0001-30	Day Cab tractor Lease	C21-000037	2 of 2	\$ 50,789.21
		Caterpillar Loader & Roll Off Truck	C21-000041	1 of 4	\$ 153,221.00
Liquid Fuels	004-03-4741-0001-30	Cedarapids Ashpalt Paver *	C13-000029	3 of 5	\$ 28,399.71
Stormwater	086-03-0815-0002-30	Vactor Combo Cleaner	C54-000021	4 of 5	\$ 98,806.91
		Cedarapids Ashpalt Paver *	C13-000029	3 of 5	\$ 28,399.71
Enterprise Fund Lease Payments:					\$ 359,616.54

(0001-72) Equipment (\$1,398,900)

Purchases of replacement city vehicles for the various bureaus within the General Fund. Vehicle purchases for Enterprise Fund equipment are budgeted within those respective funds as noted.

Bureau	Vehicle	Estimated Cost	Note
Streets	F150	\$ 40,000.00	
EMS	Ambulance	\$ 350,000.00	Includes cost of Stryker litter system
Police	(6) Police Patrol SUV	\$ 303,900.00	\$50,650/unit
	F250 Chassis	\$ 90,000.00	Specialty Build for ID division
	F350 Chassis	\$ 90,000.00	Specialty Build for Prisoner Transport
Fire	F250 w/liftgate and plow	\$ 85,000.00	
	Tahoe	\$ 85,000.00	
Parks	Single Axle	\$ 265,000.00	
	F150	\$ 40,000.00	
	Ventrac	\$ 50,000.00	
Equipment Fund Rollingstock Purchases:		\$ 1,398,900.00	
Bureau	Vehicle	Estimated Cost	Note
Solid Waste	Garbage Truck	\$ 290,000.00	085-03-8005-0001-72
Liquid Fuels	Tri-Axle	\$ 270,000.00	004-03-4741-0001-72
	Single Axle	\$ 265,000.00	
Building Standard	(2) Ford Escapes	\$ 60,000.00	105-09-0903-0005-72
Stormwater	F150	\$ 40,000.00	086-03-0815-0002-72
	Backhoe	\$ 16,000.00	
Golf Course	Toro Groundsmaster 4700D	\$ 108,000.00	091-08-9001-0005-72
Enterprise Fund Rollingstock Purchases:		\$ 1,049,000.00	

Streets Department

F150: This vehicle is needed because a pick-up truck will be more affective and useful for the Streets Department. This supervisor will be able to haul supplies easier. When needed will help with taking things out to the projects. The vehicle this is replacing will be repurposed in the Garage to run for parts or transport personnel when needed.

EMS

- **Ambulance:** This vehicle is needed to replace one of the aging ambulances already on fleet. The aging ambulance has over 120k miles on it and 1,000 engine hours. This truck is hampered by repairs and tends to be out of service more than in service. Unfortunately, the

lead time to replace this ambulance with the approved 2024 budget has a lead time of more than 2 years.

Police

- **(6) Police Patrol SUV:** The Police Department has a need to continuously replace police vehicles that have become either worn out or ineffective. Police vehicles are normally replaced between 90,000 and 100,000 miles. Because the vehicles are in operation 24/7, their warranties are expiring and experiencing additional failures. The interior of the vehicles also become badly worn making it uncomfortable and in need of additional repairs. The Police Administration is phasing out 2016-2018 Ford Taurus cars which only have front wheel drive, making it difficult to operate during snow events or on non-paved surfaces.

- **F250 Chassis – Specialty Build for ID division:** The current vehicle used by the Crime Scene unit is a 2014 Chevy cargo van. The vehicle was originally purchased and used as a prisoner transport van from 2014 to 2019. It was then moved to the Crime Scene unit and used to transport equipment and personnel to and from crime scenes for processing. Due to additional technology related to crime scene processing, the current Crime Scene unit is not large enough to hold the necessary equipment. It is a small space with little lighting available. The proposed new vehicle will include ample storage compartments both inside and out with room for a workspace for evidence processing.

- **F350 Cassis – Specialty Build Prisoner Transport:** The proposed prisoner transport vehicle will replace a 2018 GMC cargo van which currently has 90,000 miles on it. The current van style now has limited if any availability. Additionally, this van is rear wheel drive and not effective for patrol use in snowstorms or on non-paved surfaces. The current prisoner transport van also holds additional equipment which is not found in regular patrol vehicles such as breaching equipment, snares, and ladders. The proposed new prisoner transport unit will be placed on a 4-wheel drive pickup truck cassis which will allow for more effective patrol in inclement weather. It will also be outfitted with storage cabinets on the exterior of the vehicle to allow for safe storage of the additional equipment.

Fire

- **F250 w/Liftgate and plow**: This vehicle was originally budgeted in 2023 but not purchased so will need to be purchased in 2024. This pick-up truck with liftgate and plow is a versatile utility vehicle which will greatly assist with routine movement of firefighters and supplies, towing of our rescue boats, ATV, and bomb trailer. This vehicle will also be used by the battalion chief during 2nd alarm fires to respond to the rest of the City and responding to EMS calls during snow events. The plow will be used to plow snow at firehouses and clearing the way for fire and EMS vehicles responding during snow events.
- **Tahoe**

Parks

- **F150**: This unit will replace unit 9001 that is a 2013 Ford F-150 currently being used by a Parks Maintenance Supervisor. 9001 will be shifted to the Recreation Office to be used by the Field Ranger for daily patrols and other field ranger duties as they are assigned. Currently, trucks are being shifted back and forth between Maintenance and Recreation for the Rangers to use. The new vehicle will be used by one of the Maintenance Supervisors for their daily duties within the Parks.
- **Single Axle**: This vehicle will replace unit 9257 that is 15 years old and needs to be replaced. This unit experiencing rust and maintenance issues. The unit is a critical piece of equipment used for snow operations and daily park maintenance activities.
- **Ventrac**: This Ventrac unit will replace unit 9603. This unit is 10 years old and experiencing multiple maintenance issues and has reached its end of life. This unit is required to perform snow removal on City sidewalks and park paths. This unit is also able to be fitted with multiple attachments that enable the Maintenance Department to conduct maintenance needs during the year such as cutting and ball field maintenance.

Computer Equipment Program Narrative (083-02-8003-0002)

Moved to 000-07-0604-0001-72 in 2024

Police Equipment Program (083-02-8003-0002)

Moved to 000-04-0802-0001-71 in 2024

Solid Waste Fund (085-)

The Solid Waste Enterprise Fund (SWF) is the budget for the Bureau of Recycling and Solid Waste (Bureau) for all operations and programs within the Bureau. A portion of the Bureau of Streets, for their Street Cleaning Program, is also funded by the SWF as well as a Tax Examiner position in the Bureau of Revenue and Audit.

The Bureau has 30 employees and supports staff in other bureaus/departments whose job functions are related to the Mission to provide for the safe and proper collection and disposal of municipal waste and reduction of municipal solid waste in the City through recycling, yard waste processing and waste reduction and to promote a cleaner and greener Allentown.

The SWF has 4 program operating budgets.

- Program 1:Collection/Disposal/Recycling ,Program 2:SWEET Program
- Program 3:Street Cleaning, Program 4:Animal Control

Overall, between the 4 programs within the Solid Waste Enterprise Fund, there is an increase of \$724,632 from the 2023 Final Budget. The increase is due to purchasing a garbage truck and an increase in the trash & recycling collection and recycling processing contracts.

For 2024, the Recycling and Solid Waste Fund has the following requests:

A **new** SWEET Officer is being requested (M12, Step A). Due to a growing city population and goal of a Safer, Cleaner, Healthier Allentown, the Bureau of Recycling and Solid Waste seek to add an additional SWEET Officer for 2024. The existing 4 SWEET officers educate and enforce trash and recycling issues throughout the City including litter control, illegal dumping's, and proper disposal of household waste, in addition to various nuisance property issues. We are on pace with serving 15% more complaints than in previous years. This SWEET Officer will assist with providing further outreach and better compliance throughout our City related to the Solid Waste and Public Nuisance Ordinances. The financial impact of this new position would be an increase of \$45,513 to the Solid Waste Enterprise Fund.

Upgrade the MWIII from an M10/Step G to an M11/Step G. An active MOU exists to pay this position TAD for work within the job description. This would put the position at paygrade 11 and no longer need to get paid TAD to do any hauling work. In 2022, out of the 1755.5 workings hours, only 8 hours were not TAD. And those 8 hours were snow operations. The financial impact of this request would be \$1,415 to the Solid Waste Enterprise Fund.

Solid Waste Fund, Collection/Disposal/Recycling Expenses (085-03-8005-0001)

(04) Temporary Wages (\$167,286)

(5) Part Time MWI @ \$29,617/yr to work at the Recycling Drop-Off Center, yard waste site, pick up items that were illegally dumped and clean-ups, assist residents with the disposal of electronics at the electronic events and assist with shredding documents.

(2) Summer Laborer @ \$15/hr, budgeted for 640 hrs., to assist with picking up illegally dumped items and property clean-ups. In 2023, the number of Summer Laborers was reduced, and funds were directed for a fifth MW1-PT to work primarily at the Drop-Off Center.

(06) Premium Pay (\$48,600)

Provides for the overtime of (13) bargaining & (3) non-bargaining employees for hauling recyclable materials, yard waste site coverage, snow operations, etc. for bargaining employees and educational programs, speaking engagements at community meetings, special events, volunteer cleanup organization, etc. for non-bargaining employees.

(20) Power (\$11,200)

Power for properties maintained by the Bureau of Recycling.

(22) Telephone (\$983)

For wi-fi coverage at the City's yard waste site located at 1401 Oxford Dr so a tablet can be used in the field to keep track of usage of the yard waste site.

(24) Postage and Shipping (\$15,200)

Provides for a mid-year educational mailing to approximately 37,000 residents and holiday changes that pertain to the disruption of trash and recycling collection for the Thanksgiving holiday and Christmas/New Year's Eve holiday.

(26) Printing (\$9,570)

2024 Managed Print Service for unit Y7766, cost is estimated per IT. In addition, this includes Solid Wastes portion of the annual city-wide envelope order.

(28) Mileage Reimbursement (\$2,050)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees and for (4) EZ Passes for the hauling of recyclable material. Weekly trips are made to Newman Paperboard in Philadelphia, PA to drop off the paper products collected at the Recycling Drop Off Center. Because the EZ Passes are used for commercial use, \$500 is added to the EZ Pass when needed.

(30) Rentals (\$204,880)

This account is used for a lease to own for 2 vehicles in 2024 that are necessary to maintaining daily operations. The amount budgeted in 2024 is for payment 1 of 4 for a front-end loader and roll off truck at \$153,221, and payment 2 of 2 for a day cab tractor at \$50,789.

(32) Publications and Memberships (\$3,439)

Provides for the memberships of (5) Professional Recyclers of Pennsylvania (PROP) for the managers within the Bureau for a total of \$690, (1) Keep America Beautiful (KAB) for the Education Manager at \$345, (1) U.S. Conference of Mayors – Municipal Waste Management Association for the Bureau Manager at \$820, (1) American Public Works Association (APWA) at \$484, Amazon prime at \$100 and (10) CDL reimbursements at \$100 each.

(34) Training and Professional Development (\$11,350)

Provides for training for (4) Recycling Non-Bargaining staff to attend the Professional Recyclers of Pennsylvania (PROP) Conference at \$1,200 each, the continuing education credits and new credits for the PROP Certification classes for the PROP members at \$500 each, the Bureau Manager to attend the U.S. Conference of Mayors/Municipal Waste Mgmt. Association (MWMA) Annual Conference at \$1,750, the Bureau Manager to attend the PROP Board of Directors training at \$1,750 and the Education Manager to attend the Keep America Beautiful (KAB) Conference at \$2,000. There is an increase in this account due to the KAB Conference venue changing from Washington, D.C. to San Diego and airfare expense versus use of a city car.

(42) Repairs and Maintenance (\$21,500)

Provides for the repairs and quarterly calibration of the vehicle weight scale that is located at the Recycling Yard Waste Site, the (2) cardboard balers and (1) plastic compactor repairs located at the

Recycling Drop Off Center, and paper shredder repairs. This account was decreased due to the new Fleet Garage performing the refurbishment of roll-off containers instead of being billed by the previous contractor.

(46) Other Contracted Services (\$11,072,667)

The increase is due to the Waste Management Contract. A consultant will be hired in 2023 and will assist in the preparation of the new Trash and Recycling Collection Contract to be Bid/RFP in 2024. Recently, South Whitehall Township has put a solicitation out to bid for their trash and recycling contract. The responses they received were 53.6% & 62.5% higher than their previous contract. A \$350,000 contingency has also been added for JP Mascaro that has been budgeted to cover the cost to recycle the City's single stream material. This account also covers the Contract for the cleaning of the downtown area, a contract for the monitoring of a Superfund Site, and the Vehicle GPS units.

(50) Other Services and Charges (\$19,000)

Revenue & Audit utilizes this account to file municipal liens against residential properties that are past due in paying trash collection and stormwater utility fees. In 2024, Revenue & Audit estimate there will be approximately 100 liens placed and reduced the expenditure to \$8,000. The cost to file a lien is \$75.65 because the City files one municipal claim for all outstanding years of trash and stormwater fees, the total expense needs to be apportioned to Stormwater Funds (roughly 20%) totals \$4,000. This account also covers a Lexis Nexis subscription for (1) user. Advertising & promotions at \$5,000 was budgeted to advertise for grants as required and promote events (via radio, newspaper, etc.) the Bureau of Recycling & Solid Waste has such as Earth Day in the Park.

(54) Repairs and Maintenance Supplies (\$51,050)

Provides for the purchase of big belly trash bags, graffiti paint & supplies, cardboard baling wire, tools and supplies, and Drop Off Center upgrades that began in 2023 and will extend into 2024.

(56) Uniforms (\$8,222)

This account covers the cost of replacement uniforms for both Bargaining & Non-Bargaining staff.

(62) Fuels, Oils and Lubricants (\$127,000)

Provides for the Solid Waste fuel contribution for \$80,000 for the purchase of unleaded & diesel fuel for use in City vehicles. This account is also used to purchase diesel fuel for the tub grinder and other equipment located at the City's Yard Waste site located at 1401 Oxford Dr.

(66) Chemicals (\$1,260)

Provides for the purchase of propane to fuel the 2 forklifts used by Recycling staff at both the City's Drop Off Center located at 1400 Martin Luther King Jr Dr and the Yard Waste Site located at 1401 Oxford Dr.

(68) Operating Materials and Supplies (\$21,000)

Provides for the purchase of office supplies not available through the City's mailroom, recycling educational information to approximately 36,700 residents and any additional educational mailings to the Allentown residents such as post cards for trash and recycling disruption for Thanksgiving and Christmas/New Year's Eve, and supplies for the Parade(s) and Earth Day in the Park.

(72) Equipment (\$476,000)

Provides for the purchase of (3) roll off containers for the City's Drop Off Center, litter baskets, recycling bins and lids, and the purchase of a new split body trash and recycling collection truck at an estimated cost of \$300,000.

(86) General City Charges (\$1,230,849)
General City Charges

(88) Interfund Transfers (\$167,681)

For Risk property and casualty.

(90) Refunds (\$75,000)

This account is to refund residents who have either double paid their trash and recycling fee or are being refunded because they meet the senior citizen qualifications.

SWEEP Program Expenses (085-03-8005-0002)

(06) Premium Pay (\$6,000)

Provides for the overtime for (4) Bargaining employees to enforce city ordinances regarding trash & recycling, and snow operations, etc.

(26) Printing (\$825)

2024 Managed Print Service for unit E00617, cost is estimated per IT.

(46) Other Contracted Services (\$21,120)

The account covers the contract for high grass and weed complaints on properties that need to be cut. The properties are then billed for the cost and issued a SWEEP ticket.

(50) Other Services and Charges (\$3,000)

Provides for (2) Lexus Nexus membership to find owners of properties.

(56) Uniforms (\$2,500)

This account covers the cost of replacement uniforms for both bargaining & non-bargaining staff.

(68) Operating Materials and Supplies (\$250)

Provides for the purchase of PPE for the SWEEP Officers.

(72) Equipment (\$9,500)

The SWEEP staff offices will be moved to the old Fire Administration Offices in the Department of Public Works building. The funding provides for the purchase of new furniture and a time clock system.

(90) Refunds (\$1,000)

This account is used to refund for SWEEP tickets that have been paid and later withdrawn.

Street Cleaning Expenses (085-03-8005-0003)

(06) Premium Pay (\$56,000)

Provides for the overtime for (14) bargaining and (1) non-bargaining employees for street cleaning, PPL & special events, and snow operations, etc.

(26) Printing (\$8,250)

Printing of Plastic No Parking Signs, Aluminum St Cleaning Signs/Plates and Year-Round St Cleaning Stickers.

(32) Publications and Memberships (\$585)

(1) American Public Works Association (APWA) Membership and (4) CDL reimbursements.

(42) Repairs and Maintenance (\$2,700)

Provides for repairs to pressure washer and other equipment.

(46) Other Contracted Services (\$30,080)

This account is used for the Vehicle GPS units and the Earth Refuse contract for the site at St Elmo Street to take the millings and road materials that were removed.

(50) Other Services and Charges (\$200)

Provides for the permit for refuse hauling with PennDOT for (2) vehicles.

(54) Repairs and Maintenance Supplies (\$16,225)

Provides for the purchase of street cleaning brooms & shovels, tools, and other miscellaneous items. Provides for the payment of up to \$4,000 in Risk Management vehicle claims under \$500.

(56) Uniforms (\$8,186)

This account covers the cost of replacement uniforms for both Bargaining & Non-Bargaining staff.

(68) Operating Materials and Supplies (\$2,000)

Provides for the purchase of PPE for the employees.

Animal Control Expenses (085-03-8005-0004)

(04) Temporary Wages (\$35,895)

Part Time Permanent Animal Control Officer

(46) Other Contracted Services (\$328,748)

Contract with the LV Humane Society (C21-000024) with a 2% CPI increase in 2024. This account also covers the wildlife trappers for skunks, racoons and other wildlife that are causing a safety concern and vehicle GPS units.

(47) Dog Licenses (\$3,000)

This allows the City to sell Lehigh County yearly dog licenses to all of Lehigh County residents.

(56) Uniforms (\$1,550)

(68) Operating Materials and Supplies (\$3,600)

Provides for the yearly payment to Shelter Pro. This program keeps track of all Animal Control complaints, dog licenses that is used by Recycling staff, Parks staff for the dog park, and Health for dog bites.

Stormwater Fund (086-)

The City owns and manages a drainage system that consists of 240 miles pipe, 8,800 inlets, 3,600 manholes, 32 water quality and detention facilities, 44 conveyances (swales and channels), and 280 outfalls that discharge into 5 waterways. The system was valued at \$480M in 2017 based upon replacement costs. The Code of Federal Regulations (40 CFR Part 122) and the City's MS4 NPDES Permit require that the system is managed to control pollution through the establishment of a multitude of programs and best management practices to include, but not be limited to, the following services: Illicit Discharge Detection & Elimination Program, Industrial High Risk Run-off Inspections Program, Construction and Post Construction Stormwater Management Facilities Inspections Programs, spill response, watershed planning, Municipal Pollution Prevention Training & Inspections Programs, Public Education & Outreach Program, code enforcement, and complaint response.

Management of the storm drainage system infrastructure is an initiative of the Public Works Department and through historical drivers from the Clean Water Act, has evolved over the past two decades with a focus on regulatory compliance and drainage system performance. In 2017 the City developed a new enterprise fund and established a Stormwater Utility for Allentown. The first bills were issued for FY2018 dedicated revenue, based on analysis completed and rate structure defined through the FY2018 budget process.

Overall, the Stormwater Administration budget has increased \$490,332 from 2023's final budget due to conducting a fly over to update the City's imagery using lidar technology to re-calculate the impervious surfaces.

Stormwater Fund Expenses

Regulatory Compliance Expenses (086-03-0815-0001)

(0001-06) Premium Pay (\$200)

Overtime for the Revenue & Audit Tax Examiner who had wages budgeted in the Stormwater fund.

All other employees in this program are exempt.

(0001-26) Printing (\$9,200)

Provides for the purchase of various size environmental signs to implement educational signage, themed “Go with the Flow” purposed to raise awareness of an individual’s connection from their neighborhood to the streams via the path of the stormwater system. A total of twenty-seven bilingual aluminum signs with thirty-two posts will be installed within the sewer sheds of the Trout Creek. Also included, are thirty-five, 10” X 12” signs for a Stormwater Friendly educational campaign for eligible residential and commercial properties.

(0001-28) Mileage Reimbursement (\$100)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(0001-32) Publications and Memberships (\$975)

For (1) American Public Works Association (APWA) Membership for the MS4 Administrator at \$185, (2) American Water Works Association (AWWA) Memberships for the MS4 Administrator and the Monitoring Coordinator at \$265 each, (1) PaDEP Water Systems Operators License renewal for the MS4 Administrator at \$100, and (1) American Chemical Society Membership for the Environmental Compliance Specialist at \$160.

(0001-34) Training and Professional Development (\$7,550)

For (4) AWWA Northeaster Spring & Fall Conference at \$50.00 two times per year, (3) classes for Water license training for the MS4 Administrator at \$250 each, certified NPDES Training for (6) employees at \$925, and (2) additional trainings through Stormwater One for public outreach and illicit discharge detection.

(0001-44) Legal Services (\$27,000)

For legal services provided per the rates of the City’s environmental consulting firm on retainer for attorneys and regulatory personnel. It is anticipated that seventy hours of service will be needed at an average of \$385.00 per hour to provide formal responses to the Pennsylvania Department of Environmental Protection and the United Environmental Protection Agency regarding National Pollutant Discharge Elimination System permitting matters.

(0001-46) Other Contracted Services (\$533,199)

Includes \$253,720 to support the City's regulatory compliance with its Municipal Separate Storm Sewer (MS4) National Pollutant Elimination System (NPDES) Permit. This total amount includes \$35,000 for contract lab services to analyze stormwater samples, \$180,000.00 in support services under contract C12-000332 with WSP USA Environment & Infrastructure Inc., and \$50,000.00 for technical services in anticipation of permit writing and renewal. In addition, \$31,000.00 is dedicated to the maintenance contract (C22-000049) for the City's billing system (ADMINS). The budgeted amount in this account increased from the FY2023 budget due to an update of the City's imagery and lidar data last undertaken in 2016 (at a total cost of \$163,478.50) and design of a retrofit of Springwood Hills detention pond to address the TMDL mandate on the Little Cedar Creek at a cost of \$85,000.

(0001-50) Other Services and Charges (\$6,025)

Revenue & Audit utilizes this account to file municipal liens against residential properties that are past due in paying trash collection and stormwater utility fees. Revenue & Audit estimates 25 liens will be placed at a cost of \$75.65 per lien. Because the City files one municipal claim for all outstanding years of trash and stormwater fees, the total expense is apportioned to Stormwater Fund. Additionally, an annual fee of \$2,500 is paid to the PaDEP for renewal of the City's coverage under its MS4 NPDES permit. \$1,500 is included for advertising of public participation requirements of the permit.

(0001-54) Repairs and Maintenance Supplies (\$5,380)

Provides for the purchase of laboratory supplies, hand sanitizer and hand soap. Also included are (2) Risk Management vehicle claims of \$500 each or less.

(0001-56) Uniforms (\$1,945)

This account covers the cost of replacement uniforms for non-Bargaining staff.

(0001-66) Chemicals (\$3,695)

Provides for the purchase of sampling chemicals and laboratory grade distilled water.

(0001-68) Operating Materials and Supplies (\$13,406)

Provides for the purchase of PPE, materials for public outreach programs, supplies for monitoring & discharge characterization program, etc.

(0001-72) Equipment (\$20,430)

Provides for the purchase of a protective housing composite sampler, and sensors and modules for monitoring equipment to test stormwater runoff, industrial, stream and illegal discharge samples.

ProDSS (Digital Sampling System) instruments include Total algae PC Sensor (\$3,600), DO Sensor (\$1,100), Conductivity Sensor (\$800), Turbidity Sensor (\$1,250), Ammonium Module (\$340), pH/ORP Module (\$290), Nitrate Sensor with Module (\$650), Chloride Sensor with Module (\$650), Multimeter with GPS (\$2,700), 4-port Cable with 0 Depth, 4m (\$2,200), pH/ORP Sensor (\$630), Ammonium Sensor (\$630) and ProDSS Battery (\$140).

(0001-86) General City Charges (\$633,469)

(0001-88) Interfund Transfers (\$155,845)

Risk Fund – Property and Casualty

(0001-90) Refunds (\$34,800)

Includes refunds to property owners due to stormwater utility fee credits, appeals and over payments. Credits: The City has implemented a Green Stormwater Infrastructure Credits and Incentives Program. Through a tiered system, the policy promotes the voluntary installation of best management practices which provide more efficient treatment of stormwater above and beyond land development requirements. It is anticipated that five credit applications will be submitted and \$1,800.00 credited. Appeals: An appeal

must be submitted to the City 30 days from the date in which the bill was mailed. The fee may be appealed if the property owner feels that the square footage of impervious area on the property was incorrectly calculated. Appeals result due to development, redevelopment, and demolition of property. It is anticipated that twenty-five appeals will be processed and \$6,000.00 will be refunded due to changes in impervious area that occurred during 2022 and will be billed in January 2023. Refunds due to over payment: Duplicate payments may occur when a property owner has their taxes escrowed in their mortgage payments. The CRE bill includes line-item fees for additional services. Taxpayers receive the CRE invoice, pay it, and forget that their mortgage provider will pay the bill in full. Also, overpayments occur during the sale of properties because a tax certification is valid for 30 days and a homeowner may make payments towards their bills after a tax certification has been pulled, but before settlement. Based on current data, it is anticipated that \$30,000.00 will be refunded to property owners due to over payment of the stormwater fee.

Stormwater Maintenance Expenses (086-03-0815-0002)

(0002-04) Temporary Wages (\$28,800)

(3) Summer Laborers at \$15/hour budgeted for 640 hrs., to assist with various duties related to stormwater.

(0002-06) Premium Pay (\$123,850)

Provides for the overtime of both (26) bargaining and (3) non-bargaining employees.

(0002-28) Mileage Reimbursement (\$75)

Provides for the mileage reimbursement for any meetings, normally through the turnpike fees.

(0002-30) Rentals (\$142,207)

For the Vactor Lease Payment # 4 of 5 at \$98,806.91; Paver Lease Payment # 3 of 5 at \$28,399.71. Misc. rental equipment as needed such as a TV truck or a Vactor truck if the equipment fails.

(0002-32) Publications and Membership (\$985)

For (1) American Public Works Association (APWA) membership for the Stormwater Manager and (8) CDL reimbursements at \$100 each.

(0002-34) Training and Professional Development (\$22,640)

Provides training for (1) National Association of Sewer Service Companies (NASSCO) Congress & Expo for the Stormwater Manager at \$590, (6) certifications, and (3) re-certifications for the Stormwater employees at \$5,850. (4) American Water Works Association (AWWA) Eastern conference for the Stormwater managers at \$50 each. (4) Vegetative maintenance trainings at \$500 each, (1) office training at \$250, (2) MS4 training classes at \$1,000 each, and (10) Hazwoper confined space (40hour) training at \$250 each and hazardous waste (2 hour) trainings for (10) employees at \$50 each.

(0002-42) Repairs and Maintenance (\$14,000)

Provides for (1) large storm grate repair, and equipment repairs.

(0002-46) Other Contracted Services (\$36,747)

Provides for the disposal of hazardous waste, (2) weather services (Accu Weather and Weatherworks) and Vehicle GPS units.

(0002-54) Repairs and Maintenance Supplies (\$146,050)

This account is used to purchase parts and supplies for the repair of the stormwater infrastructure to include grates, risers, lids, and supplies needed during those repairs to include inlet protection, silt soxx, etc.

(0002-56) Uniforms (\$14,558)

This account covers the cost of replacement uniforms for both Bargaining & Non-Bargaining staff.

(0002-62) Fuels, Oils & Lubricants (\$80,000)

Stormwater fuel contribution for the purchase of unleaded & diesel fuel for use in City vehicles.

(0002-66) Chemicals (\$4,200)

Provides for the purchase of leak and location dye and roadside mowing spray chemicals.

(0002-68) Operating Materials and Supplies (\$25,650)

Purchase vehicle fire extinguishers, first aid supplies, PPE for employees, and plants for the revegetation of the City's green infrastructure such as rain gardens throughout the City.

(0002-72) Equipment (\$200,000)

Purchase of a F150 pick-up truck for \$40,000 and a backhoe for \$160,000.

(0002-76) Construction Contracts (\$1,000,000)

Contract to reline roughly 2 miles of Stormwater line within the City.

Golf Fund (091)

Allentown Municipal Golf course is located at 3400 Tilghman St. Allentown PA 18104. The Golf course open to the public in 1952 has a 20-stall driving range, 18-hole championship public golf course, clubhouse that contains a pro shop, restroom facilities, locker rooms, restrooms, storage areas and a restaurant. The golf course maintenance department has a barn with office and storage space, a maintenance building for equipment storage, equipment maintenance area, an irrigation pump for irrigating the golf course and a chemical storage building.

The golf course has two separate program budgets. Golf course administration budget and the golf course maintenance budget. The golf course administration employs a General Manager that oversees all golf course operations, 6-8 pro shop attendants, 7-9 starters and 5-7 driving range pickers. The golf course maintenance employs a golf course superintendent, mechanic, MWII and an additional 10 – 14 seasonal and summer laborers. One upgrade is proposed for the mechanic to a Golf Course Mechanic due to the technical nature of the position, including operation of specialty and heavy equipment and specialized knowledge required for golf courses.

The golf course administration budget is responsible for all expenses for the operation of the pro shop, starter area and driving range. Staffing the pro shop, starters and driving range pickers.

Golf course operation is from February 1 to December 31 7 days a week including Holidays, weather permitting. The driving range and restaurant are open 12 months a year and 7 days a week.

The Golf course's revenue is generated in the following areas:

- Greens & Cart Fees
- Driving range
- Pro shop Merchandise sales
- Restaurant lease

PROJECTED REVENUE FOR 2023	
Green Fees	\$1,350,000.00
Carts	\$585,000.00
Driving range	\$375,000.00
Pro shop (Miscellaneous)	\$84,000.00
Restaurant Rent	\$41,000.00
	\$2,435,000.00

Golf Grounds Maintenance Expenses (091-08-9001-0001)

(0001-04) Temporary Wages (\$100,000)

Per an existing MOU, a seasonal laborer is paid 80% of an MW1. Temporary employees are needed to maintain the course during the season.

(0001-06) Premium Pay (\$20,000)

Premium pay is needed to keep up with the demands of maintaining the course. The course is open 7 days a week and is heavily used by golfers. Greens require extra attention in the heat and watering and agronomic tasks require additional hours that are not completed during the typical workday to accomplish tasks such as topdressing and aerification.

(0001-11) Shift Differential (\$500)

Shift Differential is needed to keep up with the demands of maintaining the course.

(0001-22) Telephone (\$1,150)

Service Electric internet access to the City. The Golf Course is on a VPN to the City network. We have 2 cable modems. While the unit in the Pro Shop is franchise (Cost Free), we must pay for the unit in the maintenance building.

(0001-30) Rentals (\$173,957)

There is an increased cost to rentals this year. The cost of portable toilets has increased, and we are renting an excavator for some needed repair projects. This account holds all our equipment and golf cart leases.

(0001-32) Publications and Membership (\$3,779)

Memberships are required for 3 staff members for the GCSAA. We additionally belong to the Audubon International. Our Consultant Steve McDonald provides webinars and updates on turf conditions in the area, along with our Pesticide and Weather subscription renewals. Weather was previously covered under software in the 68 accounts.: Chris Reverie Class A GCSAA, Kevin

Krause Class C GCSAA, Rob Muth EM GCSAA. We previously did not include our Prime Membership in this account.

(0001-34) Training and Professional Development (\$6,500)

Certifications are required for the golf staff to stay up to date with Pesticide Licensing along with GCSAA certifications. There is also additional training for staff to attend the Golf Trade Show and Conference. We also attend training events at Rutgers and Toro for Irrigation Systems and repair.

(0001-42) Repairs and Maintenance (\$5,000)

Our Irrigation Pump Station is serviced by Eastern irrigation. Irrigation issues are common at the course.

(0001-46) Other Contract Services (\$2,700)

Turf Consulting and Soil Testing. We test our water and soils to ensure the proper balance of nutrients are being applied. In coordination with our Consultant Steve McDonald, we identify agronomic problems and develop plans to manage them.

(0001-50) Other Services (\$141)

Underground storage tank fees for the yearly registrations for fuel station at the course.

(0001-54) Repairs and Maintenance Supplies (\$42,000)

The repair and maintenance supplies expenditure account is used to purchase tools, supplies and materials needed to assist in the day-to-day operations and preventative maintenance of the Course. These include mower blades, reels, bed knives, and aerification tines. The Golf Course is living, breathing, and aging just as we are. Extra care will be needed to keep our operation functioning. There is a lot of Golf Course equipment not covered under fleet. We need to budget for those repairs. This account is broad and vague to the fact that we cannot list each potential repair needed. This season we had two engines that need to be rebuilt.

We anticipate additional funding for pipes and fittings due to the aging replacement of irrigation parts along with the need for drainage pipe and supplies for bunkers and greens.

(0001-56) Uniforms (\$1,144)

Uniforms for Maintenance staff.

(0001-62) Fuels Oil and Lubricants (\$32,000)

Propane for equipment, oils, and hydraulics. All buildings at the Golf Course are heated by Propane.

(0001-66) Chemicals (\$203,150)

Chemicals range from all fertilizers, fungicides, insecticides, herbicides, wetting agents, and soil amendments. Along with Industrial gasses. We are attempting to keep our costs neutral despite increases in product pricing.

(0001-68) Operating Materials and Supplies (\$57,600)

Most of the Golf Course operating supplies are spent out of this account. The Golf Course is a living breathing entity and operating materials help keep it alive.

Grass Seed, Bunker Sand, Topdressing. The core of the Golf Course comes out of the 68 account. Small equipment that does not meet the definition set in the standard accounts section of the budget determined by the controller, such as chainsaws, blowers, trimmers, and mowers are purchased using this account.

The increased costs of grass seed and materials along with the subscriptions for our Irrigation System and GPS Sprayer are utilized out of this fund.

(0001-72) Equipment (\$42,000)

Equipment items purchased utilizing this account are used for day-to-day maintenance in the parks. \$28,000 is being allocated for the purchase of a bunker rake. \$4,000 will be required for a bunker pump and additional \$10,000 will be utilized for the purchase of a turf fan.

Golf Administration Expenses (091-08-9001-0004)

(0004-04) Temporary Wages (\$135,000)

The golf course operation consists of pro shop attendants (6-8 part time), Starters (7-9 part time) and driving range attendants (5-7 part time).

The golf course hours of operation change throughout the year due to weather and daylight savings.

The golf course is open weather permitting from February 1 through December 31, 7 days a week.

The driving range is open weather permitting 12 months a year 7 days a week.

Below is a typical schedule of operating hours with hours worked from each location.

TOTAL ESTIMATED PAYROLL = \$135,000.00			
	HOURS	HOURS	HOURS
MONTH	PROSHOP HOURS	STARTER HOURS	DRIVING RANGE
1/1-1/31	0	0	15x5=75
2/1-2/28	28x7=196	28x8.5=238	20x4=80
3/1-3/14	14x7=98	14x9=126	8x4=32
3/15-4/7	23x10=230	23x12.5=287.5	23x4=92
4/8-4/14	7x10.5=73.5	7x12.5=87.5	7x5.5=38.5
4/15-4/20	6x10.5=63	6x12.5=75	6x5.5=33
4/21-5/7	17x11.5=195.5	17x14=238	17x6=102
5/8-9/4	120x15.1=1812	120x16=1920	120x6=720
9/5-9/25	21x8=168	21x12.5=262.5	21x5.5=115.5
9/26-11/23	59x8=472	59x8=472	59x5=295
11/24-12/31	38x6.5=247	38x8=304	20x6=120
	3555	4010.5	1703
	\$69,000.00	\$48,000.00	\$18,000.00

Proshop 18.15/hr Starters and driving range 10.50/hr

(0004-06) Premium Pay (\$815)

(0004-22) Telephone (\$250)

Phone service at the Pro shop needed in the event we lose the internet service.

(0004-26) Printing (\$3,500)

Scorecards for the Golf Course and the managed print service from the IT department.

(0004-32) Publications and Memberships (\$1,350)

We are members to the United States Golf Association, PA Golf Association, and the Golf Association of Philadelphia.

(0004-42) Repairs and Maintenance (\$10,000)

The repairs and maintenance are for Driving range cart and picker repairs and Ball washer, Quest pest service and alarm system repairs and service.

(0004-46) Other Contract Services (\$5,300)

The contract service that we use are the clubhouse and Pro shop alarm service and Website hosting for the Golf Course. (www.allentowngolf.org)

(0004-50) Other Services (\$64,632)

The sales tax and credit card fees are \$64,632. Advertising in golf publications (Golfer's Guide) and local newspapers (The Morning Call). County and School taxes are included here, to be reimbursed by the restaurant tenants.

(0004-54) Repair and Maintenance Supplies (\$2,500)

Repairs supplies for the clubhouse, pro shop, and starter supplies these include Covid supplies for the employees and customers, flags, electrical supplies, locks, hoses, hose fittings and nozzles.

(0004-68) Operating Materials and Supplies (\$35,050)

Golf course software from ForeUP. Fee for our golf course APP from gallus golf. Range balls for the driving range and pencils for the golf course customers. Driving range equipment, paint, blinds and building supplies.

(0004-70) Pro Shop Inventory (\$70,000)

The Golf Course purchases retail goods from various vendors to resell to our customers. We typically purchase golf balls, golf gloves, apparel, headwear, shoes, and a variety of accessories. The decision on what to purchase is based on past sales of items as well as popular items that are popular with golfers.

(0004-72) Equipment (\$9,500)

We need to replace the bill acceptor on one ball machine, purchase baskets for the driving range. Targets for the driving range for a better customer experience.

(0004-86) General City Charges (\$347,363)

(0004-88) Interfund transfers (\$22,489)

Municipal Golf Course Capital Improvements

(0005-76) Construction Contracts (\$400,000)

Bunker Upgrades for the Golf Course \$150,000

Irrigation Repairs \$200,000

Drainage Repairs \$50,000

Housing Fund (100)

The Housing Fund was created in 2019 to increase the capacity for community development through assistance in financing, technical support, and encouragement for the creation and preservation of affordable housing for households at or below 80% of Area Median Income in the City of Allentown.

In 2023, the funds are being used for the Housing Study which is designed to address the City of Allentown's needs assessment and strategic plans for housing needs.

There is no proposed budget for the Housing Fund for 2024.

Rental Unit Fund (105)

The Bureau of Building Standards & Safety, Rental Unit Inspections Program, provides for the registration, licensing, and inspection of over 28,000 rental units within the City limits. The program is responsible for the enforcement of the Property Maintenance Code, adopted in 1995, through systematic inspections and response to all complaint notifications. In addition, the program is responsible for vacant property registration and blighted property enforcement. Vacant and blighted properties in our community decrease property values, increase crime, and impose heavy cost burdens on our city. Administration of this program helps to improve the quality of life for all people in our community, by requiring safe and healthy housing conditions of rental units, decreasing blight and instances of vagrancy at vacant property.

The Rental Unit Inspections program generates revenue by fees associated with the registration, enforcement, and inspection requirements of all rentals. We anticipate that our rental revenue will slightly increase this coming year. The Rental Department has completed a reorg in 2023 to create a staff that will focus on enforcement of nuisance, blight, vacant and problem properties within the City. The increased enforcement should result in this increase revenue.

Revenue	
105-2932 Rental Registration/License Fee	\$ 2,350,750.00
105-2933 Rental Presale	\$100,000.00
105-5241 State and Pension	\$91,216.00
105-6170 Miscellaneous	\$2,000.00
105-2934 Vacant Property Registration	\$ 140,000.00
Total Revenue	\$ 2,683,966.00

The Bureau of Building Standards & Safety Rental Unit Inspections program has a total of 21 staff members. This year, we have the Nuisance Property Manager and the Code Enforcement Manager as a part of the rental team. They will be enforcing the registration and the compliance of the rental license registrations.

(0005-06) Premium Pay (\$7,500)

(0005-11) Shift Differential (\$1,000)

(0005-26) Printing (\$3,000)

We anticipate a decrease due to the launch of Energov which will require less printing than in previous years.

(0005-32) Publications and Membership (\$2,500)

In 2024, we plan to adopt the 2018 International Property Maintenance (IPMC) code. We will need to purchase copies of the IPMC books needed by inspectors to take the certification exam and the yearly membership fees associated. This adoption and certification will give the inspection staff a more uniform approach to inspections and enforcement actions.

(0005-34) Training and Professional Development (\$7,500)

When we adopt the IMPC certification, cost for testing is \$245.00 per person and we anticipate providing the certification testing for 16 staff members for a total of \$3,920.00. The additional funds from this account will cover the cost of required CEU credited training opportunities needed to maintain their current certifications.

(0005-46) Other Contract Services (\$24,390)

The overall 2024 budget for Other Contract Services will decrease slightly due to moving the board up and emergency fees to the proper program budget. The costs below are for the monthly parking expenses for City vehicles in this enterprise fund and the yearly Samsara monitoring system. We have also included the cost for purchasing an online citation system due to the elimination of paper citations proposed for 2024.

1. Parking Pass \$125.00/ Month x 15 cars\$ 20,400

2. Samara Monitoring Yearly \$285.00 x 14 cars\$ 3,990

(0005-50) Other Services & Charges (\$8,050)

The following fund will cover the cost for advertising board meeting/hearing such as the Property Maintenance Board of Appeal Hearings and the Blight Property Review Board.

1. Advertising for various board meetings \$1,650.00.

2. Stenographer services \$6,400

The Rental Unit Fund staff maintain two boards with approximately 16 hearings annually.

The cost of a stenographer is \$400 per hearing.

(0005-54) Repair & Maintenance Supplies (\$1,000)

Risk deductible for Rental Fund vehicles.

(0005-56) Uniforms (\$4,880)

The current SEIU contract requires new safety shoes and shirts for inspection staff.

1. Safety Shoes 20 x \$200 \$ 4,000.00

2. Clerical Staff Shirts 4 x 2/per x \$40 \$ 320.00

3. Uniform Jackets for new staff (4) x \$140 \$ 560.00

(0005-62) Fuels (\$24,000)

We project that in 2024 the prices will remain about the same or slightly higher for fuel and have adjusted the budget accordingly to consider the 15 cars in this program's fleet.

(0005-68) Operating and Supplies (\$17,500)

This covers the cost of PPE, tools needed for inspection staff and office supplies not available in-house.
\$2,500

Citation on-line program. \$15,000

(0005-72) Equipment (\$62,600)

We have included the cost of laptops for up to (1) new staff member and (2) scanners for new clerical staff and a new vehicle.

Replacement Laptop(1) \$ 1,500.00

Desk Scanner \$550.00 x 2\$ 1,100.00

Ford Escape- \$60,000

(0005-86) General City Charges (\$347,806)

(0005-88) Interfund Transfers (\$87,786)

Funds transferred to Risk Property & Casualty.

(0005-90) Refunds (\$2,500)

The 90 account will increase from the 2023 budget to account for overpayments due to errors on customer entry of permits and applications through the new Energov system.

Hamilton Street Dam Maintenance Fund (110)

The Hamilton Street Dam Maintenance Fund has a current account balance of \$31,000.

No additional funds are being added for 2024.

Projects for 2024 are not finalized at this time.

E-911 Fund (911)

The E-911 Fund records the revenues received and eligible costs incurred by the City in the establishment, upgrading, expansion and operation of its E-911 emergency communications system for the purpose of providing emergency communications under the tenets of the Pennsylvania Public Safety Emergency Telephone Act, Act 78, Section 8, (as amended).

There is no 2024 budget for the E-911 fund.

Federal Grants, Housing and Urban Development (HUD) Fund Expenses (700-)

The City of Allentown has submitted a Five-Year Consolidated Plan approved by the United States Department of Housing and Urban Development (HUD) the plan is used to identify housing and community development needs and to develop specific goals and objectives to address those needs over a five-year period. The Five-Year Consolidated Plan for the City covers the period of January 1, 2020, until December 31, 2024. The Consolidated Plan allows the City to continue to receive federal housing and community development funds as a direct Entitlement from the U.S. Department of Housing and Urban Development (HUD). The City's Department of Community and Economic Development will administer the community development programs for the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships (HOME) Programs, and the Housing Opportunities for Persons with AIDS (HOPWA). The HOPWA program provides social services and rental assistance for persons with HIV and AIDs. The City of Allentown entered into an agreement with the Commonwealth of Pennsylvania to administer its HOPWA funds. The following are the funds awarded to the city in 2023:

CDBG - \$2,302,461.00

HOME - \$ 1,176,545

ESG - \$ 197,386

We will be using the 2023 grant award as an estimate for 2024.

HUD allows the City to use 20% of the CDBG funds for administrative fees in the amount of \$460,492, 10% of HOME funds for administrative fees in the amount of \$117,655 and 7.5% of ESG funds in the amount of \$14,804. These funds are used to cover the HUD staff salaries and any type of office administrative fees. Please see the CDBG budget worksheet for 2024.

The CED HUD department has also been working toward State grants and was awarded one grant for 2023. This allows us an additional \$19,133 in administrative fees.

Expected starting cash for 2024 is \$3,838,029.46.

Personnel: All costs associated with the HUD Grants Team. This consists of 7 employees, 2 of which are 60% HUD funded. The HUD Dept. provides 10% of the salary reimbursement of the Director of Community and Economic Development.

Operating Expenditures:

Advertisement (\$18,000): This line item includes the publication of all HUD Public Notices, Action Plans, CAPERs, and Environmental Reviews.

Postage and Shipping Costs (\$50.00): Various HUD mailings

Training and professional Development (\$4,000): HUD seminars or other educational seminars

Operating Materials and Supplies (\$1,685): office supplies and operating materials

HUD Consultant (\$21,780)- To assist with reporting requirements, along with the 5-year action plan.

General City Charges (\$60,883): General City Charges

Federal Grant Subrecipients (\$3,676,392): The City funds approx. 45 non-profit each year with federal funds such as CDBG, HOME, and ESG.

CDBG funds are also used for city improvements such as, ADA Curb cuts, Street lighting, Parks projects, Hazard Elimination and Demolition projects.

HOME funds we help with construction of low/mod affordable housing.

ESG funds are used to help several of the City emergency shelters with staffing and client programs.

Grant Fund

The Grant Fund is used to account for the pass-through grants the City is responsible for administering.

No new pass-through grants, those where the City of Allentown serves as a conduit for financing rather than an active participant in the grant, are projected for receipt in 2024.

Accordingly, no Grant Fund budget is required for 2024.

Capital Projects Fund

The Capital Projects Fund is used to account for the acquisition and/or construction of general fixed assets.

A capital improvement plan (CIP) identifies the needs of the City over a short period of time, generally one to five years. A capital improvement project is typically an infrastructure project such as bridge replacement, street paving, park improvements, or roof replacement. The CIP identifies the individual project, the current and future funding sources and a project schedule. The projects included in this CIP only include those that are high priority and have committed funding. Potential projects based on need, but without secured funding are not currently included in this document.

The Capital Projects Expenditure Summary includes no new funding for 2024, as the City will be conducting a Capital needs assessment. Projects listed on the Capital Improvement Plan spreadsheet, represent the ongoing Capital Improvements that are underway and will continue in 2024.

The specific information includes the department name, project name, start date, scheduled end date as well as the balance of funds remaining to complete the project. In addition, there is the adjusted amount of funding appropriated by ordinance, the total expended on the project since the start date, encumbrances, and the adjusted balance. The sources of the funding, including general obligation bonds, City general funds, State aid, Federal aid, other non-City aid, Lehigh County funding, short term bonds, the water fund, the A.O. funds, and the Trexler Funds are indicated.

See Capital Improvement Plan worksheet in the 2024 Summary Budget book for additional information on each on-going project.

Five Year Plan

See 5-year General Fund plan worksheet in the 2024 Summary Budget book for additional account information.