

PERTINENT FACTS ABOUT THE CITY OF ALLENTOWN

GENERAL

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

CITY GOVERNMENT

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

INDUSTRIES/LABOR FORCE

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

TRANSPORTATION

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

AMENITIES

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

BUDGET TERMINOLOGY GLOSSARY

ACCOUNT CODE

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

FFF-DD-BBBB-PPPP-AA

Digits 1-3 – fund
Digits 4-5 – department
Digits 6-10 – bureau
Digits 11-12 – program
Digits 13-14 – standard account

ACCOUNTING

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

APPROPRIATION

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

ASSESSED VALUATION

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

BUDGET

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

BUREAU

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

CAPITAL BUDGET

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

BUDGET TERMINOLOGY GLOSSARY

CAPITAL IMPROVEMENTS

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

CAPITAL OUTLAY

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

DEPARTMENT

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

ENCUMBRANCE

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

ENTERPRISE FUND

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

EXPENDITURE

The payment for goods and services.

FISCAL YEAR

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

F.O.P.

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

FUND

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

GENERAL FUND

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

BUDGET TERMINOLOGY GLOSSARY

GENERAL FUND SERVICE CHARGE

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

GENERAL OBLIGATION DEBT

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

GOLF COURSE FUND

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

I.A.F.F.

International Association of Fire Fighters, Local No. 302.

INDIRECT COSTS

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

LIABILITY

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

LIQUID FUELS FUND

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

M.E.S.A.

Municipal Employees Supervisory Association.

MILL

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

OPERATING BUDGET

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

BUDGET TERMINOLOGY GLOSSARY

REVENUE BONDS

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

S.E.I.U.

Service Employees International Union, AFL-CIO, Local 395.

SEWER FUND

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

SOLID WASTE FUND

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

STANDARD ACCOUNT

Detailed accounts of expenditure. Standard accounts are separated into four broad categories and are numerically subdivided by level of detail: Personnel and Fringe Benefits (02-16); Services and Charges (20-50); Materials and Supplies (54-68); Capital Outlays (71-74); and Sundry (76-99). See Pages A-6 - A-9, following, for definitions.

TREXLER FUND

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

WATER FUND

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

STANDARD ACCOUNTS

<u>ACCT. NO.</u>	<u>TITLE</u>	<u>EXPLANATION</u>
PERSONNEL AND FRINGE BENEFITS		
02	Permanent Wages	Base wages including increment and longevity for all permanent employees
03	Holiday Pay	Payments for holidays made to police officers and firefighters as a result of contract commitments
04	Temporary Wages	Wages for all temporary employees
05	Education Pay	Education incentive payments made to police officers per contract commitments
06	Premium Pay	Supplemental wages including wage differential for temporary assignment in a higher paying job classification, and overtime wages including call-in and stand-by, and compensation per contract commitments for holidays
07	Extra Job Pay	Police officers may choose to work extra jobs outside of their City employment. The extra job pay is remitted through the City's payroll system. The City bills and collects the set fee for the service from the employer utilizing the services of the off-duty officer
08	Wages Payable-Beginning Accrual	Wages earned and appropriated in the prior fiscal year but payable in a bi-weekly payroll of the current fiscal year
09	Uniform Allowance	Payments for uniform maintenance made to police officers as a result of contract commitments
10	Wages Payable-Ending Accrual	Wages earned and appropriated in the current fiscal year but payable in the bi-weekly payroll of the next fiscal year
11	Shift Differential	Incremental supplemental wages earned for non-standard hours worked during night shift.
12	FICA	Employer contributions to the Social Security Fund
14	Pension	Contributions made by the City to the various pension funds. This account does not include employee or other contributions to Pension Funds
16	Insurance-Employee Group	Health insurance, life insurance and dental coverage for all permanent employees and retirees

SERVICES AND CHARGES

STANDARD ACCOUNTS

<u>ACCT. NO.</u>	<u>TITLE</u>	<u>EXPLANATION</u>
20	Electric Power	Electric power including that used for street lighting
22	Telephone	Equipment, installation, line charge, and toll charges
24	Postage and Shipping	Outgoing mail and postage due on mail received plus shipping and handling cost of other carriers
26	Printing	Printing, copying, duplicating or blue printing provided by commercial establishments (e.g., brochures, booklets, pamphlets, etc.)
28	Mileage Reimbursement	Reimbursement for the use of personal cars on City business except that covered under "Training & Professional Development"
30	Rentals	Rents or lease purchases for machinery, equipment, buildings, vehicles, land, etc.
32	Publications & Memberships	Subscriptions, books and association membership fees
34	Training & Professional Development	Registration, traveling expenses, lodging and meals
35	Insurance - BC/BS	Blue Cross/Blue Shield or equivalent coverage
36	Insurance - Property and Casualty	Premiums for coverage in excess of self-insured program on fire, theft, accident, liability, honesty bonding, etc.
37	Insurance - Dental, Life, Drug	Dental, life insurance, long-term disability (for firefighters) and prescription drug coverage
38	Insurance - Other Employee	Worker's compensation, unemployment compensation, and Medicare
39	Insurance - HMO	Health Maintenance Organization (HMO) coverage
40	Civic Expenses	Contributions to local non-profit civic organizations
41	Arts Expenses	Contributions to local arts organizations
42	Repairs & Maintenance	Repairs and maintenance to equipment, machinery, buildings and vehicles performed by commercial establishments and including the cost of service and maintenance agreements
44	Professional Service Fees	Consulting, legal, auditing, engineering fees, etc.
46	Other Contract Services	Any item of a contractual nature not elsewhere classified, including waste disposal, towing, construction, and curb and sidewalk contracts

STANDARD ACCOUNTS

<u>ACCT. NO.</u>	<u>TITLE</u>	<u>EXPLANATION</u>
48	Grant, Non-City Charges	Specific grants made to non-city agencies as "pass-through" grants
49	Grant Administrative Charges	Administrative costs designated for and charged to grants
50	Other Services & Charges	Advertising through any medium and district magistrate fees

MATERIALS AND SUPPLIES

54	Repair & Maintenance Supplies	Construction and paving materials; equipment parts and supplies; cleaning and sanitation supplies; paint, electrical and plumbing supplies; small tools and other repair and maintenance supplies
56	Uniforms	Any item of clothing purchased by the City, including safety shoes
58	Office Supplies	Paper, pencils, ink, toner, stencils, etc.
60	Vehicle Parts & Supplies	Parts for autos, trucks, motorcycles, jeeps, etc.
62	Fuels, Oils & Lubricants	Fuels (excluding electricity) used for heating; and petroleum products used in vehicular operation and maintenance
64	Pipe & Fittings	Pipe, tubing, elbows, valves, etc.
66	Chemicals	Chlorine, salt, acid, etc.
68	Operating Materials & Supplies	Sign materials, laboratory supplies, safety equipment (safety goggles, back braces, etc), and other operating materials and supplies not elsewhere classified. This account also includes all equipment purchases which do not meet the capitalization criteria of Account 72.

CAPITAL OUTLAYS

71	Machinery and Equipment	Items of machinery and equipment that meet the criteria for inclusion in the special purpose Equipment Fund. These items are generally motorized and not of the furniture, fixture or computer classification
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STANDARD ACCOUNTS

<u>ACCT. NO.</u>	<u>TITLE</u>	<u>EXPLANATION</u>
72	Equipment	Any unit of property having a useful life in excess of one (1) year and a unit cost in excess of: (a) \$250 for individual pieces of furniture and equipment; or grouped assets of a like kind with a unit cost of less than \$250 (b) \$1,000 for maintenance equipment and machinery (c) All computers, computer components, and computer peripheral equipment regardless of cost
74	Real Estate Acquisition	Land and/or building acquisition, surveying, and all associated purchasing costs
SUNDRY		
76	Construction Contracts	Project construction, including site preparation costs, performed by an outside contractor
80	Self-Insured Losses	Insurance losses paid through the City's Risk Management Program or those losses not covered by existing policies or not collectible because of deductible limits
82	Interest Expense	Interest charges on all types of indebtedness (bonds, loans, notes)
84	Capital Fund Contribution	Contribution from an operating fund to the Capital Project Fund to support capital improvement projects
86	General City Charges	Charges made by the General Fund to one of the other operating funds for services rendered by agencies or units which are financed from the General Fund
88	Interfund Transfers	Amounts appropriated for transfer between budgetary funds
90	Refunds	Refunds of overpayments, duplicate payments, and other authorized refunds
91	Arbitrage Rebate	Penalty incurred for excess interest received on bond funds not expended within federally specified limits
92	Minimum Charge Rebates	Amounts paid to qualified senior citizens pursuant to enabling legislation
98	Debt Principal	Scheduled payments of principal on all debt obligations
99	Reserve for Encumbrances	Appropriations carried over to the next fiscal year to cover prior fiscal year purchase commitments

CITY OF ALLENTOWN

EMPLOYEE POSITION TOTALS 2003 - 2008

	2003	2004	2005	2006	2007	2008
GENERAL FUND						
Elected	9	9	9	9	9	9
Municipal - S.E.I.U.	253	254	213	202	202	206
Non-Bargaining & Supervisory	142	142	135	130	118	117
Police - F.O.P.	220	220	210	181	188	194
Fire - I.A.F.F.	148	148	134	126	140	140
Total General Fund	772	773	701	649	657	666
WATER FUND	87	87	87	87	93	93
SEWER FUND	99	99	95	99	99	100
LIQUID FUELS FUND	22	22	22	22	23	23
TREXLER FUND	5	7	14	26	24	24
RISK MANAGEMENT FUND	2	2	2	2	2	2
SOLID WASTE FUND	29	31	31	37	37	39
GOLF COURSE FUND	3	3	4	6	5	5
E 9-1-1 Fund	-	-	23	28	27	31
TOTAL ALL POSITIONS	1,019	1,024	979	952	967	983

Source: City of Allentown Budgets

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

<u>PAYGRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>
4	Program Mgr/Lead-Based Paint Weed & Seed Neighborhood Coordinator - N
5	Auditor/Examiner - N Clerk III Confidential - N
6	Administrative Aide - Human Resources – N Engineering Designer - N Network Support Specialist - N Payroll Clerk - N
7	Executive Secretary - N Executive Assistant - N
8	Assistant Buyer - N Business Development Coordinator - N Client Support Specialist - N EMS Billing Specialist - N Federal Grants Monitor - N Immunization Coordinator - N Maintenance Foreperson - N Traffic Control Foreperson – N
9	Administrative Supervisor - N Billing Specialist – N Communications Shift Supervisor - N Education & Enforcement Manager - N Laboratory Supervisor - N Network Administrator - N Office Manager - N One Stop Shop Coordinator-N Technical Services Coordinator - N Weed & Seed Coordinator - N

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

<u>PAYGRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>
10	Applications Support Programmer/Coordinator - N Arbor Foreperson – N Communications Coordinator-N Engineering Technician – N Executive Secretary to the Mayor - N GIS Analyst - N Highway Safety Program Manager-N Maintenance Technician-N Operations Manager – N Plans Examiner-N Program Devl. Specialist-N Police/Community Coordinator - N Seasonal Assistant Mgr – N Special Projects Manager-N Traffic Technician - N
11	Buyer - N Chronic Disease Program Manager- N EMS Operations Supervisor- N Injury Prevention Services Manager- N Housing Coordinator-N Maintenance Supervisor - N Residuals Operations Supervisor - N Safety Compliance Officer- N WWT Shift Supervisor - N
12	Accountant - N Clinical Services Manager - N Communicable Disease Manager- N EMS Manager- N Engineering Construction Manager- N Environmental Field Services Manager- N GIS Supervisor- N HR Manager-N Labor Relations Officer- N Network Manager- N Sweep Manager - N Systems Analyst - N Systems Manager - N Zoning Supervisor- N

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

<u>PAYGRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>
13	Budget Analyst- N Chief Planner- N Chief Maintenance Super.-N Chief Supervisor of Distribution/Collection- N Chief Supervisor of Maintenance – N Construction Codes Superintendent- N Deputy Controller- N Emergency Medical Services Manager- N Housing Supervisor- N Golf Course Mgr- N Operation Administrator- N Rehabilitation Supervisor- N WWT Chief Treatment Plant Operator - N Water Filtration Chief Treatment Plant Operator - N
14	Chief Designer/Surveyor- N Assistant to the Mayor- N Environmental Health Associate Director - N Grants Coordination Manager- N Laboratories Manager- N Personal Health Associate Director- N Real Estate Development Spec- N Senior Civil Engineer- N Senior GIS Coordinator- N Senior Systems Analyst- N Utility Engineer- N
15	Audit & Enforcement Manager- N City Clerk- N Manager - Industrial Waste- N Manager - Recycling & Solid Waste- N Purchasing Agent- N Recreation Superintendent- N Tax & Utility Systems Manager- N
16	Assistant City Solicitor- N Code Enforcement Director- N Communications Superintendent- N Manager - Distribution/Collection- N Manager - Program Development- N Parks Superintendent- N SR Civil Engineering / Assist. City Engineer- N Streets Superintendent- N Traffic Control Super.-N

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

<u>PAYGRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>
17	Associate City Solicitor- N Health Director- N Manager - Engineering- N Manager of Operations - Water Resources- N Planning Director- N Police Lieutenant- N Treasury and Accounting Manager- N
18	Fire Chief Assistant - N Police Captain- N Deputy Fire Chief- N Deputy Chief of Fire Admin.-N Deputy Director/ City Engineer -N
19	Chief of Investigations- N Assistant Police Chief- N
20	City Solicitor (Part-time) - N Deputy Director – Community & Economic Development- N Deputy Director for Public Works-N Director of Technology- N
21	Community & Economic Development Director- N Finance Director- N Fire Chief- N Human Resources Director- N Managing Director - N Police Chief- N Public Works Director - N

CITY OF ALLENTOWN
2008 WAGE RANGE FOR NON-BARGAINING UNIT EMPLOYEES
ANNUAL SALARY CALCULATED ON 2080 HOURS PER YEAR

GRADE	Minimum	Maximum		GRADE	Minimum	Maximum	
01	31,066	37,587	Annual	12	50,082	61,763	Annual
	1,194.85	1,445.65	Bi-weekly		1,926.22	2,375.50	Bi-weekly
	14.9356	18.0707	Hourly		24.0779	29.6938	Hourly
	22.4034	27.1060	Overtime				
02	32,442	39,395	Annual	13	52,329	64,651	Annual
	1,247.77	1,515.19	Bi-weekly		2,012.66	2,486.58	Bi-weekly
	15.5971	18.9399	Hourly		25.1582	31.0822	Hourly
	23.3957	28.4099	Overtime				
03	33,857	41,248	Annual	14	54,702	67,667	Annual
	1,302.19	1,586.46	Bi-weekly		2,103.92	2,602.57	Bi-weekly
	16.2774	19.8308	Hourly		26.2990	32.5322	Hourly
	24.4161	29.7462	Overtime				
04	35,344	43,168	Annual	15	57,161	70,764	Annual
	1,359.38	1,660.31	Bi-weekly		2,198.50	2,721.70	Bi-weekly
	16.9923	20.7538	Hourly		27.4813	34.0212	Hourly
	25.4885	31.1307	Overtime				
05	36,913	45,170	Annual	16	59,741	73,988	Annual
	1,419.73	1,737.31	Bi-weekly		2,297.73	2,845.69	Bi-weekly
	17.7466	21.7163	Hourly		28.7216	35.5712	Hourly
	26.6199	32.5745	Overtime				
06	38,536	47,217	Annual	17	62,460	77,344	Annual
	1,482.15	1,816.04	Bi-weekly		2,402.32	2,974.76	Bi-weekly
	18.5269	22.7005	Hourly		30.0288	37.1837	Hourly
	27.7904	34.0508	Overtime				
07	40,279	49,394	Annual	18	65,306	80,831	Annual
	1,549.19	1,899.77	Bi-weekly		2,511.77	3,108.90	Bi-weekly
	19.3649	23.7471	Hourly		31.3971	38.8606	Hourly
	29.0474	35.6207	Overtime				
08	42,061	51,600	Annual	19	68,318	84,479	Annual
	1,617.73	1,984.62	Bi-weekly		2,627.62	3,249.19	Bi-weekly
	20.2216	24.8077	Hourly		32.8452	40.6149	Hourly
	30.3324	37.2116	Overtime				
09	43,930	53,895	Annual	20	71,456	88,260	Annual
	1,689.62	2,072.88	Bi-weekly		2,748.32	3,394.60	Bi-weekly
	21.1202	25.9111	Hourly		34.3538	42.4327	Hourly
	31.6803	38.8667	Overtime				
10	45,882	56,274	Annual	21	75,140	92,840	Annual
	1,764.69	2,164.38	Bi-weekly		2,889.98	3,570.77	Bi-weekly
	22.0587	27.0548	Hourly		36.1250	44.6346	Hourly
	33.0881	40.5822	Overtime				
11	47,914	58,955	Annual				
	1,842.85	2,267.50	Bi-weekly				
	23.0356	28.3438	Hourly				
	34.5534	42.5157	Overtime				

CITY OF ALLENTOWN
JULY 2008 TO JULY 2009 WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES
Annual Salary Calculated on 2080 Hours per Year

SCHEDULE M

GRADE	A	B	C	D	E	F	G	H	
01	24,351	25,166	26,246	30,098	30,632	31,189	31,773	32,395	Annual
	936.59	967.92	1,009.47	1,157.60	1,178.16	1,199.58	1,222.04	1,245.94	Biweekly
	11.7074	12.0990	12.6184	14.4700	14.7270	14.9947	15.2756	15.5743	Hourly
	17.5611	18.1485	18.9276	21.7050	22.0906	22.4921	22.9133	23.3614	Overtime
02	24,810	25,636	26,738	30,632	31,189	31,773	32,395	33,038	Annual
	954.24	986.00	1,028.39	1,178.16	1,199.58	1,222.04	1,245.94	1,270.69	Biweekly
	11.9280	12.3250	12.8549	14.7270	14.9947	15.2756	15.5743	15.8836	Hourly
	17.8920	18.4874	19.2824	22.0906	22.4921	22.9133	23.3614	23.8254	Overtime
03	25,291	26,138	27,258	31,189	31,773	32,395	33,038	33,721	Annual
	972.73	1,005.29	1,048.40	1,199.58	1,222.04	1,245.94	1,270.69	1,296.95	Biweekly
	12.1592	12.5662	13.1050	14.9947	15.2756	15.5743	15.8836	16.2118	Hourly
	18.2388	18.8493	19.6575	22.4921	22.9133	23.3614	23.8254	24.3178	Overtime
04	25,793	26,653	27,798	31,773	32,395	33,038	33,721	34,433	Annual
	992.03	1,025.10	1,069.14	1,222.04	1,245.94	1,270.69	1,296.95	1,324.36	Biweekly
	12.4004	12.8137	13.3642	15.2756	15.5743	15.8836	16.2118	16.5545	Hourly
	18.6006	19.2206	20.0463	22.9133	23.3614	23.8254	24.3178	24.8317	Overtime
05	26,320	27,196	28,365	32,395	33,038	33,721	34,433	35,184	Annual
	1,012.30	1,045.99	1,090.97	1,245.94	1,270.69	1,296.95	1,324.36	1,353.24	Biweekly
	12.6538	13.0749	13.6372	15.5743	15.8836	16.2118	16.5545	16.9155	Hourly
	18.9807	19.6124	20.4558	23.3614	23.8254	24.3178	24.8317	25.3732	Overtime
06	26,879	27,776	28,966	33,038	33,721	34,433	35,184	35,971	Annual
	1,033.80	1,068.30	1,114.06	1,270.69	1,296.95	1,324.36	1,353.24	1,383.51	Biweekly
	12.9224	13.3537	13.9258	15.8836	16.2118	16.5545	16.9155	17.2939	Hourly
	19.3837	20.0305	20.8887	23.8254	24.3178	24.8317	25.3732	25.9409	Overtime
07	27,456	28,372	29,595	33,721	34,433	35,184	35,971	36,796	Annual
	1,056.01	1,091.22	1,138.26	1,296.95	1,324.36	1,353.24	1,383.51	1,415.23	Biweekly
	13.2001	13.6402	14.2283	16.2118	16.5545	16.9155	17.2939	17.6904	Hourly
	19.8001	20.4604	21.3424	24.3178	24.8317	25.3732	25.9409	26.5356	Overtime
08	28,071	29,007	30,255	34,433	35,184	35,971	36,796	37,662	Annual
	1,079.65	1,115.67	1,163.65	1,324.36	1,353.24	1,383.51	1,415.23	1,448.54	Biweekly
	13.4957	13.9459	14.5456	16.5545	16.9155	17.2939	17.6904	18.1068	Hourly
	20.2435	20.9188	21.8184	24.8317	25.3732	25.9409	26.5356	27.1602	Overtime
09	28,712	29,675	30,946	35,184	35,971	36,796	37,662	38,568	Annual
	1,104.32	1,141.34	1,190.24	1,353.24	1,383.51	1,415.23	1,448.54	1,483.38	Biweekly
	13.8039	14.2668	14.8780	16.9155	17.2939	17.6904	18.1068	18.5422	Hourly
	20.7059	21.4002	22.3170	25.3732	25.9409	26.5356	27.1602	27.8134	Overtime

CITY OF ALLENTOWN
JULY 2008 TO JULY 2009 WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES
Annual Salary Calculated on 2080 Hours per Year

SCHEDULE M

GRADE	A	B	C	D	E	F	G	H	
10	29,388	30,368	31,675	35,971	36,796	37,662	38,568	39,527	Annual
	1,130.32	1,167.99	1,218.29	1,383.51	1,415.23	1,448.54	1,483.38	1,520.25	Biweekly
	14.1290	14.5999	15.2286	17.2939	17.6904	18.1068	18.5422	19.0031	Hourly
	21.1935	21.8999	22.8429	25.9409	26.5356	27.1602	27.8134	28.5047	Overtime
11	30,097	31,099	32,437	36,796	37,662	38,568	39,527	40,529	Annual
	1,157.56	1,196.12	1,247.59	1,415.23	1,448.54	1,483.38	1,520.25	1,558.80	Biweekly
	14.4695	14.9515	15.5948	17.6904	18.1068	18.5422	19.0031	19.4850	Hourly
	21.7042	22.4272	23.3922	26.5356	27.1602	27.8134	28.5047	29.2275	Overtime
12	30,840	31,870	33,238	37,662	38,568	39,527	40,529	41,582	Annual
	1,186.15	1,225.76	1,278.37	1,448.54	1,483.38	1,520.25	1,558.80	1,599.30	Biweekly
	14.8268	15.3220	15.9796	18.1068	18.5422	19.0031	19.4850	19.9912	Hourly
	22.2403	22.9830	23.9695	27.1602	27.8134	28.5047	29.2275	29.9869	Overtime
13	31,618	32,673	34,076	38,568	39,527	40,529	41,582	42,685	Annual
	1,216.09	1,256.67	1,310.63	1,483.38	1,520.25	1,558.80	1,599.30	1,641.73	Biweekly
	15.2011	15.7083	16.3829	18.5422	19.0031	19.4850	19.9912	20.5216	Hourly
	22.8017	23.5625	24.5743	27.8134	28.5047	29.2275	29.9869	30.7824	Overtime
14	32,435	33,516	34,959	39,527	40,529	41,582	42,685	43,850	Annual
	1,247.51	1,289.10	1,344.59	1,520.25	1,558.80	1,599.30	1,641.73	1,686.53	Biweekly
	15.5938	16.1137	16.8073	19.0031	19.4850	19.9912	20.5216	21.0817	Hourly
	23.3908	24.1705	25.2110	28.5047	29.2275	29.9869	30.7824	31.6225	Overtime
15	33,262	34,359	35,841	40,529	41,582	42,685	43,850	45,014	Annual
	1,279.30	1,321.49	1,378.49	1,558.80	1,599.30	1,641.73	1,686.53	1,731.29	Biweekly
	15.9913	16.5186	17.2311	19.4850	19.9912	20.5216	21.0817	21.6412	Hourly
	23.9869	24.7779	25.8467	29.2275	29.9869	30.7824	31.6225	32.4617	Overtime
16	34,080	35,203	36,721	41,582	42,685	43,850	45,014	46,180	Annual
	1,310.76	1,353.96	1,412.36	1,599.30	1,641.73	1,686.53	1,731.29	1,776.14	Biweekly
	16.3845	16.9245	17.6545	19.9912	20.5216	21.0817	21.6412	22.2017	Hourly
	24.5768	25.3867	26.4817	29.9869	30.7824	31.6225	32.4617	33.3026	Overtime
31	-	-	-	41,265	42,708	44,205	45,751	47,351	Annual
	-	-	-	1,587.13	1,642.62	1,700.17	1,759.67	1,821.20	Biweekly
	-	-	-	19.8392	20.5327	21.2522	21.9959	22.7650	Hourly
	-	-	-	29.7588	30.7991	31.8783	32.9938	34.1474	Overtime

MUNICIPAL EMPLOYEES CLASSIFICATIONS AND PAY GRADES

<u>PAYGRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>
5	Custodian I
6	Clerk II Clerk-Bookkeeper Clerk Stenographer II Data Entry Technician Maintenance Worker I Radio Operator
7	Para Police Planning Clerk Purchasing Clerk Recreation Clerk
8	Clerk III Equipment Operator I Inventory Control Clerk Maintenance Worker II Line Locator/Water Meter Reader Permit Technician Recycling and Solid Waste Worker
9	Arborist I Equipment Operator II Maintenance Mechanic II Printer Sewer Billing Clerk Solid Waste Aide
10	Animal Control Officer Equipment Operator III Maintenance Worker III Water Meter Installer
11	Arborist II Engineering Aide II Maintenance Mechanic 'A' Maintenance Mechanic III Water Meter Repairman

MUNICIPAL EMPLOYEES CLASSIFICATIONS AND PAY GRADES

<u>PAYGRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>
12	Community Health Specialist SWEEP Officer Treatment Plant Operator I Traffic Signal Technician II Zoning Officer
13	911 Dispatcher Building Inspector (13 – 15 – 16) Engineering Aide III Financial Specialist Lab Technician Tradesman Tradesman-Carpenter Tradesman-Electrician Tradesman-Plumber
14	Code Enforcement Inspector Construction Inspector Construction Technician Environmental Technician Equipment Operator IV Housing Inspector Instrumentation Technician Rehabilitation Specialist Telecommunications Technician Treatment Plant Operator II Waste & Recycling Operator
15	Community Planner I Engineering Aide IV Equipment Operator V Tax Examiner
16	Communicable Disease Investigator Dietician Electrical Inspector Greens Keeper Plumbing / Mechanic Inspector Treatment Plant Operator II
18	Sanitarian
31 - Special Pay Scale	Community Health Nurse Community Planner II Paramedic

**CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY 2008 TO JULY 2008 WAGE SCHEDULE
PATROL OFFICER**

Years Service	Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	42,059	-	42,059	1,617.65	161.765	20.2205	2,264.71
2	44,061	-	44,061	1,694.66	169.466	21.1832	2,372.52
3	46,066	-	46,066	1,771.78	177.178	22.1474	2,480.50
4	56,035	-	56,035	2,155.18	215.518	26.9397	3,017.25
5	56,245	425	56,670	2,179.61	217.961	27.2452	3,051.45
6	56,245	525	56,770	2,183.46	218.346	27.2933	3,056.84
7	56,245	625	56,870	2,187.30	218.730	27.3414	3,062.22
8	56,245	725	56,970	2,191.15	219.115	27.3895	3,067.61
9	56,245	825	57,070	2,194.99	219.499	27.4375	3,072.99
10	56,245	925	57,170	2,198.84	219.884	27.4856	3,078.38
11	56,245	1,025	57,270	2,202.69	220.269	27.5337	3,083.76
12	56,245	1,125	57,370	2,206.53	220.653	27.5818	3,089.15
13	56,245	1,225	57,470	2,210.38	221.038	27.6298	3,094.53
14	56,245	1,325	57,570	2,214.23	221.423	27.6779	3,099.92
15	56,245	1,425	57,670	2,218.07	221.807	27.7260	3,105.30
16	56,245	1,525	57,770	2,221.92	222.192	27.7741	3,110.68
17	56,245	1,625	57,870	2,225.76	222.576	27.8221	3,116.07
18	56,245	1,725	57,970	2,229.61	222.961	27.8702	3,121.45
19	56,245	1,825	58,070	2,233.46	223.346	27.9183	3,126.84
20	56,245	1,925	58,170	2,237.30	223.730	27.9664	3,132.22
21	56,245	2,025	58,270	2,241.15	224.115	28.0145	3,137.61
22	56,245	2,125	58,370	2,244.99	224.499	28.0625	3,142.99
23	56,245	2,225	58,470	2,248.84	224.884	28.1106	3,148.38
24	56,245	2,325	58,570	2,252.69	225.269	28.1587	3,153.76
25	56,245	2,425	58,670	2,256.53	225.653	28.2068	3,159.15

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

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JULY 2008 TO DECEMBER 2008 WAGE SCHEDULE
PATROL OFFICER

Years Service	Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	43,321	-	43,321	1,666.18	166.618	20.8272	2,332.66
2	45,383	-	45,383	1,745.49	174.549	21.8187	2,443.69
3	47,448	-	47,448	1,824.92	182.492	22.8116	2,554.89
4	57,716	-	57,716	2,219.85	221.985	27.7481	3,107.79
5	57,932	425	58,357	2,244.51	224.451	28.0565	3,142.32
6	57,932	525	58,457	2,248.36	224.836	28.1046	3,147.70
7	57,932	625	58,557	2,252.21	225.221	28.1527	3,153.09
8	57,932	725	58,657	2,256.05	225.605	28.2007	3,158.47
9	57,932	825	58,757	2,259.90	225.990	28.2488	3,163.86
10	57,932	925	58,857	2,263.74	226.374	28.2969	3,169.24
11	57,932	1,025	58,957	2,267.59	226.759	28.3450	3,174.63
12	57,932	1,125	59,057	2,271.44	227.144	28.3931	3,180.01
13	57,932	1,225	59,157	2,275.28	227.528	28.4411	3,185.40
14	57,932	1,325	59,257	2,279.13	227.913	28.4892	3,190.78
15	57,932	1,425	59,357	2,282.98	228.298	28.5373	3,196.17
16	57,932	1,525	59,457	2,286.82	228.682	28.5854	3,201.55
17	57,932	1,625	59,557	2,290.67	229.067	28.6334	3,206.93
18	57,932	1,725	59,657	2,294.51	229.451	28.6815	3,212.32
19	57,932	1,825	59,757	2,298.36	229.836	28.7296	3,217.70
20	57,932	1,925	59,857	2,302.21	230.221	28.7777	3,223.09
21	57,932	2,025	59,957	2,306.05	230.605	28.8257	3,228.47
22	57,932	2,125	60,057	2,309.90	230.990	28.8738	3,233.86
23	57,932	2,225	60,157	2,313.74	231.374	28.9219	3,239.24
24	57,932	2,325	60,257	2,317.59	231.759	28.9700	3,244.63
25	57,932	2,425	60,357	2,321.44	232.144	29.0181	3,250.01

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

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY 2008 TO JULY 2008 WAGE SCHEDULE
"SERGEANT A"

Years Service	Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	55,501	-	55,501	2,134.65	213.465	26.6830	2,988.51
2	57,413	-	57,413	2,208.21	220.821	27.6026	3,091.49
3	59,318	-	59,318	2,281.45	228.145	28.5181	3,194.02
4	59,318	-	59,318	2,281.45	228.145	28.5181	3,194.02
5	59,527	425	59,952	2,305.84	230.584	28.8230	3,228.17
6	59,527	525	60,052	2,309.68	230.968	28.8711	3,233.56
7	59,527	625	60,152	2,313.53	231.353	28.9191	3,238.94
8	59,527	725	60,252	2,317.38	231.738	28.9672	3,244.33
9	59,527	825	60,352	2,321.22	232.122	29.0153	3,249.71
10	59,527	925	60,452	2,325.07	232.507	29.0634	3,255.10
11	59,527	1,025	60,552	2,328.91	232.891	29.1114	3,260.48
12	59,527	1,125	60,652	2,332.76	233.276	29.1595	3,265.87
13	59,527	1,225	60,752	2,336.61	233.661	29.2076	3,271.25
14	59,527	1,325	60,852	2,340.45	234.045	29.2557	3,276.63
15	59,527	1,425	60,952	2,344.30	234.430	29.3037	3,282.02
16	59,527	1,525	61,052	2,348.15	234.815	29.3518	3,287.40
17	59,527	1,625	61,152	2,351.99	235.199	29.3999	3,292.79
18	59,527	1,725	61,252	2,355.84	235.584	29.4480	3,298.17
19	59,527	1,825	61,352	2,359.68	235.968	29.4961	3,303.56
20	59,527	1,925	61,452	2,363.53	236.353	29.5441	3,308.94
21	59,527	2,025	61,552	2,367.38	236.738	29.5922	3,314.33
22	59,527	2,125	61,652	2,371.22	237.122	29.6403	3,319.71
23	59,527	2,225	61,752	2,375.07	237.507	29.6884	3,325.10
24	59,527	2,325	61,852	2,378.91	237.891	29.7364	3,330.48
25	59,527	2,425	61,952	2,382.76	238.276	29.7845	3,335.87

Differential: Middle Shift - \$0.35/Hour "Sergeants A" applies to Sergeants with less than two (2) years in grade
Night Shift - \$0.40/Hour

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JULY 2008 TO DECEMBER 2008 WAGE SCHEDULE
"SERGEANT A"

Years Service	Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	57,166	-	57,166	2,198.69	219.869	27.4836	3,078.17
2	59,135	-	59,135	2,274.44	227.444	28.4305	3,184.21
3	61,098	-	61,098	2,349.91	234.991	29.3738	3,289.87
4	61,098	-	61,098	2,349.91	234.991	29.3738	3,289.87
5	61,313	425	61,738	2,374.53	237.453	29.6816	3,324.34
6	61,313	525	61,838	2,378.38	237.838	29.7297	3,329.73
7	61,313	625	61,938	2,382.22	238.222	29.7778	3,335.11
8	61,313	725	62,038	2,386.07	238.607	29.8259	3,340.50
9	61,313	825	62,138	2,389.92	238.992	29.8739	3,345.88
10	61,313	925	62,238	2,393.76	239.376	29.9220	3,351.27
11	61,313	1,025	62,338	2,397.61	239.761	29.9701	3,356.65
12	61,313	1,125	62,438	2,401.45	240.145	30.0182	3,362.04
13	61,313	1,225	62,538	2,405.30	240.530	30.0663	3,367.42
14	61,313	1,325	62,638	2,409.15	240.915	30.1143	3,372.81
15	61,313	1,425	62,738	2,412.99	241.299	30.1624	3,378.19
16	61,313	1,525	62,838	2,416.84	241.684	30.2105	3,383.57
17	61,313	1,625	62,938	2,420.69	242.069	30.2586	3,388.96
18	61,313	1,725	63,038	2,424.53	242.453	30.3066	3,394.34
19	61,313	1,825	63,138	2,428.38	242.838	30.3547	3,399.73
20	61,313	1,925	63,238	2,432.22	243.222	30.4028	3,405.11
21	61,313	2,025	63,338	2,436.07	243.607	30.4509	3,410.50
22	61,313	2,125	63,438	2,439.92	243.992	30.4989	3,415.88
23	61,313	2,225	63,538	2,443.76	244.376	30.5470	3,421.27
24	61,313	2,325	63,638	2,447.61	244.761	30.5951	3,426.65
25	61,313	2,425	63,738	2,451.45	245.145	30.6432	3,432.04

Differential: Middle Shift - \$0.35/Hour "Sergeants A" applies to Sergeants with less than two (2) years in grade
Night Shift - \$0.40/Hour

**CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY 2008 TO JULY 2008 WAGE SCHEDULE
"SERGEANT B"**

Years Service	Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	60,923	-	60,923	2,343.19	234.319	29.2898	3,280.46
2	60,923	-	60,923	2,343.19	234.319	29.2898	3,280.46
3	60,923	-	60,923	2,343.19	234.319	29.2898	3,280.46
4	60,923	-	60,923	2,343.19	234.319	29.2898	3,280.46
5	60,923	425	61,348	2,359.53	235.953	29.4941	3,303.34
6	60,923	525	61,448	2,363.38	236.338	29.5422	3,308.73
7	60,923	625	61,548	2,367.22	236.722	29.5903	3,314.11
8	60,923	725	61,648	2,371.07	237.107	29.6384	3,319.50
9	60,923	825	61,748	2,374.92	237.492	29.6865	3,324.88
10	60,923	925	61,848	2,378.76	237.876	29.7345	3,330.27
11	60,923	1,025	61,948	2,382.61	238.261	29.7826	3,335.65
12	60,923	1,125	62,048	2,386.45	238.645	29.8307	3,341.04
13	60,923	1,225	62,148	2,390.30	239.030	29.8788	3,346.42
14	60,923	1,325	62,248	2,394.15	239.415	29.9268	3,351.81
15	60,923	1,425	62,348	2,397.99	239.799	29.9749	3,357.19
16	60,923	1,525	62,448	2,401.84	240.184	30.0230	3,362.58
17	60,923	1,625	62,548	2,405.69	240.569	30.0711	3,367.96
18	60,923	1,725	62,648	2,409.53	240.953	30.1191	3,373.34
19	60,923	1,825	62,748	2,413.38	241.338	30.1672	3,378.73
20	60,923	1,925	62,848	2,417.22	241.722	30.2153	3,384.11
21	60,923	2,025	62,948	2,421.07	242.107	30.2634	3,389.50
22	60,923	2,125	63,048	2,424.92	242.492	30.3115	3,394.88
23	60,923	2,225	63,148	2,428.76	242.876	30.3595	3,400.27
24	60,923	2,325	63,248	2,432.61	243.261	30.4076	3,405.65
25	60,923	2,425	63,348	2,436.45	243.645	30.4557	3,411.04

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

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

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JULY 2008 TO DECEMBER 2008 WAGE SCHEDULE
"SERGEANT B"

Years Service	Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	62,751	-	62,751	2,413.49	241.349	30.1686	3,378.88
2	62,751	-	62,751	2,413.49	241.349	30.1686	3,378.88
3	62,751	-	62,751	2,413.49	241.349	30.1686	3,378.88
4	62,751	-	62,751	2,413.49	241.349	30.1686	3,378.88
5	62,751	425	63,176	2,429.83	242.983	30.3729	3,401.77
6	62,751	525	63,276	2,433.68	243.368	30.4210	3,407.15
7	62,751	625	63,376	2,437.53	243.753	30.4691	3,412.54
8	62,751	725	63,476	2,441.37	244.137	30.5172	3,417.92
9	62,751	825	63,576	2,445.22	244.522	30.5652	3,423.31
10	62,751	925	63,676	2,449.07	244.907	30.6133	3,428.69
11	62,751	1,025	63,776	2,452.91	245.291	30.6614	3,434.08
12	62,751	1,125	63,876	2,456.76	245.676	30.7095	3,439.46
13	62,751	1,225	63,976	2,460.60	246.060	30.7575	3,444.84
14	62,751	1,325	64,076	2,464.45	246.445	30.8056	3,450.23
15	62,751	1,425	64,176	2,468.30	246.830	30.8537	3,455.61
16	62,751	1,525	64,276	2,472.14	247.214	30.9018	3,461.00
17	62,751	1,625	64,376	2,475.99	247.599	30.9499	3,466.38
18	62,751	1,725	64,476	2,479.83	247.983	30.9979	3,471.77
19	62,751	1,825	64,576	2,483.68	248.368	31.0460	3,477.15
20	62,751	1,925	64,676	2,487.53	248.753	31.0941	3,482.54
21	62,751	2,025	64,776	2,491.37	249.137	31.1422	3,487.92
22	62,751	2,125	64,876	2,495.22	249.522	31.1902	3,493.31
23	62,751	2,225	64,976	2,499.07	249.907	31.2383	3,498.69
24	62,751	2,325	65,076	2,502.91	250.291	31.2864	3,504.08
25	62,751	2,425	65,176	2,506.76	250.676	31.3345	3,509.46

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

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

**CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY 2008 THROUGH DECEMBER 2008
FIRE FIGHTERS**

Years Service	Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	40,611	-	40,611	1,561.96	223.14	18.5948	2,900.79
2	42,642	-	42,642	1,640.08	234.30	19.5248	3,045.86
3	44,674	-	44,674	1,718.24	245.46	20.4550	3,191.01
4	55,593	-	55,593	2,138.20	305.46	25.4549	3,970.95
5	55,593	175	55,768	2,144.93	306.42	25.5349	3,983.45
6	55,593	275	55,868	2,148.78	306.97	25.5807	3,990.59
7	55,593	325	55,918	2,150.70	307.24	25.6036	3,994.16
8	55,593	375	55,968	2,152.63	307.52	25.6265	3,997.73
9	55,593	475	56,068	2,156.47	308.07	25.6723	4,004.88
10	55,593	525	56,118	2,158.39	308.34	25.6952	4,008.45
11	55,593	575	56,168	2,160.32	308.62	25.7181	4,012.02
12	55,593	675	56,268	2,164.16	309.17	25.7639	4,019.16
13	55,593	725	56,318	2,166.09	309.44	25.7867	4,022.73
14	55,593	775	56,368	2,168.01	309.72	25.8096	4,026.30
15	55,593	875	56,468	2,171.86	310.27	25.8554	4,033.45
16	55,593	925	56,518	2,173.78	310.54	25.8783	4,037.02
17	55,593	975	56,568	2,175.70	310.81	25.9012	4,040.59
18	55,593	1,075	56,668	2,179.55	311.36	25.9470	4,047.73
19	55,593	1,125	56,718	2,181.47	311.64	25.9699	4,051.30
20	55,593	1,325	56,918	2,189.16	312.74	26.0615	4,065.59
25	55,593	1,825	57,418	2,208.39	315.48	26.2904	4,101.30

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY 2008 THROUGH DECEMBER 2008
LIEUTENANT / INSPECTOR

Years Service	Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	60,322	-	60,322	2,320.07	331.44	27.6199	4,308.70
5	60,322	175	60,497	2,326.80	332.41	27.7000	4,321.21
6	60,322	275	60,597	2,330.65	332.95	27.7458	4,328.35
7	60,322	325	60,647	2,332.57	333.22	27.7687	4,331.91
8	60,322	375	60,697	2,334.49	333.50	27.7916	4,335.48
9	60,322	475	60,797	2,338.34	334.05	27.8374	4,342.63
10	60,322	525	60,847	2,340.26	334.32	27.8603	4,346.20
11	60,322	575	60,897	2,342.19	334.60	27.8832	4,349.77
12	60,322	675	60,997	2,346.03	335.15	27.9290	4,356.92
13	60,322	725	61,047	2,347.96	335.42	27.9518	4,360.49
14	60,322	775	61,097	2,349.88	335.70	27.9747	4,364.06
15	60,322	875	61,197	2,353.72	336.25	28.0205	4,371.21
16	60,322	925	61,247	2,355.65	336.52	28.0434	4,374.78
17	60,322	975	61,297	2,357.57	336.80	28.0663	4,378.36
18	60,322	1,075	61,397	2,361.42	337.35	28.1121	4,385.48
19	60,322	1,125	61,447	2,363.34	337.62	28.1350	4,389.05
20	60,322	1,325	61,647	2,371.03	338.72	28.2266	4,403.35
25	60,322	1,825	62,147	2,390.26	341.47	28.4555	4,439.05

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY 2008 THROUGH DECEMBER 2008
CAPTAIN

Years Service	Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	62,540	-	62,540	2,405.40	343.63	28.6357	4,467.17
5	62,540	175	62,715	2,412.13	344.59	28.7159	4,479.67
6	62,540	275	62,815	2,415.98	345.14	28.7617	4,486.82
7	62,540	325	62,865	2,417.90	345.41	28.7845	4,490.39
8	62,540	375	62,915	2,419.82	345.69	28.8074	4,493.96
9	62,540	475	63,015	2,423.67	346.24	28.8532	4,501.10
10	62,540	525	63,065	2,425.59	346.51	28.8761	4,504.67
11	62,540	575	63,115	2,427.52	346.79	28.8990	4,508.25
12	62,540	675	63,215	2,431.36	347.34	28.9448	4,515.39
13	62,540	725	63,265	2,433.29	347.61	28.9677	4,518.96
14	62,540	775	63,315	2,435.21	347.89	28.9906	4,522.53
15	62,540	875	63,415	2,439.06	348.44	29.0364	4,529.67
16	62,540	925	63,465	2,440.98	348.71	29.0593	4,533.25
17	62,540	975	63,515	2,442.90	348.99	29.0822	4,536.82
18	62,540	1,075	63,615	2,446.75	349.54	29.1280	4,543.96
19	62,540	1,125	63,665	2,448.67	349.81	29.1508	4,547.53
20	62,540	1,325	63,865	2,456.36	350.91	29.2424	4,561.82
25	62,540	1,825	64,365	2,475.59	353.66	29.4714	4,597.53

**CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY 2008 THROUGH DECEMBER 2008
BATTALION CHIEF**

Years Service	Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	64,767	-	64,767	2,491.06	355.87	29.6555	4,626.26
5	64,767	175	64,942	2,497.79	356.83	29.7356	4,638.75
6	64,767	275	65,042	2,501.63	357.38	29.7813	4,645.89
7	64,767	325	65,092	2,503.56	357.65	29.8042	4,649.46
8	64,767	375	65,142	2,505.48	357.93	29.8271	4,653.03
9	64,767	475	65,242	2,509.32	358.47	29.8729	4,660.17
10	64,767	525	65,292	2,511.25	358.75	29.8958	4,663.76
11	64,767	575	65,342	2,513.17	359.02	29.9187	4,667.31
12	64,767	675	65,442	2,517.02	359.57	29.9645	4,674.45
13	64,767	725	65,492	2,518.94	359.85	29.9874	4,678.03
14	64,767	775	65,542	2,520.86	360.12	30.0103	4,681.60
15	64,767	875	65,642	2,524.71	360.67	30.0561	4,688.75
16	64,767	925	65,692	2,526.63	360.95	30.0790	4,692.32
17	64,767	975	65,742	2,528.56	361.22	30.1019	4,695.89
18	64,767	1,075	65,842	2,532.40	361.77	30.1476	4,703.03
19	64,767	1,125	65,892	2,534.32	362.05	30.1705	4,706.60
20	64,767	1,325	66,092	2,542.02	363.15	30.2621	4,720.89
25	64,767	1,825	66,592	2,561.25	365.89	30.4910	4,756.60

**ARTICLE 130
FINANCIAL PROCEDURES**

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

130.01 FISCAL YEAR

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

130.02 SUBMISSION OF BALANCED BUDGET AND CAPITAL PROGRAM

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

130.03 BUDGET MESSAGE

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

- A. An explanation of the expenditures and revenues in the proposed budget, indicating and explaining major changes from the current year and the prior year.*
- B. An outline of proposed programs and an explanation of new, expanded or abolished programs or functions.*
- C. A summary of the City's debt position.*

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

130.04 BUDGET

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

- A. It shall begin with a general summary of its contents. (Art. VIII, §804)
- B. It shall show, in detail, all estimated income, indicating the existing and proposed tax levies, as well as other assessments, fees and charges. (Art. VIII, §804)
- C. It shall show all proposed expenditures, including debt service, for the ensuing fiscal year. (Art. VIII, §804)
- D. It shall show the number of proposed employees in every job classification. (Art. VIII, §804)
- E. It shall be so arranged as to show comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures of the preceding four (4) fiscal years. (Art. VIII, §804)
- F. It shall indicate proposed expenditures during the ensuing fiscal year, detailed by offices, departments and agencies, in terms of their respective work programs and the methods of financing such expenditures. (Art. VIII, §804)
- G. It shall indicate proposed capital expenditures during the ensuing fiscal year, detailed by office, departments and agencies when practicable, and the proposed method of financing each such capital expenditure. The Mayor will include this separate Capital Program section in the annual Budget and submit to Council with appropriate supporting information as to the necessity for such programs. (Art. VIII, §804)
- H. It shall indicate anticipated net surplus or deficit for the ensuing fiscal year of each utility, i.e., water, sewer and enterprise funds, owned or operated by the City and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget. (Art. VIII, §804)
- I. The budget shall be in such form as is required by Council for City budgets and shall, in addition, have appended, thereto, a detailed analysis of the various items of expenditures and revenue. Position classification titles, paygrades and salaries for each specific position shall be components of the program detail in the budget that is presented to and adopted by City Council. (13337 §1 6/8/95)

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

130.05 CITY COUNCIL ACTION ON BUDGET

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

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

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

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

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

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

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

130.07 AMENDMENTS AFTER ADOPTION

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

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

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

- 1. Council may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.*
- 2. Council may authorize an appropriation from the unappropriated balance of any fund.*
- 3. Council may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.*
- 4. Council must approve, by ordinance, any transfer of any funds which results in a change in salary for any City employee. (13221 §1 10/20/93; 13252 §1 4/7/94; 13592 §1 7/17/97)*

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

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

E. Rules and Regulations on Transfers:

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

2. Intrafund Transfers: Subject to the above limitation, the Director of

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

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

130.08 LAPSE OF APPROPRIATIONS

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

130.09 ADMINISTRATION OF THE BUDGET AND CAPITAL PLAN

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

130.10 CAPITAL PLAN

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

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

1. A clear general summary of its contents;
2. A list of all capital improvements and other capital expenditures which are proposed to be undertaken during the five (5) fiscal years next ensuing, with appropriate supporting information as to the necessity for each;
3. Cost estimates and recommended time schedules for each improvements or other capital expenditure;
4. Method of financing, upon which each capital expenditure is to be reliant;
5. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired; and
6. All Capital Projects must be included in the Capital Plan Budget. (Art. VIII, §811)

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

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

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

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

The Capital Project preliminary feasibility study shall include:

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

- b. The cost estimates and time schedule for the Capital Project including the cost of the Post Project Completion Audit.
- c. The method of financing and sources upon which this Capital Project is reliant.
- d. The annual cost of operating and maintaining the project to be constructed or acquired. (Art. VIII, §811)

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

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

The Final Capital Project proposal and financing shall include:

- a. A clear general summary of its purpose and justification. (Art. VIII, §811)
- b. The cost estimates and time schedule for the Capital Project including the cost of the Post Project Completion Audit. (Art. VIII, §811)
- c. The method of financing and sources upon which this Capital Project is reliant. (Art. VIII, §811)
- d. The annual cost of operating and maintaining the project to be constructed or acquired. (Art. VIII, §811)
- e. This final Capital Project Proposal will be published and made available for the public to review (Use Notice and Hearing Notice - Section 812). Capital Project replaces Capital Program. The final Council approval of Capital Projects will require five (5) votes to approve. (Art. VIII, §811)

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

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

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

c. **Status Reports to Council:**

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

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

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

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

130.11 CITY COUNCIL ACTION ON CAPITAL PLAN

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

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

130.12 PUBLIC RECORDS

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

130.13 INDEPENDENT AUDIT

The Council shall provide for an annual independent audit to be completed and submitted to the Mayor within one hundred eighty (180) days of the close of the fiscal year. It shall include City receipts, expenditures, accounts and reports by a Pennsylvania Certified Public Accountant or a Certified Public Accounting firm, experienced in municipal finance, having no personal interest, direct or indirect, in the fiscal affairs of the City or any of its elected or appointed personnel. The Council may provide for more frequent audits at its discretion. Within thirty (30) days of completion, the Mayor shall present to the Council, the results of the annual audit and a financial statement of the fiscal affairs of the City, with the results of the independent auditor's survey of internal control and any recommendations thereon. The evaluation of the internal control shall take the form of a Management Letter. This Management Letter shall be submitted to the City Council after every audit. A summary of the annual audit of the independent auditor shall be published at least once in one or more newspapers of general circulation in the City within thirty (30) days after submission to the Mayor. The annual audit shall be conducted in accordance with generally accepted auditing standards. The financial report shall be prepared in accordance with generally accepted accounting principles, and shall include a balance sheet for each fund, and on a consolidated fund basis reflecting all current assets, current liabilities and fund balances. The Council shall designate such accountant or firm annually or for a period not exceeding three (3) years. Such accountant or firm shall not serve for more than six (6) consecutive years. (Art. VIII, §814)

130.14 APPROPRIATIONS

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

130.15 CONTRIBUTIONS

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

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

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

130.16 CONTRACTS

A. Administration

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

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

B. Bidding Process

1. *Whenever the estimated cost of any construction, erection, installation, completion, alteration, repair of, or addition to, any project subject to the control of the City shall exceed Twenty Thousand (\$20,000) Dollars, it shall be the duty of the City to have such work performed pursuant to a contract awarded to the lowest responsible bidder, after advertisement for bids. Every such contract shall contain a provision obligating the contractor to the prompt payment of all material furnished, labor supplied or performed, rental for equipment employed, and services rendered by public utilities in or in connection with the prosecution of the work, whether or not the said material, labor, equipment or service enter into and become component parts of the work or improvement contemplated. Such provision shall be deemed to be included for the benefit of every person, partnership, association or corporation who, as subcontractor or otherwise, has furnished material, supplied or performed labor, rented equipment or services in or in connection with the prosecution of the work as aforesaid, and the inclusion thereof in any contract shall preclude the filing by any such person, partnership, association or corporation of any mechanics' lien claim for such material, labor or rental of equipment. (Art. VIII, §815; 13596 §1 8/21/97)*

2. *Whenever the estimated costs of any purchase of supplies, materials or equipment or the rental of any equipment, whether or not the same is to be used in connection with the construction, erection, installation, completion, alteration, repair of, or addition to, any project subject to the control of the City, shall exceed Twenty Thousand (\$20,000) Dollars, it shall be the duty of the City to have such purchase or rental made pursuant to a contract awarded to the lowest responsible bidder, after advertisement for bids, such advertisement to be inserted in a newspaper of general circulation in Lehigh County. (Art. VIII, §815; 13596 §1 8/21/97)*

a. *The City shall not evade the provisions of subsection (a) or (b) as to advertising for bids by purchasing materials or contracting for services piecemeal for the purpose of obtaining prices under Twenty Thousand (\$20,000) Dollars upon transactions which should, in the exercise of reasonable discretion and prudence, be conducted as one transaction amounting to more than Twenty Thousand (\$20,000) Dollars. This provision is intended to make unlawful the practice of evading advertising requirements by making a series of purchases or contracts, each for less than the advertising requirement price, or by making several simultaneous purchases or contracts, each below said price, when, in either case, the transactions involved should have been made as one transaction for one price. (Art. VIII, §815; 13596 §1 8/21/97)*

b. *Written or telephonic price quotations from at least three (3) qualified and responsible contractors shall be requested for all contracts that exceed Four Thousand (\$4,000) Dollars but are less than the amount requiring advertisement and competitive bidding or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three (3) qualified contractors exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at*

least the date of the quotation, the name of the contractor and the contractor's representative, the construction, reconstruction, repair, maintenance or work which was the subject of the quotation and the price. Written price quotations and written records of telephonic price quotations and memoranda shall be retained for a period of three (3) years. (Art. VIII, §815)

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

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

5. Resident Preference:

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

b. When bids are received from both non-resident and resident businesses, or for a product manufactured in Allentown or manufactured by an entity headquartered in Allentown, and products which are not, and the lowest responsible bid is from a non-resident business or not manufactured in Allentown or by an entity headquartered in Allentown, the contract shall be awarded to the responsible resident business or the product manufactured in Allentown or manufactured by an entity headquartered in Allentown, whose responsible bid is nearest to the bid price of the otherwise low non-resident bidder, if the bid price of the resident bidder is made lower than the bid price of such non-resident business when multiplied by a factor .95. (Residence Preference provision was approved in a Charter Referendum, November 4, 1997)

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

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

C. Emergency Purchases:

Emergency Purchases of goods, equipment or service, an emergency purchase shall mean a purchase necessary for the public safety or to avoid a significant financial loss to the City and for which the period of time, from the realization of need for the purchase to the need for completion of purchase, is less than the time necessary to comply with the provisions of Section B (Bidding Procedures), above. (13596 §2 8/21/97)

Within one week after the purchase of any goods, equipment or services described in above, the Finance Director shall submit to the City Council a report detailing the justification for excluding said purchase from advertised bidding requirements; the vendor selected for the purchase; the price paid for the goods, equipment or services purchased; and any additional information as the City Council may require. (13596 §18/21/97)

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

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

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

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

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

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

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

1. Child Labor. The factory does not employ anybody younger than the legal age for children to work in the country in which the factory is located, and regardless of the legal age, does not employ anybody younger than age 15.
2. Forced Labor. The factory does not use forced labor of any kind -- prison labor, indentured labor or bonded labor.
3. Wages and Benefits. The factory pays a wage which enables its employees to meet their basic needs for food, shelter, clothing and medical care and to set aside money for future purchases. The factory also provides all benefits required by law in their country and compensates workers for overtime.
4. Hours of Work. Employees are not required to work more than 48 hours per week or less if the law of the country in which the factory is located sets a shorter work week.
5. Workers' Rights. The factory is a workplace free from physical, sexual or verbal harassment. Employees have the right to speak up about conditions in the factory without fear or retaliation and have the right to form unions of their own choosing without employer intimidation.
6. Health and Safety. The factory provides a safe and healthy working environment. (13591 §1 7/17/97)

E. Purchase of Personal or Professional Services

1. Any purchase of personal or professional services (excluding those related to public debt offerings or other borrowing) in any amount that exceeds Twenty Thousand (\$20,000) Dollars shall be made by written contract and shall be conducted as follows (12497 §1 1/20/82; 13351 §1 9/22/95; 13351 §1 9/22/95; 13445 §1 5/20/98):

a. Requests for professional consulting services (excluding those related to public debt offerings or other borrowing) shall be advertised in a local newspaper(s) for general circulation; regional metropolitan newspapers and, where applicable, trade journals. The advertisement shall be in one of two alternative formats. First, it may simply serve notice that a Request for Proposal (RFP) is available for review listing all basic information necessary to elicit responses. Second, the advertisement may briefly summarize the nature of the requested services and solicit statements of qualifications from firms interested in providing the requested services to the City. As a result of the information provided in this phase, selected qualified firms will be asked to respond to a detailed RFP.

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

1. General background information pertinent to the requested services.
2. Nature and scope of requested services including minimum tasks and activities to be performed together with prescribed completion schedule.
3. Methodology and technical approach to be used in accomplishing the requested work.
4. Description of reports required.
5. Documentation of qualifications and experience in similar work and resumes of staff members to be assigned to the engagement.
6. Compensation information including detailed cost information itemizing hours and rates of each class of staff to be utilized, overhead and profit (if not included in such rates), and out-of-pocket expenses such as travel, telephone, publication and duplication.
7. Estimated utilization of City resources necessary to complete the engagements.
8. Information on the City's evaluation and selection process. (12432 §1 10/1/80; 13351 §1 9/22/95)

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

3. Policy and Procedures for Engineering By Consultants For State and Federally Funded Projects
The following procedures shall be used for the orderly determination of the need to use consulting engineering firms, the qualifications and selection of firms, and general administration and monitoring of engineering agreements:

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

A detailed scope of work, describing the project, its location, and services required, will be prepared. An engineering cost estimate will be prepared to compare with the consultant's proposal. The request for letters of interest from consulting firms interested in performing the required engineering services will be advertised in newspapers of local daily circulation. At the same time the advertisement will be forwarded to the newspaper for publication, a copy will be sent to:

Consulting Engineer's Council of PA
2001 North Front Street
Suite 337
Harrisburg, PA 17102

The advertisement will include the following information:

- a. Location and brief description of the required engineering services.
- b. A statement that the City encourages responses from small firms, minority firms, and firms who have not previously performed work for the City of Allentown.

c. Cut-off time for response to the advertisement (minimum of two weeks).

d. Special requirements Forms 254 and 255.

Three consultants will be selected from those consultants who submit letters of interest. A qualification committee selected by the Public Works Director shall review the qualifications of consultants who submit letters of interest. Documentation of consultants considered and the committee's recommendation shall be maintained in the project file. The committee shall document the reasons for their recommendations.

The City Engineer shall review the recommendations of the qualification committee and select three firms to be recommended to the Pennsylvania Department of Transportation (hereinafter called the Department) as the consultants to prepare a proposal. Upon receipt of the approval of the consultants from the Department, a technical proposal shall be requested from the consultants.

The request for technical proposals shall include a brief written scope of work. The consultants will be invited to a scope of work meeting at which time the project will be explained in detail. Representatives from the Department will be invited to the meeting. The consultants will be advised of the applicable federal regulations, review procedures, contract form, and administration. A copy of Division 1 of the Department's Form 442 will be supplied to the consultants with the understanding that the specifications will be made a part of the contract. The City of Allentown's limitations of profit, wages, overhead factors, etc., will be explained. The consultants will be given a name and phone number to contact in case he/she would have any questions during the preparation of his/her proposal.

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

The City Engineer shall review the recommendation of the qualification committee and rank, in order of preference, the firms. The ranking will be recommended to the Department for approval. Documentation supporting the ranking of the consultants shall be forwarded to the Department when requesting approval of the consultant's ranking. The Department shall approve and/or comment on the municipality's recommended ranking.

The municipality will request a cost proposal from the agreed to first ranked firm and submit the appropriate number of copies to the Department.

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

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

It is understood that the consultant cannot begin work until the Federal authorization has been obtained and notification of this fact has been received by the City.

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

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

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

Partial payment invoices for work performed will be processed as provided by Division 1, Form 442. After review of the invoices by the Public Works Director, it will be paid. The invoice will in turn be forwarded to the Department with recommendation for reimbursement of the federal share.

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

The City of Allentown's designated liaison person will complete copies of the Department's Form D-429, "Past Performance Report Consultant Engineers" and Form D-388, "Confidential Design Evaluation Report", and submit them to the Department.

It is understood and made part of these procedures that the employees of the City of Allentown will neither solicit nor accept gratuities, favors, or anything of monetary value from consultants or contractors or potential consultants or contractors. Violators of said standards will be subject to dismissal from their employment with the City of Allentown, by order of the City Council. (13077 §1 9/18/91)

F. List of Subcontractors Required

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

130.17 OUT-SOURCING

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

130.18 WARRANTS: FORM AND SIGNATURE

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

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

130.19 DEPOSITS; CO-MINGLING; NEGATIVE CASH BALANCES

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

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

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

130.20 TEMPORARY INVESTMENT OF FUNDS

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

There shall be an Investment Advisory Committee composed of four (4) members. One (1) member shall be the Manager, Treasury and Accounting Operations, one (1) member shall be the Council President or his/her designee

and two (2) members with substantial investment experience who shall be appointed by the Mayor with the advice and consent of Council. The initial members of the Committee shall have staggered terms of one, two and three years. Each succeeding term shall be for a period of three (3) years. During the terms of membership on the Committee, the respective firms, if any, of the two (2) members appointed by virtue of their substantial investment experience shall be ineligible to participate in the solicitation, placement, or receive any investments of the City of Allentown. (12711 §1 5/21/86)

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

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

130.21 VACANCY REPORT

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

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

130.22 LIMITATIONS ON EXPENDITURE OF CITY FUNDS

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

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

130.24 SALE/LEASING OF CITY LAND

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

130.25 DEDICATING CITY ASSETS

A. Purpose

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

B. Intent

The intent of this policy is to:

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

C. Policy Statements

1. There are four main types of naming situations this policy intends to address:

- Opening of a new City asset or reopening of a City asset following refurbishment
- Honoring individuals or groups
- Recognizing international, national or provincial events/competitions
- Providing recognition of gifts, sponsorships and joint ventures

2. The selection of a name will be based on a number of criteria including but not limited to:

- A longstanding local area identification with the residents
- Understandable to the majority of citizens in Allentown
- Consistent with any other applicable policies and naming guidelines
- Assists with emergency response situations by being consistent with street names and geographical locations and meeting the requirements of Allentown Fire Department, Police, and EMS
- Consistent with sponsorship levels

3. Preference will be given to names that:

- Give a sense of place, continuity and belonging reflecting the geographic location, community, neighborhood or street

where the City asset is located and/or;

- Recognize the historical significance of the area and/or;
- Reflect unique characteristics of the site and/or;
- Reflect the type of service offered and/or;
- Are in keeping with a selected theme and/or;
- Honor individuals, living or deceased, who have made a significant contribution to the community

4. Names will not be chosen that:

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

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

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

group and the asset to be named

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

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

named

- The significance of the contribution made relative to the construction and operating costs of the item being

City has

- The cost of establishing the naming option (e.g. cost of the signage to be paid by the applicant unless the

made the request for the name change)

renewed if

- Sunset clause associated with the length of time that the name will be used. Naming agreements may be

the appropriate gift or sponsorship is received.

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

D. Application Review and Approval Process

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

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

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

- Review the application for conformity with this policy
- Circulate the application to the appropriate internal stakeholders for comment on the suitability of the application
- Discuss any naming in recognition of an individual prior to discussing it with the individual or next of kin.
- Consult with external stakeholders in the community to the level of support or identify possible objections to the requested civic naming
- Determine whether or not a special event is planned to coincide with the formal naming

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

130.26 CITY FUNDS PROHIBITED TO DELINQUENTS

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

130.27 SETTLEMENTS

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

130.28 STABILIZATION FUND

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

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

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

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

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

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

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

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

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