

CITY OF ALLENTOWN CASH BALANCES AS OF 1/1/2013

Pooled Cash Accounts:

(000) General Fund	(8,453,982)
(001) Capital Fund	(3,027,889)
(002) Water Fund	3,840,842
(003) Sewer Fund	3,669,232
(004) PA Motor	1,263,112
(006) Trexler Park	(323,950)
(081) Risk Management	2,034,909
(081) Workers Comp Trust	455,649
(082) Debt Service	-
(083) Equipment Fund	840,719
(084) EIT Escrow	184,737
(085) Solid Waste	6,814,753
(091) Golf Fund	95,787

Holding Accounts:

(099) LST	-
(099) OPT	8
(098) Payroll Withholding	<u>1,264,336</u>
Total Pooled Cash	8,658,264

Non-Pooled Bank Accounts:

(000) 2006 Loan Fund	5,202,712
(000) New Communities Prog	6,606
(001) PLIGIT 2011 Bond Issue	6,697,967
(001) PLIGIT 2011A Bond Issue	2,911,535
(008) Revolving Loan Fund	4,657
(099) PHFA	4,231
(911) E-911	<u>1,381,501</u>
Total Non-Pooled	16,209,209
Total Pooled/Non-pooled	<u><u>24,867,473</u></u>

PERTINENT FACTS ABOUT THE CITY OF ALLENTOWN

GENERAL

The City of Allentown is the county seat of Lehigh County and, with 118,032 residents, according to the U.S. Census Bureau 2001 estimate, ranks as Pennsylvania's third largest city. The Allentown-Bethlehem Metropolitan Statistical Area, comprised of Carbon, Lehigh, and Northampton counties is the third largest urbanized area in the Commonwealth, with population estimated at 821,623. Only the Philadelphia and Pittsburgh areas have more residents. The City is strategically located within a 300-mile radius of the larger metropolitan areas of the eastern seaboard of the United States.

CITY GOVERNMENT

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

INDUSTRIES/LABOR FORCE

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

TRANSPORTATION

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

AMENITIES

The City of Allentown is home to a variety of cultural and educational facilities including two colleges, an art museum, two theatre companies, two symphony orchestras, a municipal opera company, the Allentown Band, and an expanded free public library. The City maintains 2,000 acres of park land, well above the national average. A minor league hockey arena is being constructed in the downtown area and major enterprises are being attracted to Hamilton Street.

BUDGET TERMINOLOGY GLOSSARY

ACCOUNT CODE

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

FFF-DD-BBBB-PPPP-AA

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

ACCOUNTING

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

APPROPRIATION

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

ASSESSED VALUATION

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

BUDGET

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

BUREAU

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

CAPITAL BUDGET

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

CAPITAL IMPROVEMENTS

Expenditures of land acquisition, construction costs, or improvements to land or buildings.

CAPITAL OUTLAY

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

DEPARTMENT

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

ENCUMBRANCE

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

ENTERPRISE FUND

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

EXPENDITURE

The payment for goods and services received.

FISCAL YEAR

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

F.O.P.

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

FUND

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

GENERAL FUND

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

GENERAL FUND SERVICE CHARGE

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

GENERAL OBLIGATION DEBT

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

GOLF COURSE FUND

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

I.A.F.F.

International Association of Fire Fighters, Local No. 302.

INDIRECT COSTS

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

LIABILITY

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

LIQUID FUELS FUND

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

M.E.S.A.

Municipal Employees Supervisory Association.

MILL

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

OPERATING BUDGET

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

REVENUE BONDS

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

S.E.I.U.

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

SOLID WASTE FUND

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

STANDARD ACCOUNT

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

TREXLER FUND

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

STANDARD ACCOUNTS

<u>A/C #</u>	<u>TITLE</u>	<u>EXPLANATION</u>
PERSONNEL AND FRINGE BENEFITS		
02	Permanent Wages	Base wages including increment for all permanent employees. As of 1/1/2014, longevity pay is posted to a separate account.
03	Holiday Pay	Payments for holidays made to police officers and firefighters as a result of contract commitments.
04	Temporary Wages	Wages for all temporary employees.
05	Education Pay	Education incentive payments made to police officers per contract commitments.
06	Premium Pay	Supplemental wages including wage differential for temporary assignment in a higher paying job classification, and overtime wages including call-in and stand-by, and compensation per contract commitments for holidays.
07	Extra Duty Pay	Police officers may choose to work extra jobs outside of their City employment. The extra job pay is remitted through the City's payroll system. The City bills and collects the set fee for the service from the employer utilizing the services of the off-duty officer.
08	Longevity	Payments for longevity to qualifying employees based on years of service to the City of Allentown..
09	Uniform Allowance	Payments for uniform maintenance made to police officers as a result of contract commitments.
11	Shift Differential	Incremental supplemental wages earned for non-standard hours worked during night shift.
12	FICA/Medicare	Employer contributions to the Social Security Fund.
14	Pension	Contributions made by the City to the various pension funds. This account does not include employee or other contributions to Pension Funds.

STANDARD ACCOUNTS

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

STANDARD ACCOUNTS

<u>A/C #</u>	<u>TITLE</u>	<u>EXPLANATION</u>
40	Civic Expenses	Contributions to local non-profit civic organizations.
42	Repairs & Maintenance	Repairs and maintenance to equipment, machinery, buildings and vehicles performed by commercial establishments and including the cost of service and maintenance agreements.
46	Contract/Services Fees	Any item of a contractual nature not elsewhere classified, including waste disposal, towing, construction, and curb and sidewalk contracts. Also professional services including consulting, legal, auditing and engineering fees.
48	Grant, Non-City Charges	Specific grants made to non-city agencies as "pass-through" grants.
49	Grant Administrative Charges	Administrative costs designated for and charged to grants.
50	Other Services and Charges	Advertising through any medium and district magistrate fees.

MATERIALS AND SUPPLIES

54	Repair & 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.
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.

STANDARD ACCOUNTS

<u>A/C #</u>	<u>TITLE</u>	<u>EXPLANATION</u>
68	Operating Materials & Supplies	Office supplies, sign materials, laboratory supplies, safety equipment (safety goggles, back braces, etc), and other operating materials and supplies not elsewhere classified. This account also includes all equipment purchases which do not meet the capitalization criteria of Account 72.

CAPITAL OUTLAYS

70	Pro Shop Inventory	Inventory purchased for re-sale in the Golf Course Pro Shop.
72	Equipment	Any unit of property having a useful life in excess of one (1) year and a unit cost in excess of: (a) \$500 for individual pieces of furniture and equipment; or grouped assets of a like kind with a unit cost of less than \$500; (b) \$1,000 for maintenance equipment and machinery. (c) All computers, computer components, and computer peripheral equipment regardless of cost. (d) Machinery and equipment that meet the criteria for inclusion in the special purpose Equipment Fund (rolling stock).
74	Real Estate Acquisition	Land and/or building acquisition, surveying, and all associated purchasing costs.

SUNDRY

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).

STANDARD ACCOUNTS

<u>A/C #</u>	<u>TITLE</u>	<u>EXPLANATION</u>
84	Capital Fund Contribution	Contribution from an operating fund to the Capital Project Fund to support capital improvement projects.
86	General City Charges	Charges made by the General Fund to one of the other operating funds for services rendered by agencies or units which are financed from the General Fund.
87	Transfer to Pension Fund	Amount to be paid by the City to the various pension funds toward the unfunded pension liability as collected under ACT205. This account does not include employee or other contributions to Pension Funds.
88	Interfund Transfers	Amounts appropriated for transfer between budgetary funds.
89	Pension - Additional POB	Additional payment to the Pension Fund or the Pension Obligation Bonds.
90	Refunds	Refunds of overpayments, duplicate payments, and other authorized refunds.
91	Arbitrage Rebate	Penalty incurred for excess interest received on bond funds not expended within federally specified limits.
92	Minimum Charge Rebates	Amounts paid to qualified senior citizens pursuant to enabling legislation.
98	Debt Principal	Scheduled payments of principal on all debt obligations.
99	Prior Years Commitments	Appropriations carried over to the next fiscal year to cover prior fiscal year purchase commitments. Expenses in this account were budgeted in prior years, but is actually be paid out in the current year.

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CITY OF ALLENTOWN

BUDGET EMPLOYEE POSITION TOTALS: 2009 - 2014

	2009	2010	2011	2012	2013	2014
<u>GENERAL FUND (000)</u>						
Elected	9	9	9	9	9	9
Municipal - S.E.I.U.	203	175	176	161	152	204
Non-Bargaining & Supervisory	108	100	101	97	98	117
Police - F.O.P.	215	215	206	216	216	216
Fire - I.A.F.F.	141	141	141	141	126	125
TOTAL GENERAL FUND	676	640	632	624	601	671
WATER FUND (002)	94	84	85	84	85	0
SEWER FUND (003)	103	97	96	97	97	0
LIQUID FUELS FUND (004)	23	21	21	21	21	21
TREXLER FUND (006)	23	14	14	14	14	14
RISK MANAGEMENT FUND (081)	2	2	2	2	2	3
SOLID WASTE FUND (085)	41	32	33	33	33	36
GOLF COURSE FUND (091)	6	5	6	6	6	6
HUD (700)	-	-	-	16	11	6
E 9-1-1 Fund (911)	32	32	32	33	33	33
TOTAL ALL POSITIONS	1000	927	921	930	903	790

Source: City of Allentown Budgets

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

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

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

<u>PAY</u>	
<u>GRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>
11	Arbor Foreperson
	Benefits Manager
	EMS Shift Supervisor
	Housing Coordinator
	HUD Grants Monitor
	Maintenance Supervisor
	Recreational Program Manager
	Recreation Program Specialist
	Recruitment Manager
	Residuals Operations Supervisor
	Senior Buyer

<u>PAY</u>	
<u>GRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>
12	Accountant
	Clinical Services Manager
	Community Planner 2
	EMS Operations Manager
	Engineering Construction Manager
	Funds Accountant
	GIS Supervisor
	Golf Course Superintendent
	HUD Grants Accountant
	Human Resource Program Manager
	Internal Audit Manager
	IT Service Coordinator
	Neighborhood Coordinator
	Public Safety Analyst
	Senior Planner
	Systems Analyst
	Zoning Supervisor

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

<u>PAY</u> <u>GRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>	<u>PAY</u> <u>GRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>
13	Cancer Prevention Program Manager	14	Application Developer
	Chief Planner		Associate Utility Engineer
	Chief Maintenance Supervisor		Budget Coordinator
	Chief Supervisor of Maintenance		Business Development Liaison
	Clinical Service Manager		Chief Designer/Surveyor
	Communicable Disease Manager		Communications Manager
	Construction Codes Superintendent		Compliance Auditor
	Emergency Medical Services Manager		Environmental Health Associate Director
	Environmental Field Services Manager		Financial Analyst
	Golf Course Manager		Grants Coordination Manager
	Housing Supervisor		HUD Grants Manager
	Injury Prevention Service Manager		IT Project Manager
	Internal Audit Manager		Laboratories Manager
	Internal Auditor		Network Manager
	Nutrition & Physical Activity Program Manager		Personal Health Associate Director
	Nursing Coordinator		Senior GIS Coordinator
	Operations Manager		Senior Systems Analyst
	Public Works Operations Manager		
	Safety Officer	15	Business Development Manager
	SWEEP & Animal Control Manager		Facilities Manager
	Zoning Supervisor		Finance Operations Manager
			Purchasing Agent
			Risk & Safety Manager
			Recreation Superintendent

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

<u>PAY</u> <u>GRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>	<u>PAY</u> <u>GRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>	
16	Chief Utility Engineer	18	Associate City Solicitor	
	Communications Superintendent		Chief Information Officer	
	Database Administrator/Analyst		City Clerk	
	Facilities Manager		Deputy Director/City Engineer	
	Manager - Recycling & Solid Waste		Deputy Director-Finance	
	Parks Superintendent		Deputy Director-Human Resources	
	Senior Civil Engineer/Assistant City Engineer		Deputy Director - Public Works	
	Sr IT Developer		Police Captain	
	Streets Superintendent			
	TIS Operations Manager		20	City Solicitor (PT)
	Traffic Control Superintendent			
17	Assistant City Solicitor	21	Community Development Director	
	CD Operations Manager		Finance Director	
	Director – Building Standards & Safety		Fire Chief	
	Health Director		Deputy Fire Chief	
	Manager - Engineering		Police Chief	
	Manager - Program Development		Police Chief Assistant	
	Parks, Recreation & Trails Director		Public Works Director	
	Planning Director			
	Revenue and Audit Manager		22	Managing Director
	Treasury and Accounting Manager			

CITY OF ALLENTOWN
2014 WAGE RANGE FOR NON-BARGAINING UNIT EMPLOYEES
Annual Salary Calculated on 2080 Hours per Year

GRADE	Minimum	Maximum		GRADE	Minimum	Maximum	
01	33,295 16.0071	41,492 19.9481	Annual Hourly	12	53,675 25.8053	68,180 32.7788	Annual Hourly
02	34,769 16.7161	43,488 20.9077	Annual Hourly	13	56,083 26.9631	71,368 34.3115	Annual Hourly
03	36,286 17.4452	45,533 21.8911	Annual Hourly	14	58,626 28.1858	74,697 35.9122	Annual Hourly
04	37,880 18.2114	47,653 22.9101	Annual Hourly	15	61,262 29.4528	78,116 37.5558	Annual Hourly
05	39,561 19.0198	49,863 23.9726	Annual Hourly	16	64,027 30.7822	81,675 39.2668	Annual Hourly
06	41,301 19.8561	52,123 25.0590	Annual Hourly	17	66,941 32.1832	85,380 41.0479	Annual Hourly
07	43,169 20.7542	54,526 26.2143	Annual Hourly	18	69,991 33.6496	89,229 42.8985	Annual Hourly
08	45,079 21.6724	56,961 27.3851	Annual Hourly	19	73,219 35.2016	93,256 44.8346	Annual Hourly
09	47,082 22.6354	59,494 28.6031	Annual Hourly	20	76,582 36.8185	97,430 46.8413	Annual Hourly
10	49,174 23.6412	62,121 29.8657	Annual Hourly	21	80,531 38.7167	135,000 64.9038	Annual Hourly
11	51,351 24.6882	65,080 31.2885	Annual Hourly	22	93,127 44.7727	140,000 67.3077	Annual Hourly

MUNICIPAL EMPLOYEE CLASSIFICATIONS AND PAY GRADES

<u>PAY</u> <u>GRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>	<u>PAY</u> <u>GRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>
6	Clerk 2 Clerk Stenographer 2 Data Entry Technician Maintenance Worker 1 Maintenance Worker 1/Custodial Radio Operator	10	Animal Control Officer Arbor Foreperson Equipment Operator 3 Maintenance Worker 3
7	Para Police Recreation Clerk	11	Arborist 2 Emergency Medical Technician Engineering Aide 2 Equipment Operator 3 Specialist Maintenance Mechanic 2 Maintenance Mechanic 3
8	Clerk 3 Inventory Control Clerk Maintenance Worker 2 Maintenance Worker 2/Stock Clerk Permit Technician Printer Aide	12	Community Health Specialist Sweep Officer Sweep Officer-Multi Lingual Traffic Signal Technician 2 Zoning Officer
9	Arborist 1 Equipment Operator 2 Maintenance Mechanic "A" Maintenance Mechanic 1 Maintenance Mechanic 2		

MUNICIPAL EMPLOYEE CLASSIFICATIONS AND PAY GRADES

<u>PAY</u> <u>GRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>	<u>PAY</u> <u>GRADE</u>	<u>POSITION CLASSIFICATION TITLE</u>
13	911 Dispatcher Engineering Aide 3 Dietician Financial Specialist Lab Technician Plumbing/Mechanical Inspector	15	Engineering Aide 4 Equipment Operator 5 Tax Examiner Tradesman Tradesman - Carpenter Tradesman - Electrician Tradesman - Pools Tradesman - Plumber Tradesman - Stormwater Waste & Recycling Operator
14	Construction Inspector Construction Technician Environmental Technician Equipment Operator 4 Housing Inspector Instrumentation Technician Paving Specialist Project Improvement Inspector Rehabilitation Specialist Telecommunications Technician Zoning Officer	16	Building Inspector Communicable Disease Investigator Dietician Electrical Inspector Greenskeeper Plumbing/Mechanical Inspector Tree Inspector
		18	Sanitarian
		31	Community Health Nurse Paramedic

CITY OF ALLENTOWN
JUL 2013 - JUN 2014: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES
Annual Salary Calculated on 2080 Hours per Year
Based on 1.5% increase

SCHEDULE M

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

CITY OF ALLENTOWN
JUL 2013 - JUN 2014: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES
Annual Salary Calculated on 2080 Hours per Year
Based on 1.5% increase

SCHEDULE M

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

CITY OF ALLENTOWN
JUL 2013 - JUN 2014: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES
Annual Salary Calculated on 2080 Hours per Year
Based on 1.5% increase

SCHEDULE M

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

CITY OF ALLENTOWN
JUL 2014 - JUN 2015: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES
Annual Salary Calculated on 2080 Hours per Year
Based on 1.5% increase

SCHEDULE M

GRADE	A	B	C	D	E	F	G	H	
01	28,990	29,960	31,246	35,831	36,468	37,131	37,826	38,566	Annual
	1,115.01	1,152.31	1,201.78	1,378.13	1,402.60	1,428.10	1,454.84	1,483.30	Biweekly
	13.9377	14.4039	15.0222	17.2266	17.5325	17.8512	18.1855	18.5412	Hourly
	20.9065	21.6058	22.5334	25.8399	26.2988	26.7768	27.2783	27.8118	Overtime
02	29,537	30,520	31,832	36,468	37,131	37,826	38,566	39,332	Annual
	1,136.02	1,173.83	1,224.30	1,402.60	1,428.10	1,454.84	1,483.30	1,512.75	Biweekly
	14.2002	14.6729	15.3038	17.5325	17.8512	18.1855	18.5412	18.9094	Hourly
	21.3004	22.0093	22.9557	26.2988	26.7768	27.2783	27.8118	28.3641	Overtime
03	30,109	31,117	32,451	37,131	37,826	38,566	39,332	40,144	Annual
	1,158.04	1,196.80	1,248.12	1,428.10	1,454.84	1,483.30	1,512.75	1,544.02	Biweekly
	14.4755	14.9600	15.6015	17.8512	18.1855	18.5412	18.9094	19.3002	Hourly
	21.7133	22.4400	23.4023	26.7768	27.2783	27.8118	28.3641	28.9503	Overtime
04	30,706	31,730	33,093	37,826	38,566	39,332	40,144	40,993	Annual
	1,181.01	1,220.38	1,272.81	1,454.84	1,483.30	1,512.75	1,544.02	1,576.65	Biweekly
	14.7627	15.2548	15.9101	18.1855	18.5412	18.9094	19.3002	19.7081	Hourly
	22.1440	22.8821	23.8652	27.2783	27.8118	28.3641	28.9503	29.5622	Overtime
05	31,334	32,377	33,769	38,566	39,332	40,144	40,993	41,887	Annual
	1,205.15	1,245.26	1,298.80	1,483.30	1,512.75	1,544.02	1,576.65	1,611.03	Biweekly
	15.0643	15.5657	16.2350	18.5412	18.9094	19.3002	19.7081	20.1379	Hourly
	22.5965	23.3486	24.3526	27.8118	28.3641	28.9503	29.5622	30.2068	Overtime
06	31,999	33,067	34,484	39,332	40,144	40,993	41,887	42,824	Annual
	1,230.73	1,271.81	1,326.29	1,512.75	1,544.02	1,576.65	1,611.03	1,647.07	Biweekly
	15.3842	15.8976	16.5787	18.9094	19.3002	19.7081	20.1379	20.5884	Hourly
	23.0762	23.8464	24.8680	28.3641	28.9503	29.5622	30.2068	30.8826	Overtime

CITY OF ALLENTOWN
JUL 2014 - JUN 2015: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES
Annual Salary Calculated on 2080 Hours per Year
Based on 1.5% increase

SCHEDULE M

GRADE	A	B	C	D	E	F	G	H	
07	32,687	33,777	35,233	40,144	40,993	41,887	42,824	43,806	Annual
	1,257.18	1,299.10	1,355.10	1,544.02	1,576.65	1,611.03	1,647.07	1,684.83	Biweekly
	15.7147	16.2387	16.9388	19.3002	19.7081	20.1379	20.5884	21.0604	Hourly
	23.5721	24.3581	25.4081	28.9503	29.5622	30.2068	30.8826	31.5906	Overtime
08	33,418	34,533	36,018	40,993	41,887	42,824	43,806	44,837	Annual
	1,285.33	1,328.21	1,385.32	1,576.65	1,611.03	1,647.07	1,684.83	1,724.49	Biweekly
	16.0666	16.6026	17.3165	19.7081	20.1379	20.5884	21.0604	21.5561	Hourly
	24.0999	24.9039	25.9747	29.5622	30.2068	30.8826	31.5906	32.3342	Overtime
09	34,182	35,328	36,842	41,887	42,824	43,806	44,837	45,915	Annual
	1,314.69	1,358.77	1,416.98	1,611.03	1,647.07	1,684.83	1,724.49	1,765.96	Biweekly
	16.4336	16.9846	17.7123	20.1379	20.5884	21.0604	21.5561	22.0745	Hourly
	24.6504	25.4770	26.5684	30.2068	30.8826	31.5906	32.3342	33.1118	Overtime
10	34,987	36,153	37,710	42,824	43,806	44,837	45,915	47,056	Annual
	1,345.65	1,390.50	1,450.37	1,647.07	1,684.83	1,724.49	1,765.96	1,809.86	Biweekly
	16.8206	17.3812	18.1296	20.5884	21.0604	21.5561	22.0745	22.6232	Hourly
	25.2309	26.0718	27.1944	30.8826	31.5906	32.3342	33.1118	33.9348	Overtime
11	35,830	37,023	38,617	43,806	44,837	45,915	47,056	48,250	Annual
	1,378.07	1,423.98	1,485.25	1,684.83	1,724.49	1,765.96	1,809.86	1,855.75	Biweekly
	17.2259	17.7997	18.5656	21.0604	21.5561	22.0745	22.6232	23.1969	Hourly
	25.8389	26.6996	27.8485	31.5906	32.3342	33.1118	33.9348	34.7953	Overtime
12	36,715	37,941	39,569	44,837	45,915	47,056	48,250	49,503	Annual
	1,412.11	1,459.27	1,521.90	1,724.49	1,765.96	1,809.86	1,855.75	1,903.96	Biweekly
	17.6514	18.2408	19.0238	21.5561	22.0745	22.6232	23.1969	23.7996	Hourly
	26.4770	27.3613	28.5356	32.3342	33.1118	33.9348	34.7953	35.6993	Overtime

CITY OF ALLENTOWN
JUL 2014 - JUN 2015: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES
Annual Salary Calculated on 2080 Hours per Year
Based on 1.5% increase

SCHEDULE M

GRADE	A	B	C	D	E	F	G	H	
13	37,642	38,898	40,568	45,915	47,056	48,250	49,503	50,816	Annual
	1,447.75	1,496.06	1,560.31	1,765.96	1,809.86	1,855.75	1,903.96	1,954.48	Biweekly
	18.0969	18.7008	19.5038	22.0745	22.6232	23.1969	23.7996	24.4310	Hourly
	27.1454	28.0512	29.2557	33.1118	33.9348	34.7953	35.6993	36.6465	Overtime
14	38,614	39,901	41,619	47,056	48,250	49,503	50,816	52,203	Annual
	1,485.16	1,534.67	1,600.73	1,809.86	1,855.75	1,903.96	1,954.48	2,007.82	Biweekly
	18.5645	19.1833	20.0091	22.6232	23.1969	23.7996	24.4310	25.0977	Hourly
	27.8467	28.7750	30.0137	33.9348	34.7953	35.6993	36.6465	37.6466	Overtime
15	39,598	40,904	42,668	48,250	49,503	50,816	52,203	53,589	Annual
	1,523.01	1,573.23	1,641.09	1,855.75	1,903.96	1,954.48	2,007.82	2,061.10	Biweekly
	19.0376	19.6654	20.5137	23.1969	23.7996	24.4310	25.0977	25.7638	Hourly
	28.5564	29.4981	30.7705	34.7953	35.6993	36.6465	37.6466	38.6457	Overtime
16	40,572	41,909	43,717	49,503	50,816	52,203	53,589	54,977	Annual
	1,560.46	1,611.89	1,681.41	1,903.96	1,954.48	2,007.82	2,061.10	2,114.49	Biweekly
	19.5058	20.1486	21.0176	23.7996	24.4310	25.0977	25.7638	26.4312	Hourly
	29.2587	30.2229	31.5265	35.6993	36.6465	37.6466	38.6457	39.6467	Overtime
18	42,722	44,079	45,886	52,203	53,589	54,977	56,340	57,703	Annual
	1,643.15	1,695.34	1,764.86	2,007.82	2,061.10	2,114.49	2,166.93	2,219.36	Biweekly
	20.5394	21.1917	22.0608	25.0977	25.7638	26.4312	27.0866	27.7420	Hourly
	30.8091	31.7876	33.0912	37.6466	38.6457	39.6467	40.6300	41.6130	Overtime
31	-	-	-	49,127	50,844	52,625	54,467	56,371	Annual
	-	-	-	1,889.48	1,955.54	2,024.06	2,094.89	2,168.13	Biweekly
	-	-	-	23.6185	24.4442	25.3007	26.1861	27.1017	Hourly
	-	-	-	35.4278	36.6663	37.9510	39.2791	40.6525	Overtime

CITY OF ALLENTOWN
 FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
 JANUARY TO DECEMBER 2014 WAGE SCHEDULE
 PATROL OFFICER

* Based on 4% increase

** Based on 12 holidays

Not included: Flag Day,
 Emp Birthday

<u>Years Service</u>	<u>* Base</u>	<u>Longevity</u>	<u>Gross</u>	<u>Bi-Weekly</u>	<u>Daily</u>	<u>Hourly</u>	<u>**Holiday</u>
1	50,192	-	50,192	1,930.48	193.048	24.1310	2,316.58
2	52,581	-	52,581	2,022.36	202.236	25.2795	2,426.83
3	54,974	-	54,974	2,114.40	211.440	26.4300	2,537.28
4	66,871	-	66,871	2,571.96	257.196	32.1495	3,086.35
5	67,121	425	67,546	2,597.91	259.791	32.4738	3,117.49
6	67,121	525	67,646	2,601.75	260.175	32.5219	3,122.10
7	67,121	625	67,746	2,605.60	260.560	32.5700	3,126.72
8	67,121	725	67,846	2,609.44	260.944	32.6181	3,131.33
9	67,121	825	67,946	2,613.29	261.329	32.6661	3,135.95
10	67,121	925	68,046	2,617.14	261.714	32.7142	3,140.56
11	67,121	1,025	68,146	2,620.98	262.098	32.7623	3,145.18
12	67,121	1,125	68,246	2,624.83	262.483	32.8104	3,149.80
13	67,121	1,225	68,346	2,628.68	262.868	32.8584	3,154.41
14	67,121	1,325	68,446	2,632.52	263.252	32.9065	3,159.03
15	67,121	1,425	68,546	2,636.37	263.637	32.9546	3,163.64
16	67,121	1,525	68,646	2,640.21	264.021	33.0027	3,168.26
17	67,121	1,625	68,746	2,644.06	264.406	33.0508	3,172.87
18	67,121	1,725	68,846	2,647.91	264.791	33.0988	3,177.49
19	67,121	1,825	68,946	2,651.75	265.175	33.1469	3,182.10
20	67,121	1,925	69,046	2,655.60	265.560	33.1950	3,186.72
21	67,121	2,025	69,146	2,659.44	265.944	33.2431	3,191.33
22	67,121	2,125	69,246	2,663.29	266.329	33.2911	3,195.95
23	67,121	2,225	69,346	2,667.14	266.714	33.3392	3,200.56
24	67,121	2,325	69,446	2,670.98	267.098	33.3873	3,205.18
25	67,121	2,425	69,546	2,674.83	267.483	33.4354	3,209.80

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

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2014 WAGE SCHEDULE
"SERGEANT A"

* Based on 4% increase

** Based on 12 holidays

Not included: Flag Day,
Emp Birthday

<u>Years</u> <u>Service</u>	<u>* Base</u>	<u>Longevity</u>	<u>Gross</u>	<u>Bi-Weekly</u>	<u>Daily</u>	<u>Hourly</u>	<u>**Holiday</u>
1	66,233	-	66,233	2,547.44	254,744	31.8430	3,056.93
2	68,514	-	68,514	2,635.16	263,516	32.9395	3,162.19
3	70,790	-	70,790	2,722.68	272,268	34.0335	3,267.22
4	70,790	-	70,790	2,722.68	272,268	34.0335	3,267.22
5	71,039	425	71,464	2,748.63	274,863	34.3578	3,298.35
6	71,039	525	71,564	2,752.47	275,247	34.4059	3,302.97
7	71,039	625	71,664	2,756.32	275,632	34.4540	3,307.58
8	71,039	725	71,764	2,760.16	276,016	34.5021	3,312.20
9	71,039	825	71,864	2,764.01	276,401	34.5501	3,316.81
10	71,039	925	71,964	2,767.86	276,786	34.5982	3,321.43
11	71,039	1,025	72,064	2,771.70	277,170	34.6463	3,326.04
12	71,039	1,125	72,164	2,775.55	277,555	34.6944	3,330.66
13	71,039	1,225	72,264	2,779.40	277,940	34.7424	3,335.27
14	71,039	1,325	72,364	2,783.24	278,324	34.7905	3,339.89
15	71,039	1,425	72,464	2,787.09	278,709	34.8386	3,344.51
16	71,039	1,525	72,564	2,790.93	279,093	34.8867	3,349.12
17	71,039	1,625	72,664	2,794.78	279,478	34.9348	3,353.74
18	71,039	1,725	72,764	2,798.63	279,863	34.9828	3,358.35
19	71,039	1,825	72,864	2,802.47	280,247	35.0309	3,362.97
20	71,039	1,925	72,964	2,806.32	280,632	35.0790	3,367.58
21	71,039	2,025	73,064	2,810.16	281,016	35.1271	3,372.20
22	71,039	2,125	73,164	2,814.01	281,401	35.1751	3,376.81
23	71,039	2,225	73,264	2,817.86	281,786	35.2232	3,381.43
24	71,039	2,325	73,364	2,821.70	282,170	35.2713	3,386.04
25	71,039	2,425	73,464	2,825.55	282,555	35.3194	3,390.66

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 TO DECEMBER 2014 WAGE SCHEDULE
 "SERGEANT B"

* Based on 4% Increase

** Based on 12 holidays

Not included: Flag Day,
 Emp Birthday

<u>Years</u> <u>Service</u>	<u>* Base</u>	<u>Longevity</u>	<u>Gross</u>	<u>Bi-Weekly</u>	<u>Daily</u>	<u>Hourly</u>	<u>**Holiday</u>
1	72,703	-	72,703	2,796.28	279.628	34.9535	3,355.54
2	72,703	-	72,703	2,796.28	279.628	34.9535	3,355.54
3	72,703	-	72,703	2,796.28	279.628	34.9535	3,355.54
4	72,703	-	72,703	2,796.28	279.628	34.9535	3,355.54
5	72,703	425	73,128	2,812.63	281.263	35.1578	3,375.15
6	72,703	525	73,228	2,816.47	281.647	35.2059	3,379.77
7	72,703	625	73,328	2,820.32	282.032	35.2540	3,384.38
8	72,703	725	73,428	2,824.16	282.416	35.3021	3,389.00
9	72,703	825	73,528	2,828.01	282.801	35.3501	3,393.61
10	72,703	925	73,628	2,831.86	283.186	35.3982	3,398.23
11	72,703	1,025	73,728	2,835.70	283.570	35.4463	3,402.84
12	72,703	1,125	73,828	2,839.55	283.955	35.4944	3,407.46
13	72,703	1,225	73,928	2,843.40	284.340	35.5424	3,412.07
14	72,703	1,325	74,028	2,847.24	284.724	35.5905	3,416.69
15	72,703	1,425	74,128	2,851.09	285.109	35.6386	3,421.31
16	72,703	1,525	74,228	2,854.93	285.493	35.6867	3,425.92
17	72,703	1,625	74,328	2,858.78	285.878	35.7348	3,430.54
18	72,703	1,725	74,428	2,862.63	286.263	35.7828	3,435.15
19	72,703	1,825	74,528	2,866.47	286.647	35.8309	3,439.77
20	72,703	1,925	74,628	2,870.32	287.032	35.8790	3,444.38
21	72,703	2,025	74,728	2,874.16	287.416	35.9271	3,449.00
22	72,703	2,125	74,828	2,878.01	287.801	35.9751	3,453.61
23	72,703	2,225	74,928	2,881.86	288.186	36.0232	3,458.23
24	72,703	2,325	75,028	2,885.70	288.570	36.0713	3,462.84
25	72,703	2,425	75,128	2,889.55	288.955	36.1194	3,467.46

Differential: Middle Shift \$0.35/Hour "Sergeants B" applies to Sergeants with two (2) or more years in grade
 Night Shift \$0.40/Hour (on second (2nd) anniversary date of promotion)

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2014 WAGE SCHEDULE
"LIEUTENANT"

* Based on 4% increase

** Based on 12 holidays

Not included: Flag Day,
Emp Birthday

<u>Years</u> <u>Service</u>	<u>* Base</u>	<u>Longevity</u>	<u>Gross</u>	<u>Bi-Weekly</u>	<u>Daily</u>	<u>Hourly</u>	<u>**Holiday</u>
1	76,339	-	76,339	2,936.12	293.612	36.7015	3,523.34
2	76,339	-	76,339	2,936.12	293.612	36.7015	3,523.34
3	76,339	-	76,339	2,936.12	293.612	36.7015	3,523.34
4	76,339	-	76,339	2,936.12	293.612	36.7015	3,523.34
5	76,339	425	76,764	2,952.47	295.247	36.9058	3,542.96
6	76,339	525	76,864	2,956.31	295.631	36.9539	3,547.57
7	76,339	625	76,964	2,960.16	296.016	37.0020	3,552.19
8	76,339	725	77,064	2,964.00	296.400	37.0501	3,556.81
9	76,339	825	77,164	2,967.85	296.785	37.0981	3,561.42
10	76,339	925	77,264	2,971.70	297.170	37.1462	3,566.04
11	76,339	1,025	77,364	2,975.54	297.554	37.1943	3,570.65
12	76,339	1,125	77,464	2,979.39	297.939	37.2424	3,575.27
13	76,339	1,225	77,564	2,983.24	298.324	37.2904	3,579.88
14	76,339	1,325	77,664	2,987.08	298.708	37.3385	3,584.50
15	76,339	1,425	77,764	2,990.93	299.093	37.3866	3,589.11
16	76,339	1,525	77,864	2,994.77	299.477	37.4347	3,593.73
17	76,339	1,625	77,964	2,998.62	299.862	37.4828	3,598.34
18	76,339	1,725	78,064	3,002.47	300.247	37.5308	3,602.96
19	76,339	1,825	78,164	3,006.31	300.631	37.5789	3,607.57
20	76,339	1,925	78,264	3,010.16	301.016	37.6270	3,612.19
21	76,339	2,025	78,364	3,014.00	301.400	37.6751	3,616.81
22	76,339	2,125	78,464	3,017.85	301.785	37.7231	3,621.42
23	76,339	2,225	78,564	3,021.70	302.170	37.7712	3,626.04
24	76,339	2,325	78,664	3,025.54	302.554	37.8193	3,630.65
25	76,339	2,425	78,764	3,029.39	302.939	37.8674	3,635.27

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

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2014
FIRE FIGHTERS

** Based on 3% increase*

<u>Years Service</u>	<u>* Base</u>	<u>Longevity</u>	<u>Gross</u>	<u>Bi-Weekly</u>	<u>Daily</u>	<u>Hourly</u>	<u>Holiday</u>
1	44,917	-	44,917	1,727.59	246.80	20.5665	3,208.38
2	47,164	-	47,164	1,813.99	259.14	21.5951	3,368.84
3	49,411	-	49,411	1,900.43	271.49	22.6240	3,529.37
4	61,488	-	61,488	2,364.92	337.85	28.1539	4,391.99
5	61,488	175	61,663	2,371.65	338.81	28.2339	4,404.49
6	61,488	275	61,763	2,375.50	339.36	28.2797	4,411.64
7	61,488	325	61,813	2,377.42	339.63	28.3026	4,415.21
8	61,488	375	61,863	2,379.34	339.91	28.3255	4,418.78
9	61,488	475	61,963	2,383.19	340.46	28.3713	4,425.92
10	61,488	525	62,013	2,385.11	340.73	28.3942	4,429.49
11	61,488	575	62,063	2,387.04	341.01	28.4171	4,433.07
12	61,488	675	62,163	2,390.88	341.55	28.4629	4,440.21
13	61,488	725	62,213	2,392.80	341.83	28.4858	4,443.78
14	61,488	775	62,263	2,394.73	342.10	28.5087	4,447.35
15	61,488	875	62,363	2,398.57	342.65	28.5544	4,454.49
16	61,488	925	62,413	2,400.50	342.93	28.5773	4,458.07
17	61,488	975	62,463	2,402.42	343.20	28.6002	4,461.64
18	61,488	1,075	62,563	2,406.27	343.75	28.6460	4,468.78
19	61,488	1,125	62,613	2,408.19	344.03	28.6689	4,472.35
20	61,488	1,325	62,813	2,415.88	345.13	28.7605	4,486.64
25	61,488	1,825	63,313	2,435.11	347.87	28.9894	4,522.35

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2014
LIEUTENANT / INSPECTOR

** Based on 3% increase*

<u>Years Service</u>	<u>* Base</u>	<u>Longevity</u>	<u>Gross</u>	<u>Bi-Weekly</u>	<u>Daily</u>	<u>Hourly</u>	<u>Holiday</u>
1	66,718	-	66,718	2,566.09	366.58	30.5486	4,765.59
5	66,718	175	66,893	2,572.82	367.56	30.6288	4,778.10
6	66,718	275	66,993	2,576.66	368.09	30.6746	4,785.23
7	66,718	325	67,043	2,578.59	368.37	30.6975	4,788.79
8	66,718	375	67,093	2,580.51	368.64	30.7204	4,792.37
9	66,718	475	67,193	2,584.36	369.19	30.7661	4,799.52
10	66,718	525	67,243	2,586.28	369.47	30.7890	4,803.09
11	66,718	575	67,293	2,588.20	369.74	30.8119	4,806.66
12	66,718	675	67,393	2,592.05	370.29	30.8577	4,813.80
13	66,718	725	67,443	2,593.97	370.57	30.8806	4,817.38
14	66,718	775	67,493	2,595.89	370.84	30.9035	4,820.95
15	66,718	875	67,593	2,599.74	371.39	30.9493	4,828.10
16	66,718	925	67,643	2,601.66	371.67	30.9722	4,831.67
17	66,718	975	67,693	2,603.59	371.94	30.9951	4,835.24
18	66,718	1,075	67,793	2,607.43	372.49	31.0409	4,842.37
19	66,718	1,125	67,843	2,609.36	372.77	31.0638	4,845.94
20	66,718	1,325	68,043	2,617.05	373.86	31.1553	4,860.23
25	66,718	1,825	68,543	2,636.28	376.61	31.3843	4,895.94

**CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2014
CAPTAIN**

** Based on 3% increase*

<u>Years Service</u>	<u>* Base</u>	<u>Longevity</u>	<u>Gross</u>	<u>Bi-Weekly</u>	<u>Daily</u>	<u>Hourly</u>	<u>Holiday</u>
1	69,172	-	69,172	2,660.45	380.06	31.6720	4,940.84
5	69,172	175	69,347	2,667.18	381.03	31.7522	4,953.34
6	69,172	275	69,447	2,671.03	381.58	31.7979	4,960.48
7	69,172	325	69,497	2,672.95	381.85	31.8208	4,964.05
8	69,172	375	69,547	2,674.87	382.12	31.8437	4,967.62
9	69,172	475	69,647	2,678.72	382.67	31.8895	4,974.77
10	69,172	525	69,697	2,680.64	382.95	31.9124	4,978.34
11	69,172	575	69,747	2,682.57	383.22	31.9353	4,981.91
12	69,172	675	69,847	2,686.41	383.77	31.9811	4,989.05
13	69,172	725	69,897	2,688.34	384.05	32.0040	4,992.62
14	69,172	775	69,947	2,690.26	384.32	32.0269	4,996.19
15	69,172	875	70,047	2,694.10	384.87	32.0727	5,003.34
16	69,172	925	70,097	2,696.03	385.15	32.0956	5,006.91
17	69,172	975	70,147	2,697.95	385.42	32.1185	5,010.48
18	69,172	1,075	70,247	2,701.80	385.97	32.1642	5,017.62
19	69,172	1,125	70,297	2,703.72	386.25	32.1871	5,021.19
20	69,172	1,325	70,497	2,711.41	387.34	32.2787	5,035.48
25	69,172	1,825	70,997	2,730.64	390.09	32.5077	5,071.19

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2014
BATTALION CHIEF

** Based on 3% increase*

<u>Years Service</u>	<u>* Base</u>	<u>Longevity</u>	<u>Gross</u>	<u>Bi-Weekly</u>	<u>Daily</u>	<u>Hourly</u>	<u>Holiday</u>
1	71,634	-	71,634	2,755.17	393.60	32.7998	5,116.76
5	71,634	175	71,809	2,761.90	394.56	32.8798	5,129.25
6	71,634	275	71,909	2,765.75	395.11	32.9256	5,136.39
7	71,634	325	71,959	2,767.67	395.38	32.9485	5,139.96
8	71,634	375	72,009	2,769.59	395.66	32.9714	5,143.53
9	71,634	475	72,109	2,773.44	396.21	33.0171	5,150.67
10	71,634	525	72,159	2,775.36	396.48	33.0400	5,154.26
11	71,634	575	72,209	2,777.29	396.76	33.0629	5,157.81
12	71,634	675	72,309	2,781.13	397.30	33.1087	5,164.95
13	71,634	725	72,359	2,783.06	397.58	33.1316	5,168.53
14	71,634	775	72,409	2,784.98	397.85	33.1545	5,172.10
15	71,634	875	72,509	2,788.82	398.40	33.2003	5,179.25
16	71,634	925	72,559	2,790.75	398.68	33.2232	5,182.82
17	71,634	975	72,609	2,792.67	398.95	33.2461	5,186.39
18	71,634	1,075	72,709	2,796.52	399.50	33.2919	5,193.53
19	71,634	1,125	72,759	2,798.44	399.78	33.3148	5,197.10
20	71,634	1,325	72,959	2,806.13	400.88	33.4063	5,211.39
25	71,634	1,825	73,459	2,825.36	403.62	33.6353	5,247.10

**ARTICLE 130
FINANCIAL PROCEDURES**

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

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, pay grades 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 un-appropriated 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 un-appropriated balance.

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

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

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

E. Rules and Regulations on Transfers:

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

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

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

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

130.08 LAPSE OF APPROPRIATIONS

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

130.09 ADMINISTRATION OF THE BUDGET AND CAPITAL PLAN

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

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

130.10 CAPITAL PLAN

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

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

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

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

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

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

The Capital Project preliminary feasibility study shall include:

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

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

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

The Final Capital Project proposal and financing shall include:

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

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

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

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

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

c. Status Reports to Council:

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

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

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

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

130.11 CITY COUNCIL ACTION ON CAPITAL PLAN

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

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

130.12 PUBLIC RECORDS

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

130.13 INDEPENDENT AUDIT

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

130.14 APPROPRIATIONS

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

130.15 CONTRIBUTIONS

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

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

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

130.16 CONTRACTS

A. Administration

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

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

B. Bidding Process

1. Whenever the estimated cost of any construction, erection, installation, completion, alteration, repair of, or addition to, any project subject to the control of the City shall exceed Forty Thousand (\$40,000) Dollars; it shall be the duty of the City to have such work performed pursuant to a contract awarded to the lowest responsible bidder, after advertisement for bids. Every such contract shall contain a provision obligating the contractor to the prompt payment of all material furnished, labor supplied or performed, rental for equipment employed, and services rendered by public utilities in or in connection with the prosecution of the work, whether or not the said material, labor, equipment or service enter into and become component parts of the work or improvement contemplated. Such provision shall be deemed to be included for the benefit of every person, partnership, association or corporation who, as subcontractor or otherwise, has furnished material, supplied or performed labor, rented equipment or services in or in connection with the prosecution of the work as aforesaid, and the inclusion thereof in any contract shall preclude the filing by any such person, partnership, association or corporation of any mechanics' lien claim for such material, labor or rental of equipment. (Art. VIII, §815; 13596 §1 8/21/9; 14684 §1 2/23/09)

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

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

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

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

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

5. Resident Preference:

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Child Labor. The factory does not employ anybody younger than the legal age for children to work in the

country in which the factory is located, and regardless of the legal age, does not employ anybody younger than age 15.

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

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

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

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

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

E. Purchase of Professional Services

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

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

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

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

1. General background information pertinent to the requested services.
2. Nature and scope of requested services including minimum tasks and activities to be performed together with prescribed completion schedule.
3. Methodology and technical approach to be used in accomplishing the requested work.

4. Description of reports required.
5. Documentation of qualifications and experience in similar work and resumes of staff members to be assigned to the engagement.
6. Compensation information including detailed cost information itemizing hours and rates of each class of staff to be utilized, overhead and profit (if not included in such rates), and out-of-pocket expenses such as travel, telephone, publication and duplication.
7. Estimated utilization of City resources necessary to complete the engagements.
8. Information on the City's evaluation and selection process. (12432 §1 10/1/80; 13351 §1 9/22/95)

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

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

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

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

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

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

Paper copy		Electronically
Department of Transportation	or	ECMS_Local_Advertisements@pa.gov
Bureau of Project Delivery		
Highway Delivery Division		
Contract Management Section		

400 North Street, 7th Floor
Harrisburg, PA 17120

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

The advertisement will include the following information:

- a) Location and brief description of the required engineering services.
- b) Indication of the method of procurement as competitive negotiations;
- c) A statement that the City of Allentown encourages responses from small firms, minority firms, and firms who have not previously performed work for the City.
- d) The Disadvantaged Business Enterprise Goal, if any, or nondiscrimination provisions to encourage the prime to notify DBE subconsultants of contracting opportunities associated with the agreement and solicit their participation, if DBE Goals are not required for the agreement.
- e) A statement that indicates whether the modified or standard selection method will be used.
- f) A list, in order of importance, of the selection criteria against which the letters of interest will be reviewed.
- g) A request for special requirements U.S. General Services Administration (GSA) Form 330.
- h) Contact information for project discussions.
- i) Cut-off time for response to the advertisement (minimum of two weeks).

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

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

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

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

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

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

Upon receipt of the technical proposals from the consultants, the qualification committee shall review the technical proposals and make a recommendation for the ranking of the shortlisted

consultants for the purpose of negotiating an engineering agreement. The committee shall document the reasons for their recommendation.

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

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

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

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

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

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

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

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

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

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

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

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

It is understood and made part of these procedures that the employees of the City of Allentown will neither solicit nor accept gratuities, favors, or anything of monetary value from consultants or contractors or potential consultants or contractors. Violators of said standards will be subject to dismissal from their employment with the City of Allentown by order of the City Council. City Council. (15013 8/21/2012)

G. List of Subcontractors Required

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

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 long standing local area identification with the residents
- Understandable to the majority of citizens in Allentown
- Consistent with any other applicable policies and naming guidelines

- Assists with emergency response situations by being consistent with street names and geographical locations and meeting the requirements of Allentown Fire Department, Police, and EMS
- Consistent with sponsorship levels

3. Preference will be given to names that:

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

4. Names will not be chosen that:

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

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

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

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

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

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

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

D. Application Review and Approval Process

1. Applicant(s) shall submit a written request for civic naming to the City Clerk. The written request shall provide the following:
 - Background information concerning the rationale for consideration of the request;
 - Biographical information if named after an organization or individual; and
 - Documentation including letters from organizations and individuals providing substantial support for the request.
2. Each application for naming/renaming shall undergo a process which will:
 - Review the application for conformity with this policy
 - Circulate the application to the appropriate internal stakeholders for comment on the suitability of the application
 - Discuss any naming in recognition of an individual prior to discussing it with the individual or next of kin.
 - Consult with external stakeholders in the community to the level of support or identify possible objections to the requested civic naming
 - Determine whether or not a special event is planned to coincide with the formal naming
3. An asset shall only be named or renamed upon the approval of at least five (5) of the seven (7) members of City Council. (13734 §1 2/18/99; 14467§1 2/8/07)

130.26 CITY FUNDS PROHIBITED TO DELINQUENTS

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

130.27 SETTLEMENTS

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

130. 28 STABILIZATION FUND

1. The Administration shall consolidate \$4.8 million as reserves into one fund entitled, the Stabilization Fund, from the proceeds of the bank note authorized by Ordinance No. 14422;
2. The Stabilization Fund shall only be comprised of unreserved, undesignated reserves;
3. All transfers from the Stabilization Fund shall be upon approval of City Council, however this will not preclude the use of the funds for cash flow purposes by other City Funds during a given budget year, provided documented revenue receivables for the borrowing Fund exceed budgeted expenditures and the monies transferred, and all such borrowed monies are returned to the Stabilization Fund before the close of the applicable budget year. Transfers for cash flow purposes shall be allowed provided that they do not go beyond a fiscal year. Council shall be notified that this has occurred within seven (7) days of the "borrowing." (14493 §1 6/10/07)
4. The annual budget documents submitted by the Mayor shall disclose the beginning and ending balance of the Stabilization Fund for the fiscal year;
5. In addition to adopting the budget and setting the rate of taxation for the fiscal year, City Council's ordinance to adopt a budget shall state the beginning and ending balance of the Stabilization Fund for the fiscal year;

6. Once established, the historical data of the Stabilization Fund shall be included as an appendix in all future budgets submitted by the Mayor;
7. The Mayor shall distribute copies of this ordinance to the proper officers and other personnel of the City of Allentown whose action is required to achieve the purpose of this ordinance;
8. As a part of any resolution seeking the authority of City Council to sell City owned real property, the Mayor shall include a proposed Fund distribution of monies to be received from such sale, and at least ten (10%) percent shall be committed toward repayment of this loan beginning in 2008. (14434 §1 11/7/06;14493 §1 6/10/07)
9. The debt incurred to create the Stabilization Fund shall be paid off prior to the expiration of the fixed interest rate of the loan or within ten (10) years, whichever occurs sooner. (14434 §1 11/7/06)

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