



**Allentown**  
City without limits.

## Memo

To: Ray O'Connell, Mayor  
President and Members of City Council

From: Jessica Baraket, Interim Finance Director

Date: November 23, 2020

Re: Budget Memo #2 – EMS, Finance Controller's Changes and  
SEIU Salary Increase

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The following changes have been made to the 2021 Proposed Budget:

### EMS

Amending page 136 as noted below:

| <u>Action</u>                                                                     | <u>Account</u>                      | <u>Amount</u> |
|-----------------------------------------------------------------------------------|-------------------------------------|---------------|
| Decreasing<br>removing the Zoll billing software agreement                        | Account 42, Repairs and Maintenance | (\$7,858)     |
| Decreasing<br>lowering the amount needed for Trizetto Billing Clearing House Fees | Account 46, Other Contract Services | (\$9,300)     |

This results in a decrease to the General Fund in the amount of \$17,158. A revised page 136 is attached.

### FINANCE

Amending pages 51, 52, 59 and 60 to change the Fixed Cost Distribution of three (3) Clerk 3 positions in the Bureau of Accounting and Financial Management to the Bureau of Revenue and Audit. This change will have no financial impact on the General Fund. Revised pages 51, 52, 59 and 60 are attached.

## **Recommended Changes by the City Controller**

### **Community and Economic Development Bureau of Planning**

Amending page 212 by moving the maintenance agreement for the plotter/scanner in the amount of \$2,500 in account 42, Repairs and Maintenance to account 26, Printing. This change will have no financial impact on the General Fund. Revised page 212 is attached.

### **Risk Management Property and Casualty**

Amending page 326 by moving the First Aid Kit Refills in the amount of \$3,000 from account 46, Other Contract Services to account 68, Operating Materials and Supplies. This change will have no financial impact on the Risk Fund. Revised page 326 is attached.

### **Consolidation of Acct. 44, Legal Services to the Solicitor's Office**

Amending page 44 by moving unbudgeted legal counsel funds in the amount of \$50,000 in account 44, Legal Services, General and Civic to the Law Office account 44.

Amending page 125 by moving \$5,000 from account 44, Legal Services, in Human Resources and \$5,000 from account 50, Other Services and Charges, to the Law Office account 44.

These recommended changes by the City Controller will have no financial impact on the General Fund.

## **Salary Increase for SEIU Employees**

An agreement has been reached between the Administration and the SEIU union to give the union employees a one and one half percent (1 ½%) salary increase beginning on January 1, 2021. Revised fund summaries will be distributed prior to the November 30<sup>th</sup> meeting. The funds below will be affected in the following manner:

| <b>Fund</b>              | <b>Permanent Wages<br/>Proposed</b> | <b>SEIU<br/>Increase</b> | <b>2021 Revised<br/>Permanent Wages</b> | <b>FICA<br/>Proposed</b> | <b>FICA<br/>Increase</b> | <b>2021 Revised<br/>FICA Total</b> |
|--------------------------|-------------------------------------|--------------------------|-----------------------------------------|--------------------------|--------------------------|------------------------------------|
| General                  | 46,882,420                          | 149,475                  | 47,031,895                              | 2,214,188                | 11,435                   | 2,225,623                          |
| Liquid Fuels             | 1,522,788                           | 19,786                   | 1,542,574                               | 127,545                  | 1,514                    | 129,059                            |
| Trexler                  | 731,329                             | 6,488                    | 737,817                                 | 58,153                   | 496                      | 58,649                             |
| Solid Waste              | 2,147,829                           | 25,829                   | 2,173,658                               | 187,278                  | 1,976                    | 189,254                            |
| Storm<br>Water           | 2,051,302                           | 18,310                   | 2,069,612                               | 165,614                  | 1,401                    | 167,015                            |
| Golf                     | 295,237                             | 2,073                    | 297,310                                 | 37,101                   | 159                      | 37,260                             |
| Rental Unit<br>Licensing | 1,139,908                           | 15,596                   | 1,155,504                               | 90,277                   | 1,193                    | 91,470                             |

cc: Barbara Wagenhurst  
Matt Kloiber  
Michael Hanlon  
Jeff Glazier  
Craig Messinger  
Chief Glenn Granitz  
Chief Jim Wehr  
Mike Moore  
Karen El-Chaar  
Bina Patel

Jeff Nelson  
Audrey Danek  
Leonard Lightner  
Melonie Sallie-Dosunmu  
FOP President  
IAFF President  
SEIU President  
MESA President  
The Morning Call  
Matt Leibert

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

|                       |                                   | <b>GENERAL</b>                    |                         |                     |                          |
|-----------------------|-----------------------------------|-----------------------------------|-------------------------|---------------------|--------------------------|
| <b>000</b>            |                                   | <b>GENERAL</b>                    |                         |                     |                          |
| <b>05</b>             |                                   | <b>FIRE</b>                       |                         |                     |                          |
| <b>0605</b>           |                                   | <b>EMERGENCY MEDICAL SERVICES</b> |                         |                     |                          |
| <b>0003</b>           |                                   | <b>EMERGENCY MEDICAL SERVICES</b> |                         |                     |                          |
| <i>Account Number</i> |                                   | <i>2020 Budget</i>                | <i>2020 Adj. Budget</i> | <i>2020 A&amp;E</i> | <i>2021 Prop. Budget</i> |
| 0003-02               | PERMANENT WAGES                   | 2,399,176                         | 2,399,176               | 2,399,176           | 2,517,199                |
| 0003-04               | TEMPORARY WAGES                   | 165,000                           | 165,000                 | 50,000              | 165,000                  |
| 0003-06               | PREMIUM PAY                       | 309,130                           | 309,130                 | 450,000             | 325,400                  |
| 0003-08               | LONGEVITY                         | 20,523                            | 20,523                  | 20,523              | 23,150                   |
| 0003-09               | UNIFORM ALLOWANCE                 | 6,000                             | 6,000                   | 6,000               | 6,000                    |
| 0003-11               | SHIFT DIFFERENTIAL                | 27,398                            | 27,398                  | 27,398              | 27,398                   |
| 0003-12               | FICA                              | 225,382                           | 225,382                 | 225,382             | 234,407                  |
| 0003-14               | PENSION                           | 268,376                           | 268,376                 | 268,376             | 291,211                  |
| 0003-16               | INSURANCE - EMPLOYEE GRP          | 873,970                           | 873,970                 | 873,970             | 975,156                  |
| 0003-24               | POSTAGE & SHIPPING                | 100                               | 100                     | 0                   | 100                      |
| 0003-26               | PRINTING                          | 500                               | 1,500                   | 1,500               | 1,500                    |
| 0003-30               | RENTALS                           | 32,834                            | 29,834                  | 29,334              | 29,334                   |
| 0003-32               | PUBLICATIONS & MEMBERSHIP         | 965                               | 1,365                   | 1,366               | 1,955                    |
| 0003-34               | TRAINING & PROF. DEVELOP          | 6,850                             | 6,450                   | 5,000               | 5,850                    |
| 0003-42               | REPAIRS & MAINTENANCE             | 76,330                            | 79,330                  | 76,330              | 65,282                   |
| 0003-46               | OTHER CONTRACT SERVICES           | 11,400                            | 11,400                  | 8,500               | 2,100                    |
| 0003-54               | REPAIR & MAINT SUPPLIES           | 3,500                             | 3,500                   | 3,000               | 3,500                    |
| 0003-56               | UNIFORMS                          | 40,000                            | 40,000                  | 38,000              | 35,000                   |
| 0003-66               | CHEMICALS                         | 3,500                             | 3,500                   | 3,000               | 3,500                    |
| 0003-68               | OPERATING MATERIALS & SUPP        | 66,000                            | 72,614                  | 65,300              | 65,300                   |
| 0003-72               | EQUIPMENT                         | 9,100                             | 9,100                   | 9,100               | 8,000                    |
| 0003-90               | REFUNDS                           | 3,800                             | 5,000                   | 5,000               | 3,800                    |
| <b>Total</b>          | <b>EMERGENCY MEDICAL SERVICES</b> | <b>4,549,834</b>                  | <b>4,558,648</b>        | <b>4,566,255</b>    | <b>4,790,142</b>         |

**CITY OF ALLENTOWN  
PERSONNEL SUMMARY**

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

|                             | <u>2016</u>                          | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020</u>         |                 | <u>2020</u>                   |                 | <u>2021</u>            |                 |
|-----------------------------|--------------------------------------|-------------|-------------|-------------|---------------------|-----------------|-------------------------------|-----------------|------------------------|-----------------|
|                             | <u>Actual</u>                        |             |             |             | <u>Final Budget</u> |                 | <u>Actual &amp; Estimated</u> |                 | <u>Proposed Budget</u> |                 |
|                             | <u>Number of Permanent Positions</u> |             |             |             | <u>#</u>            | <u>Salaries</u> | <u>#</u>                      | <u>Salaries</u> | <u>#</u>               | <u>Salaries</u> |
| 17N Revenue & Audit Manager | 1.0                                  | 1.0         | 1.0         | 1.0         | 1.0                 | 80,756          | 1.0                           | 80,756          | 1.0                    | 81,952          |
| 13N Operations Manager      | 1.0                                  | 1.0         | 1.0         | 1.0         | 1.0                 | 68,068          | 1.0                           | 68,068          | 1.0                    | 69,082          |
| 16M Senior Tax Examiner     | 1.0                                  | 1.0         | 1.0         | 1.0         | 1.0                 | 61,763          | 1.0                           | 61,763          | 1.0                    | 62,686          |
| 15M Tax Examiner            | 3.0                                  | 3.0         | 3.0         | 3.0         | 3.0                 | 166,767         | 3.0                           | 166,767         | 3.0                    | 175,602         |
| 08M Clerk 3                 | 5.0                                  | 5.0         | 5.0         | 5.0         | 5.0                 | 205,490         | 5.0                           | 205,490         | 8.0                    | 347,936         |
| <b>Total Positions</b>      | <b>11.0</b>                          | <b>11.0</b> | <b>11.0</b> | <b>11.0</b> | <b>11.0</b>         | <b>582,844</b>  | <b>11.0</b>                   | <b>582,844</b>  | <b>14.0</b>            | <b>737,258</b>  |

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

|                       |                            | <b>2020 Budget</b> | <b>2020 Adj. Budget</b> | <b>2020 A&amp;E</b> | <b>2021 Prop. Budget</b> |
|-----------------------|----------------------------|--------------------|-------------------------|---------------------|--------------------------|
| <b>000</b>            | <b>GENERAL</b>             |                    |                         |                     |                          |
| <b>02</b>             | <b>FINANCE</b>             |                    |                         |                     |                          |
| <b>0602</b>           | <b>FINANCE</b>             |                    |                         |                     |                          |
| <b>0001</b>           | <b>REVENUE &amp; AUDIT</b> |                    |                         |                     |                          |
| <b>Account Number</b> |                            |                    |                         |                     |                          |
| 0001-02               | PERMANENT WAGES            | 582,844            | 582,844                 | 582,844             | 737,258                  |
| 0001-06               | PREMIUM PAY                | 1,758              | 0                       | 0                   | 1,670                    |
| 0001-08               | LONGEVITY                  | 3,389              | 3,389                   | 3,389               | 5,213                    |
| 0001-11               | SHIFT DIFFERENTIAL         | 100                | 0                       | 0                   | 95                       |
| 0001-12               | FICA                       | 45,784             | 45,784                  | 45,784              | 46,287                   |
| 0001-14               | PENSION                    | 86,827             | 86,827                  | 86,827              | 84,298                   |
| 0001-16               | INSURANCE - EMPLOYEE GRP   | 282,755            | 282,755                 | 282,755             | 282,282                  |
| 0001-26               | PRINTING                   | 800                | 800                     | 450                 | 760                      |
| 0001-28               | MILEAGE REIMBURSEMENT      | 500                | 250                     | 250                 | 475                      |
| 0001-32               | PUBLICATIONS & MEMBERSHIP  | 2,490              | 2,490                   | 2,490               | 2,490                    |
| 0001-34               | TRAINING & PROF. DEVELOP   | 6,100              | 2,500                   | 500                 | 4,940                    |
| 0001-42               | REPAIRS & MAINTENANCE      | 250                | 250                     | 0                   | 238                      |
| 0001-46               | OTHER CONTRACT SERVICES    | 12,000             | 4,558                   | 0                   | 11,400                   |
| 0001-50               | OTHER SERVICES & CHARGES   | 40,000             | 23,190                  | 23,000              | 47,500                   |
| 0001-56               | UNIFORMS                   | 0                  | 700                     | 700                 | 0                        |
| 0001-68               | OPERATING MATERIALS & SUPP | 2,200              | 910                     | 500                 | 1,063                    |
| 0001-72               | EQUIPMENT                  | 2,000              | 650                     | 200                 | 950                      |
| 0001-90               | REFUNDS                    | 150,000            | 101,242                 | 100,000             | 133,000                  |
| <b>Total</b>          | <b>REVENUE &amp; AUDIT</b> | <b>1,219,797</b>   | <b>1,139,139</b>        | <b>1,129,689</b>    | <b>1,359,919</b>         |

**CITY OF ALLENTOWN  
PERSONNEL SUMMARY**

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

|                                 | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020</u>                   |                | <u>2020</u>  |                | <u>2021</u>        |                |
|---------------------------------|-------------|-------------|-------------|-------------|-------------------------------|----------------|--------------|----------------|--------------------|----------------|
|                                 |             |             |             |             | Actual                        |                | Final Budget |                | Actual & Estimated |                |
|                                 |             |             |             |             | Number of Permanent Positions |                | #            | Salaries       | #                  | Salaries       |
| 18N Deputy Fin. Dir. & Treasury | 1.0         | 1.0         | 1.0         | -           | -                             | -              | -            | -              | -                  | -              |
| 17N Treasury & Acct. Mgr.       | -           | -           | -           | 1.0         | 1.0                           | 91,312         | 1.0          | 91,312         | 1.0                | 92,664         |
| 13N Accountant                  | 3.0         | 3.0         | 3.0         | 3.0         | 3.0                           | 229,294        | 3.0          | 229,294        | 3.0                | 232,726        |
| 09N Office Manager              | 1.0         | -           | -           | -           | -                             | -              | -            | -              | -                  | -              |
| 06N Payroll Coordinator         | -           | -           | -           | 1.0         | 1.0                           | 48,464         | 1.0          | 48,464         | 1.0                | 49,166         |
| 08M Clerk 3                     | 5.0         | 5.0         | 5.0         | 5.0         | 5.0                           | 242,774        | 5.0          | 242,774        | 2.0                | 102,232        |
| <b>Total Positions</b>          | <b>10.0</b> | <b>9.0</b>  | <b>9.0</b>  | <b>10.0</b> | <b>10.0</b>                   | <b>611,844</b> | <b>10.0</b>  | <b>611,844</b> | <b>7.0</b>         | <b>476,788</b> |

CITY OF ALLENTOWN  
PROGRAM BUDGET

|                |                                   | 2020 Budget | 2020 Adj. Budget | 2020 A&E  | 2021 Prop. Budget |
|----------------|-----------------------------------|-------------|------------------|-----------|-------------------|
| 000            | GENERAL                           |             |                  |           |                   |
| 02             | FINANCE                           |             |                  |           |                   |
| 0602           | FINANCE                           |             |                  |           |                   |
| 0004           | ACCOUNTING & FINANCIAL MANAGEMENT |             |                  |           |                   |
| Account Number |                                   | 2020 Budget | 2020 Adj. Budget | 2020 A&E  | 2021 Prop. Budget |
| 0004-02        | PERMANENT WAGES                   | 611,844     | 611,844          | 611,844   | 476,788           |
| 0004-04        | TEMPORARY WAGES                   | 17,000      | 607              | 600       | 17,415            |
| 0004-06        | PREMIUM PAY                       | 1,900       | 1,900            | 3,755     | 1,900             |
| 0004-08        | LONGEVITY                         | 7,303       | 7,303            | 7,303     | 6,117             |
| 0004-12        | FICA                              | 48,818      | 48,818           | 48,818    | 49,056            |
| 0004-14        | PENSION                           | 78,934      | 78,934           | 78,934    | 76,634            |
| 0004-16        | INSURANCE - EMPLOYEE GRP          | 257,050     | 257,050          | 257,050   | 256,620           |
| 0004-26        | PRINTING                          | 1,636       | 1,636            | 1,636     | 1,636             |
| 0004-28        | MILEAGE REIMBURSEMENT             | 200         | 200              | 200       | 100               |
| 0004-32        | PUBLICATIONS & MEMBERSHIP         | 1,710       | 1,210            | 1,210     | 1,235             |
| 0004-34        | TRAINING & PROF. DEVELOP          | 7,700       | 1,751            | 1,751     | 2,500             |
| 0004-42        | REPAIRS & MAINTENANCE             | 500         | 500              | 500       | 500               |
| 0004-46        | OTHER CONTRACT SERVICES           | 7,750       | 7,750            | 7,750     | 8,000             |
| 0004-56        | UNIFORMS                          | 0           | 0                | 0         | 1,000             |
| 0004-68        | OPERATING MATERIALS & SUPP        | 1,200       | 1,200            | 1,200     | 1,200             |
| 0004-72        | EQUIPMENT                         | 0           | 0                | 0         | 1,200             |
| Total          | ACCOUNTING & FINANCIAL MANAGEMENT | 1,043,545   | 1,020,703        | 1,022,551 | 901,901           |

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**09 COMMUNITY DEVELOPMENT**  
**0902 PLANNING AND ZONING**  
**0001 COMMUNITY PLANNING**

| <i>Account Number</i>                       | <i>2020 Budget</i> | <i>2020 Adj. Budget</i> | <i>2020 A&amp;E</i> | <i>2021 Prop. Budget</i> |
|---------------------------------------------|--------------------|-------------------------|---------------------|--------------------------|
| 0001-02 PERMANENT WAGES                     | 322,817            | 322,817                 | 322,817             | 321,999                  |
| 0001-04 TEMPORARY WAGES                     | 4,000              | 4,000                   | 2,000               | 4,000                    |
| 0001-08 LONGEVITY                           | 688                | 688                     | 688                 | 461                      |
| 0001-12 FICA                                | 21,833             | 21,833                  | 21,833              | 24,974                   |
| 0001-14 PENSION                             | 33,152             | 33,152                  | 33,152              | 36,785                   |
| 0001-15 Employee - Health Insurance Opt Out | 900                | 900                     | 900                 | 0                        |
| 0001-16 INSURANCE - EMPLOYEE GRP            | 107,961            | 107,961                 | 107,961             | 123,178                  |
| 0001-26 PRINTING                            | 6,000              | 6,000                   | 5,000               | 8,500                    |
| 0001-28 MILEAGE REIMBURSEMENT               | 1,000              | 0                       | 0                   | 1,000                    |
| 0001-30 RENTALS                             | 2,000              | 0                       | 0                   | 2,000                    |
| 0001-32 PUBLICATIONS & MEMBERSHIP           | 4,620              | 3,620                   | 3,000               | 4,085                    |
| 0001-34 TRAINING & PROF. DEVELOP            | 8,000              | 3,000                   | 3,000               | 4,000                    |
| 0001-40 CIVIC EXPENSES                      | 1,000              | 0                       | 0                   | 1,000                    |
| 0001-42 REPAIRS & MAINTENANCE               | 4,500              | 4,500                   | 2,500               | 0                        |
| 0001-46 OTHER CONTRACT SERVICES             | 347,500            | 547,193                 | 547,193             | 52,500                   |
| 0001-50 OTHER SERVICES & CHARGES            | 3,000              | 0                       | 0                   | 3,000                    |
| 0001-68 OPERATING MATERIALS & SUPP          | 4,800              | 1,400                   | 1,000               | 4,800                    |
| 0001-72 EQUIPMENT                           | 1,500              | 1,500                   | 1,500               | 1,500                    |
| <b>Total COMMUNITY PLANNING</b>             | <b>875,271</b>     | <b>1,058,564</b>        | <b>1,052,544</b>    | <b>593,782</b>           |

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

081 RISK MANAGEMENT  
02 FINANCE  
8001 RISK MANAGEMENT  
0001 PROPERTY & CASUALTY

| Account Number                              | 2020 Budget      | 2020 Adj. Budget | 2020 A&E         | 2021 Prop. Budget |
|---------------------------------------------|------------------|------------------|------------------|-------------------|
| 0001-02 PERMANENT WAGES                     | 212,004          | 212,004          | 212,004          | 215,163           |
| 0001-04 TEMPORARY WAGES                     | 15,800           | 15,800           | 0                | 5,800             |
| 0001-06 PREMIUM PAY                         | 1,425            | 1,425            | 0                | 1,425             |
| 0001-08 LONGEVITY                           | 0                | 0                | 0                | 128               |
| 0001-11 SHIFT DIFFERENTIAL                  | 250              | 250              | 0                | 250               |
| 0001-12 FICA                                | 17,561           | 17,561           | 17,561           | 17,042            |
| 0001-14 PENSION                             | 27,627           | 27,627           | 27,627           | 26,822            |
| 0001-15 Employee - Health Insurance Opt Out | 1,500            | 1,500            | 1,500            | 1,508             |
| 0001-16 INSURANCE - EMPLOYEE GRP            | 89,968           | 89,968           | 89,968           | 89,817            |
| 0001-26 PRINTING                            | 500              | 500              | 0                | 500               |
| 0001-28 MILEAGE REIMBURSEMENT               | 0                | 500              | 150              | 500               |
| 0001-30 RENTALS                             | 1,200            | 1,200            | 0                | 1,200             |
| 0001-32 PUBLICATIONS & MEMBERSHIP           | 1,000            | 500              | 500              | 1,000             |
| 0001-34 TRAINING & PROF. DEVELOP            | 5,400            | 5,400            | 3,000            | 5,500             |
| 0001-36 INS - PROPERTY & CASUALTY           | 480,000          | 564,000          | 564,000          | 540,000           |
| 0001-44 LEGAL SERVICES                      | 1,000,000        | 1,000,000        | 638,000          | 1,000,000         |
| 0001-46 OTHER CONTRACT SERVICES             | 274,150          | 220,150          | 175,000          | 171,150           |
| 0001-50 OTHER SERVICES & CHARGES            | 21,000           | 21,000           | 21,000           | 21,000            |
| 0001-54 REPAIR & MAINT SUPPLIES             | 0                | 97               | 97               | 0                 |
| 0001-56 UNIFORMS                            | 5,000            | 5,000            | 4,300            | 2,000             |
| 0001-58 OFFICE SUPPLIES                     | 500              | 500              | 0                | 500               |
| 0001-68 OPERATING MATERIALS & SUPP          | 28,000           | 81,290           | 82,000           | 41,000            |
| 0001-72 EQUIPMENT                           | 6,500            | 8,810            | 1,000            | 6,500             |
| 0001-80 SELF-INSURED LOSSES                 | 100,000          | 379,090          | 250,000          | 150,000           |
| 0001-81 PROPERTY LOSSES                     | 125,000          | 124,093          | 124,092          | 150,000           |
| 0001-85 AUTO LOSSES                         | 300,000          | 300,000          | 300,000          | 300,000           |
| 0001-86 GENERAL CITY CHARGES                | 60,868           | 60,868           | 60,868           | 63,911            |
| 0001-87 PROFESSIONAL LOSSES                 | 1,000,000        | 750,000          | 670,000          | 1,000,000         |
| <b>Total PROPERTY &amp; CASUALTY</b>        | <b>3,775,253</b> | <b>3,889,133</b> | <b>3,242,667</b> | <b>3,812,716</b>  |