



Allentown
City without limits.

Memo

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

From: Brent Hartzell, Finance Director

Date: November 19, 2018

Re: Budget Memo #4 – Community and Economic Development

The following changes have been made to the 2019 Proposed Budget:

Community and Economic Development – Director's Office

Amending page 196 by increasing account 40, Civic Contributions, by \$25,000 for a contribution to My Brother's Keeper. This results in an increase to the General Fund in the amount of \$25,000. A revised page 196 is attached.

General and Civic

Amending page 44 by increasing account 88, Interfund Transfers, by \$300,000 for a transfer to the newly created Housing Fund. This will result in an increase to the General Fund in the amount of \$300,000. A revised page 44 is attached.

Housing Fund

Amending the 2019 Proposed Budget by adding a new Enterprise Fund titled Housing Fund. This will be funded by current real estate tax revenue from the General Fund. Monies transferred from the General Fund will be placed in revenue account 100-7121, Transfer In from General Fund and expenditure account 100-09-0901-0006-46, Other Contract Services and will be administered through the Department of Community and Economic Development.

cc: Joe McMahon
Fran Fruhwirth
Michael Hanlon
Jeff Glazier
Craig Messinger
Chief Tony Alsleben
Chief Jim Wehr
Mike Moore
Karen El-Chaar
Bina Patel

Barbara Wagenhurst
Luisa Follweiler
Leonard Lightner
Melonie Sallie-Dosunmu
FOP President
IAFF President
SEIU President
MESA President
The Morning Call
Matt Leibert

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
09 COMMUNITY DEVELOPMENT
0901 DIRECTOR - COMMUNITY DEVELOPMENT
0001 ADMINISTRATION**

<i>Account Number</i>	<i>2018 Budget</i>	<i>2018 Adj. Budget</i>	<i>2018 A&E</i>	<i>2019 Prop. Budget</i>
0001-02 PERMANENT WAGES	229,658	229,658	229,658	305,989
0001-04 TEMPORARY WAGES	15,000	15,000	0	15,000
0001-06 PREMIUM PAY	475	475	475	500
0001-08 LONGEVITY	1,215	1,215	1,215	1,413
0001-11 SHIFT DIFFERENTIAL	39	39	20	39
0001-12 FICA	17,701	17,701	17,701	24,702
0001-14 PENSION	21,480	21,480	21,480	26,359
0001-15 Employee - Health Insurance Opt Out	1,500	1,500	1,500	1,500
0001-16 INSURANCE - EMPLOYEE GRP	76,603	76,603	76,603	82,820
0001-24 POSTAGE & SHIPPING	250	250	0	0
0001-26 PRINTING	12,500	2,500	12,500	12,500
0001-28 MILEAGE REIMBURSEMENT	500	500	500	250
0001-30 RENTALS	9,728	4,728	10,000	9,728
0001-32 PUBLICATIONS & MEMBERSHIP	1,500	1,500	1,500	2,000
0001-34 TRAINING & PROF. DEVELOP	2,000	5,000	7,453	10,000
0001-40 CIVIC EXPENSES	150,000	25,000	25,000	129,500
0001-41 ARTS EXPENSES	0	0	0	50,000
0001-46 OTHER CONTRACT SERVICES	70,625	64,931	67,931	32,180
0001-50 OTHER SERVICES & CHARGES	2,000	2,000	2,000	3,000
0001-68 OPERATING MATERIALS & SUPP	1,000	500	1,000	1,000
0001-72 EQUIPMENT	0	0	0	5,000
Total ADMINISTRATION	613,774	470,580	476,536	713,480

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
09 COMMUNITY DEVELOPMENT
0901 DIRECTOR - COMMUNITY DEVELOPMENT
0001 ADMINISTRATION**

<i>Account Number</i>	<i>2018 Budget</i>	<i>2018 Adj. Budget</i>	<i>2018 A&E</i>	<i>2019 Prop. Budget</i>
0001-02 PERMANENT WAGES	229,658	229,658	229,658	305,989
0001-04 TEMPORARY WAGES	15,000	15,000	0	15,000
<i>Line Item Detail</i>				
1 Interns				15,000.00
		Line Items Total		15,000.00
0001-06 PREMIUM PAY	475	475	475	500
<i>Line Item Detail</i>				
1 Overtimne pay.				500.00
		Line Items Total		500.00
0001-08 LONGEVITY	1,215	1,215	1,215	1,413
0001-11 SHIFT DIFFERENTIAL	39	39	20	39
<i>Line Item Detail</i>				
1 Shift Differential for comp time earned.				39.00
		Line Items Total		39.00
0001-12 FICA	17,701	17,701	17,701	24,702
<i>Line Item Detail</i>				
1 FICA/MED				24,702.00
		Line Items Total		24,702.00
0001-14 PENSION	21,480	21,480	21,480	26,359
<i>Line Item Detail</i>				
1 PENSION				26,358.52
		Line Items Total		26,358.52
0001-15 Employee - Health Insurance Opt Out	1,500	1,500	1,500	1,500
<i>Line Item Detail</i>				
1 MEDICAL OPT OUT				1,500.00
		Line Items Total		1,500.00
0001-16 INSURANCE - EMPLOYEE GRP	76,603	76,603	76,603	82,820
<i>Line Item Detail</i>				
1 INS				82,820.10

**CITY OF ALLENTOWN
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**000 GENERAL
09 COMMUNITY DEVELOPMENT
0901 DIRECTOR - COMMUNITY DEVELOPMENT
0001 ADMINISTRATION**

<u>Account Number</u>	<u>2018 Budget</u>	<u>2018 Adj. Budget</u>	<u>2018 A&E</u>	<u>2019 Prop. Budget</u>
		Line Items Total		82,820.10
0001-24 POSTAGE & SHIPPING	250	250	0	0
0001-26 PRINTING	12,500	2,500	12,500	12,500
Line Item Detail				
1 Printing of brochures and special marketing materials that cannot be done on site.				2,500.00
2 Printer usage charges from IT for all CED programs				10,000.00
		Line Items Total		12,500.00
0001-28 MILEAGE REIMBURSEMENT	500	500	500	250
Line Item Detail				
1 Mileage reimbursement for CED Employees.				250.00
		Line Items Total		250.00
0001-30 RENTALS	9,728	4,728	10,000	9,728
Line Item Detail				
1 Rental of space for departmental meetings, community meetings and events pertaining to development of the city.				500.00
2 Rental of two copiers for the third floor.				9,228.00
		Line Items Total		9,728.00
0001-32 PUBLICATIONS & MEMBERSHIP	1,500	1,500	1,500	2,000
Line Item Detail				
1 Business Journal				2,000.00
LV Arts Council				
PA Economic Development Assoc				
Greater Lehigh Valley Chamber				
IEDC				
ULI				
Misc				
		Line Items Total		2,000.00
0001-34 TRAINING & PROF. DEVELOP	2,000	5,000	7,453	10,000
Line Item Detail				

**CITY OF ALLENTOWN
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000 GENERAL
09 COMMUNITY DEVELOPMENT
0901 DIRECTOR - COMMUNITY DEVELOPMENT
0001 ADMINISTRATION

<i>Account Number</i>	<i>2018 Budget</i>	<i>2018 Adj. Budget</i>	<i>2018 A&E</i>	<i>2019 Prop. Budget</i>
<i>Line Item Detail</i>				
1 Harvard Graduate Seminars				10,000.00
IEDC Seminars				
PA League of Cities Events				
ULI Sessions				
PEDA				
Housing Alliance				
PDC				
ICSC				
		Line Items Total		10,000.00
0001-40 CIVIC EXPENSES	150,000	25,000	25,000	129,500
<i>Line Item Detail</i>				
1 Greater Lehigh Valley Chamber of Commerce Functions				1,500.00
AEDC Functions				
2				8,000.00
Human Relations Commission Annual Dinner and Awards Ceremony				
3 Warning Shelter for the Homeless held at the YMCA				25,000.00
4 Civic Fund/Non-Profits				70,000.00
5 My Brother's Keeper				25,000.00
		Line Items Total		129,500.00
0001-41 ARTS EXPENSES	0	0	0	50,000
<i>Line Item Detail</i>				
1 Arts Based Economic Development				50,000.00
		Line Items Total		50,000.00
0001-46 OTHER CONTRACT SERVICES	70,625	64,931	67,931	32,180
<i>Line Item Detail</i>				
1 Ricoh				4,100.00
2 PEDAs Sponsorship				5,000.00
3 Federal/State Grant Audits				3,080.00
4 Technology				5,000.00
5 Photographer				15,000.00
		Line Items Total		32,180.00
0001-50 OTHER SERVICES & CHARGES	2,000	2,000	2,000	3,000

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09 COMMUNITY DEVELOPMENT
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0001 ADMINISTRATION

<i>Account Number</i>	<i>2018 Budget</i>	<i>2018 Adj. Budget</i>	<i>2018 A&E</i>	<i>2019 Prop. Budget</i>
<i>Line Item Detail</i>				
1 Public notices, advertising.				2,000.00
2 LV Court House fees for Liens				1,000.00
		Line Items Total		3,000.00
0001-68 OPERATING MATERIALS & SUPP	1,000	500	1,000	1,000
<i>Line Item Detail</i>				
1 Office supplies				1,000.00
		Line Items Total		1,000.00
0001-72 EQUIPMENT	0	0	0	5,000
<i>Line Item Detail</i>				
1 Furniture for additional employees ie events and Human Relations Manager				5,000.00
		Line Items Total		5,000.00
Total ADMINISTRATION	613,774	470,580	476,536	713,480

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
01 NONDEPARTMENTAL
0609 GENERAL AND CIVIC
0001 GENERAL AND CIVIC**

Account Number	2018 Budget	2018 Adj. Budget	2018 A&E	2019 Prop. Budget
0001-30 RENTALS	128,428	128,428	128,428	131,634
0001-32 PUBLICATIONS & MEMBERSHIP	69,804	69,804	69,084	70,071
0001-38 INS - OTHER EMPLOYEE	110,000	110,000	75,000	0
0001-40 CIVIC EXPENSES	78,500	78,500	78,500	76,000
0001-41 ARTS EXPENSES	50,000	0	0	50,000
0001-44 LEGAL SERVICES	0	0	0	80,000
0001-46 OTHER CONTRACT SERVICES	180,580	180,580	180,580	235,000
0001-50 OTHER SERVICES & CHARGES	22,800	263,420	262,000	640,730
0001-55 PROPERTY REPAIRS	0	0	0	40,000
0001-78 CONTINGENCY	0	0	0	150,000
0001-84 CAPITAL FUND CONTRIBUTION	0	0	0	1,273,500
0001-88 INTERFUND TRANSFERS	13,010,038	13,265,757	13,265,757	12,829,492
Total GENERAL AND CIVIC	13,850,150	14,096,489	14,059,349	15,576,427

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
01 NONDEPARTMENTAL
0609 GENERAL AND CIVIC
0001 GENERAL AND CIVIC

Account Number	2018 Budget	2018 Adj. Budget	2018 A&E	2019 Prop. Budget
0001-30 RENTALS	128,428	128,428	128,428	131,634
Line Item Detail				
1 Municipal garage rent (Vultee St) Jan-Oct				109,240.00
2 Municipal garage rent (Vultee St) Nov. - Dec.				22,394.00
		Line Items Total		131,634.00
0001-32 PUBLICATIONS & MEMBERSHIP	69,804	69,804	69,084	70,071
Line Item Detail				
1 PLCM - PA league of cities & muni and PELRAS				47,319.00
2 National league of cities				9,010.00
3 US conf of mayors				12,242.00
4 Sister Cities				1,500.00
		Line Items Total		70,071.00
0001-38 INS - OTHER EMPLOYEE	110,000	110,000	75,000	0
0001-40 CIVIC EXPENSES	78,500	78,500	78,500	76,000
Line Item Detail				
1 Concerts\bands				37,500.00
2 LC senior citizens				15,000.00
3 Liberty Bell Shrine of Allentown				500.00
4 Friends of the Parks				5,500.00
5 Social and Heritage Organizations				17,500.00
		Line Items Total		76,000.00
0001-41 ARTS EXPENSES	50,000	0	0	50,000
Line Item Detail				
1 Arts based Economic Development				50,000.00
		Line Items Total		50,000.00
0001-44 LEGAL SERVICES	0	0	0	80,000
Line Item Detail				
1 Unbudgeted Legal Counsel that is not covered by Risk Management				80,000.00

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01 NONDEPARTMENTAL
0609 GENERAL AND CIVIC
0001 GENERAL AND CIVIC

<i>Account Number</i>	<i>2018 Budget</i>	<i>2018 Adj. Budget</i>	<i>2018 A&E</i>	<i>2019 Prop. Budget</i>
		Line Items Total		80,000.00
0001-46 OTHER CONTRACT SERVICES	180,580	180,580	180,580	235,000
<i>Line Item Detail</i>				
1 Allentown Parking Authority				125,000.00
2 PA unemployment insurance benefits				110,000.00
		Line Items Total		235,000.00
0001-50 OTHER SERVICES & CHARGES	22,800	263,420	262,000	640,730
<i>Line Item Detail</i>				
1 R/E taxes for city owned property				22,810.00
2 New Employee PMRS Enrollment				2,000.00
3 Stormwater Fee for City owner property				255,620.00
4 Job Study Salary Allocation				340,000.00
5 Bank Fees				20,300.00
		Line Items Total		640,730.00
0001-55 PROPERTY REPAIRS	0	0	0	40,000
<i>Line Item Detail</i>				
1 Repairs/Renovations as needed to City-owned rental properties				40,000.00
		Line Items Total		40,000.00
0001-78 CONTINGENCY	0	0	0	150,000
<i>Line Item Detail</i>				
1 Unbudgeted Expenses - Finance Director approval needed for the use of these funds.				150,000.00
		Line Items Total		150,000.00
0001-84 CAPITAL FUND CONTRIBUTION	0	0	0	1,273,500
<i>Line Item Detail</i>				
1 2nd Street Bridge Construction Capital Project 1803 - Bridge Repairs				100,000.00
2 Residential Street Construction - Project 1748 Microsurfacing roads				300,000.00

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PROGRAM BUDGET**

000 GENERAL
01 NONDEPARTMENTAL
0609 GENERAL AND CIVIC
0001 GENERAL AND CIVIC

<u>Account Number</u>	<u>2018 Budget</u>	<u>2018 Adj. Budget</u>	<u>2018 A&E</u>	<u>2019 Prop. Budget</u>
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Line Item Detail

3 City-Wide Park and Playgrounds - Project 1905				25,500.00
\$1,500 - Recreation Equipment				
\$2,500 - Scorer's Tables				
\$12,500 - Shade Structures for Scorer's Tables				
\$6,000 - Players Benches at Cedar				
\$3,000 - Players Benches at Percy Ruhe				
4 Mack Pool Improvements - Project 2209				100,000.00
Sand Blasing and Crack Repair				
5 WPA Structure Renovations - Project 2202				120,000.00
WPA Work on Lehigh Parkway Wall Sections and Rose Garden Gazebos				
6 Parks Facilities Repairs (new capital project)				118,000.00
\$100,000 Roof replacement on Water Shed Barn/Office				
\$18,000 Guardrail Lot Improvements				
7 Resurfacing of Police Academy Road and Parking Lot				30,000.00
8 LCA Projects:				480,000.00
\$100,000 - Automatic Meter Reading - Proj. #1227				
\$370,000 - Inoperable Valve Project #1805				

		Line Items Total		1,273,500.00
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0001-88 INTERFUND TRANSFERS	13,010,038	13,265,757	13,265,757	12,829,492
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Line Item Detail

1 Risk Fund - Self Insured Losses				500,000.00
2 Risk Fund - Property and Casualty expenses and overhead costs				3,089,172.00
3 Debt Fund Transfer				8,096,621.00
4 Transfer to Equipment Fund				286,699.00
Annual Lease Payments				
5 Transfer to Equipment Fund				220,000.00
IT Equipment Replacement				
6 Transfer to Equipment Fund				337,000.00
Police IT Equipment				
7 Transfer to Housing Fund				300,000.00

		Line Items Total		12,829,492.00
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Total GENERAL AND CIVIC	13,650,150	14,096,489	14,059,349	15,576,427
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Total GENERAL	13,650,150	14,096,489	14,059,349	15,576,427
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