



# Allentown

435 Hamilton Street  
Allentown, Pa. 18101

## Meeting Agenda - Final

### City Council

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Monday, October 26, 2020

5:30 PM

Council Chambers

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**Budget Meeting: Revenue and Expenditure Estimates, Finance Department, Debt Service Fund – Financing of Equipment and Capital Projects Fund.**

**Public Comment Provisions during Covid:** The meeting will be live streamed. The link to the meeting can be found on the city website with the agenda and legislation at <https://www.allentownpa.gov>. Council will receive comments on the legislation prior to the meeting and will consider all comments from city residents. All comments must include your name and address, including your city, and be emailed to [Michael.Hanlon@AllentownPa.gov](mailto:Michael.Hanlon@AllentownPa.gov) by 2 PM on the date of the meeting. Comments can also be registered using the ecomment provision on each agenda item found on the city website. Comments received from city residents by that deadline will be forwarded to the Mayor and Council members prior to the meeting and will also be noted at Courtesy of the Floor or Public Comment periods of the meeting. These timely received comments will also be posted on the City's webpage as a supporting document to the meeting. Any comments received on the meeting day, after the 2:00 pm deadline, will be forwarded to the Mayor and Council as soon as practicable. In addition, if you would like to speak during the meeting, please send your name, address, including municipality, and telephone number to the email address above indicating what issue you would like to speak on or call the office at 610.437.7555 and do the same, and you will be called during the meeting.

#### Roll Call

#### **ORDINANCES FOR INTRODUCTION (To be referred to Committee with public comment prior to referral)**

##### Bill 85

Amending the 2020 General Fund, Risk Management Fund, Trexler Fund, Solid Waste Fund, Golf Fund and Equipment Fund Budgets to provide for a supplemental appropriation totaling One Million Nine Hundred Ninety-Two Thousand Three Hundred Seventy-Two Dollars and Three Cents (\$1,992,372.03) from the County of Lehigh as part of disbursement of funds through the COVID-19 County Relief Block Grant Program.

**Attachments:**

[Bill 85 County COVID Grant](#)

[Lehigh County Covid - 19 Grant Funding](#)

#### **RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):**

R131

Transfer Approvals: \$4,500 in CED for the traffic signal for Lights in the Parkway and \$4000 in CED to add road signage for Lights in the Parkway.

**Attachments:**

[R131 Community and Economic Development Transfer](#)

[Memo from Mayor O'Connell regarding Transfers for CED](#)

[For the traffic signal for Lights in the Parkway are 24 years old and need to repl](#)

[To add road signage for Lights in the Parkway](#)

## Budget Discussion

Below is the note that went out with the budget schedule – it is the same that has gone out the last few years. Suggestions/Comments?

- Josh will be running the meeting as chair of finance.
- I scoped out a way to proceed below based on the schematic in the budget – it would run generally as follows:

Five Year Plan, Estimates, Finance Department, Debt, Equipment, Capital Projects – everyone good with this – other suggestions, this is what currently appears on the agenda.

- Some questions I have are below and potential suggestions for a focus.
- Typically council goes through the budget meetings prior to considering amendments.
- Council takes comments at the end of the meeting after reviewing the items on the agenda or where otherwise applicable.

From Budget Schedule Memo: The budget meetings will be Special Council meetings with each meeting run by the Chairperson of the Committee that has ‘jurisdiction’ over that department. The meetings will be structured to allow the Administration to present their respective budget – including equipment and capital projects if applicable - provide for Council comments and questions, and for public comments. If you have any questions that can be forwarded to the respective departments, please do so in advance if you can – there is no need to play gotcha or treat the meetings as a discovery process, you will have the budget well in advance of the meeting. If you would like the department to focus on something in particular during their presentation, please let us know and we will note that in the agenda. If you plan to introduce any amendments, they should be provided to our office two days in advance of the meeting they are to be considered so they can be distributed to the public, administration and council - otherwise, Council will need to suspend the rules. Plan to review capital budgets and equipment requests on the night when each respective department is being reviewed. Amendments may be proposed and voted on at these meetings. Council will also conduct general business at these meetings should the administration need action on legislative items. If you have any questions, please contact Council office at 610.437.7556.

## General Overview - Barb

- Five Year Plan - Bina
  - o Explain the assumptions
  - o Any plans on dealing with long term deficits
- Revenue and Expenditure Estimates - Seth

Review each of these Programs/Bureaus listed in the budget – I think it would be nice to consolidate the books so you don't have to go between two books. Barb will be reviewing each Bureau within the Finance Department, however Bureau Managers will be on Teams and will be able to speak to their program narrative and answer specific questions on expenditure details.

- Revenue and Audit – Tricia will answer any questions, she is prepared to discuss the items below

- o I find their budget narrative very good – contains some good measurable objectives.
  - Thank you. We are excited to be able to present goals and objectives this way and are hoping they are all achievable.

- o 34: 8 attendance at conferencing – benefit? – We have put a lot of focus into our audit program having (arguably) one of the best enforcement teams in the State. Because Business Privilege Tax is largely unique to PA, there is really only one opportunity to surround yourself with and learn from other auditors and collectors across the state. This conference is where that happens. We are committed to our audit program and to making sure our tax examiners can sharpen these skills, especially since everyone is anticipating obstacles and arguments we'll face post-COVID. In 2020, the organization DID offer in-person or virtual attendance, we chose virtual for obvious reasons. In 2019, it was in Bethlehem eliminating many of the expenses. What we're asking for in 2021 is better compared to what we spent in 2018, the last time we actually traveled for this event. If they offer virtual again next year, or in subsequent years, we would consider in-person attendance that rotates every year, while others attend virtually. Keeping in mind, we would still incur the cost of a conference registration and not likely save a lot in travel expenses since we traveled together and doubled up in hotel rooms.

- o Vehicle claim? It was my understanding this holds a few dollars just in case there is damage to our City vehicle and there are any costs incurred that the garage wouldn't cover. We have not needed to use this in the 6 years I've been a part of the budget process and you're welcome to take it if you need it. For \$250.00 I didn't want to cut that chord and jinx myself when I could just as easy play it safe and give it back during the next budget process anyway.

- Accounting and Financial Management – Luisa will answer any questions, she is prepared to discuss the items below

- o No reference to any of Novak recommendations – PBB, Policies – fund balance, financial management, strategic planning, OPEB trust, capital project inventory, etc.

- o PICPA – what is this?

- o OPEB Valuation – was this done, can we get a copy?

- o Uniform attire?

- Finance and Budget Administration – Barb will answer any questions

- Procurement (Purchasing) – Barb will answer any questions she can and will take note of any questions that cannot be answered and will send them to me, I will provide a response tomorrow

- General Support Services - Barb will answer any questions, she is prepared to

discuss the item below

- o Benefits of making mail deliverer full time

Debt Service - Barb

Financing of Equipment - Barb

- How is new equipment being financed?

Capital Fund/Capital Plan and Funding - Barb

- Give an overview

Link to budget on city website: <https://www.allentownpa.gov/Government/City-Budget>

City Budget

Attachments:      [General Fund Summary](#)  
                              [5 year Plan](#)  
                              [Finance](#)  
                              [Capital Fund](#)  
                              [Capital Plan](#)  
                              [Debt Service Fund](#)  
                              [Equipment Fund](#)

Budget Memos

Attachments:      [BM 1 - Personnel](#)

## ADJOURN

*Council meetings are held on the first and third Wednesday of each month beginning at 7:00 pm in Council Chambers. For copies of the agenda or meeting announcements, please visit our website at [www.allentownpa.gov](http://www.allentownpa.gov) or contact the Clerk at [Michael.Hanlon@allentownpa.gov](mailto:Michael.Hanlon@allentownpa.gov) to receive an email notice of the meetings.*