Allentown
City without limits.

Memo

To: Ed Pawlowski, Mayor
President and Members of City Council

From: Brent Hartzell, Finance Director

Date: November 29, 2016

Re: Budget Memo #4

The following changes have been made to the 2017 Proposed Budget:

Equipment Fund

Amend the Equipment Fund by moving $75,000 budgeted in Account 30 – Rentals in Program 1 (083-02-8003-0001) to Account 72 – Equipment in Program 1 (083-02-8003-0001). Also moving $132,239 budgeted in Account 72 - Equipment in Program 2 (083-02-8003-02) to Account 72 – Equipment in Program 1 (083-02-8003-01). Revised pages 380 and 382 are attached.

General Fund

Amending page 256 to budget for the anticipated expenses related to the Healthy Homes Grant as follows:

Acct. 22	Telephone	$ 648.00
Acct. 26	Printing	3,283.00
Acct. 28	Mileage Reimbursement	1,365.00
Acct. 34	Training & Prof. Development	21,109.00
Acct. 42	Repairs & Maintenance	2,800.00
Acct. 46	Other Contract Services	256,056.00
Acct. 50	Other Services & Charges	2,471.00
Acct. 68	Operating Materials & Supplies	11,686.00
Acct. 72	Equipment	2,000.00
	Total	$301,418.00

The Healthy Home Grant also adds funds to revenue account 000-5240 in the amount of $285,501.00.

Amend page 166 by adding $10,000 to Acct. 34 – Training and Professional Development to provide diversity training for inspectors. Revised page 166 is attached.

Amend pages 23 and 24 to change the salary of the Grants Coordination Manager to $70,000. It is currently proposed at $59,514 which is toward the bottom of the wage scale for paygrade 14(N). Increasing the salary to $70,000 will enable the Administration to hire a more qualified applicant. This is an increase of $10,486. Revised pages 23 and 24 are attached.

cc:		
cc:	Debi Bowman	Luisa Follweiler
	Susan Wild	Barbara Wagenhurst
	Michael Hanlon	Shannon Calluori
	Jeff Glazier	John Marchetto
	Craig Messinger	FOP President
	Chief Keith Morris	IAFF President
	Chief Lee Laubach, Jr.	SEIU President
	Mike Moore	MESA President
	Lindsay Taylor	The Morning Call
	Bina Patel	WFMZ
	Carmen Dragotta	Express Times

CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND	000	GENERAL
DEPT	01	NONDEPARTMENTAL
BUREAU	0201	OFFICE OF THE MAYOR
PROGRAM	0001	EXECUTIVE MANAGEMENT

		2012	2013	2014	2015	2016		2016		2017	
		Actual				Final Budget		Actual & Estimated		Proposed Budget	
		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
00E	Mayor	1.0	1.0	1.0	1.0	1.0	95,000	1.0	95,000	1.0	95,000
22A	Managing Director	-	-	1.0	1.0	1.0	120,822	1.0	120,822	-	-
14N	Communications Manager	-	-	1.0	1.0	1.0	64,272	1.0	64,272	1.0	68,432
14N	Grants Coordinator Manager	-	-	1.0	1.0	1.0	78,494	1.0	78,494	1.0	70,000
13N	Operations Manager	-	-	1.0	1.0	-	-	-	-	-	-
10N	Comm Coordinator	1.0	1.0	-	-	-	-	-	-	-	-
10N	Human Rel Off\Spec Asst	0.8	0.8	0.8	0.8	0.8	49,317	0.8	49,317	1.0	62,582
11N	Exec Sec to Mayor	-	-	-	-	1.0	56,108	1.0	56,108	1.0	55,822
10N	Exec Sec to Mayor	1.0	1.0	-	-	-	-	-	-	-	-
09N	Exec Sec to Managing Dir	-	-	1.0	1.0	1.0	48,022	1.0	48,022	-	-
09N	Administrative Assistant	-	-	-	-	-	-	-	-	0.5	21,905
	Total Positions	**3.8**	**3.8**	**6.8**	**6.8**	**6.8**	**512,035**	**6.8**	**512,035**	**5.5**	**373,741**

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
01 NONDEPARTMENTAL
0201 OFFICE OF THE MAYOR
0001 EXECUTIVE MANAGEMENT

Account Number		2016 Budget	2016 Adj. Budget	2016 A & E	2017 Proposed
0001-02	PERMANENT WAGES	512,039.00	512,039.00	512,039.00	373,737.00
0001-08	LONGEVITY	2,237.00	2,827.00	2,600.00	2,666.00
0001-12	FICA	39,342.00	39,342.00	39,342.00	27,993.26
0001-14	PENSION	29,655.00	29,655.00	29,655.00	35,762.43
0001-16	INSURANCE - EMPLOYEE GRP	123,093.00	123,093.00	123,093.00	126,628.48
0001-26	PRINTING	250.00	250.00	250.00	250.00
0001-32	PUBLICATIONS & MEMBERSHIP	1,850.00	1,850.00	1,850.00	1,850.00
0001-34	TRAINING & PROF. DEVELOP	12,000.00	12,000.00	12,000.00	12,000.00
0001-46	OTHER CONTRACT SERVICES	15,000.00	14,410.00	15,000.00	10,000.00
0001-50	OTHER SERVICES & CHARGES	8,000.00	8,000.00	8,000.00	6,000.00
0001-68	OPERATING MATERIALS & SUPP	2,500.00	2,500.00	2,500.00	2,500.00
Total	**EXECUTIVE MANAGEMENT**	**745,966.00**	**745,966.00**	**746,329.00**	**599,387.17**

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
09 COMMUNITY DEVELOPMENT
0903 BUILDING STANDARDS & SAFETY
0003 LEAD - HEALTHY HOMES GRANT

Account Number		2016 Budget	2016 Adj. Budget	2016 A & E	2017 Proposed
0003-02	PERMANENT WAGES	0.00	12,462.00	12,462.00	49,920.00
0003-12	FICA	0.00	953.00	953.00	3,818.88
0003-14	PENSION	0.00	1,180.00	1,180.00	6,502.26
0003-16	INSURANCE - EMPLOYEE GRP	0.00	4,898.00	4,898.00	23,023.36
0003-22	TELEPHONE	0.00	0.00	0.00	648.00
0003-26	PRINTING	0.00	0.00	0.00	3,283.23
0003-28	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	1,365.00
0003-34	TRAINING & PROF. DEVELOP	0.00	0.00	0.00	21,109.26
0003-42	REPAIRS & MAINTENANCE	0.00	0.00	0.00	2,800.00
0003-46	OTHER CONTRACT SERVICES	0.00	0.00	0.00	256,056.00
0003-50	OTHER SERVICES & CHARGES	0.00	0.00	0.00	2,470.94
0003-68	OPERATING MATERIALS & SUPP	0.00	0.00	0.00	11,685.92
0003-72	EQUIPMENT	0.00	0.00	0.00	2,000.00
Total	**LEAD - HEALTHY HOMES GRANT**	**0.00**	**19,493.00**	**19,493.00**	**384,682.85**

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
06 HUMAN RESOURCES
0603 HUMAN RESOURCES
0001 PERSONNEL ADMINISTRATION

Account Number		*2016 Budget*	*2016 Adj. Budget*	*2016 A & E*	*2017 Proposed*
0001-02	PERMANENT WAGES	390,595.00	390,595.00	390,595.00	333,535.80
0001-04	TEMPORARY WAGES	15,000.00	15,000.00	0.00	5,000.00
0001-06	PREMIUM PAY	3,000.00	3,000.00	3,000.00	1,500.00
0001-08	LONGEVITY	2,060.00	2,060.00	2,060.00	2,341.00
0001-11	SHIFT DIFFERENTIAL	500.00	500.00	300.00	500.00
0001-12	FICA	31,453.00	31,453.00	31,453.00	26,230.08
0001-14	PENSION	34,257.00	34,257.00	34,257.00	33,161.53
0001-16	INSURANCE - EMPLOYEE GRP	142,194.00	142,194.00	142,194.00	117,419.14
0001-26	PRINTING	500.00	500.00	500.00	500.00
0001-28	MILEAGE REIMBURSEMENT	300.00	300.00	200.00	300.00
0001-32	PUBLICATIONS & MEMBERSHIP	5,160.00	5,160.00	5,160.00	5,160.00
0001-34	TRAINING & PROF. DEVELOP	32,600.00	32,600.00	25,000.00	48,600.00
0001-46	OTHER CONTRACT SERVICES	76,000.00	76,000.00	50,000.00	46,000.00
0001-50	OTHER SERVICES & CHARGES	80,100.00	102,100.00	60,000.00	75,100.00
0001-68	OPERATING MATERIALS & SUPP	3,000.00	3,000.00	3,000.00	3,000.00
Total	**PERSONNEL ADMINISTRATION**	**816,719.00**	**838,719.00**	**747,719.00**	**698,347.55**

CITY OF ALLENTOWN
PROGRAM BUDGET

083 EQUIPMENT REPLACEMENT
02 FINANCE
8003 EQUIPMENT REPLACEMENT
0001 ROLLING STOCK

Account Number	*2016 Budget*	*2016 Adj. Budget*	*2016 A & E*	*2017 Proposed*
0001-30 RENTALS	591,464.00	591,464.00	591,464.00	561,463.77
0001-72 EQUIPMENT	1,150,000.00	1,265,540.19	1,150,000.00	965,739.00
Total ROLLING STOCK	**1,741,464.00**	**1,857,004.19**	**1,741,464.00**	**1,527,202.77**

083 EQUIPMENT REPLACEMENT
02 FINANCE
8003 EQUIPMENT REPLACEMENT
0002 COMPUTER EQUIPMENT

Account Number	2016 Budget	2016 Adj. Budget	2016 A & E	2017 Proposed
0002-72 EQUIPMENT	537,000.00	1,191,973.55	537,000.00	537,000.00
Total COMPUTER EQUIPMENT	**537,000.00**	**1,191,973.55**	**537,000.00**	**537,000.00**