



Allentown
City without limits.

Memo

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

From: Brent Hartzell, Finance Director

Date: November 14, 2018

Re: Budget Memo #3 – Mayor's Office and General and Civic

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

Mayor's Office

Amending page 24 by reducing account 26, Printing, by \$250.00; reducing account 46, Other Contract Services, by \$5,000 and reducing account 50, Other Services and Charges, by \$2,000. Account 22, Telephones, is being added to properly expense the cost for internet service at the Cultural Center in the amount of \$1,000. A net savings of \$6,250. A revised page 24 is attached.

General and Civic

Amending page 44 by moving the PA Unemployment Insurance Benefits expense in the amount of \$110,000 from account 38, Ins – Other Employee, to account 46, Other Contract Services. Also, moving the Bank Fees in the amount of \$20,300 from account 46, Other Contract Services, to account 50, Other Services and Charges and removing the Audit Fees from account 46, Other Contract Services, in the amount of \$21,580. These changes result in a net savings of \$21,580. A revised page 44 is attached.

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
01 NONDEPARTMENTAL
0201 OFFICE OF THE MAYOR
0001 EXECUTIVE MANAGEMENT**

| <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 | 516,350 | 516,350 | 516,350 | 528,966 |
| 0001-04 TEMPORARY WAGES | 20,000 | 20,000 | 0 | 20,000 |
| 0001-08 LONGEVITY | 2,874 | 2,874 | 2,874 | 3,241 |
| 0001-12 FICA | 41,251 | 41,251 | 41,251 | 41,251 |
| 0001-14 PENSION | 45,563 | 45,563 | 45,563 | 55,912 |
| 0001-16 INSURANCE - EMPLOYEE GRP | 162,491 | 162,491 | 162,491 | 175,679 |
| 0001-22 TELEPHONE | 0 | 0 | 0 | 1,000 |
| 0001-26 PRINTING | 5,250 | 5,250 | 300 | 5,000 |
| 0001-30 RENTALS | 0 | 9,000 | 9,000 | 10,800 |
| 0001-32 PUBLICATIONS & MEMBERSHIP | 1,850 | 1,850 | 60 | 2,750 |
| 0001-34 TRAINING & PROF. DEVELOP | 12,000 | 4,500 | 2,000 | 12,000 |
| 0001-46 OTHER CONTRACT SERVICES | 10,000 | 2,000 | 1,200 | 5,000 |
| 0001-50 OTHER SERVICES & CHARGES | 6,000 | 4,500 | 2,000 | 4,000 |
| 0001-68 OPERATING MATERIALS & SUPP | 2,500 | 2,500 | 2,500 | 2,500 |
| Total EXECUTIVE MANAGEMENT | 826,129 | 818,129 | 785,589 | 868,099 |

**CITY OF ALLENTOWN
PROGRAM BUDGET**

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

| <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 | 516,350 | 516,350 | 516,350 | 528,966 |
| <i>Line Item Detail</i> | | | | |
| 1 Adjustment to bring the Mayor's position to \$95,000. | | | | -4.00 |
| | | Line Items Total | | -4.00 |
| 0001-04 TEMPORARY WAGES | 20,000 | 20,000 | 0 | 20,000 |
| <i>Line Item Detail</i> | | | | |
| 1 Part-time clerk | | | | 20,000.00 |
| | | Line Items Total | | 20,000.00 |
| 0001-08 LONGEVITY | 2,874 | 2,874 | 2,874 | 3,241 |
| 0001-12 FICA | 41,251 | 41,251 | 41,251 | 41,251 |
| <i>Line Item Detail</i> | | | | |
| 1 FICA | | | | 41,250.64 |
| | | Line Items Total | | 41,250.64 |
| 0001-14 PENSION | 45,563 | 45,563 | 45,563 | 55,912 |
| <i>Line Item Detail</i> | | | | |
| 1 MMO | | | | 55,912.01 |
| | | Line Items Total | | 55,912.01 |
| 0001-16 INSURANCE - EMPLOYEE GRP | 162,491 | 162,491 | 162,491 | 175,679 |
| <i>Line Item Detail</i> | | | | |
| 1 INS | | | | 175,679.00 |
| | | Line Items Total | | 175,679.00 |
| 0001-22 TELEPHONE | 0 | 0 | 0 | 1,000 |
| <i>Line Item Detail</i> | | | | |
| 1 Internet Service for Cultural Center | | | | 1,000.00 |
| | | Line Items Total | | 1,000.00 |
| 0001-26 PRINTING | 5,250 | 5,250 | 300 | 5,000 |
| <i>Line Item Detail</i> | | | | |
| 1 Printer Usage per IT | | | | 5,000.00 |
| | | Line Items Total | | 5,000.00 |

**CITY OF ALLENTOWN
PROGRAM BUDGET**

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

| Account Number | 2018 Budget | 2018 Adj. Budget | 2018 A&E | 2019 Prop. Budget |
|--|--------------------|-------------------------|---------------------|--------------------------|
| 0001-30 RENTALS | 0 | 9,000 | 9,000 | 10,800 |
| Line Item Detail | | | | |
| 1 This office pays for rental at the Cultural Center at Alliance Hall. The charge is \$900 a month. | | | | 10,800.00 |
| | | Line Items Total | | 10,800.00 |
| 0001-32 PUBLICATIONS & MEMBERSHIP | 1,850 | 1,850 | 60 | 2,750 |
| Line Item Detail | | | | |
| 1 Various city-related issues. Membership for "Foundation Directory On-line" for grant management. | | | | 1,850.00 |
| 2 ICMA Membership | | | | 900.00 |
| | | Line Items Total | | 2,750.00 |
| 0001-34 TRAINING & PROF. DEVELOP | 12,000 | 4,500 | 2,000 | 12,000 |
| Line Item Detail | | | | |
| 1 Mayor will be attending various meetings for the PA Municipal League, United States Conference of Mayors, National League of Cities during the year. Many miscellaneous meetings are held in Harrisburg and Washington, D.C. relating to government procedures, legislative issues, developmental planning, etc. that the Mayor attends. | | | | 12,000.00 |
| | | Line Items Total | | 12,000.00 |
| 0001-46 OTHER CONTRACT SERVICES | 10,000 | 2,000 | 1,200 | 5,000 |
| Line Item Detail | | | | |
| 1 This account is used at the descretion of the Mayor to provide various professional services for the city. | | | | 5,000.00 |
| | | Line Items Total | | 5,000.00 |
| 0001-50 OTHER SERVICES & CHARGES | 6,000 | 4,500 | 2,000 | 4,000 |
| Line Item Detail | | | | |
| 1 Miscellaneous expenses | | | | 4,000.00 |
| | | Line Items Total | | 4,000.00 |
| 0001-68 OPERATING MATERIALS & SUPP | 2,500 | 2,500 | 2,500 | 2,500 |
| Line Item Detail | | | | |
| 1 This account is used for daily operating materials and supplies in the office. | | | | 2,500.00 |
| | | Line Items Total | | 2,500.00 |
| Total EXECUTIVE MANAGEMENT | 826,129 | 818,129 | 785,589 | 868,099 |

**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 | 12,529,492 |
| Total GENERAL AND CIVIC | 13,650,150 | 14,096,489 | 14,059,349 | 15,276,427 |

**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 |

**CITY OF ALLENTOWN
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> |
|--|--------------------|-------------------------|---------------------|--------------------------|
| | | Line Items Total | | 80,000.00 |
| 0001-46 OTHER CONTRACT SERVICES | 180,580 | 180,580 | 180,580 | 235,000 |
| Line Item Detail | | | | |
| 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 |
| Line Item Detail | | | | |
| 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 |
| Line Item Detail | | | | |
| 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 |
| Line Item Detail | | | | |
| 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 |
| Line Item Detail | | | | |
| 1 2nd Street Bridge Construction Capital Project 1803 - Bridge Repairs | | | | 100,000.00 |
| 2 Residential Street Construction - Project 1748 Microsurfacing roads | | | | 300,000.00 |

**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 |
|--|--------------------|-------------------------|---------------------|--------------------------|
| 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 |
| 0001-88 INTERFUND TRANSFERS | 13,010,038 | 13,265,757 | 13,265,757 | 12,529,492 |
| 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 | | | | |
| | | Line Items Total | | 12,529,492.00 |
| Total GENERAL AND CIVIC | 13,650,150 | 14,096,489 | 14,059,349 | 15,276,427 |