



## Memo

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

From: Brent Hartzell, Finance Director

Date: November 30, 2018

Re: Budget Memo #5 – City Controller's Recommendations and Other Adjustments

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

### **GENERAL FUND**

#### City Council

Amending page 18 by reducing Account 56, Uniforms, by \$500 due to the elimination of polo shirts for City Councilmembers. Also adding \$6,000 to Account 50, Other Services and Charges, for advertising of legal ads.

These changes result in a net increase to the City Council budget of \$5,500.

#### Mayor

Amending page 24 by adding \$1,000 to Account 22, Telephone, for internet service at the Cultural Center in Alliance Hall.

This change results in a net increase to the Office of the Mayor budget of \$1,000

#### City Controller

Amending page 34 by reducing Account 26, Printing, by \$50 for a new account total of \$250.00.

This change results in a net savings to the City Controller budget of \$50.00.

#### Law

Amending page 40 by reducing Account 26, Printing, by \$1,504, for a new account total of \$2,300. Also, reduce Account 42, Repairs and Maintenance, by deleting the shredding fees for \$600.

These changes result in a net savings to the Law Office budget of \$2,104.

### General and Civic

Amending page 44 by reducing Account 50, Other Services and Charges, by \$10,310 for payment of Real Estate taxes for City owned properties for new line item total of \$12,500.

This change results in a net savings in the General and Civic budget of \$10,310.

### Public Works

Amending page 84, Engineering, by reducing Account 46, Other Contract Services, by \$19,000 for the PA One Call System Activity Fee.

Amending page 90, Building Maintenance, by moving the CDL Reimbursement in the amount of \$500 from Account 34, Training and Professional Development to Account 32, Publications and Membership.

Amending page 94, Streets Maintenance, by moving the CDL Reimbursement in the amount of \$900 from Account 34, Training and Professional Development to Account 32, Publications and Membership.

Amending page 100, Traffic Planning and Control, by moving the CDL Reimbursement in the amount of \$100 from Account 34, Training and Professional Development to Account 32 Publications and Membership.

Amending page 104, Technical Services, by moving the CDL Reimbursement in the amount of \$100 from Account 34, Training and Professional Development to Account 32, Publications and Membership. Also, add \$900 to Account 72, Equipment, by adjusting the amount for New Cellular Hardware from \$100 to \$1,000.

These changes result in a net savings in the Department of Public Works of \$18,100.

### Police

Amending page 120, Police Operations, by reducing Account 26, Printing, by \$7,000 for item number 5, Print Usage.

Also, reducing Account 32, Publications and Membership by a total of \$1,046 due eliminating the following line items: APCO (\$100), NTOA – Officers (\$120), NACP (\$50), PA District Attorney Association (\$65), IPWDA – K-9 (\$236), PERF (\$475).

In addition, the Civilian Police Academy Graduation Ceremony and the Commendation Ceremony for School Safety Patrols line items in Account 40, Civic Expenses, are being moved to Account 68, Operating Materials and Supplies.

Account 42, Repair and Maintenance is being increased by \$1,500 for equipment calibration and the vehicle calibration in the amount of \$2,000 is being eliminated.

The fleet miscellaneous claims line item is also being reduced by \$5,000. The line item for impound lot security in the amount of \$500 is being eliminated and the following line items are being moved to Account 68, Operating Materials and Supplies: Crime View Dashboard - Desktop Support \$3,500, Crime View Dashboard – Annual Hosting \$7,800 and Crash Data Retrieval Software Subscription \$1,050. This results in a net savings of \$6,000 in this account.

Account 46, Other Contract Services, is being reduced by \$500 bringing the total cost of background checks from \$3,000 to \$2,500. The SVU Internet in the amount of \$960 is being moved to Account 22, Telephone, along with the Confidential Internet cost of \$1,800.

Account 50, Other Services and Charges, is being reduced by \$1,200 bringing the total cost of background checks from \$3,600 to \$2,400.

Account 54, Repair and Maintenance Supplies, is being reduced by \$500 by lowering the amount budgeted for Motorcycle Cleaning Supplies from \$1,000 to \$500.

Account 72, Equipment, is being reduced by \$4,538, by lowering the amount budgeted for the taser payment from \$35,000 to \$30,462.

Amending page 124, Police Academy, by reducing Account 20, Electric, by \$2,800. Also, the cost of the Internet (\$840) is being moved from Account 46, Other Contract Services to Account 22, Telephone.

These changes result in a net savings in Police Department budget of \$23,584.

### Emergency Medical Services

Amending page 142 by reducing Account 26, Printing, by \$300 bringing the cost from \$2,000 down to \$1,700 and moving the hydrostatic testing of medical oxygen tanks in the amount of \$500 from Account 66, Chemicals to Account 42, Repair and Maintenance.

### Fire

Amending page 148 by reducing Account 20, Electric, by \$3,500 bringing the cost of electricity from \$50,000 down to \$46,500. Also, the Natural Gas and Hazardous Material meters maintenance and the Scott SCBA equipment maintenance and repair cost budgeted in Account 54, Repair and Maintenance Supplies, is being moved to Account 42, Repair and Maintenance.

Account 72, Equipment is being reduced by \$6,000 due to moving the HAZMAT Team Level A Suits (\$4,000) and the Bomb Team Ballistic Vests (\$2,000) to Account 56, Uniforms.

These changes result in a net saving for the Fire Department and EMS Budgets of \$3,800.

### Human Resources

Amending page 156 by reducing Account 32, Publications and Membership, by \$1,300 by lowering the cost of the LCBCHC from \$2,500 to \$1,200. Moving the Civil Service Legal Fees (\$15,000) and the Legal Services (\$20,000) from Account 46, Other Contract Services to Account 44, Legal Services.

Account 46, Other Contract Services, increases by \$2,500 for Court Stenographer services at the Civil Service meetings.

Line items Background Checks in the amount of \$11,500 and Shredding Services in the amount of \$1,800 in Account 50, Other Services and Charges, will be moved to Account 46, Other Contract Services. Also, rug service in Account 50, Other Services and Charges will be eliminated for a savings of \$1,800.

Account 68, Operating Materials and Supplies, will be reduced by \$2,000 from \$10,000 down to \$8,000.

These changes result in a net savings to the Human Resources budget of \$2,600.

### Information Technology

Amending page 164 by increasing Account 46, Other Contract Services by \$40,000 for the increased cost of Real Estate / BP Tax System Update. The \$40,000 was mistakenly placed in the Stormwater Fund. This change results in a net increase in the Information Technology budget of \$40,000.

### Parks and Recreation

Amending page 174, Grounds Maintenance, by reducing Account 20, Electric, by \$4,750 from \$72,750 down to \$68,000.

Amending page 184, Organized Sports Activities, by reducing Account 26, Printing, by \$1,000 due to reducing the cost of Various Signs by \$500 and the sign for the Parks Office by \$500.

Account 30, Rentals, increases by \$2,800 due to the increased cost of movie licenses for the Movies In The Parks Program.

Account 34, Training and Professional Development, is reduced by \$3,015 by reducing the cost of NRPA Supervisor Management School from \$3,500 to \$1,485 and deleting NAYS Training in the amount of \$1,000.

Account 46, Other Contract Services, has been reduced by \$2,868. Detailed line items have been adjusted to better reflect the programs and related costs being provided to the residents.

Amending page 186, Aquatics, by reducing Account 26, Printing, by \$1,500 due to lower costs for pool facility signs.

Account 34, Training and Professional Development, is reduced by \$1,500 due to lower costs for lifeguard certifications.

Account 68, Operating Materials and Supplies, has increased by \$3,000. Detailed line items have been adjusted to better reflect the programs and related costs for pool operations.

These changes result in a net savings in the Parks and Recreation Budget of \$8,833

#### Community and Economic Development

Amending page 196, Community Development Administration, by reducing Account 46, Other Contract Services, by eliminating the Photography line item (\$15,000). Rather than hire a professional photographer to take current pictures of the City, it was decided to purchase camera equipment at a cost of \$3,000 (to be added to Account 72, Equipment) and budget for photo contest prize money in the amount of \$3,000 (to be added to Account 50, Other Services and Charges). This change will allow for community involvement and staff who will already be out in the community to take pictures. This change will result in a savings of \$9,000.

Amending page 211, Community Housing Development, by correcting an error in Account 12, FICA, resulting in a savings of \$182,735.

Account 54, Repair and Maintenance Supplies, is reduced by \$2,800 due to eliminating the XRF Re-source Repairs expense.

Amending page 254, Health Bureau Administration, by reducing Account 20, Electric, by \$4,000.

Amending page 278, Environmental Protection, by moving the Radiation Dosimetry badge services from Account 50, Other Services and Charges to Account 46, Other Contract Services.

These changes result in a net savings in the Department of Community and Economic Development budget of \$198,535.

In summary, the total net savings resulting from the above changes is \$221,416.

#### **TREXLER FUND**

Amending page 318 by adding Account 22, Telephone, for the Dog Park cell phone expense in the amount of \$325.

## **RISK MANAGEMENT FUND**

Amending page 332, Property and Casualty, by removing the cost for Crime Bond which is budgeted in Account 36, Insurance – Property and Casualty, in the amount of \$4,700. This expense is incurred bi-annually and 2019 is the off year. Also, bank fees which are currently budgeted in Account 46, Other Contract Services, in the amount of \$7,000 is being moved to Account 50, Other Services and Charges.

Amending page 336, Workers Compensation, by removing EHD fees from Account 36, Insurance – Property and Casualty, in the amount of \$15,250

These changes result in a net savings in the Risk Management Fund of \$19,950.

## **SOLID WASTE FUND**

Amending page 362, Fund Summary Revenue, by increasing Account, 085-2900, Trash Collection by \$50,000 for a new anticipated total of \$13,900,000. Increase Account 085-2905, Commercial Trash Collection, to \$20,000 for a new anticipated total of \$180,000. Reduce Account 085-2920, Recyclable Materials, by \$135,000 for a new anticipated total of \$100,000. Increase Account 085-2925, SWEEP Tickets, by \$20,000 for a new anticipated total of \$240,000. Reduce Account 085-2927, Dog Licenses, by \$2,000 for a new anticipated total of \$3,000. Reduce Account 085-2950, Grants, by \$25,000 for a new anticipated total of \$250,000. Increase Account 085-2980, Miscellaneous, by \$72,500 for a new anticipated total of \$127,500. Include Account 085-6145, Gains and Losses, in the amount of \$40,000. These changes will have a net increase of \$40,500.

Amending page 368, Collection / Disposal / Recycling, by moving CDL Reimbursement expense in the amount of \$900 from Account 34, Training and Professional Development, to Account 32, Publications and Membership.

Move the Litter Baskets and Liners expense in the amount of \$26,000 from Account 54, Repair and Maintenance Supplies to Account 72, Equipment.

Move the Recycling Bins and Lids expense in the amount of \$87,500 and the Toters in the amount of \$10,000 from Account 68 Operating Materials and Supplies to Account 72, Equipment.

Increase Account 50, Other Services and Charges, by \$3,000 for the payment of Real Estate Taxes for the Cell Tower at the Recycling Center.

Amending page 372, SWEEP Program, by moving the Lexis Nexis expenditure in the amount of \$3,000 from Account 68, Operating Materials and Supplies to Account 50, Other Services and Charges.

Amending page 376, Street Cleaning, to increase Account 46, Other Contract Services, in the amount of \$46,657 for Allentown Parking Authority assistance with the Street Cleaning Program.

Move the CDL Reimbursements in the amount of \$400 from Account 34, Training and Professional Development, to Account 32, Publications and Membership.

These changes result in a net increase to the Solid Waste Fund in the amount of \$49,657.

## **STORMWATER FUND**

Amending page 386 to allow for the movement of CDL Reimbursement in the amount of \$600 to move from Account 34, Training and Professional Development to Account 32, Publications and Membership.

Account 44, Legal Services, is reduced by \$25,000 for a new expenditure amount of \$65,000.

Account 46, Other Contract Services, is reduced by \$40,000 to correct the amount to be charged for the Stormwater Fund portion of Real Estate/BP Tax System Update for a new expenditure amount of \$25,000.

These changes result in a net savings to the Stormwater Fund in the amount of \$65,000.

## **GOLF FUND**

Amending page 394, Grounds Maintenance, to allow for the reduction in Account 20, Electric, in the amount of \$4,000 for a new expenditure amount of \$13,500.

Account 42, Repair and Maintenance, is increased by \$1,500 for range cart repairs for a new repair and maintenance total expenditure of \$4,500.

Account 68, Operating Materials and Supplies, is reduced by \$1,000 to correct an accidental duplicate entry for irrigation hoses and applicators.

Amending page 398, Administration, to allow for the movement of cart leases in the amount of \$60,000 in Account 46, Other Contract Services, to Account 30, Rental, and internet service in the amount of \$1,000 to move from Account 46, Other Contract Services to Account 22, Telephone.

Account 70, Pro Shop Inventory, detail line items have been adjusted to better reflect the items available for purchase at the Pro Shop. There is no change in the amount allocated to this account.

cc: Joe McMahon  
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