Allentown
City without limits.

# Memo

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

From: Brent Hartzell, Finance Director

Date: November 13, 2019

Re: Budget Memo #3 – Non-Departmental

---

The following changes have been made to the 2020 Proposed Budget:

**Mayor's Office**

Amending page 23 by increasing account 02, Permanent Wages, by $23,426 for salary increases as outlined on the attached revised Personnel Summary (page 22). This results in an increase to the General Fund in the amount of $23,426. Revised pages 22 and 23 are attached.

Also amending page 23 by transferring $10,800 from account 30 in the Office of the Mayor to account 30 in the General and Civic program. This move has no financial impact on the General Fund. Revised page 44 is attached to show the movement of funds to the General and Civic Program.

**(Recommended Changes by the City Controller)**

**EMS**

Amending page 141 by reducing account 30, Rentals, by $666 to reflect the actual final payment for the defibrillators. Also increasing account 32 by $35 for increased cost for the Ambulance Association of Pennsylvania Dues and the removal of the National EMS Management Association Dues. These changes will result in a decrease to the General Fund in the amount of $631. A revised page 141 is attached.

cc:

| | |
|---|---|
| Joe McMahon | Barbara Wagenhurst |
| Matt Kloiber | Luisa Follweiler |
| Michael Hanlon | Leonard Lightner |
| Jeff Glazier | Melonie Sallie-Dosunmu |
| Craig Messinger | FOP President |
| Chief Glenn Granitz | IAFF President |
| Chief Jim Wehr | SEIU President |
| Mike Moore | MESA President |
| Karen El-Chaar | The Morning Call |
| Bina Patel | Eric Gratz |

**CITY OF ALLENTOWN**
**PERSONNEL SUMMARY**

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

| | | 2015 | 2016 | 2017 | 2018 | 2019 | | 2019 | | 2020 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 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 | - | 1.0 | 113,308 | 1.0 | 113,308 | 1.0 | 128,752 |
| 14N | Communications Manager | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 70,564 | 1.0 | 70,564 | 1.0 | 75,764 |
| 14N | Grants Coordinator Manager | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 74,620 | 1.0 | 74,620 | 1.0 | 79,950 |
| 13N | Operations Manager | 1.0 | 1.0 | 1.0 | - | - | - | - | - | - | - |
| 11N | Exec Sec to Mayor | - | - | - | 1.0 | 1.0 | 60,398 | 1.0 | 60,398 | 1.0 | 65,312 |
| 10N | Human Rel Off\Spec Asst | 0.8 | 0.8 | 0.8 | 1.0 | 1.0 | 67,678 | 1.0 | 67,678 | - | - |
| 09N | Exec Sec to Managing Dir | 1.0 | 1.0 | 1.0 | - | - | - | - | - | - | - |
| 07N | Administrative Assistant | - | - | - | 1.0 | 1.0 | 47,398 | 1.0 | 47,398 | 1.0 | 50,882 |
| | **Total Positions** | **6.8** | **6.8** | **6.8** | **6.0** | **7.0** | **528,966** | **7.0** | **528,966** | **6.0** | **495,660** |

CITY OF ALLENTOWN
PROGRAM BUDGET

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

| Account Number | | 2019 Budget | 2019 Adj. Budget | 2019 A&E | 2020 Prop. Budget |
|---|---|---|---|---|---|
| 0001-02 | PERMANENT WAGES | 528,966 | 528,966 | 528,966 | 495,660 |
| 0001-04 | TEMPORARY WAGES | 20,000 | 20,000 | 0 | 20,000 |
| 0001-08 | LONGEVITY | 3,241 | 3,241 | 3,241 | 2,706 |
| 0001-12 | FICA | 41,251 | 41,251 | 41,251 | 37,863 |
| 0001-14 | PENSION | 55,912 | 55,912 | 55,912 | 51,480 |
| 0001-16 | INSURANCE - EMPLOYEE GRP | 175,679 | 175,679 | 175,679 | 179,935 |
| 0001-22 | TELEPHONE | 1,000 | 1,000 | 1,000 | 1,000 |
| 0001-26 | PRINTING | 5,000 | 5,000 | 677 | 1,000 |
| 0001-28 | MILEAGE REIMBURSEMENT | 0 | 100 | 50 | 100 |
| 0001-30 | RENTALS | 10,800 | 10,800 | 10,800 | 0 |
| 0001-32 | PUBLICATIONS & MEMBERSHIP | 2,750 | 2,750 | 2,750 | 2,750 |
| 0001-34 | TRAINING & PROF. DEVELOP | 12,000 | 11,900 | 4,000 | 12,000 |
| 0001-40 | CIVIC EXPENSES | 0 | 210 | 210 | 250 |
| 0001-42 | REPAIRS & MAINTENANCE | 0 | 436 | 436 | 0 |
| 0001-46 | OTHER CONTRACT SERVICES | 5,000 | 3,850 | 2,000 | 5,000 |
| 0001-50 | OTHER SERVICES & CHARGES | 4,000 | 4,504 | 4,000 | 4,000 |
| 0001-68 | OPERATING MATERIALS & SUPP | 2,500 | 2,500 | 2,500 | 2,500 |
| **Total** | **EXECUTIVE MANAGEMENT** | **868,099** | **868,099** | **833,472** | **816,244** |

CITY OF ALLENTOWN
PROGRAM BUDGET

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

| *Account Number* | *2019 Budget* | *2019 Adj. Budget* | *2019 A&E* | *2020 Prop. Budget* |
|---|---|---|---|---|
| 0001-30 RENTALS | 131,634 | 131,634 | 131,634 | 145,718 |
| 0001-32 PUBLICATIONS & MEMBERSHIP | 70,071 | 70,071 | 70,071 | 70,071 |
| 0001-40 CIVIC EXPENSES | 76,000 | 80,500 | 80,500 | 50,000 |
| 0001-41 ARTS EXPENSES | 50,000 | 50,000 | 50,000 | 0 |
| 0001-44 LEGAL SERVICES | 80,000 | 80,000 | 80,000 | 50,000 |
| 0001-46 OTHER CONTRACT SERVICES | 235,000 | 235,000 | 235,000 | 235,000 |
| 0001-50 OTHER SERVICES & CHARGES | 630,420 | 630,420 | 610,420 | 268,245 |
| 0001-55 PROPERTY REPAIRS | 40,000 | 40,000 | 40,000 | 40,000 |
| 0001-78 CONTINGENCY | 150,000 | 15,200 | 15,200 | 150,000 |
| 0001-84 CAPITAL FUND CONTRIBUTION | 1,273,500 | 1,273,500 | 1,273,500 | 833,000 |
| 0001-88 INTERFUND TRANSFERS | 12,829,492 | 13,375,492 | 13,375,492 | 15,159,781 |
| **Total** **GENERAL AND CIVIC** | **15,566,117** | **15,981,817** | **15,961,817** | **17,001,815** |

## CITY OF ALLENTOWN
## PROGRAM BUDGET

**000** GENERAL
**05** FIRE
**0605** EMERGENCY MEDICAL SERVICES
**0003** EMERGENCY MEDICAL SERVICES

| Account Number | | 2019 Budget | 2019 Adj. Budget | 2019 A&E | 2020 Prop. Budget |
|---|---|---|---|---|---|
| 0003-02 | PERMANENT WAGES | 2,095,142 | 2,095,142 | 2,095,142 | 2,401,854 |
| 0003-04 | TEMPORARY WAGES | 165,000 | 165,000 | 80,000 | 165,000 |
| 0003-06 | PREMIUM PAY | 325,400 | 327,109 | 400,000 | 325,400 |
| 0003-08 | LONGEVITY | 18,523 | 18,523 | 18,523 | 20,523 |
| 0003-09 | UNIFORM ALLOWANCE | 6,000 | 6,000 | 6,000 | 6,000 |
| 0003-11 | SHIFT DIFFERENTIAL | 27,398 | 27,398 | 27,398 | 27,398 |
| 0003-12 | FICA | 209,606 | 209,606 | 209,606 | 225,382 |
| 0003-14 | PENSION | 271,573 | 271,573 | 271,573 | 250,048 |
| 0003-15 | Employee - Health Insurance Opt Out | 1,500 | 1,500 | 0 | 0 |
| 0003-16 | INSURANCE - EMPLOYEE GRP | 853,298 | 853,298 | 853,298 | 873,970 |
| 0003-22 | TELEPHONE | 0 | 3,762 | 0 | 0 |
| 0003-24 | POSTAGE & SHIPPING | 100 | 100 | 0 | 100 |
| 0003-26 | PRINTING | 1,700 | 1,700 | 950 | 500 |
| 0003-30 | RENTALS | 33,500 | 33,500 | 30,000 | 32,834 |
| 0003-32 | PUBLICATIONS & MEMBERSHIP | 1,000 | 1,000 | 862 | 965 |
| 0003-34 | TRAINING & PROF. DEVELOP | 8,500 | 8,500 | 7,500 | 6,850 |
| 0003-42 | REPAIRS & MAINTENANCE | 37,400 | 37,400 | 34,000 | 76,330 |
| 0003-46 | OTHER CONTRACT SERVICES | 53,300 | 50,844 | 48,000 | 11,400 |
| 0003-54 | REPAIR & MAINT SUPPLIES | 3,500 | 3,500 | 3,000 | 3,500 |
| 0003-56 | UNIFORMS | 49,787 | 58,015 | 48,000 | 40,000 |
| 0003-66 | CHEMICALS | 4,000 | 4,000 | 2,500 | 3,500 |
| 0003-68 | OPERATING MATERIALS & SUPP | 63,600 | 66,628 | 63,000 | 66,000 |
| 0003-72 | EQUIPMENT | 375,100 | 384,607 | 375,000 | 9,100 |
| 0003-90 | REFUNDS | 3,800 | 3,800 | 3,800 | 3,800 |
| **Total** | **EMERGENCY MEDICAL SERVICES** | **4,608,727** | **4,632,505** | **4,578,152** | **4,550,454** |