



FINANCE COMMITTEE

CITY COUNCIL

MONDAY, MARCH 3, 2008
CITY COUNCIL OFFICE
5:00 p.m.
AGENDA

Committee: J. Waltman, Chair, S. Fuhs, M. Baez

I. Executive Session (Litigation) 5:00 p.m.

II. Ordinance Review 6:00 p.m.

Ordinance- an Ordinance amending the Codified Ordinances of the City of Reading, Chapter 1 – Section 1-186, 3, G, by adding a new (3) requiring Council approval for all expenditures made from any and all agency funds and any and all line items and allocations made in the “Department: Non-Departmental” are of the General Fund Budget. (Council Pres)

Bill No. 18- authorizing the Mayor to execute documents to effectuate the transfer of ownership of premises known as 1019-1021 Penn Street, 1016, 1022 and 1028 Court Street from St. Joseph Hospital to the City of Reading. (Solicitor) *Introduced at the 02/11/08 Regular Meeting of Council; discussed at the 02/25/08 Committee of the Whole; tabled at the 02/25/08 Regular Meeting;*

III. CDBG 6:20 p.m.

- a. Update on balance of remaining funds & allocations
- b. Update on 2008 Action Plan

IV. Antietam Escrow Account Ordinance 6:45p.m.

- a. review ordinance
- b. review projects and allocations recommended by the Mayor

V. Budget Issues (referred from February Meeting)

7:00p.m.

Council and Administration of Expectations of Finance Committee - Scope of Finance Budget Committee Review

- a. General Fund Recovery Plan
- b. Capital Project Funding Plan
- c. Review of Financing and Debt Service
- d. Assessment of City Assets
- e. Related State and Federal Financial Issues

- Key Assessment Areas:

- a. CDBG
- b. Parking Authority
- c. Water Authority
- d. Equity opportunities
- e. Exemption revenue strategies
- f. Debt Service (current & proposed)
- g. User fees
- h. Regional opportunities (short/long term)
- i. Tax revenues
- j. State and Federal opportunities
- k. Expense analysis
 - Operational savings
 - Organization structure
 - Contracted services

- 2008 Budget Review
- Discussion of Specific 2009 Budget Commitments

V. Energy and Operational Cost Avoidance Guarantee Program

7:45 p.m.

Presentation by Honeywell International

Upcoming Issues

Policy for the review and adoption of bonds and other financing initiatives
Storm Sewer Utility
Water Authority

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

BILL NO. _____-2008
AN ORDINANCE

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF READING CHAPTER 1 – SECTION 1-186, 3, G BY ADDING A NEW (3) REQUIRING COUNCIL APPROVAL FOR ALL EXPENDITURES MADE FROM ANY AND ALL AGENCY FUNDS AND ANY AND ALL LINE ITEMS AND ALLOCATIONS MADE IN THE “DEPARTMENT: NON-DEPARTMENTAL” AREA OF THE GENERAL FUND BUDGET.

THE CITY OF READING CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Amending the Codified Ordinances of the City of Reading Chapter 1, Section 1-186, 3, G by adding a new (3) shown below:

3. Regulations Concerning Appropriations and Transfers.

A. The authorization and expenditure of all funds and preparation of department budgets shall be in accordance with a policy adopted by the Council and a procedures manual to be prepared and periodically reviewed and updated by the Department of Finance. Expenditures shall be executed in a uniform manner for every City Department.

B. The Director of Finance shall prepare and submit a monthly report to the Mayor, the Managing Director, and Council. This monthly report shall include all expenditures for each City Department, and status reports comparing those expenditures with the adopted budget, as well as any Department justification of transfer of funds within departments and between departments.

C. In order to allow flexibility in the administration of the City's business, departments may transfer money between line items within the department. A majority of Council, in response to any monthly report, may place a limit on the amount of additional excess expenditure allowed for any program or line item. This is not intended to restrict unduly the Mayor's ability to manage and administer the budget.

D. Justification for transferring money between departments must be presented to and approved by Council. The procedures manual will stipulate the following:

- (1) Expenditure procedures.
- (2) Justification procedures for transferring money between line items.
- (3) Justification procedures for transferring money between department.
- (4) Administration of petty cash funds.

E. *Requiring an amendment to the City's annual Budget Ordinance authorizing the transfer of all monies including, but not limited to, transfers between departments, and transfers in and out of any City fund, account or line item either attached in part or unattached to a departmental budget. The request for a*

budget amendment must be submitted to City Council with an agenda memorandum explaining the justification for transfer and the proposed use for the funds transferred. [Ord. 36-2000]

F. Requiring an amendment to the City's annual Budget Ordinance to authorize any cumulative modification to any departmental overall budget or line item exceeds \$25,000. The request for a budget amendment must be submitted to City Council with an agenda memorandum explaining the justification for transfer and the proposed use for the funds transferred at least 2 weeks before the transfer is required. [Ord. 36-2000]

G. Requiring City Council approval, via ordinance, for the following:

(1) Salary increases that were not approved in or included in the budget for the fiscal year and fall outside the labor contract for union employees.

(2) All expenditures not approved and listed in the operating or capital budgets for the fiscal year.

(3) All expenditures and allocations from and to any and all Agency Funds and any and all line-items falling in the Departmental: Non Departmental area of the General Fund.

SECTION 2. This ordinance shall be effective ten (10) days after its adoption and approval by the Mayor, or re-passage by City Council over the Mayor's veto, in accordance with Section 219 of the City of Reading Home Rule Charter, or as set forth in Section 221 of the City of Reading Home Rule Charter.

BILL NO. _____-2008

A N O R D I N A N C E

AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS REQUIRED TO EFFECTUATE THE TRANSFER OF OWNERSHIP OF PREMISES KNOWN AS 1019-1021 PENN STREET, 1016, 1022 AND 1028 COURT STREET, READING, BERKS COUNTY, PA FROM ST. JOSEPH HOSPITAL TO THE CITY OF READING.

WHEREAS, the City of Reading is interested in acquiring ownership of property known as 1019-1021 Penn Street, 1016, 1022 and 1028 Court Street, Reading, Berks County, Pennsylvania (Mapped PIN # 5317-77-00-7358; 5317-77-00-7395; 5317-77-00-7434; 5317-77-00-7498; and 5317-77-00-8414 respectively); and

WHEREAS, the owner of said property is St. Joseph Hospital, which is willing to convey said premises for a sum certain of \$125,000; and

WHEREAS, the City of Reading finds that acquisition of subject premises pursuant to said condition is acceptable.

NOW, THEREFORE THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

1. **SECTION 1.** The Mayor is authorized to execute any and all documents required to effectuate the transfer of the ownership of premises known as 1019-1021 Penn Street, 1016, 1022 and 1028 Court Street, Reading, Berks County, Pennsylvania, from St. Joseph Hospital, to the City of Reading for the purchase price of \$125,000.

SECTION 2. This Ordinance shall be effective ten (10) days after passage and approval by the Mayor.

Enacted _____, 2008

President of Council

Attest:

City Clerk