



2011 BUDGET

Review Meeting

Monday, October 30, 2010

9 a.m.

Penn Room

Although Council Work Sessions are open to the public, public comment is not permitted. However, citizens are encouraged to attend and observe the work sessions. Comment from citizens or professionals during the work session may be solicited on agenda topics via invitation by the Council President.

- I. Call to Order**
- II. BCTV re allocation of \$75,000 in both the CDBG & GF Budgets**
- III. Solicitor Budget**
- IV. Property Tax Collection**
- V. EIT Collection**
- VI. Review Written Response to Follow-up List**
- VII. Other Budget Issues**

12	Law			
12	Law			
01-12-12-4000	Salaries	253,578	249,200	(4,378)
01-12-12-4016	Temporary Wages	-		-
01-12-12-4216	Contracted Services	49,000	15,000	(34,000)
01-12-12-4224	Legal Services	100,000	150,000	50,000
01-12-12-4229	Cost/Liens/Etc	7,500	6,500	(1,000)
01-12-12-4307	Conferences/Training	650	2,000	1,350
01-12-12-4308	Subscriptions	750	750	-
01-12-12-4739	Contingency	20,000	15,000	(5,000)
01-12-12-4900	Fringe Benefits	56,632	75,930	19,298
01-12-12-4901	Pension	10,048	21,378	11,330
01-12-12-4913	Social Security	19,398	19,064	(334)
12	Law			
		517,556	554,821	37,265
25	Special Counsel			
01-12-25-4216	Contracted Services	267,200	117,200	(150,000)
25	Special Counsel			

267,200	117,200	(150,000)
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12

Law

784,756	672,021	(112,735)
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2011 BUDGET FOLLOW UP ITEMS

Assigned to City Auditor

10-25-2010 Review Meeting

1. Construction Permits – check projection in 2011 budget consider increasing to include permits for BWIC, Doubletree Hotel, Goggleworks Apartments

10-27-10 Review Meeting

2. CORRECTION - Animal Rescue League – increase required due to contractual language
3. CORRECTION – decrease Unemployment Compensation line item as City only responsible for covering 1st 26 weeks of unemployment costs

Assigned to Administration

10-16-2010 Review Meeting

4. Washington County Bond - total amount due, year initiated, amount repaid to date
5. Employee Health Care - present new package information to employees
6. Tax Billing & Collection Costs - Property, EIT, Per Capita, BPT
7. Property Tax Billing to County - Nelson Long & Solicitor
Georgeadis presentation to Council re abilities to undertake collection activities prior to tax sale; collection activities used by other similar municipalities in Berks and PA cities; RFP prior to transfer of collections to County; seek County's permission to undertake private collection activities
8. Act 47 increase of property tax collection by \$800K - check with PFM; also review all collections recommendations in Act 47
9. EIT Collection – overall and obtain progress report from Linebarger
10. Per Capita - discuss transfer to Berks EIT or other entity
11. Rental Permits - draft ordinance to allow inspection charge of \$240 (approx) year of inspection
12. Budget Goals - present goals and outcomes that are included with the 2011 budget

10-18-10 Review Meeting

13. Aggregate summary of each expense area by category – last 2 years w/ % gain/loss
14. CORRECTION – Auditor’s Salary line item should be \$100,812
15. Breakout of Fringe Benefit area – items included and cost or each benefit item
16. CORRECTION - Eliminate Healthcare cost in Purchasing as employee already covered through Codes due to marriage
17. CORRECTION – Council Office Community Promotions reduce to \$3,000
18. CORRECTION – Council Office – add Maintenance Agreements line item and add \$7,200 to cover Granicus monthly maintenance fee
19. CORRECTION – Council Office salary line item – add funding for Administrative Assistant position
20. CORRECTION – FT Position Ordinance restore Administrative Assistant position
21. Services Center – savings required in the Act 47 Recovery Plan not realized to make Center cost neutral

10-20-10 Review Meeting

22. Property Tax Collection – costs and effect, pros/cons , define how past practice differs from current practice w/ timeline
23. Housing Permit Collection – snap shot for billing, collection and enforcement
24. CORRECTION – add Meter Reading Expense to WWPT Budget

10-23-10 Review Meeting

25. Currently the City received only approx \$12.50 for moving traffic violations other fees attached (approx \$100) go to the State, etc) – check to see if the City can raise the fine it receives for moving traffic violations
26. Explore further healthcare reductions by using the “Major Medical” approach where all medical expenses are paid out of pocket and then reimbursed on a percentage bases. Also inquire with the RSD and County re opting in to one of their current packages.
27. Inquire if Portnoff could take over property tax billing and collection. Overall what are the billing and collection operational costs and prediction on the impact on revenue reductions if collections switched to the Tax Claim Bureau
28. Identify funding source to restore 10 police positions, bringing the total sworn officer position up to 179 for 2011.

29. Prepare and present contingency plan for the reduction of sworn officers below the 179 minimum & mitigation for attrition of retiring officers

10-25-10 Review Meeting

30. CORRECTION – Reduce Police Pension expenditure by \$500,000
31. CORRECTION – Reinstate 6 police officer positions and add funding to Police Patrol
32. CORRECTION – increase Holiday pay in Police Department
33. CORRECTION – increase of Police Patrol Fringe Benefits & Pension to correlate with the restoration on police officers during budget review
34. Property Maintenance Division – test Quality of Life Ticketing software, present plan and goals for addition of Municipal Aides

10-27-10 Review Meeting

35. CORRECTION – remove “Depreciation funding in Water Purification, Water Administration, Water Collection, Water Pumping and Water Distribution (total approx \$800,000)
36. CORRECTION – Trash & Recycling split Indirect Cost \$170 line item between Trash and Recycling areas
37. CORRECTION – Library move \$100,000 Contingency to Non Departmental
38. CORRECTION – Library reduce Fringe Benefits line item to \$80,000 from \$94,913
39. Total amount of CDBGR Funding remaining
40. County Treasurer – provide info on amount collected annually vs. amount billed for Muhlenberg Twp and cities comparable to Reading and located in Pennsylvania; explanation of collection process to be used including timelines
41. Non Departmental – explanation of Administrative Expense line item
42. BCTV – breakout of expenses and capital purchases over last 5 years.
43. Legal Opinion – Councilor Reeds ability to vote on the budget as a whole, as she is paid for writing news stories for BCTV

Follow-up Policy Issues for 2011

1. Fleet Services - contract for services to other agencies and municipalities
2. Transiency policy & housing strategy - Jan Finance Meeting
3. Explore purchase of bullet-proof shields for street lights
4. Seek sponsorships for parks and park maintenance
5. PILOT - develop approach to increase PILOTs from non-profits
6. Consider taking on Met Ed street lights
7. See re-establishment of Night Court

8. Check Pittsburg re defer pension costs to State (only 27% on Pittsburgh pension funded vs. 80% funded in Reading)

COMPLETED

Assigned to City Auditor

10-16-2010 Review Meeting

1. Franchise Fee Collection - check projection in 2011 Budget
2. Traffic Fines - compare court costs vs. revenue collected
3. Admissions Tax - check projection in 2012 Budget

Assigned to Administration

1. Construction & Trades Permits - permit fees to be charged to BWIC, Goggleworks Apts and Doubletree Hotel

EXPENDITURES			2011 Proposed	Correctio n	Adjustmen t
Auditor	Salary	01-04-06-4000	99,731	100,812	1,081
Council	Comm Prom	01-02-09-4740	5,000	3,000	<2,000>
Council	Salary	01-02-09-4000	96,340	126,340	30,000
Council	Maint Agree	01-02-10-4411	0	7,200	7,200
Council	Fringe Bene	01-02-09-4900	38,029	57,029	19,000
Purchasing	Fringe Bene	01-06-16-4900	19,015	0	<19015>
WWTP	Meter Reading	54-07-44-xxxx	0	12,000	12,000
Police	Fringe Benefits	01-08-30-4902	3,349,670	2,849,670	<500,000>
Water Admin	Depreciation	50-15-81-4738	50,000	0	<50,000>
Water Collect	Depreciation	50-15-83-4738	6,500	0	<6,500>
Water Purif	Depreciation	50-15-84-4738	108,000	0	<108,000>
Water Pump	Depreciation	50-15-85-4738	16,700	0	<16,700>
Water Distrib	Depreciation	50-15-86-4738	785,000	0	<785,000>
Library Refer	Fringe Benefits	01-13-63-4900	94,913	80,000	<14,913>
			Total Adjustment		<1,403,021

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REVENUES

Franchise Fees	01-00-00-3283	825,000	705,000	<120,000>
Traff Fines Mtr Codes	01-00-00-3310	205,000	315,000	110,000
Admissions Fee/Tax	01-06-21-3160	450,000	480,000	30,000
		Total Adjustment		20,000

