



# *CITY COUNCIL*

## *Budget Review*

**Monday, October 20, 2014**

**5:30pm**

*at the conclusion of the Public Hearing*

**Penn Room**

*Although Council committee meetings are open to the public, public comment is not permitted at Council Committee meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the Committee Chair.*

*All electronic recording devices must be at the entry door in all meeting rooms and offices, as per Bill No. 27-2012*

### **I. Penn Street Properties**

### **II. Budget Review**

1. CD Follow-up Topics re PMD
  - a. Review PMD Fee Collection and overall performance results
  - b. Property Maintenance – check on compliance rate of rental inspections – Bus. Analyst
  - c. Property Maintenance – measure productivity of QoL inspections/violations - Bus. Analyst
  - d. Property Maintenance – add QoL requirement for address on rear of property, after education period
  - e. Certificate of Transfer – no revenue reported – Bus. Analyst
  - f. Vacant Registration Fees – no revenue reported – Adm. Serv. Dir.
2. CD Budget Review

### **III. Identify Review Budget Issues Requiring Deeper Review**

## **Topics Parking Lot re Unfinished**

### **Administrative Oversight**

1. Outsourcing of BPT billing, auditing and collection
2. BPT – is BEIT collection past due amounts in 2015 – Adm. Serv. Dir.
3. Admissions Tax – revisit including additional venues
4. Indirect costs to include Community Development – amount to be determined
5. Per Capita Tax – requires new projection based on the increase in the tax and BEIT collection rate
6. DID Budget and amount provided for Main Street Coordinator
7. IT Charge Backs, net effect, formula
8. Cell phone usage review, reduction and modernization of policy

### **Public Works**

1. Continue to sell Fleet Maintenance services to other jurisdictions
2. Towing – viability of in-sourcing; towing RFP in 2015

### **CD**

1. Review PMD Fee Collection and overall performance results
2. Property Maintenance – check on compliance rate of rental inspections – Bus. Analyst
3. Property Maintenance – measure productivity of QoL inspections/violations - Bus. Analyst
4. Property Maintenance – add QoL requirement for address on rear of property, after education period
5. Zoning – backlog not corrected; over two years old – Bus. Analyst
6. Certificate of Transfer – no revenue reported – Bus. Analyst
7. Vacant Registration Fees – no revenue reported – Adm. Serv. Dir.

### **Police**

### **Fire**

### **Law**

### **Other**

1. Library Funding
2. RPA increased contribution
3. RAWA increased contribution, impact on rate payers

### **Mayor/Managing Director**

1. Restart of PILOT initiative – Mayor’s Office – *completed letters mailed; estimate will be provided for revenue budget*
2. Written Agreement with the RRA for use of space within City Hall, etc.
3. Evaluation of take home vehicles Dep Fire Chiefs, Building Trades, etc. re response to emergencies during off-duty hours

#### **Auditor**

1. Amount of State Pension contribution – Auditor

#### **Completed Topics**

1. Review Housing Authority PILOT Contribution – *contribution directly from Federal Govmt, split between City, County and School District - complete*
2. Loss of I LEAD property tax and DID assessment – *property is not registered as exempt until they apply for exemption with the County Assessment Board and their past due taxes billed to the property are exonerated by the City, County and School District. Also if the entire building is not used for exempt purposes, the assessment will be pro-rated.*
3. Meet with RAWA to require Street Cut permits - *completed*
4. Check to see if County DA and Sheriff are being properly billed - *completed*

### **Budget Review Schedule**

1. Review Mtg Mon Oct 13<sup>th</sup> from 5-6 pm at the COW

#### **General Fund Public Hearing** Mon Oct 20<sup>th</sup> at 5 pm

2. Review Mtg Mon Oct 20<sup>th</sup> after Public Hearing

#### **Capital Public Hearing** Tues Oct 21<sup>st</sup> at 5 pm

3. Review Mtg Tues Oct 21<sup>st</sup> after Public Hearing
4. Review Mtg Mon Oct 27<sup>th</sup> from 5-6 pm at COW
5. Review Mtg Thurs Oct 30<sup>th</sup> after Act 47 Meeting
6. Review Mtg Mon Nov 3<sup>rd</sup> at 5 pm
7. Review Mtg Wed Nov 5<sup>th</sup> at 5 pm
8. Review Mtg Mon Nov 10<sup>th</sup> from 5-6 pm at COW

#### **Regular Meeting** Mon Nov 10<sup>th</sup>

- opportunity to adopt budget if finalized or last day to make amendments and
- Introduce new Recovery Plan

- adopt final CDBG Action Plan
9. Review Mtg Thurs Nov 13<sup>th</sup> after Act 47 Meeting

**Regular Meeting** Mon Nov 24

- final day to adopt both budgets and all related ordinances
- Adopt new Recovery Plan (adoption of new plan required prior to court hearing for new commuter EIT)