



CITY COUNCIL

Committee of the Whole/Budget Review

Saturday, November 5, 2016

8:30 am

Penn Room

Agenda

Although Council committee meetings are open to the public, public comment is not permitted at Council Committee of the Whole 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 President of Council.

All electronic recording devices must be located behind the podium area in Council Chambers and located at the entry door in all other meeting rooms and offices, as per Bill No.27-2012.

I. Goal: To determine amendments to budget/position ordinance to be introduced at December 14, 2016 meeting

1. Position Ordinance

- Economic Development Manager
- Deputy Police Chief
- Restore Additional Position to Public Works
- New Position for Urban Planner
- Additional Position in Finance

2. Expenditures

- Recalculations based on review of line items with a focus on pensions and social security.

3. Revenues

- Explanation of drop in revenue from licenses, permits, fines of 460K.
- Discussion of how to improve collection rate for the per capita tax? (around 17%).
- Parking Authority Contribution- What is the realistic contribution for this year's budget and over the next 3 or 4 years?

- Fund balance utilization

4. Other

- Technology upgrade
- County lease on 2nd floor radio room, towers on City Hall, and Fire Tower property
- Pagoda allocation
- Fire Tower repairs

II. Monday's Agenda

III. Other Matters

Parking Lot Review & Budget Amendments (see next 2 pages)

Budget Parking Lot

Oct 10th Meeting

- Parking Authority Contribution
- EIT Growth & EIT reserved for Capital expenses
- Revenue Collection – Per Capita, BPT and LST – *Bid award on 10-24 agenda*

Oct 12th Meeting

- Fire Tower Staircase Repair in Capital – Pagoda Skyline should explore grant opportunities

- IT Plan with implementation plan and timeline

Capital expense of \$1.7M is the repayment of the refresh short-term loan; Hansen replacement in 2017 IT Budget

- Liquid Fuel Regulations – *distributed 10-13-16; Pub Works w/ Liquid Fuels scheduled for review 10-24*

- Trash/Recycling – *Solid Waste/Recycling scheduled for review 10-31*

Oct 17th Meeting

- Fund balance assignments and/or trusts to address capital issues, liability, etc. *Dec Strategic Planning*

- Police expenses pre and post Act 47 – *Jan Strategic Planning*

- Pension Investments – actuarial estimate vs reality – *Dec Strategic Planning*

- Post-retirement Healthcare costs - *Jan Strategic Planning*

Oct 19th Meeting

- Fund balance

Oct 24th Meeting

- Strategic Plan Review – *Dec Strategic Planning Mtg*
- Economic Development Position – job description & check salary budgeted
- Filling the Planning position re 1 FT or multiple PT employees
- Breakdown of reimbursable CD salaries
- Committee and Policy re \$1M to rehab/demo blighted properties – consider placing the \$1M in contingency until the details are worked out

Oct 26th Meeting

- Liquid Fuels – Decrease amount “Vehicles” as some purchases were moved to Capital - \$150K
- Reduce Public Property Salaries – Position renamed and moved to PW Admin
- Pub Property Fringe Benefits line item 36.8% increase – check formula
- Revisit IMAs & Budget/Fund Impact of WWTP Project, Leveling – *Jan or Feb Strategic Planning*

Oct 31st Meeting

- Unpaid legal expenses – WWTP, other

Nov 2nd Meeting

- Converting PT telecommunications personnel in Police Dispatch to FT – 2017 issue
- Check if funding for K9 is sufficient as the unit is not fully staffed
- Consider purchasing health insurance for the K9 dogs
- Change the Vacancy Allowance line item in Patrol to 4998, from 4803
- Add \$1-6K in Shade Tree overtime
- Create a centralized line item to charge all snow related overtime expenses

Budget Amendments

- Reduce Mayor’s Office Salary Line item by \$29K – PT position eliminated; Increase Contingency by \$29K
- Check formula used to calculate Pension amounts – pension expenses is not adjusted when salaries are reduced
- Liquid Fuels – Decrease amount “Vehicles” as some purchases were moved to Capital - \$150K
- Reduce Public Property Salaries – Position renamed and moved to PW Admin
- Pub Property Fringe Benefits line item 36.8% increase – check formula
- Change the Vacancy Allowance line item in Patrol to 4998, from 4803

- Add \$1-6K in Shade Tree overtime
- Create a centralized line item to charge all snow related overtime expenses

III. Executive Session re litigation

IV. Other Matters



CITY OF READING,
PENNSYLVANIA

MEMORANDUM

TO: City Council/Mayor/Department Directors
FROM: Linda A. Kelleher, City Clerk
DATE: October 10, 2016
SUBJECT: 2017 Budget Development – Meeting Schedule & Agenda

All Public Hearings will be conducted in Council Chambers. All Budget Review meetings will be conducted in the Penn Room

November 7, 2016 – Monday 5:45 PM to 8:00 PM
State Rep Mark Rozzi
Expenditure review
Library, Ethics/ Charter Boards, Self-Insurance, BCTV, ARL, EAC, HRC

November 9, 2016 – Monday 5:00 PM to 7:00 PM
Final Budget Review to allow introduction of all amendments

November 14, 2016 – Monday 5:00 PM to 7:00 PM
PFM Budget Review

COMPLETED

October 10, 2016 – Monday 5:00 PM to 6:00 PM
Matt Connell, Esq – VA relocation
Define Budget Review Schedule
Revenue overview
Revenue detail
Summarize this meeting's follow up items

October 12, 2016 – Wednesday 5:30 PM to 7:00 PM
Albright Work Group 3:30 pm – Marmarou Kelleher
RAWA Committee 4 pm Waltman, Reed, Goodman-Hinnershitz, Steckman
Reply to prior meeting follow up items
Capital Improvement Plan
Position Listing
Expenditure Overview
List of major expenditure drivers – Pension & Healthcare
Summarize this meeting's follow up items



October 17, 2016 – Monday 5:00 PM to 6:00 PM
Reply to prior meeting follow up items
2015 External Audit Report
Water & Parking Contribution
PFM – Recovery Plan and 2017 Budget – tentative
Expenditure review

October 19, 2016 – Wednesday 5:00 PM to 7:00 PM
Public Hearing Capital Program
Reply to prior meeting follow up items
Expenditure review
Mayor, Council, Auditor, Law Budgets
Administrative Services &
Expenditure review

October 20, 2016 – Thursday 5:00 PM
General Fund Public Hearing
BPRC Certification Hearing 6 pm – Twyman, Kelleher

October 24, 2016 – Monday 5:00 PM to 6:00 PM
Reply to prior meeting follow up items
Expenditure review
Community Development (GF & CDBG)
Summarize this meeting's follow up items

October 26, 2016 – Wednesday 5:00 PM to 7:00 PM
Reply to prior meeting follow up items
Expenditure review
Public Works w/ Liquid Fuels & Sewer
Summarize this meeting's follow up items

October 31, 2016 – Monday 5:00 PM to 7:00 PM
Reply to prior meeting follow up items
Expenditure review
Fire & Law
Summarize this meeting's follow up items

November 2, 2016 – Wednesday 5:00 PM to 7:00 PM
Reply to prior meeting follow up items
Expenditure review
OPTIONAL Police, Solid Waste/Recycling, Shade Tree,
Summarize this meeting's follow up items