

City of Pittston
Fiscal Year 2019
Approved Budget

SEWER MAINTENANCE
FUND
APPROPRIATED
BUDGET

City of Pittston

Sewer Maintenance Fee: Legislation

A large portion of the Pittston City Sewer System was constructed more than 100 years ago. Due to the age of this system the city continually expends large amounts of funds to maintain, repair and replace sewer mains, manholes and catch basins (street drains) throughout the city. To ensure funding is available for regular maintenance, emergency repairs and scheduled replacement of areas of the city sewer system, the city has established a special fund, called the "Sewer Maintenance Fund" where revenue is collected and utilized exclusively for the repair, maintenance and replacement of the sewer system.

Adopted by Ordinance set forth in Pittston City Code, Chapter 386 Sewers and Sewage Disposal, Article IV Sewer Rents and Charges, Sections 386-17 to 386-21. This a Special Purpose Revenue Fund used to finance the maintenance of the city sewer system. Essentially, an annual fee is levied on each residential and commercial structure in the city and funds collected from those fees are deposited into the Sewer Maintenance Fund and spent on the repairs, maintenance and replacement of the city sewer system.

Pittston City Code Section 386-18(A) states that the City Council by Resolution shall set the sewer maintenance fee schedule. Each "Equivalent Residential Dwelling Unit" pays a set fee and commercial properties are charged based on water volume used per their water meter.

Ordinance, File of Council #4 of 2009, authorized a \$9,200,000 Sewer Revenue Note to be repaid through "revenue generated from the operation of the sewer system." Accordingly, the debt service for this note is annually appropriated within the expenditures of the Sewer Maintenance Fund.

City of Pittston

Sewer Maintenance Fee:

Annual Budget

By ordinance, the City Council enacts an annual budget for the Sewer Maintenance Fund appropriating funds for the following:

Revenue for the Sewer Maintenance Fund includes:

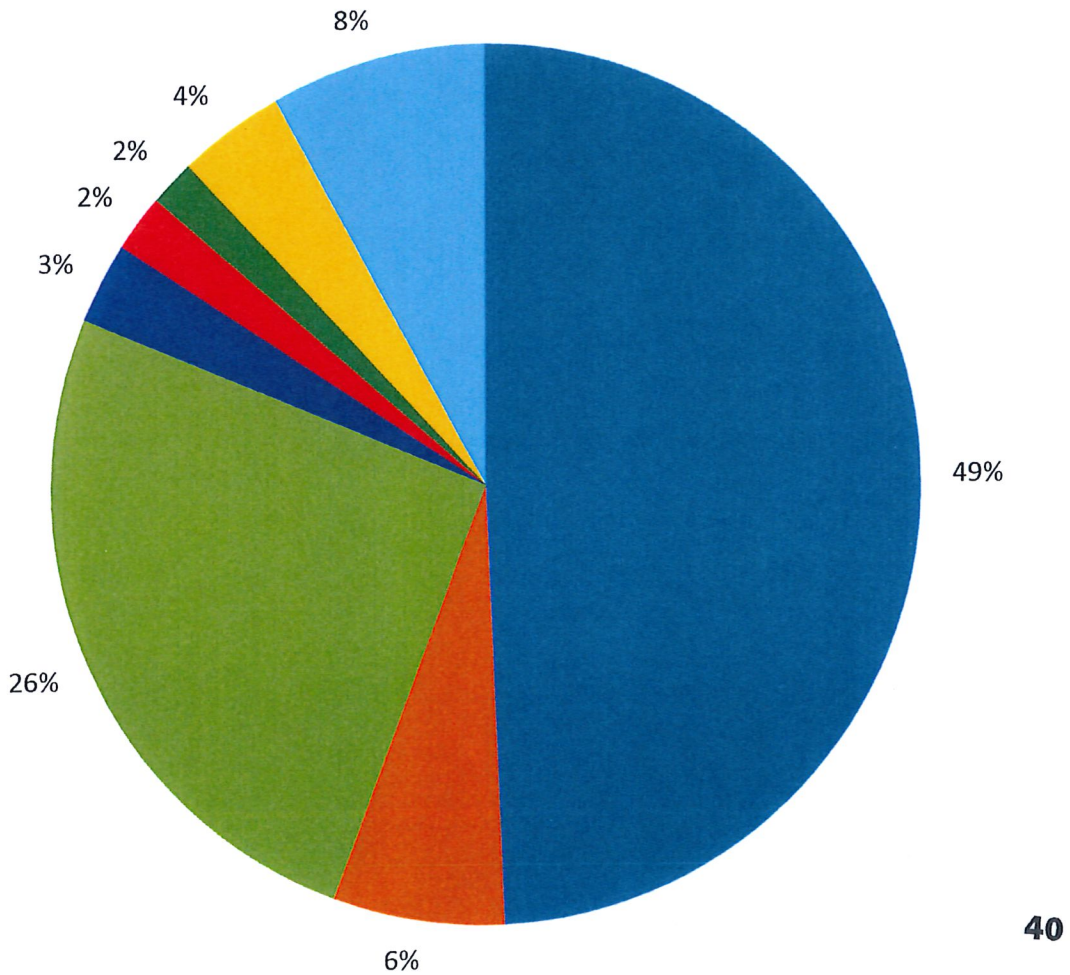
- 100% of the City Sewer Maintenance Fee levy;
- Interest earnings;
- Annual reimbursement for sanitary sewer repairs up to \$25,000 provided by the Wyoming Valley Sanitary Authority;
- Insurance payments related to recapture of costs from identified damages to the sewer system.

Expenditures for the Sewer Maintenance Fund include:

- Required auditing of the fund;
- Creation of Ordinances, Resolutions and administrative functions associated with the fund;
- Engineering services related to the sewer system;
- Utility bills related to the city's use of the sewer system;
- Debt Service Repayment of the 2009A Sewer Revenue Obligation Note used for extensive repair and enhancement of a portion of the sanitary and stormwater sewer system (PENNVEST);
- Materials, supplies, tools, and equipment used by the city Streets and Sanitation Department in the maintenance and repair of the sewer system;
- PAYGO Capital projects to purchase sewer maintenance equipment or conduct large repairs on the sewer system without taking on debt;
- Recapture of Street Department personnel costs incurred for sewer maintenance and repairs;
- Contractual repairs of the sewer system and its components for repairs and maintenance beyond the capability of the city Streets and Sanitation Department;
- Transfer to the General Fund of Direct and Indirect Cost Recovery associated with the operation, maintenance and repair of the sewer system expensed within the General Fund.

How the \$1,175,650 in Funds Will Be Spent: City of Pittston Fiscal Year 2019 Sewer Fund Approved Budget Expenditures by Major Category

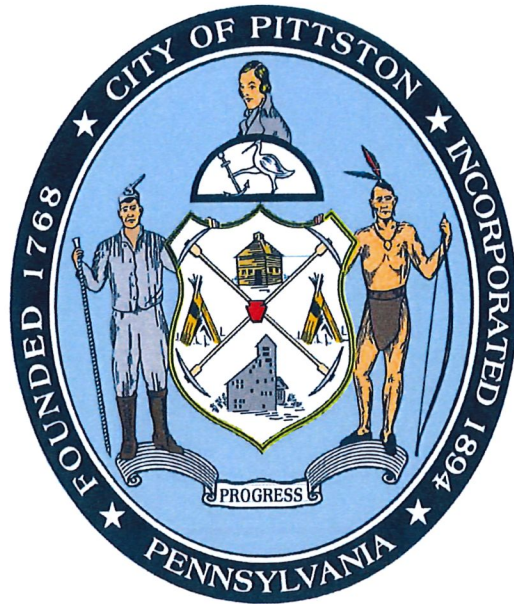
- Legislated Debt Service PENNVEST LOAN (\$580,000)
- WWSA Fees for Quarterly Billing and Collection (\$75,000)
- Refund to General Fund for In-House Sewer Maintenance Costs (\$300,000)
- Legal Fees Sewer Lawsuit (\$35,000)
- MS4 Compliance Including Street Sweeping (\$24,800)
- Auditing, Administrative, Engineering, Prior Liability & Budget Reserve (\$19,850)
- Equipment Repair, Purchase and Rental (\$46,500)
- PAYGO Repair of Sanitary and Storm Sewers (\$94,500)



CITY OF PITTSTON
SEWER MAINTENANCE FUND
FY 2019 APPROVED BUDGET

	<u>FY 2018</u> <u>Amended</u> <u>Budget</u>	<u>FY 2019</u> <u>Approved</u> <u>Budget</u>
<u>Revenue</u>		
3324001 · WWSA MAINTENANCE CONTRIBUTION	\$25,000	\$25,000
3414100 · INTEREST SEWER MAINT FUND	\$350	\$650
3644120 · CITY SEWER MAINTENANCE FEE	\$1,050,000	\$1,150,000
3990000 · USE OF FUND BALANCE	\$20,368	\$0
<u>Total Revenue</u>	\$1,095,718	\$1,175,650
<u>Expenditures</u>		
4006310 · AUDITING/ACCOUNTING	\$4,500	\$5,000
4006455 · COMPUTER MEMORY BACK-UP	\$1,000	\$2,000
4026310 · CONTRACTED SERVICES/FINAN ADMIN	\$1,000	\$500
4026510 · ORDINANCE CODIFICATION	\$1,500	\$2,000
4036220 · BANK & CHECK PRINTING FEES	\$0	\$100
4046450 · SPECIAL LEGAL SERVICES	\$44,000	\$35,000
4086310 · ENGINEERING SERVICES/ENGINEER	\$500	\$500
4096360 · PUBLIC UTILITY SERVICE	\$700	\$700
4116360 · PUB. UTILITY SERVICE	\$400	\$400
4276360 · PUBLIC UTILITY SERVICE	\$200	\$200
4306360 · PUBLIC UTILITY SERVICE	\$200	\$200
4306370 · REPAIR-MAINT EQUIPMENT	\$4,000	\$4,000
4316700 · CAPITAL PURCHASE STREET/GUTTER	\$19,718	\$19,800
4356370 · REPAIRS & MAINT SIDEWALKS	\$1,500	\$3,500
4366200 · SUPPLIES/STORM SEWERS & DRAINS	\$4,000	\$6,000

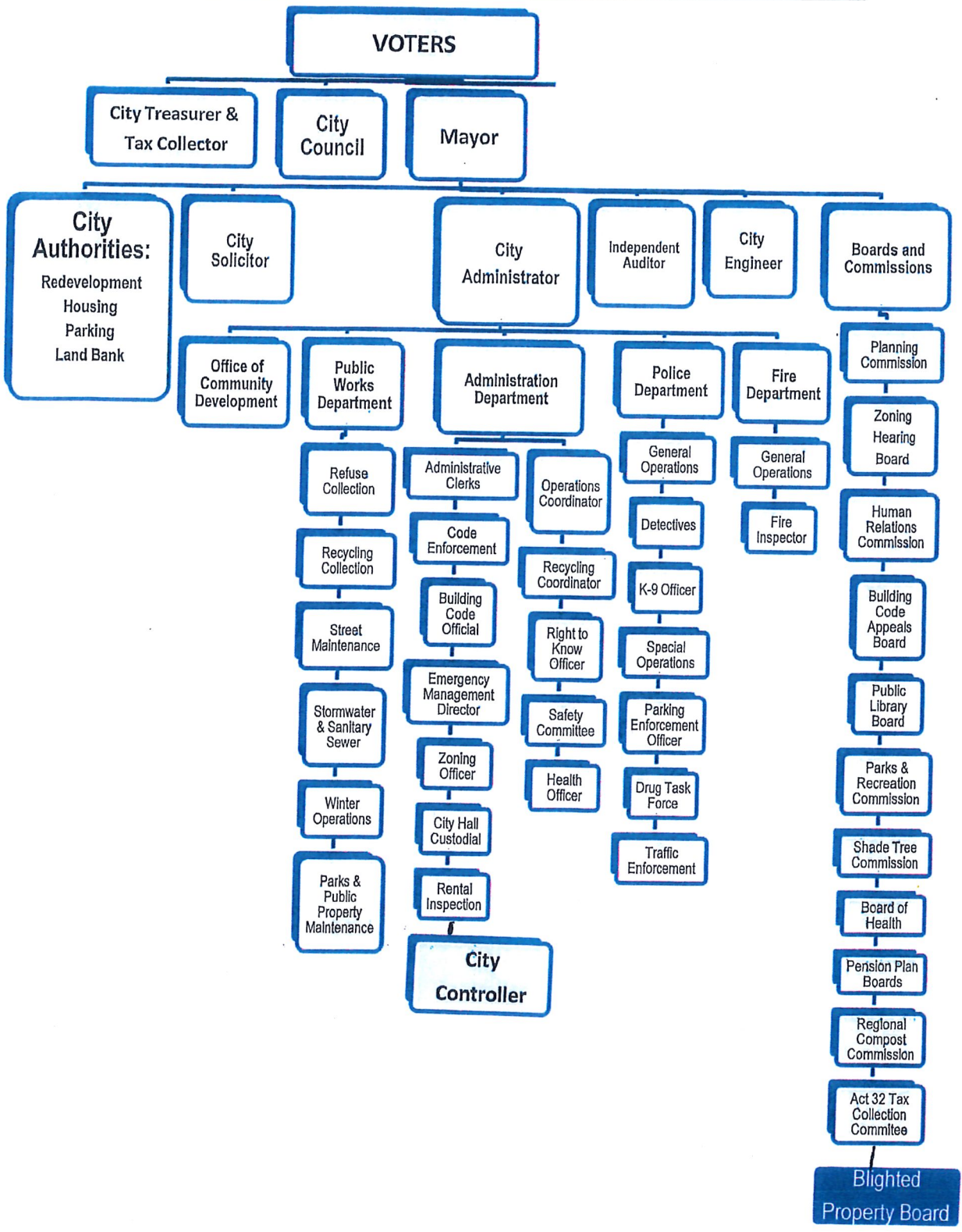
4366260 · SM TOOLS/MINOR EQUIP STORM SEW	\$1,000	\$3,000
4366370 · REPAIR/MAINT STORM SEWER/DRAINS	\$10,000	\$25,000
4366380 · RENTAL EQUIP/STORM SEW&DRAINS	\$3,000	\$2,000
4366410 · JUDGEMENT-SETTLEMENT	\$10,000	\$0
4366450 · CONTRACT SERV/STORM SEW/DRAINS	\$20,000	\$25,000
4366460 · WWSA-BILLING FEE-QUARTERLY	\$60,000	\$75,000
4366465 · WWSA-STORM WATER FEES	\$3,000	\$3,000
4366466 · MS4 PERMIT FEE	\$0	\$500
4366480 · ST DEPT BUILDING MAINT & REPAIR	\$0	\$2,500
4366490 · PENNVEST LOAN PAYMENT	\$580,000	\$580,000
4366600 · CAPITAL CONST. SEWER MAINS	\$10,000	\$35,000
4366700 · CAPITAL PURCHASE/SEWER	\$20,000	\$35,000
4386100 · PENNDOT HIGHWAY PERMITS	\$500	\$250
4896490 · OTHER MISC EXPENSE	\$500	\$1,500
4926010 · TRANS TO GEN FUND/INTERFUND	\$292,000	\$300,000
4936100 · BUDGET RESERVE	\$500	\$5,500
4996100 · PRIOR YR LIABILITY	\$2,000	\$2,500
<u>Total Expenditures</u>	\$1,095,718	\$1,175,650

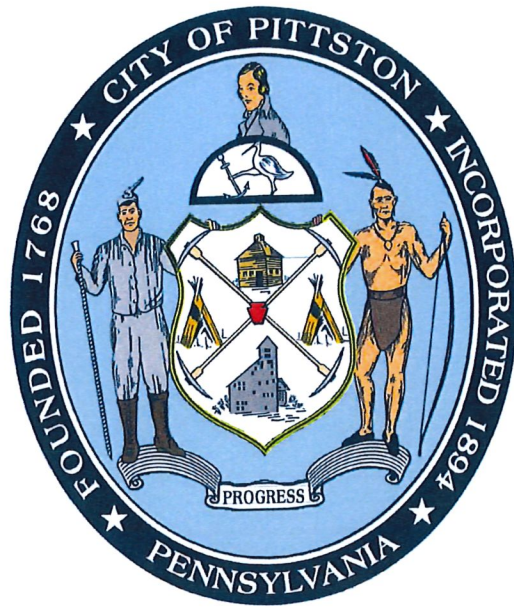


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ORGANIZATIONAL
CHART

CITY OF PITTSTON: ORGANIZATION CHART





City of Pittston
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PITTSTON CITY
DEMOGRAPHICS

Population estimates, July 1, 2018, (V2018)

Search

QuickFacts**Pittston city, Pennsylvania**QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.**Table****PEOPLE**

Population	
Population estimates, July 1, 2018, (V2018)	NA
Population estimates, July 1, 2017, (V2017)	7,694
Population estimates base, April 1, 2010, (V2018)	NA
Population estimates base, April 1, 2010, (V2017)	7,734
Population, percent change - April 1, 2010 (estimates base) to July 1, 2018, (V2018)	NA
Population, percent change - April 1, 2010 (estimates base) to July 1, 2017, (V2017)	-0.5%
Population, Census, April 1, 2010	7,739
Age and Sex	
Persons under 5 years, percent	▲ 5.6%
Persons under 18 years, percent	▲ 20.7%
Persons 65 years and over, percent	▲ 16.7%
Female persons, percent	▲ 51.9%
Race and Hispanic Origin	
White alone, percent	▲ 95.1%
Black or African American alone, percent (a)	▲ 3.0%
American Indian and Alaska Native alone, percent (a)	▲ 0.4%
Asian alone, percent (a)	▲ 0.3%
Native Hawaiian and Other Pacific Islander alone, percent (a)	▲ 0.0%
Two or More Races, percent	▲ 1.0%
Hispanic or Latino, percent (b)	▲ 3.4%
White alone, not Hispanic or Latino, percent	▲ 92.2%
Population Characteristics	
Veterans, 2013-2017	438
Foreign born persons, percent, 2013-2017	2.6%
Housing	
Housing units, July 1, 2017, (V2017)	X
Owner-occupied housing unit rate, 2013-2017	53.3%
Median value of owner-occupied housing units, 2013-2017	\$91,100
Median selected monthly owner costs -with a mortgage, 2013-2017	\$1,106
Median selected monthly owner costs -without a mortgage, 2013-2017	\$452
Median gross rent, 2013-2017	\$701
Building permits, 2017	X
Families & Living Arrangements	
Households, 2013-2017	3,481
Persons per household, 2013-2017	2.19
Living in same house 1 year ago, percent of persons age 1 year+, 2013-2017	84.8%
Language other than English spoken at home, percent of persons age 5 years+, 2013-2017	4.8%
Computer and Internet Use	
Households with a computer, percent, 2013-2017	76.5%
Households with a broadband Internet subscription, percent, 2013-2017	66.0%
Education	
High school graduate or higher, percent of persons age 25 years+, 2013-2017	86.8%
Bachelor's degree or higher, percent of persons age 25 years+, 2013-2017	14.4%
Health	
With a disability, under age 65 years, percent, 2013-2017	13.0%
Persons without health insurance, under age 65 years, percent	▲ 5.7%
Economy	
In civilian labor force, total, percent of population age 16 years+, 2013-2017	64.1%
In civilian labor force, female, percent of population age 16 years+, 2013-2017	59.1%
Total accommodation and food services sales, 2012 (\$1,000) (c)	10,039

Total health care and social assistance receipts/revenue, 2012 (\$1,000) (c)	40,326	Pittston cit Pennsylvania
Total manufacturers shipments, 2012 (\$1,000) (c)	24,309	
Total merchant wholesaler sales, 2012 (\$1,000) (c)	117,223	
Total retail sales, 2012 (\$1,000) (c)	\$15,192	
Total retail sales per capita, 2012 (c)		
Transportation		
Mean travel time to work (minutes), workers age 16 years+, 2013-2017	22.1	
Income & Poverty		
Median household income (in 2017 dollars), 2013-2017	\$36,369	
Per capita income in past 12 months (in 2017 dollars), 2013-2017	\$22,568	
Persons in poverty, percent	▲ 20.7%	

BUSINESSES

Businesses		
Total employer establishments, 2016		X
Total employment, 2016		X
Total annual payroll, 2016 (\$1,000)		X
Total employment, percent change, 2015-2016		X
Total nonemployer establishments, 2016		X
All firms, 2012	720	
Men-owned firms, 2012	380	
Women-owned firms, 2012	173	
Minority-owned firms, 2012	F	
Nonminority-owned firms, 2012	601	
Veteran-owned firms, 2012	72	
Nonveteran-owned firms, 2012	526	

GEOGRAPHY

Geography		
Population per square mile, 2010	4,989.7	
Land area in square miles, 2010	1.55	
FIPS Code	4261048	

About datasets used in this table

Population estimates, July 1, 2018, (V2018)

Value Notes

▲ Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info ⓘ icon to the left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2018) refers to the final year of the series (2010 thru 2018). *Different vintage years of estimates are not comparable.*

Fact Notes

- (a) Includes persons reporting only one race
- (b) Hispanics may be of any race, so also are included in applicable race categories
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open ended distribution.
- D Suppressed to avoid disclosure of confidential information
- F Fewer than 25 firms
- FN Footnote on this item in place of data
- NA Not available
- S Suppressed; does not meet publication standards
- X Not applicable
- Z Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

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- Export Codes
- NAICS
- Governments
- Longitudinal Employer-Household Dynamics (LEHD)
- Survey of Business Owners

PEOPLE & HOUSEHOLDS

- 2020 Census
- 2010 Census
- American Community Survey
- Income
- Poverty
- Population Estimates
- Population Projections
- Health Insurance
- Housing
- International
- Genealogy

SPECIAL TOPICS

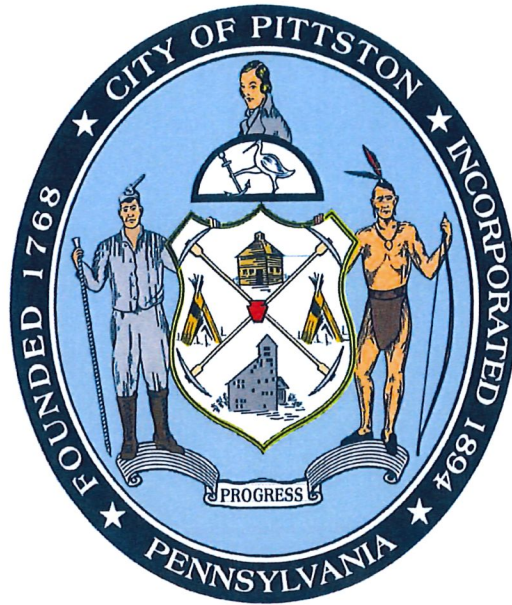
- Advisors, Centers and Research Programs
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City of Pittston
Fiscal Year 2019
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Pittston City Code §23

**Budget, Financial and
Debt Management
Policy**

*City of Pittston, PA
Tuesday, January 8, 2019*

Chapter 23. Budget, Financial and Debt Management Policy

[HISTORY: Adopted by the City Council of the City of Pittston 12-18-2013 by Res. No. 11498. Amendments noted where applicable.]

§ 23-1. Title; purpose.

- A. Short title. This chapter may be cited as the "Budget and Debt Management Policy" for the City of Pittston and was reviewed by the Transition Committee per § C13.01 of the Home Rule Charter.
- B. Purpose. Whereas § C11.02 of the Home Rule Charter (Ordinance No. 2013-1, effective January 2, 2013) requires that the City Administrative Code include policies on budget formulation and management, and prudent budget and financial administration policies require short- and long-term debt management policies, and whereas § C11.10 of the Home Rule Charter requires a policy on long-term planning, and § C13.01 of the Home Rule Charter states the Administrative Code shall be adopted and amended by ordinance, the purpose of this chapter shall be to address these requirements.

§ 23-2. Budget formulation and administration policies.

The following policies on budget formulation and administration shall be followed by the City of Pittston:

- A. General budget policies.
 - (1) The City fiscal year shall begin on January 1 and end on December 31.
 - (2) No disbursement of funds shall be made without authorization and appropriation in accordance with § C11.08 of the Home Rule Charter.
 - (3) Appropriations, other than capital appropriations, shall lapse at the end of the fiscal year unless specifically authorized by law to continue in accordance with § C11.09 of the Home Rule Charter.
 - (4) The budget shall consist of a general fund and such special purpose and other designated funds as authorized by law. All revenue and expenditures not specifically authorized and appropriated to a special purpose or other designated fund shall be budgeted and appropriated within the general fund.
 - (5) Each fund shall be organized by revenue and expense category at the department or function level, to a level of line-item detail not less than a separation for personnel services, nonpersonnel services and debt service. The City Administrator shall determine the level of budget line-item detail required below department by personnel and nonpersonnel services, based on practical and efficient accounting and the need to track programmatic expenditures.
 - (6) The Pennsylvania state government chart of accounts shall be used as a general guide to the numbering and organization of budget line items and the tracking of revenue and expenditures. For the liquid fuels fund, all requirements of the Pennsylvania State Department of Transportation and guidelines of the Pennsylvania State Auditor General Office shall be followed.
 - (7) Emergency appropriations in accordance with § C11.07 of the Home Rule Charter may be made following the declaration of an emergency by the Mayor of the City in accordance with § C3.04J of the Home Rule Charter. The City Council may, by resolution, establish policies and procedures for emergency appropriations and expenditures during a declared emergency.

B. Budget formulation policies.

- (1) Proposed budget. In accordance with §§ C4.04B, C11.02 and C11.03 of the Home Rule Charter, the City Administrator shall provide to the Mayor and City Council a proposed budget in the form of an ordinance for all funds of the City budget not later than October 31 of the preceding year. The City Administrator shall include a budget message with the transmittal of the proposed budget that shall detail major changes from the previous year and specify any new programs or programs to be ended.
- (2) Balanced budget. The proposed budget shall be balanced for all funds. Expenditures shall not exceed the sum total of anticipated revenue and available fund balance.
- (3) Revenue. The budget shall include all anticipated revenue and a summary of the assumptions made to project the revenue. Any changes to existing revenue ordinances or the enacting of new separate revenue ordinances required to adopt the budget as presented shall be noted.
 - (a) Revenue cap. The proposed budget revenue shall adhere to the revenue cap established in § C11.06A of the Home Rule Charter.
 - (b) Homestead property tax deduction. The proposed budget property tax revenue must include the anticipated effects on property tax revenue of the homestead deduction required by § C11.06D of the Home Rule Charter.
- (4) Fund balance/reserves. Designated and/or reserved fund balance may be used only in accordance with the designated and reserved purpose. Undesignated and unreserved fund balance may be appropriated for general or specified purposes. Sufficient fund balance as determined by the City Administrator in consultation with the City Treasurer and City Controller shall be retained to ensure available cash flow and for unanticipated contingencies.
- (5) Expenditures. The budget shall include all anticipated expenditures and a summary of assumptions made to project the expenditures, including for personnel services, nonpersonnel services, employer pension contributions, insurance, utilities and debt service. Any changes to existing expenditure authorization ordinances or the enacting of new separate expenditure authorization ordinances required to adopt the budget as presented shall be noted.
- (6) Public inspection. In accordance with § C11.03 of the Home Rule Charter, following introduction, the proposed budget shall be available for public inspection for a period of not less than 30 days. A copy of the proposed budget shall be available in the office of the City Administrator during normal business hours for public inspection. The City Administrator may also direct that the proposed City budget or a summary of the budget be posted on the City website. Printed copies of the City proposed budget shall be available at the normal document copying cost as set by resolution of the City Council.
- (7) Budget adoption. In accordance with § C11.03 of the Home Rule Charter, the City Council shall, following the thirty-day public inspection period, but prior to January 1, enact the budget by approving the budget ordinance with or without amendment, except that any amendments approved shall increase expenditures beyond the certified total of anticipated revenue and available fund balance unless provision is also made to increase the revenue, and no amendment shall be approved that shall reduce any expenditure required by law to fund existing debt service, to meet existing unpaid obligations or to fund existing collective bargaining agreements. The public shall be afforded a chance to comment on the budget prior to its adoption. The public may provide written comments to the City Council or address the City Council in public session in accordance with the rules of the City Council for public testimony.
- (8) Failure to adopt budget. If the City Council fails to adopt a budget by January 1, in accordance with § C11.04 of the Home Rule Charter, the proposed budget as introduced by the City Administrator shall become the approved budget.

C. Budget administration policies.

- (1) In accordance with § C4.04G of the Home Rule Charter, the City Administrator shall provide a monthly summary report of the actual year-to-date expenditures and revenue compared to the budget level to the City Council.

- (2) On a quarterly basis, the City Administrator shall provide to the Mayor and each member of the City Council and to the City Controller a comprehensive year-to-date budget report showing the actual expenditures and actual revenue compared to the budget levels for each line item for each fund of the approved City budget.
- (3) The City Council may, at any time, by motion or resolution, request a budget report or analysis from the City Administrator.
- (4) Approved budget reports shall be available for public inspection. Copies of budget reports shall be available for purchase at the regular document-copying cost as approved by resolution of the City Council.

D. Budget amendment and supplemental appropriations policies.

- (1) Budget amendment following election. In the January following a municipal election, the approved budget may be adopted by the City Council in accordance with the provisions of § C11.05 of the Home Rule Charter.
- (2) Budget amendment. Whenever actual or anticipated revenues and expenditures change from the budgeted level or are expected to change from the budgeted level, the City Administrator may recommend to the City Council that the approved budget be amended by resolution or ordinance in accordance with the provisions of § C11.05 of the Home Rule Charter. No budget amendment shall increase the total expenditures unless supported by an increase in total revenue.
- (3) Supplemental appropriation. When the City receives a grant, the proceeds of authorized borrowing, a donation, or other allocation whose receipt and expenditure was previously approved by the City Council, the City Administrator shall be authorized to receive and disburse such appropriation as provided by law, and the City Council shall, by resolution, amend the budget to show the receipt and disbursements in the actual amounts.

E. Budget and policies for private donations.

- (1) The City Administrator is authorized to accept private donations to the City government for general or specified purposes and authorize the expenditure of such funds for authorized purposes. The City Administrator shall prepare written regulations for how private donations shall be handled.
- (2) All donations shall be entered into the accounting system of record in the general fund and budgeted transparently in the general fund and subject to audit by the City Controller and as part of the annual audit process. Private donations shall be treated as City revenue and shall be remitted to the City Treasurer.
- (3) No City employee or officer shall solicit or accept private donations except as authorized by the City Administrator.
- (4) The City Council and City Controller may request a report from the City Administrator and City Treasurer on private donations received and expended.

§ 23-3. Debt management policies.

The following policies on debt management shall be followed by the City of Pittston:

A. Debt management policies.

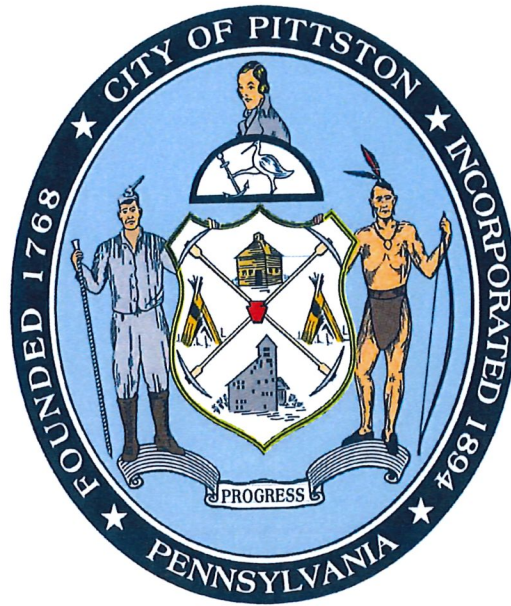
- (1) The City of Pittston shall adhere to the Pennsylvania Local Government Unit Debt Act^[1] and all other applicable state laws and regulations in the issuance of debt.
 - [1] *Editor's Note: See 53 Pa.C.S.A. § 8001 et seq.*
- (2) The following policies shall be followed for incurring long-term debt:
 - (a) Adherence to the Local Government Unit Debt Act.
 - (b) Borrowing shall be undertaken only when necessary.

- (c) Borrowing shall be accomplished at the lowest possible interest rate and the most favorable terms, including retaining favorable options for future refinancing in the event of a change in financial conditions.
 - (d) Borrowing should be for capital improvement, economic development or unfunded debt as authorized by law and not to support recurring regular operational costs.
 - (e) Overall borrowing of nonelectoral debt shall be within the limits of the Local Government Unit Debt Act, and the annual impact of servicing costs for proposed electoral debt must be clearly set forth in the referendum for electoral debt.
 - (f) Necessary debt service for authorized debt shall be included in the annual approved budget and the long-term plan.
- (3) The following policies shall be followed for incurring lease rental debt:
- (a) Adherence to the Local Government Unit Debt Act.
 - (b) Borrowing shall be undertaken only when necessary.
 - (c) The length of the lease shall not exceed the projected service life of the financed equipment or vehicle.
 - (d) Borrowing shall be accomplished at the lowest possible interest rate and the most favorable terms, including retaining favorable options for future refinancing in the event of a change in financial conditions.
 - (e) Necessary debt service for authorized debt shall be included in the annual approved budget.
- (4) The following policies shall be followed for incurring tax revenue anticipation notes (TRANs):
- (a) To ensure adequate cash flow, the City may take out an annual TRAN as recommended to the City Council by the City Administrator in consultation with the City Treasurer.
 - (b) Such borrowing shall be undertaken only when necessary.
 - (c) Borrowing shall be accomplished at the lowest possible interest rate and the most favorable terms, including retaining favorable options for future refinancing in the event of a change in financial conditions.
 - (d) Necessary debt service for the interest on the TRAN shall be included in the annual approved budget.
 - (e) The City Administrator shall report to the City Council with the required budget reports the current balance on the TRAN and shall inform the City Council when the TRAN is repaid.

§ 23-4. Long-term planning policies.

The following policies on long-term planning shall be followed by the City of Pittston:

- A. Long-term plan, budget and financial. By December 31, 2014, the City Administrator shall prepare and submit to the City Council a five-year budget financial plan to the City Council accounting for necessary capital improvements to the City's infrastructure, public property, and City equipment. Each subsequent year, the City Administrator shall update and extend the plan by at least one year and submit the same with the proposed annual budget.
- B. Comprehensive Plan.
 - (1) By December 31, 2014, the City Administrator shall make a recommendation to the City Council on the creation of a Comprehensive Plan for the future development of the City. The recommendation shall detail the scope of the plan, a time line for development, and an estimated cost.



City of Pittston
Fiscal Year 2019
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CONTACT INFORMATION:

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www.pittstoncity.org