

Julio Guridy, President
Ray O'Connell, Vice President
Joseph Davis
Jeanette Eichenwald
Jeff Glazier
Cynthia Y. Mota
Peter Schweyer



Allentown City Council
435 Hamilton Street
Allentown, Pa. 18101
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SPECIAL COUNCIL MEETING MINUTES
Budget Review
Community and Economic Development – 5:00 PM
Non-Departmental – 6:00 PM
Public Safety – 6:30 PM
Bills 59, 60, 62, 64, 65, 66
November 26, 2013 – 5:30 PM
COUNCIL CHAMBERS
435 Hamilton Street, Allentown, Pa.

Community and Economic Development

6:00 PM

Non-Departmental: Mayor, Managing Director, (IT), Controller, Solicitor's Office, General and Civic, Council

Mr. Sara Hailstone stated that there is a lot of development happening in the city and that is affecting the way we are able to deliver our services. We reflected some of that in our budget.

Mr. Davis stated that they are getting started with page 169.

Ms. Shannon Calluori stated that in the Community Development Budget, Director's budget there is no significant pages to discuss. We are happy to take questions. The second budget area is the planning and zoning area and nothing significant to report.

Mr. Davis stated that we will have Public Comment after the CEDC department.

Ms. Calluori stated that the third program area is Building Standards and Safety. In the budget it is already reflected that we would like to add a third permit tech and the purpose of adding this third permit tech is to support the increase development in the city. The two permit techs stay very busy and we would like to provide good customer service.

Mr. Glazier asked about the 46 Account. In the detail book on page 129, he is asking about the emergency work the department may occasional have to do. Is that work sub-contract out? Is there any off-setting revenue? We might not see that revenue until the property changes hands. Do you have an idea of what your outstanding is at the moment for those charges?

Ms. Calluori stated yes. She stated yes, the properties are liened.

Mr. Paulus stated no, we don't know what the outstanding charges are.

Ms. Hailstone stated that it doesn't come back to the Community and Economic Development budget. It goes into the General Fund.

Mr. Glazier asked what it goes back under.

Ms. Eichenwald stated that she is pleased that you are going to add an additional person because obviously it is important to have good customer service. I saw in so many departments that positions are left unfilled and positions are reduced. How did you manage to get this through?

Ms. Calluori stated that she has been onboard about 10 months and spent a lot of time working with the permit techs and inspection area to observe and analyze how that function was working. I was able to observe how busy they are and how well they are working on a daily basis and how ultimately overwhelmed they are in keeping up with the demands of our customers.

Ms. Hailstone stated that we also eliminated other positions in the department in order to be able to fund this position because it is such a critical entry point for projects in the city.

Ms. Eichenwald stated that this is the six year that she has been doing budgets and had never seen so many positions being left unfilled and cut.

Ms. Koval stated that one of the first process flows were on the permitting on the first floor. It was one of the needs we identified and busy those two permit techs really were. They definitely needed help and we noted that. We did present the report to Council.

Ms. Eichenwald stated that she was making a general statement that she never seen so many reduction in staff.

Ms. Mota asked once you hire this new tech, what will be the new turnaround when it comes to permits.

Ms. Calluori stated that they will be able to do the same day and some of it has to go through plan reviews before we are able to turnaround the permits. What we are looking at is establishing standards. Reasonable based on the development and the demand of customers as well as staffing capabilities.

Mr. Davis asked if there were more questions for Building Standards. We are on page 213.

Ms. Calluori stated that next section is the Health Department.

Mr. Davis stated that he would like to make a motion at this time to amend the General Budget by adding a Codes Coordinator at a 10 N range to the Department of Community and Economic Development.

Mr. Schweyer stated that we are going to do all the budget amendments at the end, after the budget reviews today.

Ms. Calluori stated that the next program area is the health department and there are no significant changes in the health department. I will bring Deb Bowman up.

Ms. Bowman stated that it was brought to her attention later today that the Health Department's Temporary Wage, Premium Pay, and Shift Diff had been missed. I have the numbers and I will redo the budget memos and that will be addressed in the next budget memo. It equates to about 64,000.

Mr. Schweyer stated that \$64,000 will directly impact our unappropriated balance of this year.

Ms. Bowman stated that is correct.

Mr. Schweyer stated that we really don't have \$160,000 of unappropriated balance for budget variation.

Ms. Bowman stated that is correct. It will come out of the unappropriated balance.

Mr. Schweyer stated that would have been helpful to know before we filed our budget amendments.

Ms. Bowman stated at 3:00 I got that.

Mr. Schweyer asked do you know what the budget number is, Deb.

Ms. Bowman stated it is \$63,620.

Ms. Eichenwald asked would it come from a budget amendment tonight.

Ms. Bowman stated that it will be a budget memo that will be presented tonight.

Mr. Davis asked what the number for the Premium Pay.

Ms. Bowman stated \$19,925.

Mr. Guridy asked how much the temporary wages.

Ms. Bowman stated that temporary wages are \$42,630.

Ms. Hailstone stated that most of this is grant funded and offset by grant revenue. There are no changes from last year.

Mr. Schweyer asked is that grant revenue reflected in the budget.

Ms. Bowman stated yes.

Ms. Eichenwald asked if it is reflected as an incoming grant, wouldn't the numbers be off that amount.

Ms. Bowman stated that they thought it was already entered into the budget. It had not been included in.

Ms. Eichenwald asked if the grant money was not in there either.

Ms. Bowman stated that the grant money is. When they went to get their reports ready for tonight they realized that it wasn't budgeted. I have to enter it as a budget memo.

Mr. Guridy asked what will the total be.

Mr. Schweyer asked will that be budget memo III.

Ms. Bowman stated yes.

Ms. Calluori stated that they are ready to take questions about the Health Budget.

Mr. Guridy stated that the only question I have is under contract services, line 46. It jumped. What is the rationale?

Ms. Kistler asked overall. The Line 46 increased because we have two contracts that the state has maintained for years. We have a small amount for accreditation where we are working to get accreditation.

Mr. Gurdy stated to Ms. Kistler that she does an excellent job.

Mr. Davis asked were there any questions on health, planning or zoning.

Mr. Glazier asked to go back to Building Standards and Safety Rental Unit Inspection, in the 46 Account and the Detailed Book on page 135.

Mr. Paulus stated that the Rental Unit is the 46 Account on page 143.

Mr. Glazier asked in the detail book, the program detail.

Ms. Hailstone stated that it is good because it lets us follow both budgets.

Mr. Glazier asked about the non-emergency boarding contract. Can you tell us what that is and under what condition those funds are utilized.

Mr. Paulus stated that when the police calls and finds a building unsecure or the inspectors find the building unsecure that is when it is boarded.

Mr. Glazier asked for a service like that you will put a lien on the property.

Mr. Paulus stated depending on the bill and the amount of money we will lien it for a thousand dollars or up.

Mr. Davis asked under Planning and Zoning page 194. On line 46 Other Contract Services had to do with the Reindustrialization Study.

Mr. Hefele stated that \$407,000 was added to a federal grant.

Mr. Davis stated on page 198, line 50.

Mr. Hefele stated those are expenses related to the operation of the zoning hearing board, the cost of legal ads and a stenographer.

Mr. Gurdy asked can they look at page 212, Account 50.

Mr. Paulus stated with Building Standards Other Services and Charges is due to a reimbursable grant we got from that state for the healthy homes. The grant goes up about \$111,000. That will be the 003 program where it shows up. We got an increase from the state.

Ms. Eichenwald asked about the same page, line 56. The uniforms tripled.

Mr. Paulus stated that the uniforms in the past would give shoe slips as uniforms. This year we looked at getting them jackets and shirts that says the City of Allentown Employees.

Mr. Glazier asked items like the jackets do you expect those to be used for multiple years.

Mr. Paulus stated yes. The jackets if you use multiple years at multiple times during the years. They are heavy jackets. The lining can zip out and the sleeves can also slip off and be used as a vest. They are reflective and have the City of Allentown on the front.

Mr. Glazier stated that next year we won't see a line item for those bomber jackets.

Ms. Eichenwald asked are they ours or are they leased through a laundry service.

Ms. Calluori stated that they will be purchased.

Mr. Glazier stated that in the detail book it does say lease value.

Ms. Calluori stated that as we work through the budget we were continuing to evaluate the numbers and the cost effectiveness of buying versus leasing. In the end, we are finding that it is more cost effective in buying the jackets and buying the shirts for these specific inspectors.

Ms. Hailstone stated that she would like to point out the four positions that we are eliminating in the department. It is the rehab specialist position, the housing inspector, the housing development supervisor and the clerk II. It is Program II and partially funding in the federal programs. The best news about this is people are retiring or able to bump into other positions.

Ms. Eichenwald asked the reason for the elimination of those positions.

Ms. Hailstone stated that it is due to CDBG cut in funding and we realized the needs of our services in other areas in the department.

Ms. Eichenwald asked the obligation of those four positions will be taken over by other people or we will no longer do those functions.

Ms. Hailstone stated that some of the functions will be observed by other people and some of the functions we will no longer do such as housing rehab in-house. We will be working with our nonprofit partners more closely so that they will be handling some of those on our behalf.

Ms. Eichenwald stated that I am a bit concerned. Can you explain a little bit on that?

Ms. Hailstone stated as we discussed due to the federal cuts in funding there aren't enough dollars to be spread around. The amount of dollars going into the housing rehabilitation program for bricks and mortar was above and beyond what the city could afford to do so therefore we had to cut back on those programs.

Ms. Eichenwald asked how would that impact our neighborhoods with the situation with the blighted homes.

Ms. Hailstone stated that we have been working with our housing committee to look for different types of funding to bring into the city in order to do hopefully not have that much impact on the community. The cut in federal funding to the community has been hurtful.

Ms. Eichenwald stated that meeting after meeting we have citizens come here screaming of their plight about blighted homes and the value of their properties and with all the issues in which we deal to me it seems as a pressing issue. I understand that funds have been cut, but have you examined to make sure money wasn't available from something else.

Ms. Hailstone stated that we are looking for funding from other resources. Yes, we are examining that. We are working with our partners in the community.

Ms. Eichenwald stated that in the meantime those four positions won't exist.

Ms. Hailstone stated correct.

Ms. Calluori stated that one of the challenges with the reduction in funding in order to run a housing rehab program you need staff and money to assist the families and households to do the rehab. Without the money to do the rehab, it doesn't make fiscal sense from a city perspective to keep staff onboard to promote a program that has no follow up funding. We have to find new funding to do that.

Ms. Baer stated that if you pay them with the federal funds you need deliverables and if you don't have the money to do the loan program, you cannot pay the salaries. You cannot pay staff with the federal grant money to do fundraising or seek other staff.

Mr. Guridy stated that you are not saying that you are going to work on the properties. What you are saying that you have partners that you are going to work with. Who are some of the partners?

Ms. Hailstone stated that Alliance for Building Communities, HADC, and working with for-profit partners to do some market-rate housing as well. We have some other people in the community that are community engaged and Habitat for Humanity.

Mr. Guridy stated that Habitat for Humanity is a great program, but they only do one or two homes a year in Allentown.

Ms. Hailstone stated that they have a new program called a Brush with Kindness for the curbside view of housing.

Mr. Guridy stated that we are looking for that you are developing a plan and some assurance that the blighted properties are going to be rehabbed. I get numerous calls from people wanting to take properties and fix them up themselves.

Ms. Hailstone stated that about 25 we still own. A lot of our challenges are the property right laws that people have. Some of the issues will be our inspectors will go in and find someone and give them 30 days because their porch is falling off and after 30 days the property owner hasn't done anything. Our people take them to court and if our people take them to court and the Magistrate only fines them \$25 then this New Jersey person really doesn't care about this \$25 fine.

Mr. Guridy stated as you do your study and work on your program that you consider there are people out there and if we could put them back on the tax rolls and get them fixed it is 25 we have less of blighted properties.

Ms. Mota stated that she agrees with Mr. Guridy. She has been getting a lot of phone calls regarding different properties that the city has and they said that the process is so different. You have to have sufficient amount of money and you have to go through a bidding system. There are a lot of developers calling her and saying that the procedure and the process are difficult. Is there a way that you can think of an easier process?

Ms. Calluori stated that government has a role and there are a lot of things that we are working on as we speak. I think it is also ok to encourage developers who are approaching any of us to acquire property owners to contact the property owners and that might be faster and more efficient. Another option would be developers to help identify properties and approach the property owners themselves.

Mr. Davis stated that they have two different committee and we didn't even get to public comment tonight, but we are meeting and one of the next meetings coming up will develop that strategy.

Ms. Mota asked is it an open meeting.

Mr. Davis stated when we go to these meetings we should have a good report by then because we identified the problems and now the strategy.

Ms. Calluori stated that she can talk to them outside about the process of acquiring the Development Authority properties.

Ms. Baer stated that the process to acquire these properties may be cumbersome because there are strings attached that the federal government put on them. The next time we offer these properties for a Request for Proposal has to do with training and how to answer the RFP and walk everybody through the reasoning we ask. We have to be very specific and it has to be an RFP process and certain steps you have to have.

Ms. Mota thanked Ms. Baer and stated that she has a better understanding.

Mr. Schweyer asked Ms. Hailstone and announced it publicly that we have been in conversation about money that was set aside in the Police Department's budget in the amount of \$150,000 for camera programs. We started the process seeing if you were more successful getting it in the hands of folks that are out there in public. We partnered with the Chamber on that or at least that was our intention. They haven't yet successfully found anybody yet.

Ms. Hailstone stated correct and we are reviewing the materials that were given to us. We expect to put an ad in the Chamber Connections in January. We actually met with Miriam Huertes from the Chambers today and discussed this particular issue.

Mr. Schweyer stated to Mr. Dougherty that he sees \$100,000 for cameras out there and he is seeing \$150,000 that we haven't moved. He stated that he was flipping through the detail sheet and asked if the grant from the Chamber \$35,000 this year.

Ms. Hailstone stated that last year it was \$25,000 and we are met to review what services they are willing to provide. It is likely to increase to \$40,000 to get them to do more of the Hamilton Street activity.

Mr. Davis asked were there any questions from the public on the CED budget.

Mr. Tom Costas, 510 Mountain Park Road, stated that in the rental section of the Building Standards he did see a new line item for longevity. He asked for an explanation of longevity.

Ms. Bowman stated that longevity used to be in 02 account included in permanent wages in prior years. What we have done this year is break in out separately. Salaries are salaries and longevity is longevity. It was always there, but was under a different line item. This year would be the 02 and 08. Longevity is a benefit the employees get for years of service. They get a max up to \$1500.

Mr. Schweyer stated that when he looked at the budget amendments that he was willing to con-sponsor or introduce it was based on an assumption that our budget variance for this year was \$158,231. I heard it was a chance that we would have budget memo 4. He asked his colleagues if they can discuss those the Wednesday before the budget meeting so that we can have a complete picture before we make any kind of votes on amendments.

Mr. Guridy asked the administration.

Mr. Schweyer stated why are we going to ask the administration. This is a last minutes budget memo we just found out about.

Mr. Guridy asked if they knew about this before.

Mr. Dougherty stated late this afternoon.

Ms. Eichenwald stated that it doesn't behoove us to discuss when we found out about it. These are the facts. I agree 100 percent what Mr. Schweyer said. I was going to make that suggestion myself. I was going to wait until the Police and Fire budget, but I am withdrawing the last amendment on that paper about the \$300,000 additional EMS.

Mr. Guridy stated that we will do what was suggested by Mr. Schweyer in regards to changing the meeting for 5:30 PM. He wants to the administration to be prepared prior to the meeting.

Adjourned: 5:58 PM

Non-Departmental – 6:00 PM

Mr. Guridy stated that the Mayor called me this morning and could not make it to this meeting. We are going to continue with Mr. Dougherty.

Ms. Eichenwald asked who will be presenting the mayor's budget in his absence.

Mr. Guridy stated Mr. Dougherty.

Mr. Dougherty stated collectively myself and Deb Bowman. You have seen some changes in the organization of the mayor's office. We combined the managing director's office which is a separate entity in this year's budget to make it more transparent and easier to understand. We combined them and that is the biggest change. We also took the opportunity to right-side a number of offices such as the print shop which traditional have been under the finance office and moved to the mayor's office to be managed by our staff. It also provides for moving the grants office and giving the grant office and Lauren Giguere a higher profile in the fine work that she does. Lastly, on the financial side it provides the unsung heroes in the office a long overdue slight bump in salary. You will see increases for the communications manager, and for Diane and for Karen.

Ms. Bowman stated in addition to that IT was always under the managing director. With all these moves this is also going under the mayor's department.

Mr. Guridy asked if IT remained under your department.

Mr. Dougherty stated that it comes under the mayor's office.

Mr. Guridy asked were there any questions from the dais. He moved to the Solicitor's office.

Mr. Jerry Snyder stated that our budget for this year is within \$1400 of where it was last year. One of the things that I would like to point out to Council is that our budget has a very important part of the Risk Fund. Part of the funds that we set aside monies each year to cover potential defense cost and plaintiff verdicts. One of the things that I did in the last two years without any real raises was emphasis that aspect and I would like to point out to Council we have reduce expenditures for outside counsel through a very aggressive program initiated by me to make sure the way that the city defends claims that are brought against them that we defend them in a matter that is fiscally prudent and legally correct, and it worked. We have reduced our expenditures and outside defense counsel for each of the last several years to a number that is way below what I have even budget. Each year we have brought the number down on what we actually spent to what is a prudent based on a long defense career that I have. I have a way of evaluating them. I have some bumps in salary, but my budget doesn't really bump and that is because we were able to reduce some of areas.

Mr. Schweyer stated that he has disagreed with the solicitor's office once or twice. I proposed an amendment to basically say that you work for the administration and we can hire our own and I still believe that. You do a

great job in terms of what you just said. In changes mentality and turning it to and understanding so that not every person who thinks that they have a slip and fall has a million dollar case.

Mr. Dougherty stated that he wants to add since Mr. Snyder serves both legislative bodies that Jerry has brought that office up from a new level of professionalism. The quality of work and advice that comes out of that office has significantly improved under Jerry.

Mr. Guridy stated that he has been very pleased when he calls Mr. Snyder and on his personal phone many times and you always answer and give me the response that I am looking for. Sometimes we don't agree on everything, but you are the lawyer and regardless of who actually hires you, you do represent council and that is the role. Mr. Schweyer is right; we have saved money because what you have done. I like the LSRs that were developed and that process is a good process and keeps things in perspective with litigation and possible lawsuits to the city. Your budget is never one that changes much. He asked Mr. Snyder how long have you been here.

Mr. Snyder stated I started in April 2007.

Mr. Guridy asked for the Controller's budget.

Ms. Koval stated that you will see that there are very few changes in the Controller's office budget. We did give a slight increase to our internal audit manager and I believe the only other items that really have been increased is the training and professional development because I have been trying to get out to more seminars and more webinars for both the internal audit manager and myself. Our budget is relatively the same. It is a relatively small budget when you consider what the office is charged with. All the bank accounts it is our job to reconcile every month in addition to doing all the audits and accounts payable every week and every check. We only have one part-time person that works about 12 hours a week. Our budget is quite in-line with our needs.

Mr. Guridy thanked Ms. Koval and stated that she has done a wonderful job. I know you work very closely with the finance committee and keep us online.

Mr. Dougherty stated that from the administrative perspective the Controller's office has been a tremendous asset since their implementation of their internship program that has provided so much business process flow analysis which has never been done and has been a valuable tool to so many departments and you have seen it reflected tonight.

Ms. Bowman stated with General and Civic as you can see there isn't much of a change there. It is just the transfers to the debt and risk and is lower than that it had been in previous years.

Mr. Guridy asked much lower.

Ms. Bowman stated yes.

Mr. Guridy stated that we have council's budget. We kept it pretty much the same and have a small salary increase and changed the steps on our City Clerk and Deputy City Clerk. The budget didn't change much. He thanked Mike and Tawanna for the wonderful work they do. This has been a tough year for you guys. A lot of petitions and a lot of things going on in our departments, but we weathered the storm. You have always been there when we need you to do research and work hard to keep our city moving.

Mr. Hershman stated that a couple of council meetings ago I raised a question about the bicentennial park about how much real estate taxes we pay and if you look at the detail positions in the budget it spells it out \$22,800 and you pay real estate taxes at bicentennial park and you said we don't know and there is a document that says we do. Are we collecting enough rent to cover this \$22,000 that we are paying?

Ms. Bowman stated that would be any of the city's real estate properties that we have.

Mr. Hershman stated that we can only pay taxes on rental properties.

Ms. Bowman stated and Golf is another one we pay taxes on.

Mr. Glazier asked about the food service operation, the rest of the aspect of Golf. He asked the breakdown. The \$22,800 is not all Bicentennial Park.

Ms. Bowman stated no, but I can get those for you.

Mr. Hershman stated that the raise you gave Mike and Tawanna you are unfair to them again. If you look through Budget Memo #1 what you giving some employees compared to what Mike does, and I know what he does. He is under paid. You are not really rewarded him because I mentioned at Council meetings before the personnel code. This is a Charter and says Council should review it from time to time. It says procedures based on advancement and qualifications. How many of these things were reviewed based on the Charter.

Mr. Gurdy stated that this is his first full year presidency and we gave them a raise. Not only did we give them a raise, we changed their grades and he will get more raises because of that. I discussed it with Michael, the director of HR and the managing director to make sure we follow all our procedures and we did.

Mr. Hershman stated that there is someone getting \$8,000 and if you look at the personnel code, you are not even following the personnel code. I don't think so. That's your opinion. My opinion is we have a Charter and we should read what the Charter says.

Mr. Gurdy stated that my opinion is that they were due for a raise, we gave them a raise and we gave them an appropriate raise at the time.

Ms. Eichenwald stated that with all due respect that it would have behooved us to discuss this with other members of council or have a committee of council and not to make a unilateral decision. It is very nice that you discussed it with HR. I am sure that is an appropriate way to do it, but was there a committee formed from the seven city councilmembers to review this. I agree with what Mr. Hershman is saying as far as a hired grade pay for both Mr. Hanlon and Ms. Whitehead being in order. When will I have an opportunity to voice that as a fellow city councilmember?

Mr. Gurdy stated that traditional the president of Council makes that decision.

Ms. Eichenwald stated that she remembers under other presidents there was a committee that was formed and they discuss it rather than a unilateral decision.

Mr. Gurdy stated that the HR department is hired for that and I follow those protocols.

Ms. Eichenwald stated recommendations, but I find it difficult when the decision is unilaterally made.

Mr. Gurdy stated that we are in the budget hearing now, if you want to change it, you are certainly welcomed.

Ms. Eichenwald stated that it is nothing we can do this year, but in the future whoever may be president should take in consideration that a committee should be formed and discussed and a review be given to both Mr. Hanlon and Ms. Whitehead and it is a fairer way to do it.

Mr. Guridy stated that we can do that in the future. We can do that now if you want to. We are not passing the budget until next week.

Ms. Mota stated that she does agree. I wish they could get paid a little bit more because they do a wonderful job. They are always there when we have questions. I go in three times a week or sometimes even more and they are always available.

Mr. Guridy stated that Mike suggested less than what we paid them. He was looking for a type of scale increase and we actually put to exactly what he wanted.

Ms. Eichenwald stated that my point has to do with process and as much as it does with ultimate results.

Mr. Guridy stated that we certainly can do that. I am just following the protocols in the past. If you want to participate, I welcome it.

Ms. Eichenwald stated that personnel issues are a few things that can be discussed.

Mr. Guridy stated to Mr. Hanlon to make sure you call other councilmembers to make sure we have a quick committee.

Mr. Hahn asked when the Mayor gets a raise what is the Charter's position when the Mayor wants to get a raise. Does it get on the ballot or does it have a discussion and how many other positions are included in that procedure?

Mr. Guridy stated that Mayor and Council and the Controller as well.

Mr. Hahn stated that Budget Memo I have the people that are getting raises and it is hard for me to determine what the percentage is for the people that are getting the raises. I don't have what the present salary is and what happens to a chief who doesn't have anyone in his department.

Mr. Dougherty stated that he is referring to the office manager, Public Works Office Manager. He is referring to Cassie who is getting a promotion.

Mr. Hahn stated that he found out that it went from \$51,000 up to \$60,000.

Ms. Bowman stated with this position, it is a totally new position.

Mr. Hahn stated all these people that are listed on these two pages that will be getting a raise. Is some of this money coming from grants? Where is all this money coming?

Mr. Guridy asked if you want the total amount. You have to look at the separate budget to see where they are coming from.

Mr. Schweyer stated to Mr. Hahn that the administration is not able to arbitrarily raise somebody's salary without a justification beyond what is in their category. In the back of the Budget Book it gives you the schedules: union, non-union and wage scale. The real question is when someone changes category or we decide to change a category for a particular person.

Ms. Bowman stated that one of the reasons that I changed the budget and added longevity is because it was very confusing before. Now with the change in the budget and breaking out longevity when you look year to year you are going to be able to tell the salary changes. It will be a lot easier to read.

Mr. Hahn asked is there a number of what the cost is for all the raises that will go through on these pages.

Ms. Bowman stated that the changes were in jobs. The best thing to do in comparing last year to this year is taking the 02 and the 08 and combining them and you will see the difference in salary.

Ms. Eichenwald stated that it is obvious that we need to make changes in the process. Sometime before we reach this moment in the budget that the department head comes to us and explains that this will now be moved to this and a person will be eliminated. I am not sure that this is the time to have this discussion. By the time we get here it is not good government and we would need to have that discussion.

Mr. Guridy stated that one of the things we do and what I recommend and always do is that I meet with the department head.

Ms. Eichenwald stated so do I and that is still one person. I don't know what happens when you meet with the people with whom you meet.

Mr. Guridy stated that what I do is ask them at the beginning of the budget process what exactly they are going to change and what they are going to do in the budget and I get educated and I can explain it.

Mr. Schweyer stated that last I checked we have an HR committee on City Council, this year chaired by Mr. Glazier and next year it will be chaired by TBD. (To Be Determined) Committees are supposed to be responsible for not only reviewing legislation, but directly policy. In an effort to move the 2014 budget process forward I would ask to allow whoever the next chair of HR next year to come up with a policy and procedure with their two colleagues and maybe the HR committee decides they are the appropriate venue to look at reclassification and perpetuity. We are not going to have a policy decision by the end of the year on this in spite of Mr. Glazier's herculean ability to write legislation.

Mr. Guridy asked every chair to understand their departments.

Mr. Hunsicker stated that I mentioned about job descriptions. The procedure should be done in an appropriate manner with transparency. Is there a difference in the job description.

Ms. Trapp stated that the responsibilities are different and to speak a little bit on Mr. Hahn's concerns as well when we look at what some of the upgrades are there are differences in the responsibilities and job descriptions have been crafted. I have a job description for everyone.

Mr. Hunsicker stated with the maintenance foreman you have a different job description for the Maintenance Supervisor.

Ms. Trapp stated yes and if you would like to see the job description. It was determined by the Director of Parks and Superintendent. There is an existing job description for Maintenance Supervisor.

Mr. Pearson stated that one thing that he does approve of is a job classification and pay raise for Mike Hanlon and he is a valuable servant to you. He congratulated Joe Hanna for the service.

Mr. Guridy stated that the City Clerk's classification went from 15N to 18N.

Mr. Ernie Atiyeh stated that the memo you have from Ms. Bowman on page 4 line item 40 – Civic Expenses. Can you explain what that is?

Ms. Bowman stated that is for the interfund transfers for capital projects which will be appropriated in 2014.

Mr. Schweyer stated that when we had the last Budget and Finance meeting there was a bill and we discussed. Budget Memo II was discussed at length and it was a shortcoming for that bill and as a result Budget Memo II came out.

Public Safety 6:30 PM

Fire

Fire Administration/Planning Training, Fire Suppression Equipment Fund (Fire)

Ms. Eichenwald stated that we will start with fire and then go to police. While the representatives of the fire budget are moving forward, I would like to make a few statements before we begin. I am going to exert the prerogative of the chair since I am the chair of Public Safety and make a few changes on how we are going to run this particular part of the budget. I decided to do with the conclusion of each department: Fire, EMS and then Police. I will open the questions to the public rather than waiting to the end. On the amendments I request an additional four EMT people to join EMS. I will postpone asking for that amendment until next year under the consideration of a lot of things that I just discussed will not be taking place until the middle of next year towards the end of next year. I want to make it perfectly clear that these huge changes in economic development and personnel that we will service cannot be ignored as we forward in this discussion.

Chief Scheirer stated that as you can tell with the budget this year, the budget is really tight. Hence the reason we will be seeking services this year as opposed to next year. I am sure you had a chance to review the budget. You will see there are no significant changes in the fire budget. You will see moderate increases for administrative raises and contractual raises. You will see a decrease in the overtime line item.

Ms. Eichenwald asked were there any questions from the dais or comments from the public.

Mr. John Stribula, 2629 Chew Street and president of the Firefighters Local 302, stated that a few moments ago you were handed a handout and I will try to expand a little bit of what we heard from Chief Scheirer. To give the new councilmembers a little perspective we gave a historical strength of the fire department. This is the second year in the row you are looking at a budget of 126 or 125 personnel in the fire department which is a drastic reduction of our staffing. On page 3, our fire department operations in 1989 had 3,400 fire calls to 2013 a projected 11,756 calls. On page 4 and 5, the MFPA 1710 standard which states within four minutes you should be able to have your first arriving engines on scene for fire suppression operation. Prior to 2013 we had an opportunity to meet that standard. With our current staffing standard and current staffing levels, we cannot meet 15 personnel on the scene within eight minutes. On page 7, that is the resident to firefighter ratio. Allentown is doing poorly compared to the municipalities in this Commonwealth and larger municipalities. We have one firefighter for every 983 residents. On page 9, that is annual injuries per the city's annual report. Firefighter injuries are going down. On page 11, that shows you two points: the injuries and the shift strength. As shift strength increases, your injuries decreases.

Ms. Eichenwald asked were there any questions for Mr. Stribula.

Mr. Schweyer asked about the resident to firefighter ratio. Why is it based on population and not housing units? Bethlehem is larger in terms of geographic area and they just closed a fire station in north Bethlehem which is a less dense in terms of population. Why would the issue be population versus number of housing units?

Mr. Stribula stated that there are a number of factors to look at., you deliver fire service. After so many minutes a fire gets greater and greater in additional to square miles.

Mr. Schweyer stated that on one hand a unit is not a unit. He asked if the arbitration been settled. This is a big giant question mark.

Chief Scheirer stated that they agreed to live under the terms of the award.

Mr. Stribula stated that the arbitration decision finality won't impact what the city can or cannot do.

Ms. Eichenwald thanked the representatives of the City of Allentown Fire Department. When we look at these numbers we appreciate your work even more. She asked Chief Scheirer were there any instances where there were disasters because there was minimum staffing or in the past year we have been able to cover the fires that happened.

Chief Scheirer stated that there is no way to projecting into the future. This year hasn't been bad. We had a few fires that we could have had addition help on hand where we called guys on overtime for the additional help needed. It is rare when that happens. Mutual Aid is a joint function and we provide a lot of Mutual Aid outside the city. In return their fire units will respond to the city.

Mr. Schweyer stated that part of the Mutual Aid that we have is based on Federal Grants when we acquire equipment.

Mr. Gurdy stated that it works well throughout the Lehigh Valley.

Chief Scheirer stated that federal government and state government are really pushing shared resources.

Mr. Stribula stated that there was a fire in the 1100 block of Chew Street this year which trapped a two year old on the second floor and we were very fortunate it was only three blocks away from the Central Fire Station.

Ms. Eichenwald stated that we will go to EMS.

Chief Scheirer stated that you will see no significant changes in the EMS budget, some minor increases from licenses and equipment needs.

Mr. Schweyer stated that in his years on being on Council Mr. Fritz you are the third director of EMS that have seen and without question I find you the most forthright with us. I support adding a third vehicle in the overnight shift to address the issues of preparedness and response time. I don't think it is feasible because of the Affordable Care Act. It is my intent to introduce a Resolution and the administration is aware of it that would call into review of EMS financials because of all the changes in healthcare in July.

Ms. Mota stated that when it is time, I would like to second that.

Mr. Glazier stated that I noticed in the past year the IronPigs has made a contribution in recognition of the emergency service that the city provides during the baseball season. Is an agreement like that anticipated with the Phantoms?

Chief Scheirer stated yes, it is. We met with Global Spectrum last week. They are not signed on yet, but it looks pretty good for them to be managing the arena. We did have preliminary discussions on the city ordinance for the first rights of first refusal so they are aware of that. We will be negotiating the terms with the arena management. It is a flat fee. It is a premium pay per hour fee.

Ms. Eichenwald stated that next year we will be anticipating the idea to float a bond \$500,000 for additional new fire apparatus and \$500,000 for breathing apparatus and there may be available \$400,000 federal grant towards that. She asked if the public had any comments for EMS.

Mr. Bill Sames from the Allentown Paramedics stated that to do more with less has been drilled into my brain and I would like to thank Council for all your consideration. 2014 will mark the 10 year that EMS has not had

any increase in staff. We are doing roughly 3000 more calls a year when we did in 2004 the last time we had additional staff. It is all about serving the city, taking care of the people and doing what we love to do. I believe in the spring we are shutting down the Eighth Street Bridge for the next three years and will shut the city off from the south side of Allentown.

Police - Police Operations, Academy, Anti-Crime Project

Ms. Eichenwald stated that they will now do the Police. She welcomed Chief Hanna and stated that it is an interesting year to talk about the Police budget. We are about to go to a major change in the administration. She congratulated Chief Hanna on his new honor.

Chief Hanna stated that he has Assistant Chief Dan Warg, Danielle Yanek, and Michael Hilbert. The budget is very lean. It was cut and cut again. I learned a long time ago that silence is truly golden. I am going to respectfully entertain any questions from the dais.

Mr. Schweyer congratulated Chief Hanna on his impending retirement and thanked him for his decades of service. I am going to restore the \$1 Community Police Liaison and removing the Maintenance Worker back under the Police Department's budget. He stated that if they can go through the detail sheet.

Mr. Glazier stated that with the Detail Sheets the number in the center at the bottom is the true number. The number on the right hand side is off from the true count.

Mr. Schweyer stated that his first question is on 59, why do we pay for the Pennsylvania District Attorney's Association. This is a county official. Can I make them pay for something?

Chief Hanna stated that is for membership for the Chief of Police, not the District Attorney.

Mr. Schweyer asked why the Chief of Police has to be part of the District Attorney Association.

Chief Hanna stated that we work hand and hand with the District Attorney and the District Attorney Association. They provide publication in regards to case law.

Mr. Schweyer stated to Ms. Eichenwald that looking at the notes before that you intended to have a budget amendment for school crossing guards' uniforms \$2000. On page 62 on the line item that is actually already detailed for \$1500. Is your goal to go from \$1500 to \$2000?

Ms. Eichenwald stated that her goal is to keep it at \$2000.

Mr. Schweyer stated that he asked every year about the NRA membership on line 66. I would pay a thousand times more than \$75 if there is any other organization on this planet that can provide that service.

Chief Hanna stated that he can understand that. Unfortunately, we do have to maintain that in order to operate our police academy. An integral part of police training is firearms training. All the firearms officers have to be NRA certified.

Mr. Schweyer asked if any of the money goes to the political action committee.

Chief Hanna stated that is specific to their certification.

Mr. Schweyer stated that we have \$150,000 sitting in an account for cameras that hasn't been touched. On page 69, we have a line item for equipment for surveillance cameras for \$100,000. If I am paying interest for \$150,000 for cameras that hasn't been installed, why am I putting another \$100,000 into it?

Chief Hanna stated that as part of the project for 2014 we have designated seven additional cameras and I am going to defer to Assistant Chief Warg who also heads up that technical side of the cameras. The cameras in the city have been an integral part in solving crimes to a point where not just minor crimes, we had the ability to solve a number of homicides and use those and incorporate those as part of the major investigations that we have. They have been invaluable in addition to that they take no benefits from us and no sick time. It allows us to work smarter and use technology to our benefit.

Assistant Chief Warg stated that we have a grand total of 135 cameras, 123 are city owned cameras and eight of them are feeds that we receive from PennDot and the other four feeds from Muhlenberg College. The \$150,000 that you are talking about \$50,000 has already been given to the Chamber for their scan project.

Mr. Schweyer stated that is not money on the street yet. The chamber is working on distributing it.

Assistant Chief Warg stated that we wrote the check to them already. The other \$100,000 is going to additional projects or the scan program to help businesses put the surveillance cameras around specific businesses. The \$100,000 we have left is the ongoing additional cameras that we have planned. We are going to put an antenna on top of the West End Fire Station to try to get back hall of the West End of the city. We have dedicated dark fiber out there coming into the police station that we can utilize for cameras. We are also going to beam that from St. Luke's hospital in be putting a camera behind St. Luke's Hospital that will cover the Raub Middle School. When the Service Electric Tower that we have some antennas on now for back hall. That is scheduled to come down not the beginning of next year but the following year. We have a camera setup to go in at 15th and Gordon Streets. We have the arena area surrounded with the exception of Walnut Street. We would like to get cameras at 7th, 8th, 9th and Walnut Streets. We have north and the rest of the arena surrounded. Those are the three intersections that are not. It would help us with crime prevention and traffic control and monitoring. We wanted to put one in on 18th and Hamilton Streets. We are working with St. Luke's now. They are going to try to put it in their budget to pay for that camera. The Lehigh Valley Hospital is assisting us with the 15th and Gordon camera by giving us roof space.

Mr. Schweyer stated of that \$100,000, it is your assertion that seven new cameras will come of that.

Mr. Gurdy thanked Chief Hanna and Assistant Warg and congratulated on their retirements. He stated that he requested a camera at 4th and Washington and it was done very quickly. He asked about next year with the arena and all the people that are coming into the city. I was told that you don't need any more police officers. How are you working to handle that?

Chief Hanna stated whoever told you that you don't need more police officers; you did not hear that from me. What we are doing is a work in progress. We have been meeting with the people from the arena and Global Spectrum, the Fire Chief is the Emergency Management Director and has been chairing these meetings and we have been having active discussions on how we are going to be handling this. In the beginning of the year, I sent a number of our captains down to Philadelphia and they meet once a month with all the parties that are involved in handling security at their event centers. Global Spectrum knows security, traffic control like the back of their hand. We are working on that and I am confident by next at the opening of the Hockey Season that we will be adequately prepared.

Mr. Gurdy asked are you training your people to handle the crowd. Is there any police or public safety coming in to assist you?

Chief Hanna stated that he can't speak for the incoming Chief Fitzgerald because obviously we are going to have a transition here and he may have another plan. We looked at this as far as a safety zone or a green zone in that immediate area with additional police officers and a police presence. We are going to have additional

bike officers in the immediate Hamilton Street corridor from 4th Street to 12th Street. We haven't turned a blind eye to this by any stretch of the imagination.

Mr. Guridy asked if it is a baseball game on the East Side and there is a Hockey game here the same day that has to create some problems. He thanked all the officers on behalf of Council. He asked for police officers on bikes on 2nd and 7th Streets.

Chief Hanna stated that in the 90s when we had a Community Policing Unit they were on bikes. That program was basically became outdated.

Mr. Guridy congratulated Assistant Chief Medero stating that he is the once that is staying out of the three of you.

Ms. Eichenwald asked to look at next year and Assistant Chief Warg telling us about the cameras this year. Will there still be a need beyond that.

Assistant Chief Warg stated that the seven cameras are going to occur next year. I can see a need for additional cameras. This has been a tremendously successful program operating out of our communications center. I can see a need for about another 20 cameras in some areas. We are successfully moving crime, eliminating crime and there are some areas as the program is successful we can plug the last holes and hopefully we might start relocating some of the cameras. That in itself has its own expense. We are looking at fixed cameras.

Ms. Eichenwald asked it is a long going process to find partners like Muhlenberg College. I know that you have worked with Muhlenberg.

Assistant Chief Warg stated that he has worked Muhlenberg, the hospitals and PPL. I already approached the arena people about some cameras and Sacred Heart Hospital.

Ms. Eichenwald congratulated Assistant Chief Warg on his retirement and best wishes. Mr. Hendricks is about to engage in what might even be a more dangerous profession. She asked were there any questions from the public.

Chief Hanna personally thanked each and every one on the dais for your support of the police department. I have been honored and privilege to wear this uniform and serve the citizens of Allentown for the past 34 years.

Mr. Guridy echoed Peter's comments stating that Chief Hanna is one of those people that always represent us with pride.

Mr. Tom Hahn stated that there was a time we had a problem on Sherman Street with speeding and trucking where they actually parked a police car with a dummy in it and it prevented people from racing on Sherman Street. He stated that we have a new police chief and the night he was accepted and passed Council I asked questions that still was unanswered. What is the chief going to do with the extra cost in the salary? In the past when we had Police Chief who had temporary residence in the City of Allentown and had permanent residence in another section in the state and they were using the Allentown vehicle, plus gas and if someone can tell me about the fellow that went from Allentown to Harrisburg and had an accident. We have a Police Chief that is looking for an apartment in Allentown and his wife is looking for a job in another police department where she and the children will leave between Allentown and Philadelphia. Who is going to pay when the SUV leaves Allentown and goes someplace else?

Ms. Eichenwald stated that the only part of that question that she can respond to is that I asked Chief Fitzgerald that question about residency and what he said to me that he and his family would be living in Allentown and I said Allentown, Allentown and he said Allentown.

Mr. Dougherty stated that he is actively looking for a place in the City of Allentown for he and his family. He knows that he has one year to establish residency in the City of Allentown. In terms of the vehicle that is part of his package, he gets an SUV just like Chief MacLean had. That job is a 24/7 job and comes with a gas card and that is not his responsibility for gas since he is 24/7.

Mr. Ernie Atiyeh asked Assistant Chief Warg about portable cameras.

Assistant Chief Warg stated that we currently have some portable cameras that are at our disposal.

Bill 51 JAG Grant (2012-DJ-BX-0093) Appropriation

Amending the 2013 General Fund Budget to provide for a supplemental appropriation of Seventy-Three Thousand Six Hundred Forty-Two (\$73,642) Dollars from a Department of Justice Grant (2012-DJ-BX-0093) to the Allentown Police Department to provide for the purchase and installation of 15 mobile data transmitters to be installed in police cruisers as a result of a Department of Justice Grant.

Assistant Chief Warg stated that these are the computers that are in the car to offset the cost of the items we need in the car. We were able to secure a Department of Justice Grant to offset the cost of 15 of those computers that will be put in the cars as the older computers end of life approaches.

Mr. Schweyer made a motion to move Bill 51 forward favorably recommendation.

Mr. Gurdy seconded the motion.

Bill 52 JAG Grant (2013-DJ-BX-1021) Appropriation

Amending the 2013 General Fund Budget to provide for a supplemental appropriation of Sixty-Six Thousand Nine Hundred Two (\$66,902) Dollars from a Department of Justice Grant (2013-DJ-BX-1021) to the Allentown Police Department to provide for the installation of license plate reading equipment in several patrol vehicles as a result of a Department of Justice Grant.

Assistant Chief Warg stated that this was another technology initiative by the Police Department that we applied for a grant for LPR License Plate Recognition Technology which currently our Auto Theft Taskforce has a limited LPR technology. Our Parking Authority has it. We are going to outfit several police cars with this technology. We have been testing and evaluating several units. We successfully lobbied the federal government to give us money to start this program. We don't anticipate it costing any more than this. We might go back and get additional grant funds for it. This is money from the Federal Government for this program.

Mr. Gurdy asked what does the license plate recognition do focus on the license plate and can tell if it is a stealing car.

Assistant Chief Warg stated that it checks every license plate even if it's parked. We mount it on the car or on traffic signals. They read all the plates and instantly know if the car is stolen, if the registration is expired and we can also put in specific plates for it, if it is a Megan's Law violator or a suspect in something. It will alert the officer immediately.

Mr. Gurdy asked have we been successful with it.

Assistant Chief Warg stated that we have been very successful in the limited test when we were testing and evaluating, we caught several stolen vehicles and some other cars: expired registration.

Chief Hanna stated that it provided a testing ground for us with the Parking Authority. It was so successful we saw it as an advantage for us.

Mr. Glazier asked if it was an additional database charge.

Assistant Chief Warg stated that they actually have to download the hot sheets from PennDot on a daily basis. There is no other cost in the data.

Mr. Glazier asked if it has to be manual entered.

Assistant Chief Warg stated that it is a download. It is an excel spreadsheet.

Mr. Glazier made a motion to accept Bill 52.

Mr. Guridy seconded the motion.

Bill 53 EMS Iron Pigs - June to Sept 2013

Amending the 2013 General Fund Budget to provide for a supplemental appropriation of Nineteen Thousand Eight Hundred Eighteen Dollars and Seventy-Five Cents (\$19,818.75) from the Lehigh Valley Iron Pigs for providing on-scene emergency medical services.

Mr. Davis made a motion to accept Bill 53.

Mr. Schweyer seconded the motion.

Communications Center - E911-Fund - Emergency Communications, Technical Services

Mr. Michael Hilbert stated that he just wanted to highlight from the Communications standpoint that one of the successes that we had was that a contract that this body approved to convert our existing telephone system from Verizon to Service Electric and that contract we had certain expectation monetarily out of that contract and they have exceeded our expectations which have resulted in a \$70,000 decrease in our 22 – Telephone account for 2014. The service has been an exceptional and Service Electric lived up to their end of the bargain and we are very pleased with the results of that contract.

Mr. Guridy stated that you do a great job and I head great things about 9-1-1 and the people that work there.

Equipment Fund (Police)

Ms. Eichenwald asked anything additional about the Police Equipment Fund.

Chief Hanna stated that it is the normal replacement of the cruisers that we have. We also have command vehicles that either the new Chief will use or pass down. Once we get a vehicle, we use the heck out of it. We are still using Crown Vics that are eight, nine and ten years old for our command vehicles.

Mr. Guridy asked are we using the motorcycles this summer.

Chief Hanna stated that we have three motorcycles. We purchased two more motorcycles in anticipation of use in and around the arena in heavy traffic area.

Mr. Guridy asked are you using it throughout the year.

Chief Hanna stated that we use them throughout the year.

Adjourned: 8:56 PM

Council meetings are held on the first and third Wednesday of each month beginning at 7:00 pm in Council Chambers. For copies of the agenda or meeting announcements, please visit our website at www.allentownpa.gov or contact the Clerk at Michael.Hanlon@allentownpa.gov to receive an email notice of the meetings.