



# Allentown

435 Hamilton Street  
Allentown, Pa. 18101

## Minutes - Final

### City Council

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Wednesday, November 2, 2022

5:30 PM

Council Chambers

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#### **Special Council Meeting: Community and Economic Development Budget Review**

This is a Special Council Meeting to Review the Proposed 2023 Budget and Conduct other General Business. The City Budget documents can be found on the city website:  
<https://www.allentownpa.gov/Government/City-Budget>.

#### **Roll Call**

**Present:** 7 - Candida Affa, Cynthia Mota, Daryl Hendricks, Ed Zucal, Ce-Ce Gerlach, Joshua Siegel, and Natalie Santos

#### **Community and Economic Development Budget Review**

Ms. Vicky Kistler stated that hopefully they will come up with an answer or get back to Council as soon as they can soon after. She went over the budget before Council as the mayor has explained is a zero-based budget. Some of the programs within this budget are grant funded programs. They took all of the line items from the grant and fully explained them in the detail for Council. They placed those line items on the budget line so that Council can easily and hopefully identify the grants within the budget. The community housing and development program that is better known as the Lead Program. There are 100 units that will be completed before the end of the year in rehab for Lead Abatement which is an amazing accomplishment. They have 210 units in the queue for the next year and a half. They will be more than doubling that program as well as the staff has applied for additional grants. Two of which have been awarded. Two of them, the department is crossing its fingers that it will be awarded. They are very pleased with the results and that is one of the reasons why they are asking for a Lead Project Manager. She stated that 210 units are a heavy burden to get that done in a year and a half, but we have confidence that we will be able to do that, but we are asking for a Lead Project Manager in that program to assist in managing those units. They have their business expansion/attraction and retention known as (BEAR). That team is continuing to meet with our existing businesses as well as interested businesses coming into the city or individuals who wants to start their business. Are Planning and Zoning is before Council tonight. In that department, the remaining staff in that department have worked tirelessly on our major and minor land department projects as well as our Zoning rewrite or wayfinding initiatives. That department they have before them a

reorganization. Currently, we have a Chief Planner position vacant for almost two years. That position is currently graded at a 13. To align the department, we would like to elevate that position to a 15 as a Chief Planner, rename our HARB Planner as a Senior Planner so that the individual can do both HARB work and regular Planning work. Elevate a Senior Planner to a 13 as well and take one of our Senior Planner positions and demoted to a 10 so that they have a hierarchy. We have a Planner, a Senior Planner, a Chief Planner and a Planning Director. It is their hope to bring a candidate for Planning Director before you at the meeting on the 16th of November. Also, in our Planning and Zoning, our Zoning Supervisor was upgraded in the reclassification process so that one grade change is before you. The Building Standards Department, they are continuing the work, we are inspecting, we are responding to new developments, to nuisance complaints to all sorts of situations with a very skeletal crew and preparing for the launch of Intergov. The launching of our electronic inspection and permitting systems. That is a very busy and very short staff department. They are asking for Council to consider a \$33 change to a position to make one of our building inspectors a combo inspector since they do possess the certifications that we would be able to respond better to electrical and plumbing inspection request. They are also asking for a Building Construction Superintendent who will again, go out on the complicated or be at the counter for the very complicated questions that come into us. They were unable to recruit a second Plans Examiner. This position can assist with some Plans Examination, but can also manage some of the more complicated cases and some of those more complicated responses. Also, in Building Standards they are hoping to bringing onboard a Workflow Coordinator that would be shared between the rental and the building departments. That Workflow Coordinator when Intergov goes live is going to be able to in real-time take inspections that are scheduled, but there is a no show or a schedule that there is a problem and funnel another inspection right through to the workforce to keep them working in the field. A real-time scheduler to keep the system efficient. The Rental Department continues to respond to many, many nuisance complaints and we again are asking to add a Nuisance Property Manager so we can stay on top of and paid out of the Rental Fund to stay on top of those chronic nuisance complaints. Many of them require 10 or more visits from beginning to end to get them resolved. They are looking to expand the staff. Also, the supervisor in that department who supervises 18 people is currently a 13N in the Reclass Committee was approved to become a 14N and that is also before you. The HUD Grants department is astounding how much money this department has been managing and now will take on hopefully an additional \$800,000 in RACP funding and coming through the state DCED. There are managing about \$12 million a year between CDBG Home, CDBG HUD, state DCED money and emergency shelter grant and taking on more and more and more. They would like to

reorganize. HUD has approved that reorganization. You will see moving our Homeless Service Coordinator and our two currently called Clerk IIIs both into HUD compliance to align that department. That will all be covered by grant funds. Last, but not least our Health Department. Our Health Department continues to respond to request for Covid vaccinations, for Monkey Pox vaccinations, for Flu shots, as well as, back to school vaccines. All the while investigating communicable disease. We have been successful with our Opioid Prevention grant that they have been approached with grant funds to expand that part-time position to a full-time position, totally billable to the grant. Our Office Manager has really morphed into an Operations Assistant. The operations in Alliance Hall have really changed pretty dramatically. They no longer have a Building Management Company. Taking on more and more responsibility for the upkeep of the building, the logistics of all the supplies for Covid and also preparing for some of the emergency preparedness deliverables. Council will see in the budget that is covered by emergency preparedness grant. Those are the highlights of the major position changes and some of the major work that they are going to be taking on and haven't taken on in previous years. She stated that she would like to go right into their questions and clarify anything they can for them.

Ms. Ce Ce Gerlach stated wonderful. Does anybody have any questions, Mr. Zucal.

Mr. Ed Zucal stated that he sees that she has her fan club as usual which is good. That Phillies hat there. Don't let Chuck see that. It might disappear before the end of the night. He commended Ms. Kistler as usual. Any time you bring up a budget before us it is bare bones, you are always trying to save where you can save, and to start with Page 139, right at the top for permanent wages under Community Development it is about \$45,000 savings right there. He commended her for that. If you drop down to line item 15, Employee Healthcare, he is going to assume that is for those who choose not to take the city's healthcare.

Ms. Vicky Kistler stated yes.

Mr. Ed Zucal asked how many employees are we roughly talking about for that. It is not a lot of money. It is only \$2,500.

Ms. Vicky Kistler stated that she thinks it is actually one.

Mr. Ed Zucal stated one person and so each person who chooses gets a \$2,500 bonus.

Ms. Vicky Kistler stated that she believes so, yes.

Mr. Ed Zucal stated that the health insurance has obviously dropped because of the city's new program. He stated then the Printing, Item 26 went from \$7,000 to \$1,000. Is that because we are doing in-house more?

Ms. Vicky Kistler stated yes, we are doing everything we can in-house and this for anything that isn't of standard size that can be printed in-house.

Mr. Ed Zucal went to Page 140 in the Detail Book, for the Training and Development for Line Item 34. How do we come up with these numbers, do we know what schools these people are going to already.

Ms. Vicky Kistler stated yes. We actually researched all the numbers and confirmed also by our Finance staff. We looked into what was attended last year and looked at the actual registration costs.

Mr. Ed Zucal stated very good, thank you. Down on Page 141, under 46 Other Contract Services, Number 1, the implementation of city owned Art Maintenance Plan to be bid. There is \$100,000. How do we know it is going to cost that?

Ms. Vicky Kistler stated that basically, they have a current contract for maintenance and that has been typically what we needed to spend. There is a Plan that is done by the Arts Commission for the hierarchy of what gets repaired.

Mr. Ed Zucal stated that says implementation which means to him a new program.

Ms. Vicky Kistler stated what happens is that we acquire art, we acquire murals, and then we implement the plan based on what we acquired years before.

Mr. Ed Zucal asked about Item 56, Uniforms. There are new shirts for CD for the current branding. It is \$4,200. How many shirts are we talking?

Ms. Vicky Kistler stated that they are talking 107 people.

Mr. Ed Zucal asked about Page 143, and stated that he sees there is nothing in the budget scheduled for a 2023 for Lights in the Parkway, correct.

Ms. Vicky Kistler stated that Special Events have been moved to the Parks and Recreation Department. She stated that she does not have anything in this budget for Special Events.

Mr. Ed Zucal asked about Page 144, and stated that would be first next question. It definitely has a zero there as well. He stated that the same thing moved.

Ms. Vicky Kistler stated that they will address that in the Parks budget.

Mr. Ed Zucal stated 145, right below, the Training and Professional Development, is that something that is a grant or can be put into a grant?

Ms. Vicky Kistler stated that this is 100 percent. This is the Lead Grant. The reason that they have so many staffers, is that they are cross-training Housing Inspectors, Rental Inspectors, as well as, outside Contractors within that grant.

Mr. Ed Zucal stated good because that was his next question if 46 would be a grant. He asked about Page 151, under item 04. Lehigh University Fellows to assist with a Survey. What type of survey are we doing for \$16,000?

Ms. Vicky Kistler stated that they are really hoping that they are going to get closer to not just the points, but closer to the community health needs assessment. Closer to bringing data all together. She is hoping to engage the Fellows from Lehigh University to assist us with gathering data will connect our Housing Study our Community Health needs assessment, our Zoning re-write and blend everything all together.

Mr. Ed Zucal asked about Page 152 under Line Item 46, Active Mobility Plan, \$175,000 and asked Ms. Kistler to explain that.

Ms. Vicky Kistler stated that Vision 2030 requires an active Mobility Plan. It was budgeted last year and they simply did not have the staffing to get it. We are hoping that when we reorganize the department that the positions will be more inline and will be filled and they can take that on. We will be completing and implementing the results of the wayfinding, the signage. We think now it is important to look at how our people get around, how assessable our community is and how we move people from one area of the city to another area of the city.

Mr. Ed Zucal asked about Page 158, there is another \$30,000 for a Historic Survey.

Ms. Vicky Kistler stated that is HARB. That is the HARB they started, going to be completing the HARB in 2023 and that will help us to complete the study.

Mr. Ed Zucal stated that a couple of years ago, they spent some money on someone to do a survey on the properties to determine whether or not they were HARB related.

Mr. Mark Hartney stated that there are very limited areas within the city that has been surveyed. These surveys will be to survey other portions of the city to determine what other historic resources are out there that are undocumented. This is something that can take several years to get through.

Mr. Ed Zucal asked about Page 160, he believes that they spoke a little bit about this yesterday under Item 46, # 6 the Third - Party Contract for Inspections and Plan Review. He asked for a brief overview.

Ms. Vicky Kistler stated that they are actually going to be reaching out in an emergency situation right now to implement this in 2022 because we are so short on Building Inspectors. This is the expectation that will continue to 2023.

Mr. Ed Zucal asked about Page 166, at the bottom under Repairs and Maintenance, Number 3 UPS Repairs and Maintenance, \$500. What kind of maintenance that we do for UPS?

Mr. David Synnamon ? stated that it is a universal power source for the vaccine.

Mr. Ed Zucal stated that it is not UPS, the delivery service. He stated that he was trying to figure out what the city does for UPS.

Ms. Vicky Kistler stated no, an uninterrupted power supply.

Mr. Ed Zucal stated Page 170, Number 1 in Temporary Wages. Is that the update on the full-time position you were talking about?

Ms. Vicky Kistler stated that yes, if that is updated it would come out of temporary wages and would into permanent wages.

Mr. Ed Zucal asked is that the same job Mr. Grimm used to do.

Ms. Vicky Kistler stated no. It is similar, but more in-depth with this grant.

Mr. Ed Zucal stated that he one more question on Page 171, under Item 50. It is three quarters of the way down, Item #1. That is grant funded since it is part of the Opioid process.

Ms. Ce Ce Gerlach asked if there were any other questions from Council. She asked Ms. Mota if she should asked if there were any members of the public with questions or comments on the CED Budget. She asked Ms. Kistler if there was anything else.

Ms. Vicky Kistler stated no, if there are no other questions.

Ms. Ce Ce Gerlach thanked Ms. Kitler and stated that she is especially excited and she is sure Ms. Affa is to when it comes to attacking those Nuisance properties, the slumlords.

Ms. Candida Affa stated that she knows it is not an easy process. We are still working on that.

Ms. Vicky Kistler stated that they are still working on that and Intergov is going to help tremendously because they are going to have more comprehensive data and an easier way of pulling all that data together by landlord or by property-owner and to be able to address it comprehensively. She stated that she is really hoping that they will be coming back to Council to change some Ordinances and well as to change some fees once they really see what they are facing with Intergov.

Ms. Candida Affa stated to put something out there and it is getting worst. A couple of weeks ago and she did see in the budget that the city do pay a lot for rentals when it is red tagged. She stated that they should be liable for that. She stated that she knows there are a lot of legal stuff and Ms. Kistler is working hard on it. She thinks it is so important for the city to do something with these slumlords.

Ms. Vicky Kistler stated that they hear Council. It is a tremendous burden on the staff, a tremendous impact on the community, it's a tremendous problem for the citizens. She stated that we hear you loud and clear.

Ms. Candida Affa stated that it would save them a whole lot on inspections. They are blatantly doing what they want to do.

Ms. Vicky Kistler stated to keep pulling an inspector from the routine work and constantly going to the same place is just chaotic for Kelly and for Heidi. She stated that they are really working with this new position and really hoping that will be the pitbull on the nuisance properties and everyone else will keep moving forward with the systematics.

Ms. Candida Affa stated that she thinks it is a good budget, Ms. Kistler and you are doing a good job. Council needs to help her out as much as they can. We are asking you to take over quite a job here. You will need the tools and the people to complete that job. She stated that she is for one that will have her back because it is an important department and knows how hard she is working to straighten things out. There is a lot of straightening things out to do. She thanked her for the work and a good budget.

Ms. Vicky Kistler stated that many of the managers behind her, plus the ones who could not be here are working diligently to address the things that Council is asking. She stated that she really thinks that they put forth a budget that will support them and will help them in their efforts.

Ms. Candida Affa thanked the managers out there too.

Ms. Ce Ce Gerlach stated that the work that is done in CED that is how you address the root issues of violence. It is really public safety that is being done in CED.

Ms. Ce Ce Gerlach stated that the work that is done in CED is how you address the root issues of violence. It is really public safety that is being done in CED. If there are no other questions or comments, she will adjourn this meeting and will move on to the regular Council meeting at 6:30 PM.

#### [15-5389](#)

#### Budget Information

**Attachments:**

[Budget Schedule](#)

[Building Standards and Safety - Rental](#)

[APD proposed Budget 2023](#)

[2023 EMS BP V2](#)

[2022 Police PP 1](#)

[2010 NIST Study](#)

[Cedar Crest College - Police Summary of Services Report](#)

[Human Resources Department Current Organizational Structure](#)

[Human Resources Department Proposed Organization Chart](#)

[COA Active Litigation Nov 2022](#)

[Legal fees for the 2019 through 2022](#)

**ADJOURNED: 5:49 PM**

**Budget Bills at play:**

#### [15-5399](#)

Bill 77

An Ordinance of the City of Allentown, County of Lehigh, and



Commonwealth of Pennsylvania, adopting the Liquid Fuels Fund Budget for 2023.

**Sponsors:** Administration

**Attachments:** [Bill 77 2023 LIQUID FUELS](#)

[15-5400](#)

Bill 78

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, adopting the Trexler Fund Budget for 2023.

**Attachments:** [Bill 78 2023 TREXLER FUND](#)

[15-5401](#)

Bill 79

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, establishing and adopting the Solid Waste Enterprise Fund Budget for 2023 and amending Article 1131, Municipal Waste Storage, Collection and Disposal by maintaining the Solid Waste Fee at Three Hundred and Seventy-Five (\$375) Dollars.

**Sponsors:** Administration

**Attachments:** [Bill 79 2023 SOLID WASTE FUND AND FEE](#)

[15-5402](#)

Bill 80

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, establishing and adopting the Stormwater Fund Budget for 2023 and amending Article 393.15 – Stormwater Utility Fee by maintaining the Stormwater Utility Fee at Twenty (\$20) Dollars per Five Hundred (500) square feet of impervious surface.

**Sponsors:** Administration

**Attachments:** [Bill 80 2023 STORMWATER FUND AND FEE](#)

[15-5403](#)

Bill 81

An Ordinance of the City of Allentown, County of Lehigh, and Commonwealth of Pennsylvania, establishing and adopting the Rental Unit Licensing Fund Budget for 2023 and amending Article 1759 – Landlord and Rental Fee by maintaining the Residential Rental Fees.

**Sponsors:** Administration

**Attachments:** [Bill 81 2023 RENTAL UNIT FUND](#)

[15-5404](#)

Bill 82

An Ordinance of the City of Allentown, County of Lehigh, and Commonwealth of Pennsylvania, adopting the American Rescue Plan Fund Budget for 2023.

**Sponsors:** Administration

**Attachments:** [Bill 82 2023 ARPA FUND](#)

[15-5405](#)

Bill 83

An Ordinance of the City of Allentown, County of Lehigh, and Commonwealth of Pennsylvania, establishing the General Fund, Administrative Order Fund, Risk Management Fund, Debt Service Fund, Equipment Fund, Golf Fund and Hamilton Street Dam Maintenance Fund Budgets for 2023.

**Sponsors:** Administration

**Attachments:** [Bill 83 2023 BUDGET AND TAX RATE](#)