



Allentown

435 Hamilton Street
Allentown, Pa. 18101

Minutes - Final

City Council

Wednesday, March 23, 2016

6:30 PM

Council Chambers

Special Meeting: Contract Review and Approval

Roll Call

Present: 6 - Ray O'Connell, Julio Guridy, Daryl Hendricks, Cynthia Mota, Roger MacLean, and David McGuire

Excused: 1 - Candida Affa

15-628

R48

Authorization for Engagement of Professional Services with St. Luke's Health Network in the estimated amount of \$750 for pre-employment drug screening

Sponsors: Administration

Attachments: [R48 Resolution for St. Lukes Health Network](#)
[Request for Council Approval - St. Lukes Health Network - Pre-employment Drug Screenings 3-23-16](#)

Mr. Ray O'Connell asked Ms. Strohl to give a quick overview of what we are spending the \$750 for.

Ms. Beth Ann Strohl stated that this is to cover the pre-employment drug screening for the first two months and possibility a portion of this month. We had a contract with St. Luke's that expired at the end of the year.

Mr. Ray O'Connell asked any comments from my colleagues or the public.

Mr. Julio Guridy asked if there are any private companies that can do this.

Ms. Beth Ann Strohl stated that she doesn't know. They stayed with this company because they were doing the prior contract.

Mr. Roger MacLean stated that he is curious as to why.

Mr. Julio Guridy stated why would we want a private company that can pay taxes versus a nonprofit. It is revenue to the city.

Yes: 6 - Ray O'Connell, Julio Guridy, Daryl Hendricks, Cynthia Mota, Roger MacLean, and David McGuire

Excused: 1 - Candida Affa

Enactment No: 29212

15-622

R49

Authorization for Engagement of Professional Services with Dave Fry in the amount of \$500 for Cedar Beach Entertainment

Sponsors: Administration

Attachments: [R49 Resolution for Dave Fry](#)

[Request for Council Approval - Fry, Dave - Summer Concert Series \(28-000894\) 3-23-16](#)

Ms. Beth Ann Strohl stated that this is for a 60 - 75 minute show/musical entertainment to be held on June 24 at Cedar Beach Park as part of the Summer Concert Series.

Mr. Ray O'Connell asked any comments from my colleagues or the public.

Yes: 6 - Ray O'Connell, Julio Guridy, Daryl Hendricks, Cynthia Mota, Roger MacLean, and David McGuire

Excused: 1 - Candida Affa

Enactment No: 29213

15-623

R50

Authorization for Engagement of Professional Services with the American Federation of Musicians in the estimated amount of \$35,500 for concerts in West Park and other areas

Sponsors: Administration

Attachments: [R50 Resolution for American Federation of Musicians](#)

[Request for Council Approval - American Fed of Musicians - RCA Summer Concert Series - Sole Source Contract 3-23-16](#)

Ms. Beth Ann Strohl stated that this has been done annual in the past as a contract. This is the first time we are putting it in front of City Council.

Mr. Ray O'Connell stated that this is money very well spent. People enjoy these concerts summer after summer. Any comments from my colleagues or the public.

Yes: 6 - Ray O'Connell, Julio Guridy, Daryl Hendricks, Cynthia Mota, Roger MacLean, and David McGuire

Excused: 1 - Candida Affa

Enactment No: 29214

15-624

R51

Authorization for Engagement of Professional Services with Publication Design, Inc. in the amount of \$4,250 for design and production of Adventure Allentown Spring/Summer Edition

Sponsors: Administration

Attachments: [R51 Adventure Allentown](#)
[Request for Council Approval - Publication Design, Inc. - Adventure Allentown \(28-000893\) 3-23-16](#)

Ms. Beth Ann Strohl stated that this is simply for the design work for the Spring/Summer Edition for Adventure Allentown. It is estimated around \$4,200.

Mr. Ray O'Connell stated that is just for the design. Any comments from my colleagues or the public.

Yes: 6 - Ray O'Connell, Julio Guridy, Daryl Hendricks, Cynthia Mota, Roger MacLean, and David McGuire

Excused: 1 - Candida Affa

Enactment No: 29215

15-625

R52

Authorization for Engagement of Professional Services with Solution Services, Inc. in the amount of \$16,500 for coordination and oversight of the midnight basketball program

Sponsors: Administration

Attachments: [R52 Solutions Services](#)
[Request for Council Approval - Solution Services, Inc. - Midnight Basketball Program - Sole Source Contract 3-23-16](#)

Ms. Beth Ann Strohl stated that Solution Services is the organization that coordinates the Allentown Mentoring Enrichment Network which has historically run the Midnight Basketball Program.

Mr. Ray O'Connell stated that it is a very successful program. I know that the Police Department is involved with it.

Ms. Cynthia Mota stated that she always hear that it is well attended.

Mr. Ray O'Connell asked any comments from my colleagues or the public.

Yes: 6 - Ray O'Connell, Julio Guridy, Daryl Hendricks, Cynthia Mota, Roger MacLean, and David McGuire

Excused: 1 - Candida Affa

Enactment No: 29216

15-626

R53

Authorization for Engagement of Professional Services with Dr. Ann E. Sadr, Psy.D. in the amount of \$6,000 for psychological pre-employment testing for Police and Fire

Sponsors: Administration

Attachments: [R53 Resolution for Dr. Sadr](#)

[Request for Council Approval - Sadr, Ann - Pre-employment Psychological Testing - Civil Service Board 3-23-16](#)

Ms. Beth Ann Strohl stated that this is for psychological pre-employment testing for Civil Service Positions for the Year 2016.

Mr. Ray O'Connell asked any comments from my colleagues or the public.

Yes: 6 - Ray O'Connell, Julio Guridy, Daryl Hendricks, Cynthia Mota, Roger MacLean, and David McGuire

Excused: 1 - Candida Affa

Enactment No: 29217

15-627

R54

Authorization for Engagement of Professional Services with Gallagher Reporting & Video LLC in the estimated amount of \$3,500 for court reporting for Civil Service Board proceedings

Sponsors: Administration

Attachments: [R54 Resolution for Gallagher Reporting and Video](#)

[Request for Council Approval - Gallagher - Court Reporting Services - Civil Service Board 3-23-16](#)

Ms. Beth Ann Strohl stated that these services are needed for when they have to record the Civil Service Board hearings. This is going to be for the Year 2016. The cost is estimated because it is depended on how much services they need.

Mr. Ray O'Connell stated that a month or two ago we approved one for Veritex.

Ms. Beth Ann Strohl stated that is for the Zoning Hearing Board

Mr. Ray O'Connell asked any comments from my colleagues or the public.

Yes: 6 - Ray O'Connell, Julio Guridy, Daryl Hendricks, Cynthia Mota, Roger MacLean, and David McGuire

Excused: 1 - Candida Affa

Enactment No: 29218

15-621**R55**

Authorization for Contract with Communication Systems, Inc. in the estimated amount of \$319,578/year for maintenance, monitoring service, and support for City Wide Video Surveillance System

Sponsors: Administration

Attachments: [R55 Resolution for CSI](#)

[Request for Council Approval - Communication Systems, Inc. \(RFP No. 2016-01\) 3-23-16](#)
[AGREEMENT REVISED \(4TH REVISION - MOST RECENT\) 3-23-2016](#)
[RFP 2016_001 Presentation Final v2](#)

Ms. Beth Ann Strohl stated that we have a presentation.

Mr. Ray O'Connell asked how long is the RFP contract for. How many years?

Ms. Beth Ann Strohl stated that it is a three year contract, with an optional two - one year extensions.

Chief Keith Morris talked about the importance of this contract. The surveillance camera system has been put in place and in Allentown is second to none. Its existence is vital to the safety of our citizens and our police officers and it enhances our ability to fulfill our mission or law enforcement, crime prevention, and quality of life. The foundation was built in 2007, with only 12 cameras and has grown exponentially since then to 161 total cameras, with 13 additional feeds coming from PennDot and Muhlenberg College. The services that we expect is of the highest quality.

Mr. Michael Hilbert went over the facts of the contract. He talked about what the contract entails, the details of the contract. During the presentation, Ms. Strohl is going to go over the details in the process that we went through for the actual procurement of the services. He discussed the scope of work and other disciplines and technology that the city utilizes. The scope of work includes the street surveillance system which is obviously the main component and would be the main focus of the presentation. The city asked for maintenance service on the interior and exterior building security videos. They looked for a vendor that would do the access control systems. They have a component on the safety and security alarm system. In this consolidated scope of work a lot of these systems are intergraded. We were looking for a single point of contact. We are looking at a combined monitoring facility or system that can monitor the health of these systems with built-in resolutions steps. We followed the city's established procurement process.

Ms. Beth Ann Strohl stated that we released a solicitation as a request for proposal which is used for a professional services. The reason we did that was because the services requested in the specifications entails specific technologies, field training and unique expertise. That is required under the Administrative Code. The RFP was issued and reviewed. Following the current city procurement policies and procedures. She went over the RFP Schedule. The city did a national notification for this particular RFP. There were 344 companies that were notified. Of those 344 companies, 19 accessed the document and downloaded the document. Of those 19 companies, only four companies attended the mandatory pre-proposal conference. She went over the evaluation process. Technical proposals were open. Mike at that time distributed and evaluated instructions. The evaluations committee was comprised of six city employees. Three of which were voting. She went over the award recommendation. We have the contract in front of City Council tonight for approval. The contract start date is anticipated to be March 1st.

Mr. Michael Hilbert stated the slide in front of you breaks down the contract in the four disciplines that I have reviewed earlier. For the street surveillance, there is a cost to the city and two other cost for the PennRose property and the Housing Authority cost. This system has many partnerships. The city has had a long-standing partnership with the Allentown Housing Authority and PennRose Property Management for the Overlook Park section. They pay for the on-going maintenance and the pro-rated portion of the network cost for the cameras that are located in their areas. The city still manages and monitors those cameras. He went over the cost for the access control, the building video system and the safety and security is the alarms.

Mr. Daryl Hendricks asked about if PennRose and the Housing Authority incur the costs of the maintenance of the cameras.

Mr. Michael Hilbert stated that the cost per camera and the cost that you are looking at is a total maintenance cost. it is basically an all in contract. the exclusions are: acts of God, somebody running over a pole, and the normal exceptions. There are various levels of maintenance that are included. He spoke on the published labor rates and the per camera costs. If you look at the overview cost of the network including the components, the servers, the software, you are looking at \$2,058 per camera for the camera level where we are at now. He spoke on the ability to expand the system. We need that ability and flexibility to grow the system. All these projects include a full one-year warranty at no cost to the city. After the one year warranty, the maintenance cost for the equipment will be folded into the yearly maintenance cost that we would have with the vendor. The initial term of the contract is for three years. There are two - one year extensions.

The actual contract cost is reviewed in Years 2 and 3 and also in Years 4 and 5, if those additional years are taken and will be adjusted as necessary. The successful vendor is responsible for monitoring all components of these street systems on a 24/7 basis. It is through a system that they are required to provide. He reiterated Chief Morris' discussion on the cameras, with eight feeds from PennDot, four feeds from Muhlenberg College. He spoke on the development of many partnerships over the years with various community organizations including: the school district, Service Electric, Muhlenberg College, the Downtown Improvement Areas, the Housing Authority, PennRose Properties, and City Center.

Mr. Ray O'Connell asked what does that mean. Are they financial partners? He asked if the school district have cameras outside the buildings.

Mr. Michael Hilbert stated that most of the services that you see are they are letting ride on their networks. They are providing us back holes services. They are allowing us to be on their buildings, and allowing us to use their electricity at no cost. We talked the Housing Authority and PennRose what their contributions are. Those are monetary to the system. The other ones are more in-kind services and providing use things that we would have to pay a large amount of money for if we did not have those partners. He asked Chief Morris about the school district cameras.

Chief Morris stated that he believes that the school district does have cameras on the exterior of their buildings.

Mr. Michael Hilbert stated that the benefits of the system are the intelligence that the police department was able to gather. It helps us to identify crimes in progress, it aids police in field reconnaissance. It is used to leverage existing resources. The Chief mentioned a couple of times that this has been a force multiplier. It has been a great enhancement to officer safety. Some of the benefits are a reduction of crime and case closers with video evidence, documented sequence of events and have lowered litigation cost to the city. The real time damage and recovery status when bad things happen to the city storm wise. Contributions that have been made have been the Comm. Center has turned over 8700 dispatches that have originated from the camera operator. We have 386 camera catches and 286 lead to potential arrest.

Mr. Ray O'Connell stated that it was an extremely informative Powerpoint. Explain your own terms, general comments and relationship with CSI?

Mr. Michael Hilbert stated that CSI has been a partner with the city for many years before the camera contract came about 2007. They were a local

company grown down on 3rd and Gordon Street. The city used them for audio/visual equipment and amplifiers for the fire department in the late 1990s. They were a telephone dealer. We did purchase ancillary pieces of equipment. They have been a good corporate citizen to the city.

Chief Keith Morris stated that he became involved with CSI when he became Assistant Chief of Administration. When I was put into that position, I did not have a whole lot of knowledge on the camera system and all that it entailed. CSI along with Mike Hilbert played a role in educating me on how the system works.

Mr. Roger MacLean stated that CSI was always receptive. We had no problems with them. Nothing but good things to say about a relationship that began for the camera system back in 2007.

Mr. Daryl Hendricks stated that he never directly worked with CSI. He dealt with them through Danny Warg, but can say that there were many instances that he utilized cameras for incidences and received the information back requested. With our camera system we had no problems with them.

Mr. Ray O'Connell stated that we had four vendors and out of the four, how many actually put in a bid. He asked if those four vendors will come public after the approval or disapproval. He asked Mr. Hilbert what he was looking for and certifications are very crucial. He spoke about grilling Mr. Hartzell on structural deficits. Do you feel that the city is getting a good bang for our buck.

Ms. Beth Ann Strohl stated that we only had one proposer in that was CSI. She stated that the sign-in sheet is public.

Mr. Michael Hilbert stated that there are obviously many different components to this system. There are different camera manufactures and radio manufactures, software manufactures, and part of the contract required them to maintain factory support. That cost is on them. Some of these pieces are under maintenance contracts. He stated absolutely, the only way to reduce that cost is to lower that service. At this point, the camera system and the cameras downtown helped play a vital role on what's going on down there. You basically get what you pay for.

Mr. Roger MacLean asked Ms. Strohl if she sent this out for an RFP and 344 companies/persons click on it to read it. And, out of that, four companies attended the mandatory meeting. You received one proposal, and that was from CSI. He stated on page 7 of the presentation - the camera system, you have partnerships with Allentown School District,

Service Electric, Muhlenberg College, and Allentown Housing Authority. He asked if some of these companies purchased camera systems also. He stated that he knows LANTA did, but did City Center. He talked about page 6, the contract terms. The initial term of the contract is three years with two - one year extension. Same terms and costs. The actually contract terms are viewed in years two, three, four and five, if taken and adjusted as needed. He spoke about the merger with Lehigh County. There may be a cost of moving the cameras and that is not included in the maintenance cost. He asked if the scoring sheets were scored once. He asked Ms. Fruhwirth to approve this contract tonight is in no way, shape or form a violation of the ordinance that was passed in lieu of what is going on.

Ms. Beth Ann Strohl stated that the Public Purchase will automatically send an email notification to the companies that are registered to that particular commodity code. Three hundred and forty-four companies received a notification that the solicitation was out there. No, we did a technical score. They had to be submitted and housed in Purchasing.

Mr. Michael Hilbert stated City Center purchased their own cameras. They actually allow us on the roof of their building. We do sharing of videos with those cameras. When we say under the same terms and costs. It is that per camera cost which is fixed. Their cost per camera has not changed. As technology changed, we were able to get more bigger, faster, more sensitive cameras for the same price. What you are talking about is moving the monitoring station from the existing communication center. The monitoring station consists of two PCs, and six monitors connected to a network.

Ms. Fran Fruhwirth stated no. The Solicitor's office is satisfied. Under Case Law, this is the appropriate method for awarding a contract.

Mr. Julio Guridy stated that it is a great presentation. He stated that the key factors that he liked the most are the support that we get, and their knowledge of the city itself, and it is a local business. He stated that there were four vendors, but one proposal. He asked if the city has an opportunity to negotiate or is that just what we take because they are the only one. He asked about the costs of the camera warranty. Do you get any outside agencies asking for videos from us and do we charge for that? He asked about cameras on Jordan and Washington.

Ms. Beth Ann Strohl stated that there were four vendors that attended the mandatory pre-proposal meeting. Of those four, only one proposal was submitted. Part of the RFP process allows you to negotiate. that is written into our RFP. The per camera cost, we did get a clarification and revised

cost during the negotiation process, we saved \$38,000 per year.

Mr. Michael Hilbert stated part of that cost is the maintenance. If that camera goes bad, that is a \$10,000 camera and they will replace it. Several years ago, there was a Publication for the City of Baltimore and their number of cameras versus their overall costs, Baltimore was around the \$2,500 a year per camera for the overall cost of the system. The manufacture life warranty is seven to 10 years.

Chief Keith Morris stated that last year we went before Council to increase the fees for the reproduction of the videos. It would be required through a right to know. He stated that the police department is constantly getting request on how to place the cameras based on activity on individual neighborhoods. We have to consider the ability to put some of those camera locations and get those videos back. It is all about having the technologies in place to get those feeds back.

Mr. Michael Hilbert stated or a subpoena. We do get request from other law enforcement agencies. The police department has a procedure in place to vet those the criminal investigation division and they would request that through that normal process. Anything else would go through the Legal Office through a Right to Know Request or the Subpoena process.

Mr. Daryl Hendricks stated that it will pay for the service of those additional cameras. Not for the cameras itself.

Mr. Michael Hilbert stated that the city opted to put up 10 more cameras and we put those cameras up and the city finds the funding for that. One year from now, we have to look at the maintenance contract. That is why the costs are looked at on a yearly basis.

Mr. Daryl Hendricks asked what was the cost of the contract last year. He asked if last year was the end of a three year contract.

Mr. Michael Hilbert stated that it was \$215,367. We are talking just the street surveillance minus, that was the cost to the city that did include the PennRose and the Housing Authority. The city added numerous cameras since this contract. There were about 20 cameras included throughout the process. He stated that this was the end of the third year contract.

Mr. David McGuire stated that there were four vendors who attended your conference and only one responded with an RFP. Did the other three give you a reason of why they didn't submit an RFP. This system is totally self-supportive for its own electricity supply if it becomes necessary. It is a very good presentation by department and IT staff, and vendor staff.

Ms. Beth Ann Strohl stated that we had two vendors that submitted letters stating that they were not going to submit proposals and they indicated that they didn't feel they could be competitive with the nature of the solicitation.

Mr. Michael Hilbert stated that there is a limit for those batteries, but every component of the backhaul and the camera itself have a battery backup.

Mr. Roger MacLean asked what do we have budgeted this year for the contract.

Chief Keith Morris stated that he believes it is budgeted at \$390,000. When we put the budget together, we got preliminary numbers from CSI at that point in time. They gave us an high-end number.

Ms. Cynthia Mota stated that you mentioned you do collaboration with different people and you also mentioned one of them is Muhlenberg. With this contract, and when it comes to the service, are we able to service Muhlenberg cameras also or just our cameras.

Mr. Michael Hilbert stated that the relationship we have with Muhlenberg under the Memorandum of Understanding is that the city placed four cameras surrounding the main campus. Muhlenberg allowed us to use their internal wireless network in order to backhaul that video. The four street cameras belong to us and are part of this contract. Part of the in-kind service was that Muhlenberg gives us four of their feeds from their internal system.

Mr. Ray O'Connell asked about any other questions from Council or the public.

Mr. Daryl Hendricks stated that during his time on the job and Roger can attest to this. He can't think of a single item that has been more effective since 2007 for the police department other than the police officers themselves than these security cameras. It has become vitally important and a necessity to the city.

Enactment No: 29219

Mr. Ray O'Connell thanked Mr. Hartzell, Ms. Strohl, Chief Morris, and Assistant Chief Struss. He stated to Mr. Hilbert that the Presentation was very outstanding and informative. He stated that his dealing with you with professional expertise has been outstanding. Thirty-five years with the city and I wish you the best of success in the future. He stated goodbye, good speed, good health and hopefully we will see you again. For 35 years you need to be commended.

Mr. Michael Hilbert stated that it truly has been a privilege to serve the city. What started out as a job 35 years ago, very quickly turned into a passion that I had for most of my adult life. I have worked with some great people, the unsung heroes. He stated that it

has been a team effort and thanked the citizens.

Yes: 6 - Ray O'Connell, Julio Guridy, Daryl Hendricks, Cynthia Mota, Roger MacLean, and David McGuire

Excused: 1 - Candida Affa

Enactment No: 29219

ADJOURNED: 7:50 PM