



# Allentown

435 Hamilton Street  
Allentown, Pa. 18101

## Minutes - Final

### City Council

---

Wednesday, November 14, 2018

6:00 PM

Council Chambers

---

**Budget Review: Human Resources, Risk Management and Non-Departmental: Mayor, General and Civic, Managing Director, Information Systems, Controller, Solicitor's Office, Council.**

Call to Order: Council President MacLean

**Present:** 5 - Candida Affa, Roger MacLean, Courtney Robinson, Daryl Hendricks, and Ed Zucal

**Excused:** 2 - Cynthia Mota, and Julio Guridy

Human Resources, Management Systems and Non-Departmental Review - Chairperson Affa

Ms. Meloney Sallie-Dosumnu asked if Council wanted her to go line by line or specific areas that they want to focus on.

Mr. Roger MacLean stated no, if there is anything you want to present to Council before hand.

Ms. Meloney Sallie-Dosumnu stated that Council will note that they training and professional development in Account 34. They did have an increase over last year.

Mr. Courtney Robinson stated to Mr. Hartzell that it appears that Mr. Zucal does not have Page 98.

Ms. Meloney Sallie-Dosumnu stated that they budgeted similar to what they budgeted in 2018. There are a couple of accounts that there is a significant increase in 2018. Training and Professional Development stands out and the reason for that is that we have not done a lot of training in the past. There are compliance and leadership training. As they are doing listening tours where are there skill gaps. We promote people with leadership roles without giving them the skills to be proficient. There are long-term impacts. Leadership, Staff Training, New Leadership and Compliance Training in Account 34. They are doing a training internally. They have train the trainer and keep the cost down. They want to build skills and competencies.

Mr. Ed Zucal asked about the increase of \$51,600 from last year. He

stated that he is all about training. He stated are you putting the cart in front of the horse.

Ms. Meloney Sallie-Dosumnu stated that they are doing a needs assessment. We do need to train new leaders. They need to prioritize. This internal training with sexual harassment.

Mr. Ed Zucal asked who will do the training.

Ms. Meloney Sallie-Dosumnu stated that they are doing a needs assessment and an RFP.

Ms. Candida Affa stated that the training is for leadership. After you do this training, what happens next year.

Ms. Meloney Sallie-Dosumnu stated that there will be re-freshers and ongoing performance monitoring and coaching.

Mr. Joseph McMahon stated that they asked people that have been at the city for a while when they believe there was management supervision training was done and they are looking at well past 10 years.

Mr. Courtney Robinson stated that before he gets in specifics \$81,000, which out of \$116 million budget 100th of percent. You have a lot of experience in the private sector with HR Consultant and with training in HR. What is the normal percentage of management training of their total budget.

Ms. Meloney Sallie-Dosumnu stated about 2.5 percent.

Mr. Courtney Robinson asked her to walk through the line items in the budget.

Ms. Meloney Sallie-Dosumnu stated that Account 34 - line item is \$20,000 for SEIU Union Contract tuition reimbursement. It is for college credits.

Mr. Roger MacLean stated that the supervisory gets the college reimbursement. Where is that located?

Ms. Meloney Sallie-Dosumnu stated that they have not budgeted extra for regular tuition reimbursement for outside of the CBA.

Mr. Jeffrey Glazier stated that his experience you never went over budget on this line item. It is a CBA requirement.

Ms. Meloney Sallie-Dosumnu stated that it is common that you usually don't go over budget, but you have to budget for it.

Mr. Roger MacLean stated that if someone in MESA takes college credits that they take tuition reimbursement, where does the money come from?

Ms. Meloney Sallie-Dosumnu stated that they will take it out of the training budget. She talked about the conferences and monthly meetings to be refreshed on what is going on in the HR world. Our Human Resources team did not have a lot of training. The Leadership training listening tour is a needs assessment. She talked about customer service training and dealing with conflicts and training for legal hiring. She talked about new leader training to make sure that when people are promoted they are prepared and equipped with the tools they need to be successful as a leader.

Mr. Courtney Robinson asked about the CLE.

Ms. Meloney Sallie-Dosumnu stated that it was for Legal training for her predecessor. This is money to pay for certifications.

Mr. Daryl Hendricks stated that he knows that Ms. Sallie-Dosumnu was not here and the Mayor was not here. They used to go to Muhlenberg College - Wescoe School Program that they will allow them to take courses. It was open to the Police Department for no tuition. He stated that Mr. Arcelay took advantage of it and received his degree from there.

Ms. Meloney Sallie-Dosumnu stated that is a great idea. She stated that she loves that idea.

Mr. Roger MacLean asked about the brain-sharks description under Account 32.

Ms. Meloney Sallie-Dosumnu stated that is publications and membership. It is a tool that you can use to develop training items to use ongoing. We want people to be successful within our processes. It is a learning object that you have forever. It is a E-Learning object. It is very inexpensive.

Mr. Joseph McMahon stated that they can use it on what account they use on what they purchase.

Ms. Meloney Sallie-Dosumnu stated that those are the only significant changes from the past budget. Those are the primary ones that have changed.

Mr. Courtney Robinson asked about Account 46 - in the detail book about number 4 of the Job Study and asked the status.

Ms. Meloney Sallie-Dosumnu stated that was one of her top priorities. It dates back a year. We are in the final stages. She put together a chart, timelines and pushed the consultant. They are scheduled for completion in the middle of December. We already have the jobs generally priced. We don't have market data. The following week we have potential structures. They are scheduled for middle December. They set aside an additional three percent.

Mr. Courtney Robinson asked why are they budgeting an additional \$10,000. Asked about temporary services.

Ms. Meloney Sallie-Dosumnu stated that there could be additional needs for tweaking or reviewing. If we are adding new jobs. As we are doing our listening tour, people are having a hard time connecting with HR. She stated that they would like to bring in some interns. They are some projects so they can function as a more effective and outline our process.

Mr. Courtney Robinson asked is there a reason why you have it as temp services or other contract services. He asked for a better explanation on Account 50 - Test Rental Fire and Police.

Ms. Meloney Sallie-Dosumnu stated that she put it in the wrong place. When they do the Civil Service Testing for Police and Fire, they rent space.

Mr. Roger MacLean stated that the FOP just gave a test this year. He stated that \$25,000 is pretty high.

Ms. Meloney Sallie-Dosumnu stated they will do fire next year. She stated that a lot of the supplies are needed are baked in there. That might not be the line item for it.

Mr. Daryl Hendricks stated that temporary services, \$35,000.

Ms. Meloney Sallie-Dosumnu stated interns for specific projects. They will leverage the interns that come into Mr. Glazier office. We need some additional interns.

Mr. Jeffrey Glazier stated that he got his questions out in advance and he thanked to departments for responding in a timely manner. He asked about Account 26 - printing. He stated that the city purchased printers. The PO that went out the amount of money was figured on a yearly basis. He stated that he noticed that most departments are over-budgeting their

printer usage for 2019. If we use black and white copies they are a half a cent and if we use color copies they are 3.9 cents per copy. He encourage people to use black and white as much as they can. He stated that amount of money can be reduced.

Ms. Meloney Sallie-Dosumnu stated baht it is high because they are using training. They will review.

Mr. Jeffrey Glazier asked about the Account 323- Lehigh Valley Business Partnership for medical. Ms. Sallie-Dosumnu can reduce it by \$1,000. He thinks they can do it better.

Ms. Meloney Sallie-Dosumnu stated that she put a meeting on his calendar to look at it more closely.

Mr. Jeffrey Glazier talked about CLE which is continuing legal education to keep his license in good standing.

Mayor Ray O'Connell stated that it is gone.

Mr. Jeffrey Glazier stated that they can address the needs without the \$3,000. He stated that they had a great discussion on Civil Service costs should be in the 50 Account. He talked about charges for Lexis Service that HR paid. He asked for it to be clearly budgeted.

Ms. Meloney Sallie-Dosumnu stated that was based on John being an attorney. She stated that she did not touch it since she has been in the position. If she needs something she will ask the Solicitor's office.

Mr. Joseph McMahon stated that he asked the Solicitor's office to look at anyone who is using it to see if they can consolidate the subscription.

Mr. Jeffrey Glazier asked about a rug service that they will not be using. He asked about the 68 Account the was increased. They can sharpen that pencil and can save another \$2,000.

Mr. Roger MacLean asked if they wanted to go into Risk Management.

Mr. Jeff Nelson stated that the HR department and Risk Department put together a small presentation. They looked at 2018 successes. They restarted their safety committee. Electrical training throughout the city, forklift training, asbestos training ASHA is writing the Risk Department Operations and Maintenance Plan. They are covered under EPA and have to meet the requirements. Accident Driver Kit and be more diligent. They had cost savings. Improving the exposure control process. Joining the

cancer committee and partner with them. Continue with safety training and electrical equipment safety training, the job safety analysis and this year they ended year with 37 percent reduction in the auto loss account for the first time in several years. That's due to the partnership with Public Works. They came up with a framework of the strategy. The strategy is to be inventive, sustainability, compliance, and plan. They want to increase participation that Risk Management has under this administration with the Solicitor's office that have been key. They keep risk in the loop. They want to build confidence with Council, the administration and everyone that is a participate. Being financially responsible with the taxpayers' money. Everyone has been very helpful in keeping Risk in the loop. Building confident with the Council, the administration and everyone associated with this. He talked about the Emergency Management Coordinator stating that it is key. He stated these are examples of when the city had someone in that role as a limited approach versus the role when you look at the FEMA and PEMA standards. The goal of 2020 and 2021, he started in 2017 he took over from Leonard who started his process in 2015. Creating a one city mentality.

Mr. Roger MacLean asked about the permanent wages from 2018 to 2019.

Mr. Jeff Nelson stated that it is the Emergency Management Coordinator and they are splitting the financial analysis when it comes to lawsuits.

Mr. Brent Hartzell stated that the Risk Management budget was spread across to bureaus.

Mr. Courtney Robinson asked about the expenditure side, his detail book jump from Account 16 to Account 36.

Mr. Roger MacLean stated that it explains why the insurance is double too.

Mr. Jeff Nelson stated yes.

Mr. Ed Zucal asked about the Safety Intern. Account 04 - Line 1 Safety Intern with a three month assignment and you budgeted \$15,800.

Mr. Jeff Nelson stated that it will spread out through 2019. The city from a safety perspective has a lot of programs and a lot of PPE to go after. Using an intern is a good opportunity for them. He stated that they did what the national average is which is about \$15 to \$16 dollars an hour.

Mr. Courtney Robinson stated that he has a question on the revenue side. He asked about 6210 - active employee benefit reimbursement. Last year

we budgeted \$300,000 and that was the adjusted budgeted amount. He asked for an explanation of why it was more than the budgeted amount.

Mr. Jeff Nelson stated that he will let Mr. Hartzell take that piece from the revenue side. From a Risk perspective they are getting more aggressive.

Mr. Brent Hartzell stated that he will get back to Mr. Robinson. It may have been a one-time bump up.

Mr. Courtney Robinson stated that Account 36, line item and we are looking from a budgeted amount we were a \$463,000 and adjusted \$509,000 and we came in \$452,000 and we are budgeted \$580,000.

Mr. Jeff Nelson stated that the main reason is the increase in the cyber insurance. We can get a very financial responsible version and it have an almost \$3 million threshold on that. It is just like we had with the flood on the fifth and six floor.

Mr. Brent Hartzell stated that the detail for 32 and 34 you will find in Bureau #2 under Workers Compensation.

Mr. Courtney Robinson asked about Account 44 and large increase in the legal fee budget. He asked for an explanation for the breakdown. he asked about when the city has an issue how they go through he process of who the outside Counsel will be. He asked about 68 looking at a large increase in the 68 Account. He asked Mr. Nelson put a matrix together.

Mr. Jeff Nelson stated that the reason is to give oversight and how much we want to spend when it comes to law enforcement, general liability and workers compensation to give a more accurate number. It is a combination of our insurance carriers and the Solicitor's office. He stated that when they went back to the strategy in the Five Year Strategy Plan and the types of PPE that people are using. They have no true assessment completed. People are just buying certain items. They are putting it together to show the Risk versus the Reward.

Mr. Daryl Hendricks asked Mr. Nelson about the permanent wages. He stated you talked about the Analysis and the EMS Coordinator. Do you have a salary range from both positions.

Mr. Jeff Nelson stated that they do, but it will be finalized once the pay study is completed. The EMC position was quoted between \$42,000 - \$55,000 and they are splitting the Financial Analysis with the Finance Department.

Mr. Jeffrey Glazier stated that Mr. Nelson gave a good presentation. He

stated that he is impressed by the pro-active actions from the city employees safety. He asked about Page 198 - Account 36 breakdown in insurance policy and the Crime Bond Insurance Policy. He suggested that the \$4,700 can be removed from the budget. Item #4 should be there with a zero appropriation so they won't forget about it.

Mr. Roger MacLean asked about the Emergency Management position. We had in the past the Fire Chief has been the Emergency Management Coordinator. What changed in the NIMS?

Mr. Jeff Nelson stated that the reason is the more requirements are beyond what the Fire Administration is currently is its state now. The EMC is a full-time position when it comes to FEMA and PEMA standards. He stated that is why we took it out of the Fire Department and put it under Risk. It is not just for the Fire Department, it is for the whole city.

Mr. Joseph McMahon stated that he spoke with the head of PEMA at a conference recently and he was surprised that we did not have a full-time person.

Mr. Jeff Nelson stated that they can look at the potential revenue increase with this individual being a full-time position.

Ms. Candida Affa stated you mention FEMA. Do we lose by not having Risk Management.

Mr. Jeff Nelson stated that in the book they put out.

Chief James Wehr stated that the Health Department right now having an EMA Coordinator gets around \$300,000 a year in grants. Without a person in that position the Health Bureau stands a strong possibility to losing that grant money. Both FEMA and PEMA say that the EMA Coordinator when it came out it wasn't really an important but wasn't a lot of aspects to the position. The federal government has stepped in and required a lot of places to do Hazard Mitigation Plans.

Ms. Candida Affa asked about the bombing, the Chief of Police and you have so much to do. This Emergency Management Coordinator will be coordinating almost everything.

Chief James Wehr stated that the Emergency Management Coordinator coordinates more stuff with other entities. The Police Chief can't request anything from the county. It has to go through the Emergency Management Coordinator to do an Unmet Needs Request to take it to the county, PEMA and on.



Mr. Ed Zucal stated Chief Wehr did mention this about the county having an Emergency Management Coordinator.

Chief James Wehr stated that we have to have our own. You have to go through a lot of classes to be an Emergency Management Coordinator. You have to be appointed and approved by the Governor.

Ms. Vicky Kistler stated that the city lost for everything that they did not apply for because this position is not applying for new grants. She stated her grants can serve as matching grants to some of them. She stated that she has worked with 15 Police and Fire Chiefs. The appointed position turns over and the lower level position doesn't. She stated that she has to have the position to be stable and that can leverage a lot of money. She stated that it is a critical position. Chief James Wehr stated that he can apply for the grants, but when it goes to the people that approve the grants and they see Fire Chief on there or the Police Chief they understand there are other avenues.

Mr. Joseph McMahon stated that the Chiefs have been a revolving door. We have a fairly young crew who is now at a director's level. He said that he wants the base knowledge to stay with the city.

Mr. Courtney Robinson asked about how long would it take to get the certifications they need.

Chief James Wehr stated that there is a basic certification, there is an advanced certification and a professional. Just to get the basic took over a year. You are at the mercy of FEMA when they hold those classes. The only hold those classes once or twice a year. He stated that he is waiting for a class right now that the last time they held it was a year ago.

Mr. Courtney Robinson stated that we don't have anyone in the position. It would take a significant amount of time for a current city employee to reach the level of training they would need.

Chief James Wehr stated not only the training, but the institutional knowledge.

Mr. Courtney Robinson asked Mr. McMahon how many departments in the city that have 100 plus employees that have a single Clerk. The Fire Department has not received civilian support staff as other departments have. He asked if they can try to find out Third Class cities in Pennsylvania

have Emergency Management Coordinators.

Mr. Joseph McMahon stated that he can't imagine there is another one. He stated that Bethlehem does.

Mr. Daryl Hendricks stated that it would not be a position. It would be cost-neutral. It will be beneficial for us.

Chief James Wehr stated that if you have someone that has the time to research and look at other revenue sources and ways to apply for grants.

## **Human Resources, Risk Management**

### **Management Systems**

**Solicitor**

**Controller**

**Mayor**

**General and Civic**

**City Council**

Mayor Ray O'Connell stated that Mr. Leibert will explain Information Technology.

Mr. Matthew Leibert stated that he stated last year technology and x this whole community. As the years go on, everything that goes out of the IT department touches more and more of the organizations. He stated that he looked at where they were five years ago. Council has a Budget Memo in front of them to ask for a staff increase. IT is a lagging indicator. So many things find their way into the IT budget that he can't foresee. He stated that it has been a horrible year. He stated that he usually has a longer list. The phone system that they put that is not fully function is the crown jewel of accomplishments for this department and will save the city money in the tune of \$32,000 per year. They increased the functionality, the portability of people. They have seen a number of disasters this year. They had no metrics. 311 is one of the initiatives at the time. We had no intelligence of our phone systems. We have a copy/scan/fleet. We got out of the Frazier contract and bought the equipment for \$85,000. He stated that he know people are familiar of the SWEEP Program. They want to improve the quality of housing in this city. The SWEEP Application was written by a one man IT shop 10 years ago and he doesn't want to take care of it anymore. He stated that Tom has been lobbying them for years now and IT has taken it over. It has a mobile unit now. He came here to ask for more money for the IT budget. He stated that IT spending per employee \$4,316 and state and local are double that and industry even more. Inadequate staffing is your greatest risk at this point. In August we lost one of our employees to another employers. It is unfortunate because it pushed our schedule back and knowledge went out the door. He stated that he lost a system systems analysis last month in October. Joy Nicholson retired after

30 years. Mr. Schaefer is going on a yearlong military deployment starting Monday. He stated that IT needs to keep up with security. It is a lot to keep up with the change in the city and they are definitely stretch. IT has over 120 servers, inventoried 2,500 applications in the city. He boiled it down to 120 that makes this business tick. IT keeps it going by knowledge management, business intelligence he calls their opportunities. He is looking forward to working with Ms. Sallie-Dosumnu. Priorities: Maintain existing services, build the IT workforce - net adding four new full-time employees, taking our head count to 14 to 18 and making changes to six positions. It is not adding anything new. Supporting business priorities. Financial highlights: reduce the equipment fund spending by \$120,000. The phone system transition will save us \$36,000 a year. The Microsoft licensing and premium support line item which will allow him to have a phone call to somebody should another malware incident happens again as well as proactive services. He asked that if they take a look at the 2018 organization we are pretty vertical. We have no more Joy, Mr. Schaefer will be leaving for a year and will be back next October. People picked up a lot of skills this year and people worked out of their job descriptions.

Mr. Roger MacLean stated Page 102 in the Detail Book - Line 18 Aruba WiFi Warranty Support. He jokingly stated that doesn't mean someone is going there to get it.

Mr. Matthew Leibert stated no. Aruba was bought by HP last year. Aruba was the WiFi radius that we have in our ceilings.

Mr. Ed Zucal asked about Page 103 - Account 50 Credit Card fees, \$60,000.

Mr. Matthew Leibert stated that they will get the credit cards running in 2019. You can't estimate cards people will swipe. The AMEX card is the most expensive card to swipe. He can't propose new fees. They may charge a convenience fee and can offset that \$60,000.

Mr. Courtney Robinson thanked Mr. MacLean and asked Mr. Leibert about the Jason starting his duty and David just left. He asked how are you dealing with that workload.

Mr. Matthew Leibert stated that the plan is to leverage the state of Pennsylvania's IT staff augmentation contract. There is a company called OST Global that he can requisition a certain amount of dollars and give a job description and they rent someone for a year. The quote that he got to cover Jason was \$160,000 a year.

Mr. Courtney Robinson asked about Account 32 - Line 3 and Line 5. He

asked about the malware incident and how confident of the city's data backup.

Mr. Matthew Leibert stated that is essentially appliance. It is both software and hardware. It is maintenance to operate that system. We had the folks from EMC and Dell a few weeks ago and part of that \$12,000 they do an annual checkup. It is performing very well. They are not expected to outgrow the storage capacity.

Mr. Courtney Robinson stated that it is a percentage that you don't want to cross. When do you think we should start adding capacity. When should we start looking at that. He asked if the IT department did an cost analysis.

Mr. Matthew Leibert stated probably 85 or 90 percent. He stated mid-2020. We are backing up so many terabits. He stated that 90 percent doesn't change. He stated sort of. It is not as simple as stated. He stated that they have to be judicious.

Mr. Courtney Robinson asked if that reorganization of the department goes through, is that something that will increase levels of staff or re-designation of staff that you will continuously look at for cost savings or efficiencies. A regular running assessment. He asked about the network security auditing. He asked if the Microsoft Agreement includes some of this. He asked if there was a re-assessment or redundant. He asked what is an Exclaimer. He asked about the firewall and asked is the \$26,000 annual. He asked about the capacity that the city has available and how much we are utilizing. He asked about the Lucidity Work System and other systems. He thanked Mr. Leibert and his staff and complimented him on the 311 app. He stated that he received nothing, but compliments that app. He asked about the Eden System and Lucidity. He asked if a citizen has a complaint, is there a way to log a ticket so that any complaint will have a number to it. He asked if it is feasible. He asked for a description on the positions.

Mr. Matthew Leibert stated absolutely. He stated that they are both needed and not redundant. This product watches on the files on the file system. If you touch it or the Mayor touches it, it is logging it. The Exclaimer is a cloud service that stamps our signature from our emails. He stated that it is annual. He stated that the city has two 40 meg circuits. He stated that they just upgraded that to 100. It is not a capital outlay. They moved to Office 365 and we have departments using cloud and web-based services. He stated that Jason has been able to bring down the cost. He stated that it is Public Works. It is an access based system. He stated that if IT doesn't get the positions, they would have to pay for the firewall. He stated that it is a challenge, a CRM (Customer Relationship Management). He stated that the records are here, we just need to tie them together.

Mr. Roger MacLean stated on Page 102 in the 46 Account we have another \$600,000 for Microsoft.

Mr. Jeff Glazier stated that when he released the Report in July there were a few issues that were minor. He stated that internet service was now at 22. He reviewed the expenses and the IT department has been paying cable service for Bucky Boyle Park. It needs to be budgeted and in the 22 Account. It is a service charge. The internet circuit provider which is not a dollar things, but a chart and account thing. Take a look at Service Electric Bill for Bucky Boyle. Send it to another department or recognize it in your own budget.

Mr. Daryl Hendricks stated because of our diminishing personnel in the city, this is when your bureau becomes more important than ever when they all become using computers. It should be computer aided work, instead of paperwork. The most important project was Granicus in which these meetings are broadcast live to the public. He thanked Mr. Leibert and his staff.

Mr. Matthew Kloiber stated that three will be speaking. He will put the budget in context, Fran will address the budget itself and be prepared to answer questions and Juan will have a follow up to the Presentation and discussion. He stated that the Solicitor's office is the city's law firm and provide service at a fraction of the cost of outside Counsel. The office when working well serves as a watchdog for all branches so that a strong non-political solicitor serves a valuable role in helping maintain the integrity of government. We need your help in doing those first two roles. We are the city's general counsel. Our sole client is the city and advises the offices within the city. The office advises the branches of government. The office helps the various parts of our city government achieve goals and conformance of the applicable laws and regulations. We also direct the city's response to legal challenges brought against it. We bring and fight legal challenges where appropriate. An appropriately staffed Solicitor's office can save the city substantial expenses and legal fees. Article 7 of the Home Rule Charter provides that is it the intent of this Charter that only one person should be the legal adviser of the city. Not a committee of attorneys, one person. They have been without a Solicitor for quite some time. We have no one to determine any of these things or path to achieve this goals. We have taken the 2018 budget and replicated it for 2019. None of the existing members of this office assisted in preparing any of the Solicitor's budget for the office and none assisted in Planning for the long-term goals the previous goals the previous Solicitor's had for this office. He stated that they are here to discuss policies and potential policies that not within our province to make. They have not had someone

to choose a path this office will follow. In the absence of clear direction, we maintain the status flow. The watchdog function - the city is coming out of a mess. It is a mess that arose from the improper infusion of politics and city governance. The controller's office and the solicitor's office among other functions serve as watchdogs on how the city conducts business. The Controller is a watchdog on how the city spends its money. The Solicitor should be a watchdog on how the city exercises its authority. Unfortunately, members of both offices were tied up in this mess. Politics seemingly undercut the watchdog functions. That cannot happen again. That must be fixed. The Controller's office situation has improved by the addition of a Controller who seemingly has taken the watchdog function seriously and carries it out. That function is critical to the city. The Solicitor's office is currently staff with competent attorneys and paralegals who are to a person committed to help the city move forward. They have effectively worked together to help the city navigate the difficult waters it faced this past year. The year of three mayors. Our attorneys and paralegals take the advisory and watchdog functions seriously and carry them out to the best of our ability. It is advisable for the office to have a Solicitor in-charge who takes on the watchdog function fully. Who sets the appropriate priorities. Who is not and will not be influenced by the political winds that the city finds itself in. Next year, we will find another election will bring vibrant political clashes in May and in November. The city's Solicitor's office should not have to wait until those political clashes are decided to get a Solicitor in place. The city should not have to wait. Perhaps at any time, but certainly in the present time and in the immediate future this office should be above the political storms. A strong nonpolitical Solicitor can help the city move forward in these next few years certainly until it has a next full-term election for Mayor. Help us, help the city. It is not our place to appoint or approve the Solicitor whether from our own ranks or from outside. It is not our place to budget for a full-time Solicitor or to adjust salaries when necessary to maintain the expertise we currently have or make changes in staffing or budget for outside Counsel. He stated that they are looking for a Solicitor that is devoted to the task fully. Who is closely aware of the problems that city faces and will chart an appropriate course forward for the legal needs of the city and who is not unduly burdened or shaped by the political forces that blow and may blow harder in the coming months. This city watchdog must be clearly focused on the city's interest alone. That watchdog function must not be infused in any manner. With politics for one candidate or another or for one party over another. The city is our client. Article 7 of the Home Rule Charter requires that city law firm to be lead by one attorney. The position needs to be filled. He reiterated the three points. They could provide cost efficient general counsel for the city. We can operate as the city's watchdog, but we need your help to appoint a qualified competent nonpolitical solicitor to help this office fulfill those first two points.

Ms. Fran Fruhwirth stated that as Matt indicated they have a status quo budget prepared for Council and she will be happy to take any questions and try to answer them.

Mr. Roger MacLean stated that he doesn't have any questions, but knows Mr. Robinson does.

Mr. Courtney Robinson stated that Mr. Glazier did his best to fill the void last week, but he has to try. He asked about the status of appointing a new Solicitor.

Mayor Ray O'Connell stated that they have no applicants. He and the Managing Director will be bringing forth in the next several weeks if not, early January on how they want to run the Solicitor's office. The days of getting a Solicitor that is part-time and we had several over the past many years. They will look at the reorganization of that office. He and Joe had preliminary discussions. He stated that they can better utilize the people they have there. He stated that he will be bringing the plan to them in early January.

Mr. Courtney Robinson asked why it wasn't put in the budget, if he was thinking about it for a while.

Mayor Ray O'Connell stated that he didn't finalize with the plan. He stated that he has to talk with the Solicitor's office as they go forward. One person has approached them and they basically pulled out. He stated that they had no interest.

Mr. Courtney Robinson stated that he had a dozen lawyers asking him what was going on with it because it was an interest there.

Mr. Joseph McMahon stated considering that the Mayor has been in office for less than a year. He stated that he has been here for less than five months and making major possible changes in personnel. One of the reasons that they took the personnel issue off the table to not make the budget process anymore complex for you or the internal staff.

Mayor Ray O'Connell stated to Mr. Robinson to forward those names to him and they will talk.

Mr. Courtney Robinson asked about the Account 32 - Publications and Membership. You had a budgeted amount of \$20,000 and you only spent \$16,000. We are dropping it \$12,570. What are we looking at dropping and why? He asked about the 44, 46, and 50 Accounts.

Ms. Fran Fruhwirth stated that changing over our legal software for research. They used to use Westlaw Thompson Reuters and did a test drive of Lexis Nexus. They actually get more resources to do their legal research. She stated 44, 50, and 68. The 44 and 50 Accounts historically has been used for outside Counsel on labor matters. It is in coordination with Risk. She stated that the 44 and 46 Accounts were used historically for labor and arbitrations. It was combine and that is why the 46 went to zero.

Mr. Courtney Robinson stated that this has been an un-parallel year and have been serve very well.

Mr. Jeff Glazier commended the Legal Department and took the suggestions in Account 42 on Page 11. There is a shredding service that hasn't been used. He asked if Recycling takes care of it.

Ms. Fran Fruhwirth stated that candidly they don't know what that is.

Mr. Jeff Glazier stated that he left a message with Recycling and will get clarification. Apparently, we can save \$600 because we are not paying anybody to shred the legal stuff. Legal has budgeted money for Right to Know software. They have been looking at the field and what's out there. He asked if in the upcoming year they will be ready to make a purchase.

Ms. Fran Fruhwirth stated right when the law changed in 2008, they were barraged with solicitation that wanted to manage their right to know. They created a really good system to process Right to Knows. Recently, they had Solicitation on social media being public records. They are interested in doing more litigation in-house. They would like a tool or project that would manager and monitor both Right to Know and litigation. They want to seriously and sincerely explore that option this year.

Mr. Juan Camacho stated that he was asked to formulate the final thoughts. He stated that Attorney Kloiber mentioned where they have been as a department and where they are at as a department. Attorney Fruhwirth has submitted to Council on behalf of the department where they are with their dollars and cents. He suggested to turn the page to figure out the next steps are. He suggested having leadership. He stated that the legal department it is essential that we not only maintain, but they have to advance. They have to stay ahead of the curb, ahead of the wave and ahead of the current. In order to do that, it has to be a sole person dedicating policy and procedure so that they as the competent solicitors that they are able to do their jobs better. They are doing it ok, but they need to do it better. When the Mayor and Managing Director managed the structure for our office they will be able to ascertain vision or advancement.



Instead of being reactive, we must be proactive in all essence to advance the cause to protect the city.

Mr. Joseph McMahon stated that they have been doing a great job by committee, but he agrees they need the leadership to move forward.

Mr. Jeffrey Glazier stated that the Controller's office is the smallest in the city. Over the past year or so, we have evolved as a group with a lot of back and forth and everyone supports everyone. They have done some cross training and stretch the capabilities to do more audits within the past. They spent their money on training. He is happy to say that Jacqui Moore has become a Certified Fraud Examiner. He stated that they are very proud of that achievement. They will have a better idea what to look for. The budget remains the same. His salary is limited by Charter and the other increases are set by the administration. The other accounts are really pretty much the same as in past years.

Mayor Ray O'Connell asked what account is his printing.

Mr. Jeffrey Glazier stated that their printing is where Ms. Wagenhurst put it which is in Account 26 and they could cut it by \$25.

Mr. Roger MacLean asked if there were questions by Council.

Mayor Ray O'Connell can Council to turn to pages 23, 24, 25. He stated that he already met with Mr. Glazier, Mr. Hartzell, Ms. Wagenhurst and Ms. Patel. He stated that he is cutting his budget on printing by \$250. Other Contract Services cutting from 10,000 to 5,000. Line item 50, they are going from Other Services and Charges from \$6,000 to \$4,000. That is Budget Memo #3. He stated those are the changed he made.

Mr. Roger MacLean stated that the Account 50 - Other Services and Charges going from \$2,000 - \$4,000. He asked what does that cover?

Mayor Ray O'Connell stated that he put it in between to \$4,000. He stated miscellaneous expenses and other services and charges. He stated that he is very lean. He stated that he is not on the road and don't attend conference. He may go to one day seminar. He stated that he has a city vehicle, but does not put an ounce of city gas in it. He stated that he pays for his own gas. He stated that is the right thing to do. He stated that they have to do what they have to do to keep the city running. He stated that Joseph McMahon goes to the conferences. He went to the three day conference with PML and comes back and share information. He stated that Joe went to a conference on FEMA, but there was a good conference on Blight.

Mr. Joseph McMahon stated that Lancaster has done something with rehabilitation neighborhoods and houses in Lancaster.

Mayor Ray O'Connell stated that you find out what you learned there that you can bring back that affects your city.

Mr. Jeffrey Glazier stated that he met with Mayor O'Connell and Brent and Ms. Wagenhurst and gave his suggestions. That is the result of Budget Memo 3. The result is some savings for the city.

Mr. Courtney Robinson encourages Mayor O'Connell to go to the conference because the networking that you can build up. Especially for the federal conference with the Opportunity Zones in the city. He asked about Account 30 - Cultural Center at Alliance Hall. Why is it be paid out of the Mayor's budget. He asked about Account 32 detail line 2 - The ICMA Membership and assumed it was the City Management Association.

Mayor Ray O'Connell stated that it is the rent. He stated that he doesn't have an answer. They did it last year.

Mr. Jeffrey Glazier stated that the 30 Account is the proper account. You can have a discussion as to whether it is a General or Civic Expense or CD Expense. We pay one way or another. It was not a budgeted expense in the prior year.

Mr. Roger MacLean asked if there were any comments from his colleagues. If not, he moved to General and Civic.

Mr. Brent Hartzell stated that at the beginning of the detail on the rentals. That would a perfectly good place to put the rental in for Alliance Hall alongside the Municipal Garage Rent which will be right on target for the city garage and Fleet Maintenance. Not much for publications and memberships. They will move as Budget Memo 3 the unemployment insurance benefits from Account 38 to Account 46. We are going to in Account 46 remove audit fees in the amount of \$21,580 that were redundant because it was accounted for in another part of the budget. They still calculated Account 50. Account 50 you will see the rather significant item in General and Civic. They included the Stormwater fee as a cash amount and can move from the General Fund to the Stormwater Fund. It is a requirement of the city that it is paying its own bills with respect to the Stormwater fee. You see in that line item the Job Study Allocation. The consultant indicated that three percent of the salary value should be included to indicate a possible arrangement of the dollars in line with the Compensation Study states. Account 78 - Contingencies. Account 55 is

for Property Repairs that we rent out in the city. The Contingency Funds are no surprise that the Finance Department budget in previous often had items to used for purpose of contingencies. Those things are going to happen. Account 84 is new for the Capital Funds Transfer. They had loan, short-term loans and bonds. That won't be the case only the short-term loan that went out. The Interfund Transfers and the amount they pay for debt service. The biggest dollar items are the allocations, plus the capital fund distributions.

Mr. Roger MacLean asked about the Job Study allocation of \$340,000 that is to adjust for the increases.

Mr. Brent Hartzell stated that is only once the Job Study was complete and a determination was made based on the non-bargaining position.

Mr. Roger MacLean asked why if we did not hold off. We could have had this looked at and an adjustments to salaries would be implemented by early next year. He asked why didn't they hold off on the raises.

Mr. Joseph McMahon stated that typically in the past Job Studies and he was here for probably three. They get frozen where they are. Typically, it is a placeholder.

Mr. Courtney Robinson asked Mr. Hartzell if he can talk about Account 44. The un-budgeted legal counsel not covered by Risk Management.

Mr. Brent Hartzell stated that in that instance a perfect example if we were bringing in somebody on a matter of the Trexler Trust issue as an example. This is anything that would pop up that wouldn't necessarily involve a settlement or a claim. It is an overall holder that is not dealing with a Risk issue.

Mr. Courtney Robinson asked about Account 46 and if they will be in a better position to get reimbursement.

Mr. Brent Hartzell stated that is another issue that he is looking at a total dollar amount. The \$125,000 will not be enough to cover the expenses to cover expenses for the year. He has to look at that number to see if that number needs to go up a little bit.

Mr. Courtney Robinson stated that the Job Study allocation in line 50. It is independent of the raises. If the Job Study comes back and they have more money allocated, he assumes it will be put back into the unencumbered balance.

Mr. Brent Hartzell stated that would be the intention. It wouldn't be to spend the entire thing if the compensation study indicated that you didn't need that much than yes, indeed the rest will go into cash reserves.

Mr. Courtney Robinson asked if any consideration if the Job Study comes back and shows that will not be enough money.

Mr. Brent Hartzell stated premature. They went with the number that the consultant recommended as a three percent of salary.

Mr. Courtney Robinson asked about 78 - Contingency Fund and if it will have a positive impact on our Bond Rating and financial outlook.

Mr. Brent Hartzell stated it couldn't hurt. Having it there is a good sense of transparency.

Mr. Courtney Robinson stated that he is totally in support of it and something that Mr. Glazier has been talking about for a while.

Mr. Brent Hartzell stated that obviously, it would be something that they would be very careful to recommend.

Mr. Courtney Robinson asked about the Capital Projects allocation and the score tables and shade structures for the scores table for the citywide parks and playgrounds if they are permanent structures that are being built in those particular parks.

Mr. Joseph McMahon stated that he assumes that it is permanent and assumes there is a dollar amount.

Mr. Brent Hartzell deferred to speak to parks on that.

Mr. Courtney Robinson asked about the LCA projects and automatic meter reader project, \$100,000. There were a small number of homes that were left.

Mr. Brent Hartzell stated that it should be \$110,000 to add up to \$480,000. There was a set aside that was required out of the Concession Lease. The inoperable valve project will continue through 2020. He stated that he is not sure of AMR.

Mr. Courtney Robinson asked about the interfund Transfers, Line items #5 and 6. The Transfer to Equipment Fund for IT equipment replacement and transfer for Equipment Fund for Police IT equipment.

Mr. Brent Hartzell stated that they will get Mr. Robinson something more specific on that. Traditionally, the Equipment Fund has been utilized for IT improvements. He asked Council to go back to fund 083 - Equipment Fund. You can see the detail right there for Police IT Equipment and a general category for IT Equipment replacement.

Mr. Jefferey Glazier stated that he met Mr. Hartzell and Mayor Ray O'Connell earlier and some of what we discussed is under Budget Memo 3 where there were some discussions.

Mr. Roger MacLean asked if there were any other questions.

Mr. Jeffrey Glazier stated that he has no questions.

Mr. Roger MacLean asked if there were any questions from the public.

[15-2638](#) Budget Information and Memos

**Attachments:** [Budget Amendments - Dec 3](#)  
[Budget Memo 1 Personnel 5 YR PLAN -11-5-2018](#)  
[Budget Memo #2 - Information Technology](#)  
[Budget Memo #3 - Mayor's Office and General and Civic](#)  
[Budget Memo #4 - Community and Economic Development](#)  
[Budget Memo 5](#)  
[BUDGET MEMO #5 20181203 144937](#)  
[Allentown Fire Department 2018 Overview](#)  
[2019 DPW Goals](#)  
[Capital Improvements 2019-2023](#)  
[Cost NB Salary increase](#)  
[2019 Budget Presentation](#)  
[5YP 2019-23 MAYOR EXCEL TEMPLATE V2 110518](#)  
[5YP 2019-23 SUMMARY V7 110518 PUBLIC](#)  
[- Info Systems](#)  
[Budget Schedule V2](#)

**Public Comment on Budget: NONE**

**ORDINANCES FOR INTRODUCTION (To be referred to Committee with public comment prior to referral)**

**The bills below will be referred to the CD budget review on Monday.**

[15-2646](#)

Bill 84

Amending Article 395, Community and Economic Development Fees, by adding a number of definitions, authorizing the Director of Community and Economic Development or their designee the authority to waive city fees, and increasing a number of fees to better capture the cost of providing the service.

**Attachments:** [Bill 84 Building Standard Fees](#)

[Ordinance #15502](#)

Enactment No: 15503

[15-2645](#)

Bill 85

Amending Article 395 Community and Economic Development Fees, by increasing Zoning and Planning fees – permit application fees, multiple plan review fee, and establishing a HARB application and review fees.

**Attachments:** [Bill 85 Planning, Zoning and HARB Fees](#)

[Ordinance #15503](#)

Enactment No: 15504

**ADJOURNED: 9:06 PM**