



Allentown

435 Hamilton Street
Allentown, Pa. 18101

Minutes - Final

City Council

Wednesday, November 6, 2019

5:00 PM

Council Chambers

Special Council Meeting on Budget

Roll Call

Present: 6 - Candida Affa, Roger MacLean, Courtney Robinson, Daryl Hendricks, Julio Guridy, and Ed Zucal

Excused: 1 - Cynthia Mota

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

Ms. Melonie Sallie Dosunmu stated that if they take a look at the Human Resources Budget, there are not a lot of changes from the 2019 Budget. It is a smaller budget than it was. Most of the accounts are equal to last year. There are not a lot of extra costs. The staffing remains the same. Human Resources is holding steady. there is a little bit of increase in printing. There is a need for more communications of the processes and Standard Operating Procedures so that employees know the policies and procedures. There are increases in Account 46 - Services and Charges. The reason for the increase is for the Economic Analysis and understanding Contract Negotiations. There was a slight decrease for Training and Professional Development. There were some compliance and sexual harassment prevention. They have a strategy to get the last few. They started a leadership program for the supervisors.

Ms. Candida Affa asked her colleagues if there were any changes.

Mr. Ed Zucal asked about Page 95, Account 04 - Temporary Wages there is an \$15,000 increase.

Ms. Melonie Sallie Dosunmu stated that there is a part-time clerk that works the front desk in the Human Resources Office. She works 20 hours a week. It is an increase to cover the times when we need increases hours. This year, we had to transfer money into the account in order to cover her salary.

Mr. Ed Zucal asked how much the employee making an hour. He asked about the part-time clerk \$20,000. He asked about Account 06 - Premium Pay for nonexempt support to proctor Civil Service Testing. He

asked how much does each candidate pay for that test? On page 96 - Rental, Account 30 Civil Service Rentals \$1,000. He asked about Account 32 -Publication and Membership. Account 334 - Training and Professional Development there is a total of \$10,000 and four to five people going to each conference. Why can't one person go and report back. On Page 97 - Account 34 - HR and Compliance Training, how many people are involved in that. Account 50, test rentals for Fire and Police. He asked what MVRs stands for.

Ms. Melonie Sallie Dosunmu stated that approximately \$20 an hour. She stated that it is the same thing. When they do the Civil Service Testing they are all hands on deck. They need extra help in that situation. They just did the fire test, and they had 475 people register for that test. She stated that they pay \$60. She stated that the Human Resources does pay overtime, but they can look at that. She stated because the numbers are so high, they have to rent a hall to have that. They rent out Ag-hall and get a discount. The organization is called the Association for Talent Development that provides resources, training and materials for training and development. She stated that these conferences are very vital to learn new laws and arbitrations. They want to be able to cover the conference and get information for all sessions. She stated that the HR and Compliance Training is citywide. It is to cover the training itself. Sometimes it is internal and sometime they use LCCC to do the training as well. For the test the city uses, it is called a rental because you can't buy it. We buy it, use it and send it back to them. We pay a fee to have them correct it. She stated Motor Vehicle to pull their Motor Vehicle records.

Mr. Courtney Robinson that Ms. Sallie Dosunmu for her presentation. He started on Page 195 on the Detail Book. He asked at what point in time do we look at it and go enough times throughout the year the part-time to be here closer to full-time to warrant a full-time position. He asked about the duties and if there are something that is considered sensitive information. He asked about the Account 14 - Employee Health Insurance Opt - Out. The total budgeting for the opt-out program is \$12,000. There are some much smaller municipalities offering employees a minimum of \$13,000 a year not to use health insurance. He asked if there will be a desire to expand the program. On Page 96 - in the 34 Account you stated that you dropped off the spending. He asked about the tuition reimbursement. On Page 97 Account 50 on drug screens and new hire and random. Back in Risk on Page 85, there is also \$21,000 for Department of Transportation Required Random Drug Screening for employees. He asked Ms. Ms. Sallie Dosunmu the different between the two drug screens. Economic Analysis of the CBAs, has Novak responded on what might be useful in the report. He asked about the general idea on hiring as they have employees retiring. How are we fairing right now in terms of being a

competitive working environment for hiring good talent.

Ms. Melonie Sallie Dosunmu stated that she has not done a full analysis. In 2021, they are hopefully going to get a full-time person there. She stated that yes, it is sensitive information. She stated that they are considering that. If we raise that amount we could lower our medical costs. We will invest and lose the premium, but at the same time they will gain some. She stated that it is not as utilized as they would like it to see it. The requirements is that it has to be a program that is related to the person's job. They can use it for colleague or trade classes. Human Resources does the new hires and random throughout random departments. The ones that are in Risks are primarily tied to the ones that drives. She stated that she has not gotten anything back from Novak. the Report is coming up soon and they will be able to do the analysis. From the standpoint of salaries, they have a challenge. But, from the standpoint of our great benefits and work/life balance, the city is very competitive. She stated that the city struggle in terms of a salary standpoint in some areas.

Mr. Julio Guridy thanked Ms. Melonie Sallie Dosunmu for her presentation. He stated that it is a lean budget. He stated that as he goes out in the community he gets a lot of questions about how come there are not that many Hispanics or African Americans in the city. He asked if Ms. Sallie Dosunmu is doing anything to attract more people that represent the community. He encouraged her to be more proactive.

Ms. Melonie Sallie Dosunmu stated that yes, we are. Our mayor is committed to diversity. She stated that he made it clear before he hired her and that excited her because she is committed to diversity as well. They have already start to enhance the recruitment practices. This year, they went out to Allentown Public Schools and did job fairs right there are the schools. They did Parkland and Building 21. This year, they are going to do Lincoln Leadership Academy. They are going into a few ethnic churches. They did job fairs at CareerLink. She stated that they kicked off efforts in 2019 and accelerate those efforts in 2020.

Mr. Daryl Hendricks stated that he has a follow up question to what Mr. Zucal. On Page 97 - Other Services and Charges, test results Fire and Police. Are we scheduling a Police test for 2020. He asked if the \$25,000 will be the cost.

Ms. Melonie Sallie Dosunmu stated that 2020 will be the Police test. The city tests every other year. They do a Fire test one year and the Police test the opposite year. It will be approximately the cost.

Mr. Jeffrey Glazier stated that earlier today he had a spirited written back

and forth with Mel. Most of his questions were answered. In Budget Memo #2 there were some changes made that resulted in a small reduction in costs. He stated that Councilman Zucal questioned you about the fees that test takers pay to the city to take that. He said it would be helpful of what account those fees go to. Mr. Zucal noted that the 44 account went to zero this year. The city wisely went to consolidate Legal Services in the Legal Department for outside Counsel and Risk. In Account 50, the economic analysis for CBA has to be taken up with administration. The firm that is doing that is a law firm. In the 2019 book, part of the Legal Fees for Human Resources were Collective Bargaining related fees. He asked if the \$20,000 be transferred to the 44 Account in the Legal Department.

Mr. Brent Hartzell stated General Fund.

Ms. Melonie Sallie Dosunmu stated that it absolutely makes sense.

Ms. Candida Affa asked if there were any other questions from her colleagues or the public.

Mr. Glenn Hunsicker stated that he thinks Courtney was reading his notes. In the Detail Book, on Page 96 - Line 34 on the union tuition reimbursement program and how that works with \$20,000 for a CBA. He asked about the Legal Service that they are pushing over to the Solicitor's office. We don't get a handle of the arbitration cost. That cost of arbitration will be going into the Solicitor's budget. How do we follow that? He asked about \$1,800 on Shredding. He asked about the economic analysis on CBA's, will that include a consultant.

Ms. Melonie Sallie Dosunmu stated that the city is required by contract to budget \$20,000 for the SEIU Contract who would like to take advantage of the tuition reimbursement program. The city's Solicitor's office has very detailed record of how every dollar is spent in terms of the city's legal cases. She stated that she has confidence. She stated that in most cases throughout the city, the shredding is in-house. In Human Resources it is not feasible because HR needs a cross-cut shredding. It is not shredded daily. There is a bin that you cannot get in to. The service comes and picks it up and takes it off site. It is number that the vendor quoted. Human Resources used a vendor that has been a vendor in the past.

Mr. Lou Hershman stated that when he was on City Council they looked at how they can hire more people from Allentown and do what the Civil Service do and give 10 points if they are a veteran and the same thing with promotions.

Mr. Julio Guridy stated that he doesn't think it is legal to do. There are

organizations that they do contracts for work or engineering and sometimes they give them extra points if they live in the city.

Ms. Candid Affa stated that she finds it interesting with veterans and asked if the Police Department give favorable.

Ms. Melonie Sallie Dosunmu stated both, Police and Fire.

Ms. Sharon Billington, 1509 Chew Street, stated that her focus always comes from the children's perspective. She stated that she can walk through William Allen High School and nobody knows what a city job is. We need to do a better job getting into the schools early so the kids will know about the jobs in our city, how good our city is, and what they can do. That could be with certain internships.

Mr. Daryl Hendricks stated that he had an event at Jordan Pool this summer and the girl that was on duty was an Allen student. The Recreation Bureau does it all the time.

Ms. Sharon Billington stated that is one section of it and usual kids from the swimming team.

Ms. Melonie Sallie Dosunmu stated that it is a great idea. They did not do Allen. The plan this year is to get into Allen and perhaps into Dieruff.

Mr. Tom Hahn stated that when it was mentioned about the salaries of Human Resources, can that be made public. He asked for the salaries used to entice people. There are no records of the grievances, the arbitration cost, and settlements. He asked about shredding and why can't the Recycling Department get the machine to do it.

Mr. Roger MacLean stated that there is a record of arbitration. He asked how many arbitration we have getting a month. When there is an arbitration, the Arbitrator will issue an order and that will be on paper.

Ms. Melonie Sallie Dosunmu stated that the city has not had a lot of arbitration since she has been here. In a year, there has not been any. The only department that sends shredding out is Human Resources. All over the city where they don't have the same level of confidential documents, send their documents out to Recycling to get shredded.

Mr. Jeffrey Glazier stated that most of them are. In terms of how many arbitrations there are, the checks comes through his office. They publish a list every month. He suggested that Mr. Hahn look at the list to see if it is a check to an Arbitrator. We will append the arbitration if it affected that

interpretation of the contract to the contract which is available online for the public to see.

Mr. Lewis Shupe, 814 Walnut Street, congratulated Ms. Affa and Mayor O'Connell. He stated that making confidential confetti is not necessary that complicated. He assumed it will be a risk to off-load those confidential documents to a third party company that you don't know what is happening. Why can't something like this be done in-house.

Ms. Melonie Sallie Dosunmu stated that it is worth looking into.

Mr. Julio Guridy stated to Mr. Hahn that if he looks at the Budget Book starting on Page 480 you can see the salary range there.

Ms. Candida Affa asked if there were any other comments from the public or from the administration.

Mr. Jeff Nelson talked about Risk Management and the successes, Risk Management launched the online reporting process. The on-time report is still considered best according to the city's carriers. They are constantly working on the city's recovery for damaged properties. In the past, it was an issue. They launch 101 of summer which helped with hydration with the outside workers, citywide volunteers for CPR, fire safety training and generalized ergonomic training. Snapshots for 2019: Injuries continues to be a high cost. (strain, sprains and slips and falls) The online reports will be better this year. Snapshot of what was reported to the state of Pennsylvania: Last year the city's total claims for Worker's Compensation was over \$600,000. That is what they have to pay out every April to maintain the city's self insurance program in order to maintain our self-insurance. Snapshot auto 2019: Risk and the bureaus are trying to improve that process and the amounts of claims. Public Works and Centerra are keeping the cost down. they are still trying to address the RFP to control the outside cost when it has to go to Centerra. Priorities for 2020: Ergonomics is the number 1 health risk from Worker's Compensation and Health Care field. Top Risk for Risk is driving, electrical, chemical management and training. Top Environmental Concerns is spills, stormwater, energy, waste management, erometrics, and underground storage tanks. He thanked Mr. Messinger and his team. One of the initiative for 0202 will be ergonomics for the Risk Management. He can see our health care data and how much was paid out with ergonomics injuries MSD and you can see what Risk Management has paid out in the last 45 years. How we are starting to view Risk Management. We are not only worried about Risk Management, but worried about when people retire and get on the city's health care. They want to reduce ergonomic costs and get a Return on Investments. The next

evolution to Risk Management when it comes to online reporting system and ISO. As a public sector, how we will be able to manage the implementation of the Risk Management System and be held accountable to the public to see what the funds are doing and give us structure. Goals: Continue to implement ISO standards for 2019 management system for governments, continue improvements of Risk Management of the online reporting system. Improving our driver training program with monitoring. Re-establishing departmental safety committees for the Fire Department, Recycling Department, and Street department are currently active with their own individual safety committee. They are going to continue to go to other departments and challenge them to get better. Risk Management will start having quarterly reviews with each department with their claims. Continuous improvement from the overall Risk and Safety Management standpoint. He stated that when he met with Ms. Affa, was to align his position with the Claims Coordinator to be correctly classified. In the book he is a 6N and should be a 10 N. Nothing changes in the salary.

Mr. Julio Guridy asked about the Driving Training Program and monitoring.

Mr. Jeff Nelson stated that Andre who is part-time Risk and John Ferry who is Risk looking into Drive-Cam Systems for all the Fire, EMS and heavy equipment trucks for 2020. They will have a visual that will realign our position that it wasn't our vehicle besides for using the equipment that we have at this time. It will help reduce liability long-term.

Mr. Julio Guridy asked if Mr. Nelson gets any support from the cameras that are on the streets.

Mr. Jeff Nelson stated that is the issue. When an accident happens we don't get a lot. The police helps a lot, but unfortunately it seems to happen when the cameras is down for maintenance or it is a bad angle.

Mr. Courtney Robinson stated that when Mr. Nelson was discussing MSD data that he received from the Claims Benefits Manager, is it for currently active employees or include retirees and retirees. He asked what the breakdown will be with retirees. He asked when Mr. Nelson will have a better idea of when the cost - savings could be. He asked what kinds of materials and supplies on Page 186 - Operating Materials and Supplies for safety and PPE equipment for \$15,000 and the safety day for \$8,000. He asked about the 80 Account that was budgeted for \$500,000. It was adjusted down \$481,000, then adjusted down to \$200,000 and now we are proposing for \$100,000. He asked what occurred last year that made it not the full amount not utilized and why you went from the A&E this year to cutting that in half.

Mr. Jeff Nelson stated when he requested the data from her it including for all people. Risk Management journalized for all claims. The Risk Department will work on it with its vendor and continue to get more granular and get the data. They want a process where they can dictate the cost. Accidents happen and we have no control at that point. They are trying to get ahead of the curve versus chases. He stated by 2121 because they a full year of data to see what it looks like. They did Safety Day and kept a spreadsheet. That's what a lot of training is done. More of the materials are electrical uniforms. They are having a difficult time getting electrical uniforms due to the fact that it is only two electricians at this point. Not knowing the costs with the gloves, and insulated tools. He wants to put a conservative number in there so that they don't go over that number. He stated that it is the approach of how they are handling things inside Risk in conjunction with the Solicitor's office and his boss. The data for the last several years, lawsuits and legal fees are paid all over the place. What we have done is isolate the legal work that is paid from us in defense out of the 44 Account and out of the 87 account what do we pay out for the plaintiff or any settlements. They are putting that into a true settlement account so that they can see the historical data be more consistent. Working with the Solicitor's office, we are now going to allow departments to do recoveries through Risk Management.

Mr. Joseph McMahon stated that one of the things to bring the costs down is to service it, hold electrical training in -house and just invite other municipalities to send their electrician to bring that cost down.

Ms. Candida Affa asked about the Cyber Attack Insurance. She stated that she thought Council approved this a year or two ago.

Mr. Jeff Nelson stated that last year was the first year we had it.

Mr. Lou Hershman stated that when he served on Council he was concerned on how the city was not paying benefits to employees and survivors that were not eligible. How does the city verify that that a dependent is eligible for benefits? He stated that Mr. Robinson was concerned on Worker's Compensation and if it is still in a trust run by trustees.

Ms. Melonie Sallie Dosunmu stated that the city does verify when people come on the benefits for the first time. When they have children who are dependents, we need social security numbers. They have to submit their dependents again during the time of open enrollment. When someone gets divorced, it is up to the employ to report that. She stated that right now the Controller's office is doing an audit of dependents.

Mr. Jeffrey Glazier stated that six or seven weeks ago, Council requested the Controller does a dependent audit for health care. They are at very beginning of that process. They will also look at retiree reimbursements and to make sure they are paying the proper amount and they are paying in a timely manner. He stated that Mr. Hershman asked whether widowers of pensioners are getting checks, that is within the scope of this audit. The folks in payroll pays attention to it.

Ms. Melonie Sallie Dosunmu stated that it is worth looking at. They do have a couple of services where they have access to records about people.

Mr. Jeff Nelson stated that is run through the Treasury Department. He supplies the data to Luisa and she plans it out based on what they do for the state.

Mr. Glenn Hunsicker asked about Page 186 in the Detail boo, General City Charges and asked if there were General City Charges under Risk for last year.

Mr. Brent Hartzell stated that it is showing \$57,969 was budgeted this year and it is a five percent increase in 2020.

Ms. Candida Affa asked if there were any other questions from the public.

Mayor Ray O'Connell stated that Page 22 is about employees and salaries. There are seven people in his office. The budget is very flat. The permanent wages from \$528,000 to \$472,000 is down because the Special Assistant to the Mayor Mr. Arcelay is no longer with us.

Mr. Roger MacLean stated that the secretary deserves a raise working for you. He stated that he is not proposing raising other than what we have.

Mr. Ed Zucal asked about temporary wages. Account 26 - Printing, if we have our own Printing Department, what is \$1,000 for. He asked about Other Contracts Services.

Mayor Ray O'Connell stated 20,000 and he did not use it this year and the likelihood of using that next year is slim to none. We put it there because if somebody is out long-term or a hospitalization, surgery or illness that is there just in case he has to bring someone there for two, three or four months.

Mr. Joseph McMahon stated that Information Technology back to our department for their services on printers.

Mr. Brent Hartzell stated much like consolidating legal costs and with envelopes. A couple of years ago the IT department took on consolidating the overall costs of printer services based upon usage.

Mayor Ray O'Connell stated that research on gun violence or crisis intervention or professional services.

Mr. Courtney Robinson asked about Page 4 of the Detail Book, Account 30 for Rentals. We have \$900 a month that is paid for the Cultural Center for Alliance Hall. He asked if it would be better in the Community and Economic Development Budget or in the General and Civic Budget.

Mayor Ray O'Connell stated absolutely.

Mr. Jeffrey Glazier stated that great minds think alike. He stated that Mr. Robinson raises a good point. If you are going to move it is the place to be and could be right below the Municipal Garage. General and Civic would seem to be a more sensible place then tucked away in the Mayor's budget.

Mayor Ray O'Connell stated so noted. That will be taken care of.

Ms. Candia Affa asked if there were any questions from the public.

Mr. Brent Hartzell stated that a place with no personnel and a whole lot of money. This is historically where the city puts in things of general city purpose that do not necessary comments to one department, but involves very important distributions on an annual basis. The Rentals in Account 30 are dealing with the Fleet Facilities on Vultee Street, General Publications, membership accounts and civic expenses that are actually fairly consistent or down in previous years. Arts expenses has been moved to Community and Economic Development. Other Contract Services includes the dollars that the city pays to the Parking Authority for the Government Deck. In Account 50, we have to charge ourselves a Stormwater Fee for water management. They do keep repairs for city-owned rental properties for \$40,000. There is the Contingency Fund that we have not used to a large extent. The \$150,000 is a pretty standard number. He will spend most of the time on Accounts 84 - Capital Fund Contributions and Account 88 - Interfund Transfers. the city was drawing into the reserves to deal with Capital Expenditures that historically have not been in the General Fund. The most significant one is that we have a grant match in for the upcoming repairs for Bogart's Bridge. He stated that Interfund Transfers stated that anything the city does that involve transfers to the Debt Fund to Debt Service, anything that is Transfers to Risk for Property and Casualty Insurance, Annual Lease Payments for certain vehicles, and some IT

equipment. In that category that is where in the last item in Interfund Transfers the fourth of seven annual repayments of the 2016 Loan made from the Solid Waste Fund from the General Fund. They have included that for the on-time repayment number 4 for this year.

Mr. Julio Guridy asked about Page 12- \$40,000 for property repairs. Do we not put this in Public Works?

Mr. Brent Hartzell stated that this was intended because the general maintenance budget for Building Maintenance deals with city owned properties. At least from his experience until last year a lot was concentrated on the basic city operational buildings. There are occasional things for liability concerns in particular in the Parks System to cover some significant repair for liability purposes is important to deal with. They have a team effort of this one involving several departments.

Mr. Julio Guridy asked about the interfund transfer. Her asked about the last one of the Transfers of Equipment Fund - IT Equipment replacement.

Mr. Brent Hartzell stated on Page 93 - 94 is all the transfers that he was referring to that goes to Equipment Rentals, new Fleet needs, and on Page 94 they separate IT Equipment between that specifically related to Police Department needs and General Hardware needs through the rest of the city.

Mr. Ed Zucal asked about Account 46 - Pennsylvania Unemployment Insurance Benefits and if that is a fee whether we have employees on unemployment or not.

Mr. Brent Hartzell stated that Account 46, stated that is a contribution that we as an employer has to contribute that comes out based on the number of personnel we have.

Ms. Andrey Danek stated that they speak to HR earlier and they did say it was mostly whatever the city had to pay out for unemployment claims.

Mr. Jeffrey Glazier stated that there is an experience rating that goes along with this. If your experience is good, then you will pay less. If we would ever have to lay off a lot of people. If our experience will go down, then we will pay more.

Mr. Courtney Robinson asked Mr. Hartzell on Page 12 of the Detail Book - Contingency Fund for the amount of \$15,200 that was expended this year. He asked about Account 84 on the automatic meter reading project. He asked about the Bogart's bridge match of \$375,000. What the timeline is

going to be when everything will get started? He asked about the Transfer to the Hamilton Street Dam Maintenance Fund.

Ms. Barbara Wagenhurst stated that \$15,200 is actually what is left in the account to spend. They used \$99,000 was spent on the demolition of the Parks Maintenance building across from the stadium on Linden Street and one or two other smaller projects..

Mr. Brent Hartzell stated that is one that is down to \$50,000. We need to extract from that because now it is complete. It will be the last payment that will be made dealing with a water/sewer project, capital project that was currently in action at the time of the Lease.

Ms. Karen El-Chaar stated that \$375,000 that we anticipate potentially spending this year. We have to file the formal full application to the state. We have to have 50 percent of the \$750,000. We have to have the \$375,000 on hand when we file the formal application.

Mr. Brent Hartzell stated that he will pass along to Ms. El-Chaar the fascinating history of that particular inclusion that dates back to 1981.

Ms. Candida Affa asked if there were any other comments from her colleagues or the public.

Mr. Jeffrey Glazier stated that he had forwarded some questions to Mr. Hartzell and Ms. Wagenhurst. Account 44 will be for contingency and legal fees. It would be a good idea to move this money to legal as well. Account 46 has the payments to the Parking Authority for employee parking, fleet parking and police parking. He seems to think that the city's current year's expense will be more than that. They will have to do a transfer. Account 50 - property tax for certain city-owned properties that pay taxes to the county and school district. They can reduce it to \$9,400. There are three properties: Hamilton Family Restaurant has a parking lot, the Bus Terminal on Third Street, and parking lot on N. Ninth Street. The current year's taxes was \$9,156. In Account 50 is PMRS New Employee Enrollment. He went back a couple of years. They spent \$20 a new employee for SEIU and Non-Bargaining not the Uniform Services to enroll them in PMRS. The highest expenditure he found was \$988 for 49 employees. He made the case to reduce the expenditure to \$1,000. She asked if there were any comments from the public.

Mr. Mathew Leibert stated that Allentown complex organization with many competing and diverse priorities. He highlighted a few project accomplishments. He talked about the new security system Genentech. People don't trust that the technology will be there and that make him

uneasy that people don't trust the technology. It is rock solid on the back end at this point. They talked about replacing some of the assets. Some of the money that is police specific will go to replacing those cameras. Saving on storage and band width. He stated that he wants the public to know that the security system is there and solid and rebuilt, post the city's malware incident. As a result in that, there was a change in law that require the police department to store six month of videos rather than six days. This year, they had to get started immediately to rebuild our backup requirements. IT put public safety first. It is a lot of information. Windows 365, the city moved to in 2016. They continue to exploit the value. Our legal department is able to answer Right to Know request and subpoenas and harvest people's files and emails. Some of the new things are Microsoft Teams and Microsoft Power BI which is a data analytics products. IT is looking for the Fire Department and Police Department to using these new collaboration tools with each other. He stated that he can see these virtual work-spaces be used for incident management. There are great tools that are not anymore expensive then the city is already paying. The phone system that IT is normalizing with that. They saved real dollars. The cost of what the IT paid for the phones is on the decline. The SWEEP System and how SWEEP and Code officers are doing enforcement in the field are build from Microsoft Office 365. We have given them mobile devices and tablets and it goes into the Microsoft Cloud and can be shown on digital dashboards. They are building capability in IT to make better decisions. Eden, Jessica was here earlier and she is working on electronic receiving (paper reduction). Today, when we receive goods or services we have to sign a piece of paper and send to AP to pay the invoice. It will all go away. You will be able to do it digitally. The multi-functioning copier fleet is another cost saving that IT did. They ended up buying a lot of the machines out of the Equipment Fund. He stated that they were spending \$15,000 a month, now they are spending \$24,000 a year to operate those machines. The 2020 IT priorities: workforce development, security, collaboration, cost optimization and business unit alignment. Last year, they added four positions to IT. He introduced his IT leadership team Mamta Shah, Applications Manager; John Clawson, Infrastructure Manager; and Jerry Anthony, User Support Management. With Security, we are better than 2019. They developed a lot of new capa

ADJOURNED: 7:16 PM