



# Allentown

435 Hamilton Street  
Allentown, Pa. 18101

## Minutes - Final

### City Council

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Monday, November 18, 2019

5:00 PM

Council Chambers

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#### Special Budget Meeting - Parks and CED

#### Roll Call

**Present:** 7 - Candida Affa, Roger MacLean, Cynthia Mota, Courtney Robinson, Daryl Hendricks, Julio Guridy, and Ed Zucal

#### Budget Review: Parks and Recreation, Trexler, Hamilton St. Dam Fund - Equipment and Capital Projects Fund

Ms. Karen El-Chaar went over the PowerPoint Presentation. In summary, it basically tells Council where the Parks and Recreation is and what they have done. She went over the Parks Bureau's maintenance responsibility and a snap-shots. She stated that there are 36 public parks and playgrounds which does not count the pocket parks. There are four swimming pools, two spray parks, golf course, dog park, stadium, trout nursery, roller hockey rink, one skate park at Keck Park, eight volleyball courts, 10 hand ball courts, 11 courts of tennis courts which four are clay, 21 baseball fields, and 22 basketball courts and they all take maintenance. The ball fields take maintenance. The ball fields are basically maintained, manicured daily over the summer. They do snow removal on park paths, remove trees and accountable of dam maintenance, numerous historic structures and WPA structures. Set up of the lights in Lights in the Parkway. They cut the grass and tree maintenance. She went over the successes: Cedar Beach - The pool did not flood this year. Malcolm Gross Rose Garden - disease in the Rose Garden. Roses and soil were removed. The Parks Department purchased roses and a wholesaler donated roses for the Rose Garden. Repaired deteriorated staircases at the Grand Staircase at 10th and MLK. Complete restoration at Mack Pool and roof, exterior of concession stand. Four pools and two spray parks were opened for entire summer season. Bucky Boyle Spray Park went down and one of the Parks Maintenance Staff went to get it and have it up and running. Worked on energy saving and LED lights. Installed new basketball equipment at Keck and Andre Reed Parks. Recreation Bureau activities: increase sports activities. They targeted baseball, basketball, Queen of the Courts, Volleyball, Aquatics, Summer Playground, Concert Series, Saturdays in the Parks, Lively Lunches, Special Events, Romper Day, Fishing in the Park, Cedar Sports Day. Working on soccer and pickle ball. Successes: Pools and Spray Parks were fully staffed. Statistics at

the Pool: they had 346 absolute rescues and 64 unaccompanied children who were returned to their parents. Summer Playground Program: 18 playgrounds, 904 participants, partnerships with 10 organizations and they were fully staffed. Increase in following sports: League basketball leagues participants, league volleyball, Queen of the Courts participants, and ball field rentals. Year round aquatics program with the IronPigs. Increase in marketing activities in particular social media. Allentown Municipal Golf Course: Great course to play on. the greens are in tip top shape. Increasing online tee -time reservation system, marketing activities, installed new driving green nets. Addressing environmental infrastructure by expanding its Environmental Conservation Infrastructure. Key Successes for 2019: Golf Course - \$1.5 million Revenue, Driving Range Revenue up 45 percent, and 24,500 rounds of Golf was booked. Favorable report on Course conditions. 2019 Grants: three quarter of a million for the Covered Bridge Restoration. \$10,000 Grant from the Tony Hawk Foundation which will go towards the Jordan Skate park construction. \$6,750 Lehigh Mini Greenways Grant. Friends of the Allentown Parks Grants received \$8,500 from IronPigs Charitable Grant for grass infield at Andre Reed Park. \$5,000 IronPigs Charity Grant for Dixon Street Ball fields, \$4,973 IronPigs Charitable for sports equipment. Key Projects: Installation of Obstacles at Keck Skate Park. Jordan Creek Greekway Trails in the design phase, Valania Park in the design phase, Fountain Park in the design phase, Fountain Park Urban Loop helped with the installation of benches and Jordan Skate Park out for bid proposals to construct the park. She went over the 2020 Key Goals and Projects: Jordan Skate Park construction bid and it will be completed. Valania Park should be in construction. Jordan Creek Greenways Trail working towards construction. Irving Pool redesigning and entire Park Master Plan. West Park Band Shell renovations, Trexler, Daddona Park and Terrace Waterways issues with Algae. Little Lehigh River and Cedar Creek Dams letters from the Pennsylvania Department of Environmental Protection maintenance issues. Kimmet's Lock looking at dredging. 2020, they want to issue soccer. Besides basketball, soccer is the number one sports. Full implementation of Aquatics Program. They have the Aquatics Coordinator. Upgrade the Municipal Golf Course facilities. Percy Ruhe Park Master Plan Design. She stated that based the National Recreation and Park Association, the Parks Department should have 100 full-time employees. They have 60 full-time employees within comparison of the medium in the industry. Annual Operating Budget NPR, stated average per capita is \$9,521,000. Annual Operating Expenditures per acre of parks and non-park site managed stated average \$6,750 per acre. Five Year Capital Budget per number of parks maintained, NRPA average \$456,860.

Ms. Cynthia Mota stated that she does understand Parks and Recreation does a lot. She asked about the After school Program. She asked if they

will in the future have other schools have Queen of the Court. There should be a Plan if those pools are not working in the summer, what is Plan B.

Ms. Karen El-Chaar stated that for the summer playground overview, they offer educational sessions in addition to sports activities and what is traditional for Romper Day. They are taking the participants to the Planetarium.

Mr. Chris Hendricks talked about Queen of the Courts Girls Basketball Program is for girls who attends school in Allentown offered in spring and fall. It is a six - eight week program. They features different guest speaker not only on basketball, but life, conducting themselves in the classroom, bullying, mindfulness, the police department spoke, the superintendent of the Allentown School District to make an impact on the girls. In the spring, they had an average of 60 girls. This fall, they had about 50 girls. They want to offer this program for other sports. For males, they have Midnight Basketball Program.

Mr. Ryan Griffiths stated that they are looking to expand to the boys basketball, baseball and soccer.

Ms. Cynthia Mota asked about the attendance of the summer program. It was low attendance. Was it promotion? She asked about the pools and Jordan Pool.

Mr. Chris Hendricks stated that they are looking to expand, not just the summer playground program, but all the program on social media. They want to offer more programs to the kids.

Ms. Karen El-Chaar stated that Jordan Pool has issues with leakage, and electrical issues. Pools may be up and running at the beginning of the season.

Mr. Rick Holtzman stated that it is their intention to open every pools in 2020. The goal is to keep them open. the two problem pools are Jordan and Irving. He explained what is happening with the pools. They need a new pump and electrical system. To open Irving Pool they are looking at \$15,000 - \$20,000. They have a \$250,000 grant from DCNR. They have to do design work before they can proceed with that grant and building of a new pool. Jordan Pool is around \$1 million.

Ms. Cynthia Mota stated that you putting on a bandage. Who is paying for the water?

Mayor Ray O'Connell stated that Ms. Mota put the nail right on the head.

They are putting a bandage, when the pools need major surgery.

Mr. Rick Holtzman stated that the city gets 99 million gallons a year from the Lease Agreement. They track the usage. he stated that the Parks Department have been putting bandage on these pools for a long time. It is just a challenge, but we do a fantastic job. He stated that they have a Plan B right now. They are looking at Irving and Jordan. It is going to take some funding to do the work. We can keep them running for another season, barring catastrophe.

Ms. Karen El-Chaar stated that for Irving Pool in the Capital Improvement Projects Budget they have a Plan and put in a request for \$108,000 for the design for the pools and the Master Plan for Andre Reed Park. For Jordan Pool, the hope is for 2020 a grant application for the state. Plan B, if Jordan and Irving are done, we still have the other two Cedar Beach and Mack Pools.

Ms. Cynthia Mota asked if there were any questions from the dias.

Mr. Julio Guridy thanked Ms. El-Chaar for her presentation and stated that they do a wonderful job. He asked about the people coming to Fountain Park. He asked about the \$767,000 in grants for the Bogert's Covered Bridge. He asked about the IronPigs Grants. He asked about the Ponds at Trexler and Daddona Park. He saw the Engineers there at Trexler Park. He asked when dos she get the results of the analysis. He asked about the Muhlenberg Lake. He asked about the budget itself. Golf Course: two positions. The Golf Course is looking great. He stated that he heard a rumor that everyone has to have a cart.

Ms. Karen El-Chaar stated at Fountain Park and Trout Creek Parkway. They did make arrangements with Discover Lehigh Valley. When they would arrive, they will have other recreational activities free of charge. For the buses that were coming in, Discover Lehigh was going to call and advice them that they need to clean up after themselves and no grilling. The \$750,000 that they received from the state, the city has to match. They have a Capital Projects Request in for Bogart's Bridge for half of that match. The application needs to be in by February for the full application. The IronPigs Charity has a grant application with an emphasis on soccer. The IronPigs will open their grant for the ball fields in February. She stated that there is a lot of environmental issues at the pond. At Trexler Pond, it supposed to be regularly maintained. They are trying to not have algae issues. They hired a Greenskeeper and it did not work out. They need additional maintenance workers.

Mr. Jeffrey Wambold that it was a misunderstanding. They offer walking at

the Golf Course. In 2017, they added a walking fee if you walk before 11:00 AM. There lights are automatic. It worked perfectly. People like it because it is self-serve with security cameras there.

Mr. Daryl Hendricks asked about the pools and the presentation regarding Jordan Pool. Was there a seam that was leaking the water out. He asked about Irvin Pool at Andre Reed Park. It is probably the least attendance. With the city's financial situation, they may have to look at what pools are getting the use and which ones are not.

Mr. Rick Holtzman stated that it is an expansion joint. That's one issue. There is a lateral crack around the frame that is leaking.

Mr. Ryan Griffiths stated that is correct.

Ms. Karen El-Chaar stated that given the location of Irving Pool on the eastside. The Capital Project Request for \$108,000 would likely be for the pool and the Master Plan. It may not be a full-blown pool. It might be a splash pool.

Mr. Ryan Griffiths stated that the numbers for 2019 Cedar Beach was over 25,000 patrons to a tune of \$160,000. Mack Pool was second with 14,000 patrons and \$42,000. Jordan Pool was third with 12,600 patrons to a tune of \$26,000. Irving Pool with 3,900 patrons at \$6,700. It is also noted that it is the city's cheapest pool at a \$2 admission fee.

Mr. Ed Zucal asked about Page 104 and 105 under Account 54 - 1, 2 and 3. How did you come up with those numbers? Are you estimating that's what those repairs are going to be. Page 106, last year you purchased a zero turn motor. The Controller send a request based on the amount. He asked if it will be cheaper to Lease. He asked about Page 108, under Account 30 the van on the Adventure Camp and Playground Program. He asked about 109, Midnight Basketball Program and how many games. He asked about the summer playground busing. Account 50, music licensing fees. On Page 110, Account 90 - Refunds. Page 111, Temporary Wages. Is that what we are paying out? On page 193 - Equipment asking for two F-150s. Page 219 - Permanent Wages up \$45,000. On Page 220, Rentals. John Deere Equipment Lease. On Page 221, Account 50 Reimbursed by the tenants renting property from us. On Page 224 - Account, Sales Tax and Credit Card Fees. He stated very good on the last page of the PowerPoint. When he does a budget, he likes to see things broken down to the dime.

Mr. Rick Holtzman stated that three are estimates. These are general repairs: electrical repairs and pump repairs they go through every year.

He stated that it is an option going forward. They can get three or four of an influx of mowers. Leasing is not done by everyone in the city.

Ms. Karen El-Chaar stated that the van is \$600 a week.

Mr. Ryan Griffiths stated that it is a Contracting obligation they have. This is for largest transportation for the summer playground program.

Ms. Karen El-Chaar stated that the Licensing Fee covers all Allentown public facilities where they have music of any sort. She stated that the \$2,500 is mostly for pavilion rentals and ball-fields.

Mr. Rick Holtzman stated that is through the Fleet and bidding that out.

Mr. Jeffrey Wambold stated that is the removal of the Greenskeeper position adding the two labor and cut \$10,000 from Temporary Wages. He stated anything that is taxable.

Ms. Cynthia Mota asked about Page 108 - Copier Usage. She asked about Publication and membership. She asked if Parks and Recreation is planning to hire.

Ms. Karen El-Chaar stated that is mostly for in-house purposes. Anything larger is being handled by Finance /Purchasing. Both of the is for membership for Pennsylvania National Associations that has to deal with Parks and Recreation. They requested to promote or create a new position within Parks and Recreation. They asked for a \$6,000 increase for the Parks Superintendent.

Mr. Joseph McMahon stated that Mr. Holtzman is paid on the lowest scales as a Bureau Manager. He has lots of experience and has been in the job for quite a while.

Ms. Cynthia Mota asked how long has he been in the position.

Mr. Rick Holtzman stated 27 years with the city and 12 years in the position.

Mr. Joseph Holtzman stated that he has served as the Interim Parks and Recreation Director twice.

Mr. Courtney Robinson thanked Ms. El-Chaar for her presentation and the work that they do. On Page 3 - discuss as to what you use as your rationale for the numbers for swimming pool and recreation fees. He asked about Irving being the last pool to open and the first pool to close.

He asked about the recreation programs. We did not do the Irving Program because there were not enough sign-ups. In the Detail Book, he asked Mr. Holtzman on the usage of water and Irving and Jordan. What would a normal amount of usage in a season if it wasn't leaking? He asked if they made an attempt to determine if there is a structural issue to create a sinkhole problem. On Page 104 - what is something that you think will be a better number for training and maintaining plant-life. He asked about Account 66 and the chemicals that the city uses and is it pet-friendly. On Page 177 - Trexler Fund, Account 46 - Other Contract Services and Line Item #1 Stone and Masonry. The would hope the administration will add a Stone Mason to the Parks and Recreation Staff. He asked about the \$39,000 majority of it not being for the WPA projects. On Page 178, Projects to Be Determined. Key Goals and Projects in the Presentation will be identified to utilize that funded for. When you talk about the Valania Park Construction you will have complete out of the Plan idea. He asked about the Percy Ruhre Master Plan. He asked about the dredging off the pond. He asked about the Operation Pollinator and the Bird and Bat House installation. On page 107, Park Ranger staff. He asked about training, uniforms, and vehicles. He talked about an alternative energy sources in place of the city's fuel account for heating oil and producing electric. He asked about Page 122, Hamilton Street Dam Maintenance Fund.

Mr. Ryan Griffiths stated that on the Recreation side they took a hard look at actual number of team registration. They are looking at pavilion rental and be more educational. Working with the field and court rentals to increase leads. Recreation fee is to open Dixon Street Dog Park to nonresident membership for a fee. On the Pool side, they are looking at the daily numbers. They are looking at the continued expansion of our Learn to Swim Program. Marketing American Red Cross classes and pre-lifeguarding classes and promoting season classes. He stated that it does open with Jordan and Mack on the first day ASD lets out. It is about a week before Mack closes, and two weeks before Jordan. He stated that the are looking at both ways to sign up. They note that Chris is taking inventory on what other programs are out there. We encourage anyone that shows interests to reach out and we can start that conversation.

Mr. Rick Holtzman stated 275,000 gallon pool, they will use 300,000 - 350,000 per season. They had the Stormwater people out last year. It is going down one of the out-fall pipes. It is not disappearing to the ground. There are three things identified, through their PRPS Program and NRPA Program the Parks new employees, every year he sends out as many training. These people are professionals and landscapers. They have to know what they are doing? When he first started, there was no training. They do have so much land to cover and so much land cover. The label is

the law. They follow the label. They use Safer Salt and Rock Salt. he stated that he has two different salts that they use.. Their application is based on the turf program for the sport field. He stated that the Trexler Fund Stone and Masonry work is a maintenance issue. They do what they can to maintain their WPA walls.

Ms. Cynthia Mota stated that she has been pushing for a Stone Mason to the Parks and Recreation Staff for two years.

Mr. Rick Holtzman stated that they have an estimate of \$3.5 million - \$4 million repairs needed to their WPA structures. A mason on the staff will be a huge bang for the buck. That person will work everyday unless dealing with snow or storm issues. It is for stone materials, asphalt and stone repairs, trail work and asphalt repairs. He works closely with the Street Department. The designer, engineering company, architect just came back with three ideas and one concept plan. The project will get an overhaul of the basketball court area, restroom facilities, seating the park, the trailway in the park, and the lighting in the park. It is not a clean slate. It is a major facelift for the park. He stated that Karen and Ryan are working on the Percy Ruhre Park Plan. He stated that dredging needs to be done. It is something that has to be addressed down the road.

Mr. Christopher Reverie stated that at the Golf Course in the last five years, they identified 27 acres that they deemed as naturalized areas. Currently they have five acres that are deemed Operation Pollinators: Bee Gardens, and Butterfly Gardens are seeded with a pollinator mix. They designated two and a half acres to milk weeks and seeded. Bird houses they are looking to add in and Bat Houses. The two ponds have duck boxes. The first Green Program they are doing in Stem Education and getting school kids out to the Golf Course.

Ms. Karen El-Chaar stated with the Park Rangers, the Parks Department bring them in over the summer to open the restrooms, check each facility. Close restrooms during the evening. They help raise, maintain order from a security standpoint. They have no authority for arrest. There is training in-house. If there are issues, the Parks Department supplement that. At the moment, they have been in their own clothing. They utilize a city vehicle. She stated that the later point will be something for consideration and for a financial issue. For long-term alternative energy sources can be considered. She stated that she has been doing house-keeping. They brought grants in the spring that were not on the books. The first was the investigation of who owned the dam and thanked Mr. Hanlon for going through City Council Ordinances. The city of Allentown owns the Hamilton Street Dam. The state came in, rebuilt the dam and turned it over to the city. In March 1984 City Council accepted the Dam from the state and it



was a contractual obligation to have an escrow account for maintenance. The Hamilton Street Dam Maintenance Fund is purely for the Hamilton Street Dam.

Mr. Roger MacLean asked about Page 110 on the Detail Book, on refunds. If someone rents a park or a pavilion and they give you a check for \$100 and then cancel it and you give them the \$100 back. Why are we budgeting \$2,500 then if it is only refunded money that you already received from somebody. He asked Mr. Holtzman on Page 178, \$18,000 for mulch in two different places.

Ms. Karen El-Chaar stated that the Parks Department is just accounting for the fact that we are getting refunds back.

Mr. Brent Hartzell stated that they include the revenue in that as well. If we need to pay out then it needs to show on the other side.

Mr. Rick Holtzman stated there is playground mulch for all the playgrounds and then the landscape mulch.

Ms. Cynthia Mota asked if there were any questions from the public.

Mr. Tom Hahn asked for an explanation about overtime for salaried people. The city charges for the golf cart, would that be a benefit for the budget. He asked about the girls basketball at the neighborhood school should be investigated. The \$7,500 grant money that the city owns has to be explained. If the city uses part of the stormwater fees to fix the ponds because it is all connected with water, is it allowed. He asked about fees that change for the pools or the other departments can it be considered part of the tax increase.

Mr. Glenn Hunsicker asked about the Capital Account contribution in the amount \$270,000 he thought they has a contract from the Trexler Estate that it will be 10 percent for Year 1, 20 percent for Year 2 What year are we in?

Mr. Brent Hartzell stated that it is 15 percent for 2020. It will go to 20 percent for 2021 and 30 percent each year after. It was 10 percent this year.

Mr. Lou Hershman asked about the baseball field. A game is for \$25. Does the city have to do the grading, the cutting of the grass and line the fields. We will be losing money. He stated that he read that the city doesn't charge for Fountain Park. He asked about the Golf Course. Didn't the city raise our rates. We should have gotten more. He stated that City Council

doesn't answer any questions. He asked if the city splits the \$1 fee for the people we rent the golf carts from.

Ms. Karen El-Chaar stated ECTB pays to use the fields.

Mr. Jeffrey Wambold stated that it is a dollar for nine holes and a dollar for 18 holes. Each person pay their own fee.

Mr. Courtney Robinson stated that it is Yamaha that the city leases the golf carts from. Do we split the fee with them?

Mr. Jeffrey Wambold stated no.

Ms. Cynthia Mota asked if there were any other questions from the public.

Ms. Karen El-Chaar stated that the Tony Hawk Grant will be on the agenda for Wednesday. That is for a contribution/donation from the Tony Hawk Foundation for construction of the Jordan Skate Park. That is a straight grant. There is no matching requirement. That is \$10,000. She introduced her staff and Recreation Board members in attendance.

[15-3243](#)

Bill 68

Adoption of the Trexler Fund 2020 Budget

**Attachments:** [Bill 68 Trexler Fund](#)  
[Ordinance #15575](#)

[15-3254](#)

Bill 74

Increases Golf Course Cart Fees by \$1

**Attachments:** [Bill 74 - Golf Cart Fees](#)  
[Ordinance #15580](#)

[15-3261](#)

Bill 79 Parks and Rec, forwarded favorably

Amending the 2019 Capital Fund Budget to provide for a supplemental appropriation of Ten Thousand Dollars (\$10,000) from the Tony Hawk Foundation to be used toward the construction of the Jordan Skatepark.

**Attachments:** [Bill 79 Tony Hawk Grant](#)

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

[15-3262](#)

Bill 80

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, revising Article 400.05 Summer Recreation Fees.

Attachments: [Bill 80 Recreation Fees](#)  
[Ordinance #15582](#)

### **Budget Review: Community and Economic Development, Rental Unit Licensing Fund, Grant Fund, Housing Fund - Equipment and Capital Projects**

Mr. Courtney Robinson stated that committee is present, except for Ms. Affa who is excused. Ms. Mota will be returning from a meeting that she had to run upstairs for.

Mr. Leonard Lightner thanked the entire staff that are here. We are where we are today because of the fine people that we have that are dedicated to this city. In the budget book it does not have the Community and Economic Development Organizational Chart. In its 2020 budget, they are staying lean, but will work within the confines of the budget that is submitted. There are no major increases. CD is required to maintain the city. They are going to stay within the status quo. They understand the budget and confines that are in. They involved with rehab, making sure they develop entrepreneurship, health and welfare of the citizens. We provide special events for the citizens with special events and opportunity for citizens to participate and unify to promote the city and the HUD Grants to the city to make the city a better space to be in. Community Housing - work in rehab and creating a better housing stock. Health Bureau - \$2.3 million plus \$1.7 million of grant funding that the Health Bureau is bringing in. They are working behind the scenes and going into homes even when funding is not there. He stated that there were 1,500 Food Service Inspections with professionalism and a way that they try to find a solution to help get that restaurant operational. Mammograms, 15 community gardens, and 34,000 additional summer meals served. Maternal Health and childhood immunization.

Ms. Vicky Kistler stated that this year, the School district had over 1,000 children that were not immunized on the first day at school. They are in consistent meetings with the district to try to avoid that.

Mr. Leonard Lightner stated that 1,000 children and how many nurses that we have.

Ms. Vicky Kistler stated the city has three full-times nurses and a part-time nurse. These stats are the first quarter of the year.

Mr. Leonard Lightner stated imagine what we can do if we looked at this budget and asked for certain things. Building Standards and Safety: Building and Housing Inspectors do a fine job. He thanked them for increasing are staffing for our inspectors. We are looking out to make sure we have sufficient staffing for our inspectors. Inspecting and inspector field

is changing so is the requirements for the inspectors. The state itself had 4,000 inspectors. We are down to 2,000 inspectors for the entire state of Pennsylvania. The city's inspectors are on many of the state boards.

Mr. Bryan Geist stated that he serves on the Pennsylvania Adoption Committee and teaches at LCCC Residential Building Code and Construction Management.

Mr. Leonard Lightner stated that they talk about how to bring inspectors in and find a pipeline. You today, are not looking at the trades. They are looking at mentorship programs and on the job training. We are missing a pool of younger people that will help carry on the inspections. David Fries is on the Pennsylvania Code Officers Enforcement. He provides and sets up training locally and within our region. There were 1,700 pre-sale inspections that have been completed, 6,900 rental units have been complied. He gave a special thanks to Judy Richards, Bob Sandt and Bill Harvey. They made major changes. With 6,650 Building Permit applications received. Bill and Paul oversee the Building Permit process. If there is a building going up and there are 200 permits, each one of the permits has to be entered individually. Plan Reviews: 567 Building Plan Review. It shows you where our city is going. Collecting past due balance of rental registration.

Ms. Judy Richards stated that they actually send out billing of all the past due rental revenue. She sent out over 2,000 bills. They were able to collect over half of that. Out of the balances that were not paid, they went out revoked licenses to recoup money.

Mr. Leonard Lightner stated that people always talk about Blighted Property and Code Enforcement. Part of Code Enforcement is not just going out and inspect the property because we know that when we go out and inspect the property not everyone will comply. It is the same thing with the rental registration. When the inspectors inspect the properties, not everyone is going to comply. They have to follow the ordinance that adopted and with that process, it requires the city to take them to court and sometimes it will resort to the last means which is revoking their rental registration. There were three staff members that had to send out 2,000 past due rental registration. Not once, not twice, but four times. When they don't respond we have to send it registered mail. There is a cost and it is timely. We have to each inspector goes out to each and every individual's home and tag the house, then take a picture of the house being tagged. Planning and Zoning: They went through changes over the years. They went through three Directors. He is now of the third with no fault of theirs. Irene Woodward has done a heck of a job since she has been here. Accomplishments: 33 Land Developments submissions, Historic

Preservation Officer, 24 HARB Cases, and 27 Staff Reviews. Zoning Department: 605 Zoning applications, and 435 Zoning Permits Issued. Vision 2030: they are finally in the draft stage and the draft stage is over and they will present it in December for the final voting and adoption. There were 2,000 members with feedback. This was a very extensive process with meetings all over the city. He commended Jesse Sadiua and Hannah Clark who did countless number of hours on this Plan. They are translating the entire Plan into Spanish. It is something they will see in 2020. Housing Department - Housing Lead: Heidi Westerman oversees this part. They have done over 50 Residential Lead Mitigation Projects. This is a collaborative effort between our Housing and Health Department. Garry Ritter oversees the Risk Assessors (Sanitarians), Stevie oversees them now. The Risk Assessor takes a state test, be certified, and use an SRF gun. This is a five day process to go to training with so many years on the job. They did 50 Lead Mitigation and they 15 more lined up. This puts them behind when you need professional people involved. They did Hazard Elimination for residential properties and three internal rehabs. Heidi did it with a staff of two. We have to relocate every one of the families to a hotel the city has a contract in for 10 days. Projects: HUD Grants Lead by Maria Quigney. They fund 42 different nonprofit organizations throughout the city. Over \$3 million into HUD that they manage including CDBG including HOME ESG. They deal with homelessness, housing, after school programs, facade programs, curb and sidewalk and streetscape. It is done with a staff of three. Business Expansion and Retention Program: Lead by Dan Diaz. 84 prospects come in. This is a courtship. People are calling Allentown to relocate a business here. Dan spends countless days and hours providing a list of properties and demographics of the city. There were 456 new business licenses in the city. He also works on the marketing campaign. Actively engaged with the Arts Commission and Arts Program. Special Events: Human Relations is a new position that joined the team in June. The person the leads it is Tatiana Tooley. There have been 35 cases that they have received. She closed out all, except five. She is working with the Legal Department and going through training and rebuilding. Projects for 2020: Development takes place and implementation of the 2030 Plan, the Bank Owned Initiatives will provide banking for low income and moderate people. It was a collaboration with Mike Schlossberg, FDIC, and the Cities for Financial Empowerment. The persons that have been handling is Hannah Hart and Tom Williams. The banks are going to waive some overdraft fees, open accounts without going through check system, offer special products to build wealth in the city. They are working with the Financial Literacy Center and the Literacy Center. The Floodplain Manager and Historic Preservation Officer and are on the docket. The last slide the Monument Square and influx of traffic flow between Seventh and Hamilton so people can appreciate what the Soldiers and Sailors

Monument is all about. This is a collaboration with Community and Economic Development and the Public Works Department. There are constant studies and work being done on Allentown Hospital. The DaVinci Center coming in. We have to hold their hand on this entire process. Complete the Capital Needs Assessment to prioritize city capital projects. They want to strengthen partnerships in the city and utilize technology.

Mr. Courtney Robinson suggested moving forward to schedule a better time to update computer. He spoke on the Bank On Initiative. It is important to him. He had an initial crazy conversation a few months ago with Mr. Hartzell. It is a fantastic program that is unbelievable necessary.

Mr. Julio Guridy thanked Mr. Lightner and stated a lot of great things going on. He asked about the Health Bureau doing a lot of work. Having 5500 food service inspections completed. He has gotten a lot of calls from restaurants. Vicky and her staff give them an opportunity to correct any violations or citations before they close them down. He would like them to continue to do it. He wants people to come down here. The Market that opened up is an example of some of the things that we are doing. He suggested the 1,900 childhood immunizations came from Hurricane Maria in Puerto Rico. He suggested that Community and Economic Development pool cars.

Ms. Vicky Kistler stated that there were 432 Allentown School District kids that came from Maria. Very few had their records. We worked as quickly as we could to get them in the schools. She stated that the Health Bureau already pool cars.

Mr. Julio Guridy thanked Ms. Kistler for doing that along with Mr. Alan Jennings. It was a great presentation and job done by people in the community. On Page 6, Building Inspections/Building Permit and getting iPads for some of the inspectors. Did you get the iPads.

Mr. Leonard Lightner stated that in 2016, 2017 they tested it with tablets. There were some challenges. They did put money in the budget. As far as looking at software, he would say it is more than having tablets. It is a whole access and having that internet connection. The Health Bureau can use tablets because what they are utilizing is a state program that is accessible through the internet. With the city's internal system, they don't have that capability. He had conversations with Joe and Matt.

Mr. Joseph McMahon stated that technology starts with people first. You have to get people onboard.

Mr. Julio Guridy stated that the people that handle the technology would be

our employees.

Mr. Joseph McMahon stated that the city needs the employees buy-in.

Mr. Leonard Lightner stated that they just don't want to deploy a Pad and say they have to put their inspections in and hand-jam that stuff in again. The whole point of technology is to be efficient. If we utilize that technology, he wants them to be in the field and it to be in real-time, can email the Inspection Report or have it printed out for you. Right now, they are not completely prepared for that.

Mr. Julio Guridy stated that he assumes there are other municipalities that you use that software. He asked about the Building Plans and Review. Someone opens a barber shop or a restaurant. They send the Plans to the architect for review, then that goes to a third party for review and then it takes a while. He stated that he does not think they need to do all that. He stated that he has a couple of properties in Bethlehem and when it is something simply like that, they ask him to draw it and send to them to see if it works. He draws it, they review and approve or not approve it. He stated that the city is lacking a little bit of sensitivity when it comes to that process. He asked about the Business Expansion and Retention program. He asked if Dan Diaz the bare man. He asked about the monument. He commented on Page 189 in the Budget Book and the budget looks like they are spending less than last year. On Page 195, Training and Professional Development looks like it is being increased extensively. He asked if they are doing super extra trainings. On Page 204, Account 46 Other Contracts more than doubled as well. On Page 213, Other Contract Services you budgeted for \$274,500 and it looks like you got a grant \$414,750 and back now to an increase of \$290,500 for the year. He asked if it was a grant. On Page 225, Other Contract Services went down. What happened there? On Page 246, there were some personnel changes. On Page 257, Line 50 Other Services and Charges there is over \$82,000. He stated that you asked for more vehicles. What are those vehicles for? He suggested that the Community and Economic Development Department pool cars.

Mr. Leonard Lightner stated that there are other municipalities. He stated that we have to be efficient. We are in 2020. We are behind in technology. There is a cost to that. He stated that the city does allow people to give them drawings, but every case is different. It always depends on what that project is. When you talking about electrical, HVAC system. There is no one project the same. They are doing a Traffic Study. They want to connect the monument so that it can have a user experience. They moved the Rental Fund to an Enterprise Fund and hovering around the same of \$12 million. He stated that it is. You have to think about the

department we have. There are specialized certifications that are required. Code is changing and as the Code is changing we have to make sure they have are up to date on the changing of the Codes. They added the Chamber of Commerce Contract to Special Events. He stated that was transferred. The Community and Economic Development Department did the Comprehensive and Economic Development Plan, the Spanish Translation Contract and Evolve. They are doing a Zoning Update or a Zoning Rewrite. He stated that there were no personnel changes. The Housing Supervisor and the Office Manager were strictly in the Rental Department, now the Rental Department is the Enterprise Fund. He stated that they put the cost where it should be. They have 14 inspectors and they are short one car and the other car will be updated in the Fleet.

Mr. Joseph McMahon stated that the cost of not doing anything is costly.

Mr. Courtney Robinson stated that it is a whole new Fund. The Rental Inspection Fund. He stated that Other Contract Services went down because of the Historical Architectural Preservation. The city got money from the state for that.

Ms. Vicky Kistler stated that those are the new awards and grant contracts. Part of the Heroine and Opioid Prevention Grant and Emergency Preparedness Grant and subcontracting for social media, print media, billboards, and advertising campaigns. She stated that the Health Bureau already pool cars.

Mr. Ed Zucal asked about Page 115, Account 40 - Civic Expenses \$10,000 for the Human Relations Commission Dinner and Awards Ceremony. On Page 118, Account 68 \$17,000 to purchase new banners to eliminate the change outs. He asked if they are referring to the banners on Seventh Street. On Page 120, Lights in the Parkway and asked how much revenue did the city take in of the \$140,000 it took out. On page 129, Account 50 Number 3 and 4 Legal Opinions for Zoning Hearing Board and serve is rendered by the Solicitor. He asked if those opinions are coming from the city's Solicitors. Account 54 - Number 2, minor accidents and damages. How are you coming up with that amount? He asked on Page 132, Premium Pay and Standby Pay and Emergency Call-outs based on prior calls. On Page 139, Pool Inspection - Account 34, Pool Inspection Certification Training and asked why wasn't it put under Parks and Recreation.

Mr. Leonard Lightner stated that they do an Annual Banquet and receive funds as a fundraiser for their Annual Banquet. They are talking about the banners on the poles throughout the city. They were changing them out seasonal. He stated that the Legal Opinions are not coming for the city's



Solicitors. He stated that normally it was \$500 and they were doing their part in cutting the budget. He stated that they are basing the Premium Pay, Standby Pay and Emergency Call-outs on prior calls.

Community and Economic Development Staff stated that it is for the Sanitarians that do the inspections.

Mr. Courtney Robinson stated it should be on Page 2 or 3 of the General Budget. He stated that the A&E was \$200,000 for last year for Lights in the Parkway which is the same as the Budget Memo.

Ms. Cynthia Mota stated that she goes through different meetings through her job and Community in Schools and talk about different schools in the district. Families were scared because their children were not allowed to go to schools because of the immunizations. She commended Ms. Kistler and her staff for working so fast on that when it comes to the immunizations. The children were not allowed to be in school because they were not immunized. As Mr. Guridy mentioned a few were coming from Puerto Rico and other countries. The Health Bureau even translated some of the vaccinations.

Mr. Daryl Hendricks stated that three years ago Mr. Lightner asked for money for the budget and another three years have passed. It is not acceptable. Talk about reaching your full potential will not be reached until you fully utilize technology. We have Reading, Bethlehem, and Easton all use tablets or iPads. We are the fastest growing community. We need to do this soon. There is no way that the Inspectors can do the job they can do without technology.

Mr. Leonard Lightner stated that he will do.

Mr. Joseph McMahon stated that he agrees. He has built IT Systems that were the leading edge 20 years ago. We have to look at the history that the city went through from an IT perspective. It took the city about one year and a half to get through the Malware and we are rebuilding. Council was gracious enough to add four positions and they are still filling them. There are some things within the Eden System that won't fulfill everything that the Community and Economic Development Department needs.

Mr. Daryl Hendricks stated that it might not be the Eden System that would be the answer. We need to start now.

[15-3221](#)

Bill 76 CEDC, forwarded favorably  
Amending the 2019 General Fund budget by eliminating the position of Combination Inspector (19M) at an annual salary of \$60,673 (Sixty Thousand Six Hundred Seventy-Three) Dollars and creating a Flood Plain

Manager (12N) at an annual salary of \$62,000 (Sixty-Two Thousand) Dollars to govern the City's Flood Plain Ordinance.

**Attachments:** [Bill 76 FLOOD PLAIN MANAGER](#)  
[Flood Plain Manager Job Description](#)

[15-3258](#) Bill 78 CEDC, forwarded favorably  
Amending the 2019 Grant Fund Budget to provide for a supplemental appropriation of Two Hundred Thousand (\$200,000) from the Pennsylvania House Finance Agency (PHFA) under their Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Fund to be used as a pass-through grant to the Redevelopment Authority of the City of Allentown for the rehabilitation of 323 and 326 N. 9th Street.

**Attachments:** [Bill 78 RACA - PHFA GRANT](#)

[15-3256](#) R90  
Adoption of the Capital Improvement Program

**Sponsors:** Administration

**Attachments:** [R90 Approves Capital Plan](#)  
[Capital Improvement Plan](#)  
[Resolution #29903](#)

[15-3257](#) Budget Memo

**Attachments:** [Budget Memo 1 - Personnel](#)  
[BUDGET MEMO 2 - HR-IT-RISK](#)  
[BUDGET MEMO 3 - NON-DEPARTMENTAL](#)  
[BUDGET MEMO 4 - CD-PARKS](#)  
[BUDGET MEMO 5 WITH ATTACHMENTS](#)  
[REVISED BUDGET MEMOS 1-3-5](#)  
[2020 Parks Budget Presentation](#)

[15-3255](#) Budget Schedule

**Attachments:** [Budget Schedule V2](#)

**ADJOURNED: 7:59 PM**