



CITY COUNCIL

Strategic Planning Committee

Monday, February 2, 2015
City Council Office
5:00 pm

Strategic planning determines where an organization is going, how it's going to get there and measures success over time. It ensures the most effective use of the organization's limited resources by focusing resources on key priorities. The Council Strategic Planning committee will prioritize, in collaboration with the City's administration, the City's goals, objectives and strategies and determine which initiatives take precedence for implementation, under three main objectives: Finance, Standards of Living and Economic Development

Committee Members: J. Waltman, C. Daubert (Co Chairs), F. Acosta, M. Goodman-Hinnershitz, D. Sterner, S. Marmarou, D. Reed

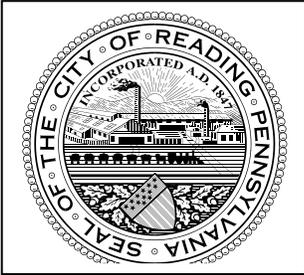
Although Council committee meetings are open to the public, public comment is not permitted at Council Committee meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the Committee Chair. All electronic recording devices must be at the entry door in all meeting rooms and offices, as per Bill No. 27-2012

Meeting Facilitated by the Managing Director's Office

- 1. Review Ordinances re CD Salaries (introduced at 1-26 regular meeting)**
- 2. WWTP Update**
- 3. Comp Plan Update**
- 4. Policy Changes to Address Long Term Issues**
 - a. Tax Exempt Properties**
 - b. Lease Agreements w/ Organizations Leasing City Facilities**
 - c. Other**

Follow-up

March - Update - Alvernia University re Angelica Park



CITY COUNCIL

Strategic Planning Committee

Monday, January 5, 2015
Meeting Report

Attending: J. Waltman & C. Daubert (Co Chairs), D. Reed, M. Goodman-Hinnershitz, D. Sterner, S. Marmarou, F. Acosta

Others Attending: L. Kelleher, C. Younger, V. Spencer, C. Snyder, R. Johnson

The meeting was called to order by Mr. Waltman and Mr. Daubert at approximately 5:10 pm.

1. Independent Legal Council Ordinance

The group reviewed the attached three ordinances that provide clarity to City Code Section Re3117-Oo5a-Ex A – Purchasing Policies and Section § 5-213 and § 5-302, regarding the use of independent legal counsel. Ms. Kelleher stated that the mediation requirement was added to sections 213 and 302.

Mr. Spencer objected to the time period for the mediation process. Ms. Kelleher expressed the belief that a time period was needed to prevent the issue from lingering.

Ms. Reed suggested changing ten days to ten business days, as that allows the parties with two full business weeks to work through the mediation process. Those present agreed.

Mr. Waltman asked the group to review the corresponding amendment to the Purchasing Policies.

Mr. Spencer raised the need for an elected official to retain the best and most talented legal counsel to handle complaints.

Ms. Goodman-Hinnershitz agreed but noted that elected officials should obtain the best talent the City can afford.

Mr. Acosta agreed that an elected official should be properly represented when citizens file complaints, as a complaint can damage a person's professional career as well as his political career.

Ms. Reed stated that skill sets and levels of experience can be required in the RFP process.

Ms. Goodman-Hinnershitz inquired if City Councilors are covered by liability insurance or if they are bonded. Mr. Younger replied that coverage is dependent upon the circumstances.

The group discussed the composition of the review group that will consider the elected official's recommendation of the outside legal counsel. Mr. Waltman suggested adding the Solicitor to the group.

The group stated that the two ordinances can move forward for introduction with the changes requested.

2. Meeting with Parking Authority

Ms. Kelleher stated that the meeting is currently scheduled for Tuesday, January 13th at 5:30 pm.

Mr. Acosta stated that the first meeting will have limited attendance and councilors were asked to send their questions/issues to Ms. Kelleher. He stated that he has not seen any questions/issues to date. He inquired if any Councilor wished to ask any questions or raise any issues. This initial meeting will be attended by Mr. Acosta, Mr. Waltman and Ms. Reed as Finance Chair.

Ms. Reed stated that due to her employment she cannot attend a meeting on Tuesday. Ms. Kelleher was asked to move the meeting to either Wednesday, January 14th or Wednesday, January 21st at 5:30 pm.

3. Alvernia and Project involving Angelica Park

Mr. Acosta stated that the City has learned that Alvernia University plans a road improvement project through Angelica Park.

Mr. Spencer stated that Alvernia claims to have mailed a letter informing the City about the project and asking for support for their grant application; however, it seems that only the City Planner received the letter. He noted the need for the project to be reviewed and approved by the Planning Commission. He questioned if St. Bernadine Street is a street on the City's topographical map or if it is merely a roadway through the park.

Ms. Snyder stated that a local State Representative inquired if Alvernia would like to apply for a grant to make road improvements in the park, probably due to the tri-partite agreement with the City. She noted that the agreement requires all parties to the agreement to agree to proposed projects.

Mr. Marmarou stated that Alvernia has not made the changes requested by the City to the sign that identifies Angelica Park as a public park owned by the City. He expressed the belief that the current signage leaves the viewer with the impression that the park is now an official entrance to the University property, rather than a throughway.

Ms. Reed expressed the belief that the improvements made within the park are appropriate and reflect positively on the area and the park.

Mr. Acosta expressed the belief that the roadway through the park is an official City street.

Ms. Goodman-Hinnershitz suggested gathering all the facts prior to further discussion.

Ms. Kelleher, after consulting with the City Code Appendix stated that portions of St Bernadine Street were dedicated in 1947, 1948, 1957 and 2008.

4. Repeal of Firearms Regulations

Mr. Younger stated that the attorney representing the Prince Law Offices, PC on behalf of the Firearms Industry Consulting Group (Division of Prince Law Offices, PC) sent a letter asking the City to repeal their local firearms regulations or risk being sued in court. He suggested repealing the regulations, rather than risking litigation. He stated that if the challenges posed by other cities are successful, the City can re-enact the legislation.

Mr. Acosta agreed noting that it would be unwise to risk litigation. He asked Mr. Younger to verify the regulations that must be repealed and to draft a letter to the attorney advising him that the legislation will be repealed by the end of January 2015.

As no other issues were brought forward, the Strategic Planning Committee meeting concluded at approximately 6:30 pm.

Respectfully Submitted by Linda A. Kelleher CMC, City Clerk

Follow Up Topics

Finance Committee

- *Act 111 Review – in progress*
- *RAWA Audit Review – assigned to Auditor*

- *Implementation of Program Audits*
- *Implementation of Recovery Plan Amendment*
- *Implementation of changes to Non Emergency Transport program*

Standards of Living

- *Comp Plan*
- *Capital Improvements re streets and street lights*
- *Update Trades Codes*
- *Agreements with Playground Associations, etc.*

Strategic Planning or COW

- *Controlling Tax Exemptions*
- *Untaxed benefits and income*
- *Streamlining or process for start-up businesses*
- *Main Street initiative*
- *UGI Gas Meters – in progress*
- *Egelman’s Park*



AGENDA MEMO

COMMUNITY DEVELOPMENT DEPARTMENT

TO: City Council
FROM: Lenin Agudo, CD Director
PREPARED BY: Lenin Agudo, CD Director
MEETING DATE: January 26, 2015
AGENDA MEMO DATE: January 13, 2015
REQUESTED ACTION: Authorize the Transfer of Funds

RECOMMENDATION

The Community Development Department requests the following transfer of funds:

- \$129,844.57 from General Fund to CD Admin as detailed below:
 - \$84,233.43 From GF Account Code #01-10-39-4000 Salary
 - \$23,116.17 From GF Account Code #01-10-39-4900 Benefits
 - \$16,051.11 From GF Account Code #01-10-39-4901 Pension
 - \$6,443.86 From GF Account Code #01-10-39-4913 Social Security
 - \$129,844.57 To CD Account Code #32-10-00-3901 Community Dev (transfer from General Fund)

BACKGROUND

The request of the transfer of these funds from the general fund is to cover half the costs of three (3) positions within the Community Development Department, the CD Director, CD Manager, and Confidential Secretary. These positions have responsibilities for several daily tasks and activities, of which 50 percent are HUD-related and 50 percent are General Fund-related. In 2014, CD paid for these positions 100 percent, and is now asking to be reimbursed in order to adhere with HUD regulations.

According to HUD regulations, program admin funds can only be used for the administration of HUD programs as well as certain planning activities that pertain specifically to the programs. Therefore, CD is requesting reimbursement in the amount of \$129,844.56 to cover 50 percent of the total salary and benefits costs for the aforementioned positions in order to remain in compliance with HUD.

The reimbursement of the overpayment of funds is standard operating procedure, and the Administration is aware of the need to reimburse the overpayment. However, due to the amount that is required to be reimbursed, council approval is being sought for the transfer.

Once funding is received, CD will ensure that the appropriate HUD accounts are credited. CD will also ensure that the funds are accounted for per HUD guidelines, as a failure to do so could result in findings and a potential repayment of funds to HUD.

BUDGETARY IMPACT

The transfer occurs during the 2014 budget period.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

- Council to take action to approve an ordinance to authorize the transfer of funds
- Appropriate HUD accounts to be credited for the overpayment of funds

RECOMMENDED BY

Carole Snyder, Managing Director; Lenin Agudo, CD Director; Chris Zale, City Controller; and Matthew Bembenik, Director of Administrative Services

RECOMMENDED MOTION

Approve/deny the ordinance authorizing the transfer of funds as listed.