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**From:** Haas, Harry  
**Sent:** Monday, February 25, 2019 9:07 PM  
**To:** Houck, Linda McClosky  
**Cc:** Luzerne County Council Members;Lawrence, Sharon  
**Subject:** Re: Position Budget resolution and rationale

Thank you, Ms. Houck.

Your draft proposal will be included in the legislative committee's work packet.

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**From:** Houck, Linda McClosky <lindamcclosky.houck@luzernecounty.org>  
**Sent:** Monday, February 25, 2019 7:41 AM  
**To:** Haas, Harry  
**Cc:** Luzerne County Council Members; Lawrence, Sharon  
**Subject:** Position Budget resolution and rationale

Mr. Haas and all Council,

Attached please find a draft resolution regarding the Position Budget and amendments that are proposed to it, such as those in the January 14 and 31 emails sent by Mr. Parsnik and forwarded to us by Mr. McGinley. I ask that the Legislative Committee consider this and it be added to the Council Work Session following that committee's discussion.

As you will note in the draft resolution, the Administrative Code clearly identifies one of the Budgets we adopt as a Position Budget. It must be referred to properly by management, and treated as such, with changes to it made by ordinance, as each change in the number or type of positions has the potential for financial impact to the County.

The intent of "locking in" a Position Budget is to encourage Management to plan for each year in every way, including the number of employees needed and their deployment. Changes to the Position Budget are as significant as changes to every other Budget, and need to be treated as such.

This Administrative Code clause was specifically added in 2014 to allow Council to be fully informed of Position changes. Until 2018, the Position Budget was referred to as a "Budget." Management decided at some point to decrease its importance by referring to it as a "List," which is inappropriate and incorrect. A List does not have the same requirements or importance as a Budget.

After several requests to Management to correctly identify this document as a "Budget" it seems to me that the only way to make it happen is by resolution.

In conformity with the Charter, the Admin Code, and this resolution, the Jan 14 and 31 position changes should be included in an ordinance and subject to vote of Council.

Thank you for your attention to this matter.

Linda Houck

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**Sent:** Monday, February 25, 2019 7:41 AM  
**To:** Haas, Harry  
**Cc:** Luzerne County Council Members;Lawrence, Sharon  
**Subject:** Position Budget resolution and rationale  
**Attachments:** Resolution 2019 - regarding Position Budget.pdf

Mr. Haas and all Council,

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Linda Houck

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**From:** Haas, Harry  
**Sent:** Tuesday, February 19, 2019 7:33 PM  
**To:** Pedri, David  
**Cc:** Luzerne County Council Members  
**Subject:** Pictometry and Website

Hi Dave,

I'm sending a follow up email regarding the pictometry project and county website.

A taxpayer had a question concerning the use of any of this information--or any information from any county department--by the WVSA or DAMA to assess the stormwater fees that were levied this year. Can you furnish council with a brief about the role the county played in that process.

Secondly, at last month's BPRC meeting it was noted that the website does not offer interactive forms that can be filled out online and submitted electronically. Since we paid the vendor over \$100,000 for the overhaul, can it either provide training to our staff about how to create an online form or enable that function on the site?

Thank you, and thanks for the presentation tonight.

Harry

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**From:** Houck, Linda McClosky  
**Sent:** Tuesday, February 12, 2019 1:08 PM  
**To:** Lawrence, Sharon;Luzerne County Council Members  
**Subject:** Re: PLEASE READ: Council Meetings Postponed

Good call. Thanks for the notice.

Linda Houck

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**From:** Lawrence, Sharon  
**Sent:** Tuesday, February 12, 2019 12:06 PM  
**To:** Luzerne County Council Members  
**Subject:** PLEASE READ: Council Meetings Postponed

Sent on behalf of the Chair:

Due to the projected weather of ice and freezing rain for this evening, the Executive Session and Council Meetings for tonight have been postponed. They are rescheduled for next Tuesday, February 19, 2019 at 5:30 and 6:00 respectively.

Thank you,  
Sharon

Sharon Lawrence  
Clerk of County Council  
Luzerne County Courthouse  
200 North River Street  
Wilkes-Barre, PA 18711  
Email: [sharon.lawrence@luzernecounty.org](mailto:sharon.lawrence@luzernecounty.org) Phone (570) 825-1634

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**From:** Houck, Linda McClosky  
**Sent:** Monday, February 04, 2019 10:40 PM  
**To:** McGinley, Tim; Luzerne County Council Members  
**Subject:** agenda item for work session

Mr. McGinley,

Please add a discussion item to the work session regarding the method in which raises were recently implemented for non-represented employees by the County Manager.

It was my understanding that, while the Manager's proposed budget requested funds allocated for 3% raises, Council actually approved funding for **2%** salary increases for non-represented employees in the 2019 budget, based on the salaries in the Position budget. While I appreciate our County employees, who work every day to provide services to the residents of our County, and commend them for their work, the funds made available for salary increases were defined by legislation when the budget was adopted. Although a majority of Council adopted a contract with the Manager providing **him** with a 6% raise for 2019, the allocation in the adopted budget for other non-represented employees was 2% - and we adjusted the Clerk of Council's salary for 2019 in line with that legislation.

However, the average increase on the list provided by the Manager was **2.48%** for non-Court employees, with increases going to 130 of the 211 non-Court employees whose positions are itemized in the 2019 Budgets, and to 102 of the 142 non-represented Court employees.

While the total dollar amount provided for all 353 non-represented positions was not exhausted, only 2/3 of the positions in the County were awarded all but approximately \$22,500.

In other words, approximately 65% of the employees received 88% of the funds.

In preparation for the February 12 discussion, I ask that Management indicate in advance of February 11 which positions on the 2019 Position Budget are vacant as of February 1, and how many current non-represented employees received no merit increase whatsoever.

I also request of Council, once again, that we direct the Manager to appropriately refer to the 2019 Position Budget as a Budget rather than a "list," in conformity with the Luzerne County Administrative Code, and to post it along with the Funds Budget on the County website.

A Budget, under the Home Rule Charter, has specific importance that a "list" does not. **This is exactly why it is referred to as a Budget in the Administrative Code.** If necessary, I will propose that we adopt a Resolution to require that the Manager refrain from diminishing the legislative authorization of positions that occurs through the adoption of the Position Budget along with the budgets for all funds each December.

Thank you.

Linda Houck