MINUTES OF MEETING
PHILADELPHIA CITY PLANNING COMMISSION
FEBRUARY 14, 1945

Present: Messrs: Burke
Exley
Heymann
Loesche
Neeson
Yarnall

Absent: Messrs: Hopkinson
Kelley
MacNeille

Others Present: Mr. Robert B. Mitchell
Executive Director

The meeting was held in the office of the Planning Commission
Twentieth Floor Market Street National Building and was called to
order at 3:30 p.m. In the absence of the Chairman, the Vice-
Chairman presided.

There being no amendments, changes or corrections, the Minutes
of the meeting of January 10, 1945 and the Status of Work Report as
of February 1, 1945, were approved as distributed.

The Executive Director read a letter dated January 30, 1945
from the Vice Chairman which outlined a proposed meeting of the
Philadelphia Section of Illuminating Engineers Society which that
body requested be sponsored by the Philadelphia City Planning Com-
mission and the Department of Public Works. A second letter
dated February 2, 1945 on this same subject from Mr. Thomas Buckley,
Chief of the Bureau of Engineering, Surveys and Zoning, giving the
date of such meeting as April 30, 1945, was also read. Mr. Buckley's
letter suggested the Planning Commission communicate with Mr. E. M.
Fuller, Chairman of the Affiliated Engineering Societies, expressing
the interest of the Commission, particularly in view of street
lighting and illuminating problems arising in connection with post-
war highway construction program. Under date of February 7, 1945
therefor the Executive Director wrote to Mr. Fuller.

A motion made, was seconded and unanimously passed, that the
Commission, in conjunction with the Department of Public Works,
should sponsor such a meeting and that Mr. Charles A. Howland, Chief of the Division of Projects, or some other representative of the Commission staff might address the meeting.

The Executive Director then explained that the Chairman wished to have brought up before this meeting for discussion a proposed study for the Commission by the Bureau of Municipal Research. Because of the need of the Commission to fit recommendations for capital improvement projects into a framework of the city's anticipated expense in other fields, it has been proposed that a study be made of anticipated future expense of the city for various services including debt service. It was explained that Mr. Hopkinson had discussed the possibility of such a study with the Mayor who had given his verbal approval. Mr. Hopkinson had written a letter to the Bureau of Municipal Research and asked whether or not the Bureau would consider making such a study for the Commission and if so, what would be the length of time required and the approximate cost.

Mr. Mitchell explained that Dr. William C. Beyer, Director of the Bureau, had come to explain to the Commissioners in the meeting the kind of study that might be undertaken and to discuss with them the possible conditions.

Dr. Beyer was then invited into the meeting. He presented a letter which was read and which is appended as a part of these minutes.

It was explained that this is the first time the Bureau of Municipal Research has considered accepting a commission for remuneration from a city agency.

In the conversation which followed, Dr. Beyer explained in more detail the nature of the personnel he would expect to employ on the project and the probable cost. It was felt that the maximum amount the Commission could spend for this purpose during 1945 is Ten Thousand Dollars and that any study must be held within that limit. Upon question from Mr. Loesche, Dr. Beyer agreed that any material produced by the study would be the property of the Commission and would be released to the public only at such times and in such manner as the Commission might approve.

A request is to be made to the Mayor for a letter requesting the Commission to have such a study made and for letters to the heads of the various departments and agencies concerned requesting their cooperation in assembling the needed information.

After some further discussion, Dr. Beyer left the meeting, whereupon it was moved, seconded and passed unanimously that negotiations for a contract with the Bureau of Municipal Research should be concluded for a study of the future expected expense of the city for various services, including debt service, in accordance with the general procedures above described, the cost of such study not to
exceed Ten Thousand Dollars.

The Chairman of the Technical Advisory Committee on Transit reported a meeting of that committee held this same date at which a smaller committee of engineers was set up to crystallize some items relating to subway-surface portals west of 30th Street at Market Street, on which a report is to be made at the next meeting of the full committee, to be held February 28, 1945.

The Executive Director referred to a joint meeting of official recreation agencies held January 23, 1945, at which a committee was created, consisting of staff people of such agencies, and read the composition of the committee as listed in the Commission's Status of Work Report as of February 1, 1945.

A motion was made to confirm the members of the Official Technical Committee on Recreation as read by the Executive Director, which motion was duly seconded and passed. This committee is composed of the following:

For the Board of Public Education:

    Dr. Philip A. Boyer, Director of Education Research
    Grover W. Mueller, Director of Physical Education

For the Commissioners of Fairmount Park:

    Russell T. Vodges, Chief Engineer
    F. E. Biggs, Superintendent of Recreation

For the Department of Public Welfare:

    John V. Smith, Chief of the Department's Bureau of Recreation
    Joseph A. Roletter, Director of City Architecture, who supervises drafting of plans for the Bureau of Recreation

For the City Planning Commission:

    Charles A. Howland, Chief Division of Projects
    Dr. Harold Mayer, Chief Division of Planning Analysis
Raymond F. Leonard, Chief
Division of Land Planning

Walter T. Robinson
Division of Land Planning

Miss Caldwell, of the Land Planning Division, can continue to service the committee as a technical secretary.

The Executive Director read a letter dated January 23, 1945 addressed to the Chairman of the City Planning Commission by Dr. Johnson of Temple University, which advised that institution had withdrawn its suggestion of the consideration of Hunting Park as a possible site for its use. A statement of their needs is to be made up by Temple University to be presented to the City Planning Commission.

A motion was proposed, seconded and passed to prepare an ordinance for introduction to City Council for allocation of funds from item 8 in an appropriation to the office of the Director of the Department of Public Works in an ordinance approved December 14, 1944, to the Board of Managers of the House of Detention for Adult Witnesses and Untried Prisoners, for preliminary architectural studies in the amount of Fifteen Thousand Dollars.

Reference was made to a letter dated February 2, 1945 written by the Executive Director to the Director of the Department of Public Health on the subject of the proposed study of the City hospitals, also a reply to same under date of February 13, by the City Architect containing among other remarks the following statement: "Immediately upon receipt of the Consultant's report and recommendations, I shall proceed with the necessary preliminary study sketches and working drawings".

Members of the Commission confirmed their previous feeling expressed in the meeting of January 10, 1945, that, as the present staff of the City Architect is so small and present lack of manpower precludes augmenting it quickly, in order to expedite the work competent firms of local architects should be employed. The Vice-Chairman was delegated by the Commission to discuss this situation further with the City Architect.

Prior to closing the meeting, the Executive Director introduced to the Commissioners the following newly appointed staff members:

Mr. Raymond F. Leonard, Chief, Division of Land Planning;
Mr. Hans Blumenfeld, Sr. Land Planner, Div. of Land Planning;
Dr. Harold F. Mayer, Chief, Div. of Planning Analysis;
Mr. Harlin G. Loomer, Planning Analyst (Sociological).

Meeting adjourned 5:45 p.m.

ROBERT B. MITCHELL
EXECUTIVE DIRECTOR
February 14, 1945

Mr. Edward Hopkinson, Jr., Chairman,
City Planning Commission,
20th Floor, Market Street National Bank Building,
Juniper and Market Streets,
Philadelphia 7, Pa.

Dear Mr. Hopkinson:

This is in reply to your letter of January 30, in regard to an over-all study of probable future costs of all services of the city, including debt service. In your letter you asked whether the Bureau of Municipal Research could contract with the City Planning Commission to make such a study, how much time it would require, and what expense it would involve.

The Trustees of the Bureau have given general consideration to this matter and have agreed to enter into a contract with your Commission, provided of course that a mutually satisfactory plan for such a study can be developed and carried out. The greatest problem will be that of finding additional personnel which is both qualified and available.

At this time we submit for your consideration the following suggestions for the proposed study:

First as to its scope and content. As it is your desire to relate the cost of maintaining and operating the new physical improvements of the city to the other costs of the city government, and as your program of public improvements locks six years into the future, it seems to us that the forecast of operating and maintenance expenditures and of debt service would be most helpful to you if it, too, looked six years into the future.

From the standpoint of the objective of this study, some departments and services seem more important than others. In our opinion, the study ought to concentrate primarily upon those departments which are most costly and affect the citizens of the community most directly, such as Public Works, Public Safety, Public Health, and Public Welfare. The overhead departments, that is, those whose primary function is to serve other departments, and the record-keeping departments, such as the Recorder of Deeds and the Register of Wills, seem less important for this study. Their expenditures
Exhibit A
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are relatively small and their effect on the community is less direct and vital than that of other departments. The courts, too, might be passed over with less attention. Intensive study, however, would seem to be necessary of the following:

1) Public Safety
2) Public Works
3) Public Health
4) Public Welfare
5) Wharves, Docks, and Ferries
6) Commissioners of Fairmount Park
7) Bureau of Weights and Measures
8) Inspectors of County Prisons
9) Registration Commission
10) Commercial Museum, Exhibition, and Convention Halls
11) Free Library

Secondly as to the method of the study. In our opinion, it would be highly important to obtain from the various departments their own estimates of their expenditure needs for the 6-year period, together with the information and reasons upon which those estimates are based. The request for such estimates, information, and reasons, it seems to us, should be made by the Commission, either directly or through the Mayor.

The information thus obtained would then be analyzed and reviewed by the project staff. In this review there would undoubtedly be a great deal of consultation with departmental officials. Use would be made also, wherever possible, of comparative information from other cities, and of service standards that have been developed by professional bodies.

Both in the planning of the study and in the formulation of estimates of expenditure needs, it seems desirable to make use of specialists in the major fields of public administration, such as police, fire-fighting, public works (especially street cleaning), health, and welfare. Thus the Commission would obtain the benefit of the judgment of outside specialists as well as of the city's own administrators.

The question arises how we should deal with changes in wage and price levels. It seems to us that the best way might be to make our estimates of expenditure needs on the basis of present levels and to indicate how total and particular figures would be effected by any given percentage of change, upward or downward in either wages or prices.

Thirdly as to the time required for the study. The Bureau would try to press the study to completion within a period of
four months from the time it begins. It is felt that, with the prompt cooperation of the various departments, a worthwhile study could be made in that time. A better study could be made if more time were taken, but if this were done, the value of greater completeness and refinement of detail would have to be weighed against the disadvantage of the later completion date, the higher cost of the study, and the diminishing value of the additional results which would be obtained by extension of the study period.

Lastly as to the cost of the study. While it is difficult to estimate this cost in advance of the actual recruitment of the additional staff that will be required, we believe that the kind of study outlined above could be made for $10,000. This figure, however, is a minimum and will involve considerable absorption of overhead for the study by the Bureau itself.

If there is any further information which your Commission would like in regard to the proposed study, we shall be glad to furnish it.

Sincerely yours,

William C. Beyer
Director