

Ray O'Connell, President
Julio A. Gurdy, Vice President
Joseph Davis
Jeanette Eichenwald
Jeff Glazier
Daryl Hendricks
Cynthia Y. Mota



Allentown City Council
435 Hamilton Street
Allentown, Pa. 18101
AllentownPa.Gov

Facebook: Allentown City Council

COUNCIL MEETING
April 1, 2015
COUNCIL CHAMBERS

Human Resources, Administration and Appointments Committee 6:00 PM

R11 Ban the Box

Supports City's Employment applications procedures to remove any questions regarding criminal activity

Rules, Chambers, Intergovernmental Relations and Strategy Committee 6:30 PM

R13

Amends Council Rules on the Appointment Process

F. The Council President shall appoint ex officio council members to other committees, authorities, boards and commissions after consultation with members of City Council.

Public Safety Committee 6:45 PM

Bill 12

Amending the 2015 Capital Project Fund Budget to provide for a transfer of Forty-Four Thousand Four Hundred Sixty-Three Dollars and Sixty-Nine Cents (\$44,463.69) from Capital Project 1657 (ERP System) to Capital Project 1690 (East Side Fire House Reconstruction) for additional work outside the original contract.

COUNCIL MEETING – 7:00 PM

1. Invocation: Rev. Bob Stevens - Zion's Reformed United Church of Christ

2. Pledge to the Flag

3. Roll Call

4. Courtesy of the Floor

Courtesy and Privilege of the Floor Rules

Please observe the Rules of Council when addressing the body. A full copy of Council Rules can be found on the city website or by email if you contact Council office.

There are multiple opportunities to address Council. Individuals can speak during Courtesy of the Floor (addressing items not on the agenda) and during Bills and Resolutions on Final Passage and Introduction. When given the Floor, please go to the podium and state your name and address. All remarks

must be directed towards the presiding officer or council as a body; not a particular Council member or elected official, the audience or city staff. Unless otherwise determined, individuals shall have three minutes to address council and individuals representing a bona-fide group shall have five minutes. Privilege of the Floor will not be extended for personal insults or personal attacks on any individual, name calling or other behavior that is inconsistent with the purpose and intent of conducting official business. Please address council as a body. Refrain from using offensive language, cursing and making noises while other people are speaking. Act with decorum. Remove your hat and turn cell phones off.

5. Approval of Minutes: March 18, 2015

6. Old Business

7. Communications

8. REPORTS FROM COMMITTEES:

Budget and Finance: Chairperson Glazier

Public Safety: Chairperson Eichenwald

Community and Economic Development: Chairperson Guridy

Parks and Recreation: Chairperson Mota

Public Works: Chairperson Davis

Human Resources, Administration and Appointments: Chairperson Hendricks

Rules, Chambers, Intergovernmental Relations and Strategy: Chairperson O'Connell

OTHER COMMITTEE REPORTS

City Controller's Report

Managing Director's Report

9. APPOINTMENTS:

Jane Brown-Heft	Allentown Arts Commission	01/02/2017
Kevin Greene	Human Relations Commission	11/01/2017
Ana Hamilton	Human Relations Commission	01/01/2017

10. ORDINANCES FOR FINAL PASSAGE (To be Voted On):

Bill 12

Amending the 2015 Capital Project Fund Budget to provide for a transfer of Forty-Four Thousand Four Hundred Sixty-Three Dollars and Sixty-Nine Cents (\$44,463.69) from Capital Project 1657 (ERP System) to Capital Project 1690 (East Side Fire House Reconstruction) for additional work outside the original contract).

11. RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):

R11

Supports City's Employment applications procedures to remove any questions regarding criminal activity

R13

Amends Council Rules on the Appointment Process

F. The Council President shall appoint ex officio council members to other committees, authorities, boards and commissions after consultation with members of City Council.

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

Bill 16

Refer to Public Works

Amending Articles 533, Parking Meters and 534, Residential Permit Parking, of the Codified Ordinances of the City of Allentown by extending hours of parking meters in all parking meter areas, increasing the meter rate from \$1 to \$2 per hour in the central business district, and making Walnut Street from 9th to 10th Street eligible for a Residential Parking Permit Zone designation.

Bill 17

Refer to Budget and Finance

Amending the 2015 General Fund, the 2015 Liquid Fuels Fund, the 2015 Trexler Fund, the 2015 Risk Fund, the 2015 Equipment Fund and the 2015 Solid Waste Fund by appropriating funds from the un-appropriated balances for the rollover of encumbrances for the prior year commitments.

Bill 18

Refer to Public Works

Amending the 2015 Capital Fund Budget to provide for a supplemental appropriation of \$16,943.00 as a result of grant reimbursements, settlements for illegal tree removals and payment in lieu of tree plantings for the purchase of new street trees.

Bill 19

Amending the 2015 General Fund Budget by eliminating one full time position of Assistant City Solicitor and replacing it with two part time Assistant City Solicitor positions.

13. RESOLUTIONS FOR INTRODUCTION (Can be voted on or Referred to Committee):

R16

To Be Voted On

Recommends Sate Approve the Use of Digital Imaging for State and Municipal Records Retention

R17

To Be Voted On

Appoints Craig Messinger as PEMA Applicant Agent

14. NEW BUSINESS

15. GOOD AND WELFARE

16. ADJOURNED



Allentown
City without limits.

Ed Pawlowski, Mayor
City of Allentown
435 Hamilton St, 5th Floor
Allentown, PA 18101-1699
Office 610.437.7546
Fax 610.437.8730
Ed.Pawlowski@allentownpa.gov

TO: Michael Hanlon
City Clerk

FROM: Ed Pawlowski *E.P.*
Mayor

DATE: March 12, 2015

SUBJECT: Authorities, Boards, Commissions Appointments

Mayor Pawlowski has approved the following appointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Jane Brown-Heft	Allentown Arts Commission	01/02/2017

Ms. Brown-Heft will be replacing Charles Kalan who resigned from this commission in December 2014. I have attached her resume for you review.

EP/kal

Attachments

REQUEST FOR APPOINTMENT

DATE 4/10/2014

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Allentown Arts Commission

NAME: Jane Brown-Heft

HOME ADDRESS: 4648 Pleasant View Drive, Coopersburg PA 18036

BUSINESS ADDRESS: Two City Center, 645 W. Hamilton, Allentown PA 18101

TELEPHONE NO. (RESIDENCE) 610-762-8099 BUSINESS 610-625-5522

EMAIL: jane@enze.us / jane@citycenterlehighvalley.com

PRESENTLY EMPLOYED BY: enze & citycenter lehigh valley

JOB TITLE: principal / creative director, enze ; design director-cciv

EMPLOYMENT (Prior): The donaldson group, simsbury, CT

EDUCATION:

HIGH SCHOOL GRADUATE: YES NO
COLLEGE OR UNIVERSITY GRADUATE YES NO
DEGREE/FIELD OF STUDY

Visual Communications,
Art Institute of Pittsburgh

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

American Advertising Federation
NCC Design Curriculum Advisory Board
Connecticut Art Directors Club

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD:

Connecticut Art Directors Club

DO YOU LIVE IN THE CITY OF ALLENTOWN: _____ YES NO

HAVE YOU EVER BEEN ARRESTED?

No.

IF SO, WHY?

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

*Design Director of City Center Lehigh Valley -
Revitalization of Downtown Allentown - Primary focus
entire, place of business in heart of Allentown.*

ARE YOU A REGISTERED VOTER: _____ YES _____ NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

*Design Director of major project -
The social + economic value of elevating arts awareness
is crucial to our (CCV) mission in the revitalization
of Allentown... striving to bring the city back to its
"Great American City" status.*

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: _____ YES NO

IF YES,
EXPLAIN:

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED _____ AND THE YEAR YOU WERE FIRST APPOINTED _____.

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.

J. Heft
Signature

4/10/2014

Date



100+ REGIONAL, NATIONAL & INTERNATIONAL DESIGN AWARDS

Jane Brown-Heft is Principal & Creative Director of enze, a strategically-focused branding and design communications discipline with a conscious creative drive. With over 100 design awards, its integrated solutions encompass everything from strategic branding and advertising to packaging and the Internet.

To keep idea's fresh, enze's practices run the gamut — developing external and internal communication solutions for companies from non-profits to the Fortune 100. Spanning a wide range of vertical markets from banking, industrial and military/government to health & fitness and entertainment, enze has a passion for clients with products and goals designed to improve the lives of others as well as the environment.

Jane began her design career in 1985 in retail advertising for a 130-store women's fashion chain headquartered in Allentown, PA. By the time she was 23, she was Advertising Director, had several pieces published in *National ADweek* and continued in advertising until 1993.

Spreading her focus from fashion to the entertainment industry, she performed design work for leading recording artists and record labels, including MCA, RCA and Elektra Records.

In 1995, she moved into brand communications working with the Donaldson Group, a Connecticut-based industrial and communications design firm. As a Senior Art Director for the firm, she had the opportunity to work with several great clients, such as Kodak Polychrome Graphics, 3M, Pitney Bowes, Hasbro/Milton Bradley, Danskin, YMCA, The Hartford, Henkel Loctite, Orvis, Gillette and Duracell, United Natural Foods, and Connecticut's Department of Economic and Community Development. There, she learned the art of the annual report, honed her branding skills, product development, packaging and internet design – picking up the international CLIO and numerous other national and international design awards along the way. While in Connecticut Jane realized her passion for the art of environmental branding, specifically branded buildings and redevelopment projects. There she developed the brand and site plans for The Farmington Valley Arts Center, as well as the expansion and rebranding of the Bushnell Center for the Performing Arts.

Jane returned to the Lehigh Valley in 2003 and established enze, a brand design consultant/design business with a focus on community, arts and entertainment. In 2004, her first major redevelopment project in the valley was branding and conceptualizing the Steel Stacks arts complex in the Bethlehem Brownfields. Jane followed with the redevelopment of the ArtsQuest brand and ArtsQuest Center, as well as the new PBS internal branding. She began working with the Allentown Symphony in 2005 and most recently designed the award-winning rebranding of Miller Symphony Hall.

Since 2011, Jane's primary focus is being Creative and Design Director for City Center Lehigh Valley. Now back "home," she has a passion for the revitalization of Allentown and spends the majority of her time working towards its success. Along with City Center, Jane has designed the Identity for the new PPL Center, the Lehigh Valley Phantoms, and is currently working on the newest Iron Pigs Charity. With full understanding of the value the arts and education have to the betterment of the community, earlier this year, Jane's work won the gold award from the American Advertising Federation for the United Way's Annual Giving Campaign.



AWARDS AND ACCOLADES

American Advertising Federation Awards

Gold Awards

2014 Gold United Way Year of Giving Campaign
2013 Gold City Center Lehigh Valley Brand Design
2011 Gold Riccione Swimwear Brand Identity/Icon
2009 Gold Melt Grille Masquerade Ball invitation
2009 Gold Melt Grille Premier Wines Menu
2009 Gold Greater Hartford YMCA 2008 Camp Calendar
2008 Gold TDG Team Building Retreat Special Event Invitation
2007 Gold enze.us Interactive Media
2005 Gold Kristyn Chambers.com Interactive Media
2005 Gold LIA Wedding

Silver Awards

Miller Symphony Hall Rebranding
Chuck Harrison Residential Design Identity/Logo Design
Chuck Harrison Residential Design Stationery Package
SANGRIA Restaurant Brand Identity/Image
Riccione Swimwear Brand Design/Line
Enerhealth Botanicals Line Packaging Design
PitneyWorks.com Website
United Natural Foods Organic Baby Website
YMCA Camp Jewell Website
Melt Grille 2007 Masquerade Ball Special Event Campaign
Sweet Basil Neapolitan Style Pizzeria Identity
Lavender Fields Day Spa.com Interactive Media
Anusara Yoga Identity and Design Guidelines
WMGK Philadelphia Identity
Kodak Polychrom Graphics Package Design
Young Wizards Product Logo
The Hartford Human Resources Brochure
AdventureSpas.com Website
Kristy Chambers Brand Identity
Chatterbox Brand Identity
DRS Technologies Leadership Meeting

Bronze Awards

ARTSQUEST Brand Design/Image Guidelines
Danskin/Empower Design & Packaging Guidelines
6th Street Shelter Benefit Poster
InThePlay Brand Identity
Burkholder's HVAC "Hands Off" Koozie
"Holiday Cheer" Party Invitation
Allentown Symphony Hall 06/07 Season Brochure
Greater Hartford YMCA Camp Guides
enze Promotional Playbill Ad
Woodstock Farms Trailer Graphics
JF Magic Brand Identity
Community Bike Works Identity
enze Identity Package
NutriCafé Package Design
SteeiStax Identity / ArtsQuest
The Hartford Guidelines Cover Series

Logo 2002

Everest Broadband Networks Identity
North American Bank Identity

CLIO AWARD

Orvis *Wonderline* Fly Line Green Packaging

Neographics 2012 Best In Category : TriState

City Center Lehigh Valley Stationery Package

VISION Award

Imagistics International, Inc. 2002 Annual Report

2003 Nicholson Award : Best In Industry

Imagistics International, Inc. 2002 Annual Report

2002 Nicholson Award : Best In Industry

Imagistics International, Inc. 2001 Annual Report

American Corporate Identity

DRS Technologies, Inc. Corporate Identity Manual

DRS Technologies, Inc. Corporate Identity Program

Gerber Scientific Corporate Logo

Gerber Scientific Corporate Signage

The Gillette Company Corporate Identity Manual

Media Five Entertainment Identity

American Graphic Design Awards

Orvis Branding and Packaging Standards

Orvis *Wonderline* Fly Line Packaging

Donaldson Makoski Inc Website

Pitney Bowes Financial Services Annual Report

Pitney Bowes Financial Services Corporate Newsletters

American Savings Bank Annual Report

The Bushnell Center for the Performing Arts Annual Report

Everest Broadband Networks Corporate Identity

The Hartford Corporate Website

Donaldson Makoski Inc 1999 Corporate Website

Performance Management Associates Corporate Identity

Exhibits

Most Groundbreaking Design

Sun Microsystems/TopCoder Collegiate Challenge Exhibit

Best of INDA Filtration Expo

Lydall Filtration Exhibit

Best of CTI Expo

Linkon Corporation Exhibit

Published

Creativity 30 Annual

DRS Technologies, Inc. Corporate Identity

Creativity 31 Annual

American Savings Bank Annual Report

North American Bank Corporate Identity

Orvis Brand and Packaging Standards

Creativity 32 Annual

Pitney Bowes Environmental Health & Safety Report

Donaldson Makoski Inc Corporate Website

Incentex, Inc. Corporate Website

Creativity 33 Annual

The Bushnell Center for the Performing Arts 2002 Annual Report



Allentown
City without limits.

Ed Pawlowski, Mayor
City of Allentown
435 Hamilton St, 5th Floor
Allentown, PA 18101-1699
Office 610.437.7546
Fax 610.437.8730
Ed.Pawlowski@allentownpa.gov

TO: Michael Hanlon
City Clerk

FROM: Ed Pawlowski *E.P.*
Mayor

DATE: March 25, 2015

SUBJECT: Authorities, Boards, Commissions Appointments

Mayor Pawlowski has approved the following appointments for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Kevin Greene	Human Relations Commission	11/01/2017
Ana Hamilton	Human Relations Commission	01/01/2017

Mr. Green is replacing Jaime Gonzalez who resigned from this commission. Ana Hamilton will be replacing Alyson Hamm. Their resumes are attached.

EP/kal

Attachments

RECEIVED

DEC 18 2014

REQUEST FOR APPOINTMENT

DATE 12-18-14 **MAYOR'S OFFICE**

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: HUMAN RELATIONS COMMISSION

NAME: ANA M. HAMILTON

HOME ADDRESS: 2655 TERRWOOD DR. WEST, MACUNGIE, PA. 18062

BUSINESS ADDRESS: 542 HAMILTON ST. ALLENTOWN, PA. 18102

TELEPHONE NO. (RESIDENCE) (610) 967-3437 **BUSINESS CELL** (215) 378-0379

EMAIL: ana.hamilton.art@gmail.com

PRESENTLY EMPLOYED BY: SELF EMPLOYED

JOB TITLE: VISUAL ARTS ARTIST

EMPLOYMENT (Prior): BUCKS COUNTY AREA AGENCY ON AGING

EDUCATION:

HIGH SCHOOL GRADUATE: X YES NO

COLLEGE OR UNIVERSITY GRADUATE X YES NO

DEGREE/FIELD OF STUDY _____

PSYCHOLOGY AND FINE ARTS

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

CURRENT BOARD MEMBER OF HALA

MEMBER OF NAWA (NATIONAL ASSOC. OF WOMEN ARTISTS)

MEMBER OF ACE (ART COMMUNITY OF EASTON)

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED _____ AND THE YEAR YOU WERE FIRST APPOINTED _____.

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.

Gina M. Hamilton

Signature

12-18-14

Date

Please forward this request for appointment, along with a resume to:

**Mayor'S Office
City Hall
435 Hamilton Street
Allentown, PA 18101**

RESUME

ANA M. HAMILTON

RETIRED since 2004

PRIOR TO 2004

Employed by the County of Bucks

Children and Youth Agency

Caseworker for 11 years in several units concerning work and counseling of children and families of abused and neglected children. Extensive training in areas of safety, assessment of risk, planning, court work, outreach and other areas related to the work within the community.

Area Agency on Aging

Care Manager for 9 years.

Similar involvement of safety and planning with the Aging community of Bucks County. I was Outreach coordinator for the Agency and worked with diverse groups of immigrants of several nations in addition to Hispanics, ie Koreans, Russians, Europeans, etc. During this time I was part of a Statewide group that met monthly with the Secretary of Aging in Harrisburg for the planning of programs and policy to benefit the changing demographics and diverse ethnic population growing in Pennsylvania.

Currently, since 2011

I am a local Visual Arts Artist

I paint (self employed) at Expressions Studio
In Allentown, PA.

Bi-Lingual (Spanish/English)

Ana M. Hamilton
2655 Terrwood Dr. West
Macungie, PA 18062
12-17-14

RECEIVED

JAN 02 2015

REQUEST FOR APPOINTMENT

DATE MAYOR'S OFFICE

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Human Relations Commission

NAME: Kevin Greene

HOME ADDRESS: 209 East Howe St Allentown, PA, 18109

BUSINESS ADDRESS: 555 Union Blvd Allentown PA 18109

TELEPHONE NO. (RESIDENCE) 484-634-6838 BUSINESS 484-272-2313 ext 5

EMAIL: Kevin.Greene@LVFaces.com

PRESENTLY EMPLOYED

BY: Lehigh Valley Faces LLC

JOB

TITLE: Coo

EMPLOYMENT

(Prior): T-Mobile USA

EDUCATION:

HIGH SCHOOL GRADUATE:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
COLLEGE OR UNIVERSITY GRADUATE	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
DEGREE/FIELD OF STUDY	<u>Business</u>	

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

Board member of CoSLU. Also
Chair of the Resource Committee.
member of the wealthy disparity task force
new member of MDC board run by Pastor
Greg Edwards of Life Church

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD: _____

DO YOU LIVE IN THE CITY OF ALLENTOWN: YES NO

HAVE YOU EVER BEEN ARRESTED?

no

IF SO, WHY?

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

I currently own a home in Allentown and in the future looking to purchase Retail and Rental properties

ARE YOU A REGISTERED VOTER: YES NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

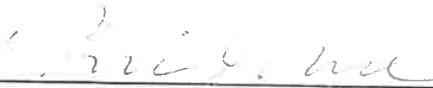
on weekly basis I deal with Diversity issues with schools and employees. working with youth also gives me great insight on the new cultural issues we have ahead of us in the Valley

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: YES NO

IF YES, EXPLAIN: _____

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED _____ AND THE YEAR YOU WERE FIRST APPOINTED _____.

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.


Signature

12-13-14
Date

Please forward this request for appointment, along with a resume to:

**Mayor'S Office
City Hall
435 Hamilton Street
Allentown, PA 18101**



Kevin Greene

209 East Howe St
Allentown, PA 18109

484-634-6838

kevin.greene@lvfaces.com
lvfaces.com

SUMMARY

Throughout my professional career I have achieved success not only by using my intelligence and rational thought, but by embodying leadership qualities that are crucial in achievement. I have always held myself to a high moral standard with four guiding principles: integrity, responsibility, sympathy, and forgiveness. I have always felt the way you treat yourself is the way other people will treat you. Always in control of my emotions, I have developed strong relationships by being aware of my own feelings and those of others. Having the mindset on how we can learn from adversity in order to move forward to achieve team success will continue to be what drives me.

EXPERIENCE

**COO of Marketing and Development, Lehigh Valley Faces
Co-Founder/ COO of R2C2 Incorporated
Allentown, Pa — 2012-present**

The COO is responsible for decision making, leadership, managing and executing all endeavors of the specific branch of LVF and R2C2 Inc. The communicator role can involve the press and the rest of the outside world, as well as the organization's management and employees; the decision-making role involves high-level decisions regarding policy and strategy. As a leader, the COO will advise the portions of the executive team related to specified objectives, motivate employees, and drive change within the organization. As a manager, the CEO presides over the organization's day-to-day, month-to-month, and year-to-year operations including goal setting, research and assessment.

Accomplishments

- Acquired, develop multiple marketing contracts and consulting projects
- Youth development/ community development
- Chair of the Resource Committee of the Rising tide Community Loan Fund
- Member of the Wealth Disparity Task Force
- Developed and presenting multiple seminars on etiquette, social issue, business development
- Managed Professional and Community wide events
- Worked with multiple Municipalities
- Conducted staff training employees (customer service, team building, and communication)

**Level 3 tech analyst, T-Mobile USA
Allentown, PA — 2006- 2012**

Through my career at T-Mobile USA I have held multiply job titles. Responsibilities ranging from direct customer interaction to retaining dissatisfied customers, solving and correct technical issues. Assistance in training and developing new and current staff member s. Gathering and analyzing network data to correctly predict or inform department on current and upcoming system outages. Update database used by employees to share and acquire information to complete job task.

Accomplishments

- Tested multiple products before launch
- Assisted in the improvement of a new information system network
- Promoted six times
- Was awarded top Tech Analyst four times

EDUCATION

Penn State Lehigh Valley

Business Management — 2012-present

This degree provides a strong background to enhance existing business skills and obtain broad based knowledge of business management in the manufacturing, retail, and service industries. This program also promotes success in both profit and non-profit organizations for a competitive edge in today's business climate.

REFERENCES

Bernie Story : Executive Director of Lehigh Valley Community Foundation

Veronica Hunter : Student Affairs Temple University

Alan Jennings : Executive Director of Community Action Committee Lehigh Valley

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 12 - 2015

March 4, 2015

AN ORDINANCE

Amending the 2015 Capital Project Fund Budget to provide for a transfer of Forty-Four Thousand Four Hundred Sixty-Three Dollars and Sixty-Nine Cents (\$44,463.69) from Capital Project 1657 (ERP System) to Capital Project 1690 (East Side Fire House Reconstruction) for additional work outside the original contract.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

~~SECTION ONE: That City Council authorizes a transfer for the unappropriated balance of the Capital Project Fund in the amount of Forty Four Thousand Four Hundred Sixty Three Dollars and Sixty Nine Cents (\$44,463.69) reflecting a transfer within the Capital Project Fund.~~

~~SECTION TWO: That City Council authorizes a transfer from within the Capital Project Fund in the following manner:~~

FROM ACCOUNT

001-07-1657-0951-46	\$44,463.69
Management Systems	
ERP Systems	

TO ACCOUNT

001-03-1690-0951-76	\$44,463.69
Public Works	
East Side Fire House Reconstruction	

~~SECTION TWO: THREE:~~ That this Ordinance will take effect ten (10) days after final passage.

~~SECTION THREE: FOUR:~~ That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Department of Public Works

- **Summary and Facts of the Bill**

This ordinance transfers funds from one capital project to another capital project needing the funds.

Purpose – Please include the following in your explanation:

- **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
- **What are the Benefits of doing this/Down-side of doing this**
- **How does this Bill related to the City’s Vision/Mission/Priorities**

During the construction of the East Side Fire Station additional unforeseen work needed to be performed that was outside the original scope of the contract. Therefore requiring a change order at the completion of the project. Since this additional work was not anticipated, it also was not budgeted. Funds remained available in the ERP System capital project that can be used to cover this expense.

- **Financial Impact – Please include the following in your explanation:**

- **Cost (Initial and ongoing)**
- **Benefits (initial and ongoing)**

There is no financial impact because the ordinance is moving funds from existing accounts.

Funding Sources – Please include the following in your explanation:

- **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

The attached ordinance has the specific accounts of the transfer.

- **Priority status/Deadlines, if any**

This ordinance needs to be passed in the immediate future so that payment to the vendors can be accomplished.

- **Why should Council unanimously support this bill?**

Council should support this bill because the ordinance allows expenses to be paid out of the correct account.

CITY OF ALLENTOWN

No. 11

RESOLUTION

R - 2015

Introduced by the Administration on March 18, 2015

Ban the Box – Fair Chance Policy to Increase Employment Opportunities

Resolved by the Council of the City of Allentown, That

WHEREAS, “Ban the Box” is a national initiative with the goal of increasing employment opportunities for individuals with previous criminal convictions by removing questions from the employment application regarding criminal history; and

WHEREAS, “Ban the Box” legislation has been adopted in 13 states and more than 70 jurisdictions and is an Equal Employment Opportunity Commission best practice; and

WHEREAS, the inability of people with criminal records to obtain jobs contributes to such problems as high unemployment, family trauma, recidivism and increased crime; and

WHEREAS, people of color are disproportionately arrested, convicted and incarcerated in contrast to their representation within our communities; and

WHEREAS, employers may fail to consider a person with a previous criminal conviction on the basis of his/her education, previous experience and work history, or other relevant qualifications; and

WHEREAS, “Ban the Box” policies provide people a fair opportunity to re-enter the economic mainstream and regain financial security and dignity; and

WHEREAS, this Resolution should not be construed to advocate for the special treatment of individuals with previous criminal convictions, nor should an employer be required to hire someone with a previous criminal conviction, nor should an employer’s ability to select the most qualified and appropriate applicant for the given employment opportunity at hand be diminished.

NOW, THEREFORE, BE IT RESOLVED,

1. The City Council of Allentown endorses the Administration’s new City employment application procedures effective May 1, 2015, (Appendix A) which effectively “bans the box.”
2. Further, the City Council of Allentown encourages Lehigh County, other County municipalities, and private businesses to “Ban the Box” as we collectively work to ensure individuals with previous criminal convictions are given a fair chance to be considered for a job.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Human Resources

- **Summary and Facts of the Bill**

Ban the Box legislation allows the City to judge applicants on their qualifications first without the stigma of a criminal record.

- **Purpose – Please include the following in your explanation:**

- **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
- **What are the Benefits of doing this/Down-side of doing this**
- **How does this Bill related to the City's Vision/Mission/Priorities**

According to www.NELP.org, conservative estimates indicate that roughly 70 million adults (1 in 4) in the United States have some sort of a criminal record, and nearly 700,000 people return to their communities from incarceration each year.

Ban the Box is the phrase coined for fair chance policies which remove the box on an employment application asking about the criminal history information of an applicant. By removing the conviction history question from the application, employers are attempting to judge applicants on their merits.

Banning the box from the application would not prohibit the City from running a background check, nor does it prevent employers from considering an applicant's criminal history when making an employment decision. Allowing people to work increases their tax contributions, boosts sales tax, and saves money by keeping people out of the criminal justice system.

- **Financial Impact – Please include the following in your explanation:**

- **Cost (Initial and ongoing)**
- **Benefits (initial and ongoing)**

There is no financial impact or cost to the City.

- **Funding Sources – Please include the following in your explanation:**

- **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Not applicable

- **Priority status/Deadlines, if any**

It is intended that Ban the Box will be implemented by the City of Allentown no later than May 1, 2015.

- **Why should Council unanimously support this bill?**

Council should support this resolution because research indicates that once an employer has the chance to examine the qualifications of an applicant without the bias which can be associated with knowledge of a conviction history, the employer would be more willing to hire the applicant. Employment has been found to be a significant factor in reducing re-offending.



CITY OF ALLENTOWN

No. R13

RESOLUTION

R – 2015

Introduced by City Council on March 18, 2015

Council Rules Amendment

Resolved by the Council of the City of Allentown, That

WHEREAS; Council is desirous of amending their rules on the appointment process.

NOW, THEREFORE, BE IT RESOLVED that City Council hereby amends Rule XI, Committees, by adding the following:

F. The Council President shall appoint ex officio council members to other committees, authorities, boards and commissions after consultation with members of City Council.

ORDINANCE

BILL NO. 16 – 2015

April 1, 2015

AN ORDINANCE

Amending Articles 533, Parking Meters and 534, Residential Permit Parking, of the Codified Ordinances of the City of Allentown by extending hours of parking meters in all parking meter areas, increasing the meter rate from \$1 to \$2 per hour in the central business district, and making Walnut Street from 9th to 10th Street eligible for a Residential Parking Permit Zone designation.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That Article 533.04 is amended to include the following:

533.04 TIME OF PARKING LIMITED BY ZONE; HOURS OF OPERATION

On all days, other than those set forth in Section 533.03, parking in all zones is hereby limited not to exceed the maximum time stated in each meter. The hours of operation of on-street parking meters and residential permit parking are Monday through Saturday from 8:00 A.M. to 10:00 P.M. (8024 §5 4/3/56; 13201 §1 6/3/93; 14312 §1 8/18/05)

SECTION TWO: That Article 533.08 be amended to read as follows:

533.08 DEPOSIT OF PROPER COINS IN METER

A. Upon parking any vehicle in any parking meter space, the operator shall immediately deposit, in the meter controlling such space, the proper coin of the United States as designated for such parking on the instructions for operations of such meter. Upon the deposit of such coin and placing the meter in operation, such meter space may be lawfully occupied by any vehicle during the period of parking time as indicated on the meter. (9844 §2 7/3/62)

B. Pursuant to this section, Council is hereby authorized and empowered to designate the proper coin or amount to be placed in such meter and to amend the instructions on the meter to reflect the proper coin or amount required for the operation of such meter. The rate per hour shall be One (\$1) Dollar except for Hamilton Street between 4th to 10th Streets and the unit blocks between Walnut and Linden Streets, where the rate shall be Two (\$2) Dollars. (12161 §1 12/22/75) (14312 §1 8/18/05)

SECTION THREE: That Article 534.12 be amended to include the following change, in effect, making Walnut Street

534.12 RESIDENTIAL PARKING PERMIT ZONES

D. Residential Parking Permit Zone #4

1. Area bounded by Maple Street on the north, Union Street on the south, 13th Street on the west and 10th Street on the east. Along each of the four (4) boundaries, both sides of the street are to be included. Also included is the unit block of South Jefferson Street. (12708 §9 5/7/86; 14702 §2 4/6/09)
2. Area bounded by Walnut Street on the north, Union Street on the south, 8th Street on the east and 10th Street on the west ~~but not to include Walnut Street from 9th to 10th Streets~~, 9th Street from Walnut Street to Jackson Street and Jackson Street from 9th to 10th Streets and all areas included in the between these boundaries. (12708 §9 5/7/86)

SECTION FOUR: That this Ordinance will take effect ten (10) days after final passage.

SECTION FIVE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- What Department or bureau is Bill originating from? Where did the initiative for the bill originate?

Public Works and the Allentown Parking Authority

- Summary and Facts of the Bill

Bill extends parking meter hours from 6pm to 10pm in all parking meter areas. Bill also increases the hourly parking rate from \$1 to \$2 only on Hamilton Street between 4th and 10th streets and the unit blocks between Walnut and Linden streets. All other affected parking meter areas remain \$1 per hour. This bill does not change or affect residential parking permit fees, which remain unchanged.

- Purpose – Please include the following in your explanation:
 - What does the Bill do – what are the specific goals/tasks the bill seek to accomplish
 - What are the Benefits of doing this/Down-side of doing this
 - How does this Bill related to the City's Vision/Mission/Priorities

Based on a survey conducted by the Greater Lehigh Valley Chamber of Commerce, 82 percent of responding downtown merchants say their customers 'sometimes' or 'always' complain about lack of parking close to the business destination. Also, this survey indicated that the average length of stay by these customers is one to two hours, which is the appropriate use of metered parking. To that end this bill expands enforcement hours to provide the necessary parking turnover for businesses and restaurants. This change will also improve traffic on event evenings at the arena.

Additionally, a recent Allentown Parking Authority survey conducted of residential parking permit customers indicates that only 20 percent of respondents believe that there is ample parking on their street after 5pm and only 16 percent believe ample parking exists on the weekend. This bill will positively impact neighborhood parking.

- Financial Impact – Please include the following in your explanation:
 - Cost (Initial and ongoing)
 - Benefits (initial and ongoing)

Minimal financial impact to the city; driven by the nominal cost of the sign/sticker modification using existing signage and poles.

- Funding Sources – Please include the following in your explanation:
 - If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.

No funding sources necessary.

- Priority status/Deadlines, if any

Would like to be passed as soon as possible so that improvements can be made.

- Why should Council unanimously support this bill?

Expanded parking meter hours will positively impact residents and the business community.

ORDINANCE NO.
BILL NO. 17 - 2015

April 1, 2015

AN ORDINANCE

Amending the 2015 General Fund, the 2015 Liquid Fuels Fund, the 2015 Trexler Fund, the 2015 Risk Fund, the 2015 Equipment Fund and the 2015 Solid Waste Fund by appropriating funds from the un-appropriated balances for the rollover of encumbrances for the prior year commitments.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN;

SECTION ONE: The City Council authorizes the appropriation of the following funds:

\$1,483,255.73 (One Million Four Hundred Eighty Three Thousand Two Hundred Fifty Five Dollars and Seventy Three Cents) of the General Fund;

\$6,332.92 (Six Thousand Three Hundred Thirty Two Dollars and Ninety Two Cents) of the Liquid Fuel Fund;

\$1.20 (One Dollar and Twenty Cents) of the Trexler Fund;

\$7,380.42 (Seven Thousand Three Hundred Eighty Eight Dollars and Forty Two Cents) of the Risk Fund;

\$149,146.78 (One Hundred Forty Nine Thousand One Hundred Forty Six Dollars and Seventy Eight Cents) of the Equipment Fund;

\$148,518.05 (One Hundred Forty Eight Thousand Five Hundred Eighteen Dollars and Five Cents) of the Solid Waste Fund;

From the un-appropriated balance of fund to the following accounts:

DEPTIAC	ACCOUNT	AMOUNT
COUNCIL: OTHER CONTRACT SERVICES	000-01-0101-0001-46	84,056.86
COUNCIL: OPERATING MATERIALS & SUPP	000-01-0101-0001-68	225.00
MAYORIEEXEC MGT: TRAINING & PROF. DEV	000-01-0201-0001-34	716.61
MAYORIEEXEC MGT: OTHER CONTRACT SERV	000-01-0201-0001-46	1,481.96
MAYORIEEXEC MGT: OTHER SERVICES & CHRG	000-01-0201-0001-50	1,160.00
MAYORIEEXEC MGT: OFFICE SUPPLIES	000-01-0201-0001-68	724.65
MAYORINFO SYS: OTHER CONTRACT SERV	000-01-0201-0002-46	8,970.00
FINANCE: GRANT, NON-CITY CHGS	000-02-0602-0003-48	1,059,898.00

DEPT\VAC	ACCOUNT	AMOUNT
PW\COMPL: OTHER CONTRACT SERV	000-03-0701-0002-46	716.57
PW\ENGR: OTHER CONTRACT SERV	000-03-0702-0001-46	40,025.67
PW\B.MAINT: OTHER CONTRACT SERV	000-03-0707-0001-46	7,300.00
PW\TRAFFIC: OTHER CONTRACT SERV	000-03-0807-0001-46	228.43
PW\ST LT: OTHER CONTRACT SERV	000-03-0809-0001-46	836.00
PW\ST LT: REPR & MAINT SUPPLIES	000-03-0809-0001-54	1,599.00
PW\ST LT: OFFICE SUPPLIES	000-03-0809-0001-68	12,905.00
POL\OPER: OTHER CONTRACT SERV	000-04-0802-0001-46	78,860.00
POL\OPER: OFFICE SUPPLIES	000-04-0802-0001-68	13,231.74
POL\ACADEMY: UNIFORMS	000-04-0802-0004-56	6,766.80
POL\ACADEMY: OFFICE SUPPLIES	000-04-0802-0004-68	9,910.00
POL\ANTI CRIME: EQUIPMENT	000-04-0802-0012-72	26,916.64
POL\COMM: OTHER CONTRACT SERV	000-04-0808-0001-46	2,304.04
POL\COMM: EQUIPMENT	000-04-0808-0002-72	2,124.30
FIRE\EMS: UNIFORMS	000-05-0605-0003-56	5,724.60
FIRE\SUPPR: UNIFORMS	000-05-0803-0002-56	4,413.56
FIRE\SUPPR: CHEMICALS	000-05-0803-0002-66	2,435.00
FIRE\SUPPR: OFFICE SUPPLIES	000-05-0803-0002-68	5,042.65
FIRE\SUPPR: EQUIPMENT	000-05-0803-0002-72	4,248.60
P&R\GRDS MAINT: OTHER CONTRACT SERV	000-08-0709-0001-46	9,513.86
P&R\GRDS MAINT: UNIFORMS	000-08-0709-0001-56	631.35
P&R\GRDS MAINT: OFFICE SUPPLIES	000-08-0709-0007-68	1,632.40
P&R\ACQUATICS: OTHER CONTRACT SERV	000-08-0906-0001-46	5,315.00
P&R\ACQUATICS: OFFICE SUPPLIES	000-08-0906-0001-68	1,656.46
CD\PLN: OTHER CONTRACT SERV	000-09-0902-0001-46	18,443.00
CD\PLN: GRANT, NON-CITY CHARGES	000-09-0902-0001-48	43,592.37
CD\PLN: OTHER CONTRACT SERV	000-09-0902-0004-46	7,466.62
CD\BS: UNIFORMS	000-09-0903-0001-56	1,010.00
CD\BS: UNIFORMS	000-09-0903-0002-56	240.00
CD\BS: UNIFORMS	000-09-0903-0005-56	1,450.00
CD\BS: EQUIPMENT	000-09-0903-0005-72	5,757.99
CD\HEALTH: OTHER CONTRACT SERV	000-09-0908-0004-46	3,500.00
CD\HEALTH: OFFICE SUPPLIES	000-09-0908-0012-68	225.00
	TOTAL GF (000)	1,483,255.73

DEPT/AC	ACCOUNT	AMOUNT
PW: PROF SERVICES FEES	004-03-4741-0001-44	6,332.92
	TOTAL LIQUID FUELS (004)	6,332.92
P&R: UNIFORMS	006-08-6761-0001-56	1.20
	TOTAL TREXLER (006)	1.20
RISK: SELF-INS LOSSES	081-02-8001-0001-80	7,380.42
	TOTAL RISK (081)	7,380.42
ROLLING STOCK: EQUIPMENT	083-02-8003-0001-72	136,146.78
COMPUTER: EQUIPMENT	083-02-8003-0002-72	13,000.00
	TOTAL EQUIPMENT (083)	149,146.78
PW: OTHER CONTRACT SERV	085-03-8005-0001-46	4,757.14
PW: OFFICE SUPPLIES	085-03-8005-0001-68	71,741.90
PW: EQUIPMENT	085-03-8005-0001-72	72,019.01
	TOTAL SOLID WASTE (085)	148,518.05
	TOTAL ALL FUND	1,794,635.10

SECTION THREE: That this Ordinance will take effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Finance

- **Summary and Facts of the Bill**

To increase the appropriation for prior year commitments from 2014 encumbrances to be rolled over into 2015.

- **Purpose – Please include the following in your explanation:**
 - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
 - **What are the Benefits of doing this/Down-side of doing this**

These are prior year commitments that the City has entered into.

- **Financial Impact – Please include the following in your explanation:**
 - **Cost (Initial and ongoing)**
 - **Benefits (initial and ongoing)**

This increases the expenditure appropriation.

- **Funding Sources – Please include the following in your explanation:**
 - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Fund 000	1,483,255.73
Fund 004	6,332.92
Fund 006	1.20
Fund 081	7,380.42
Fund 083	149,146.78
Fund 085	148,518.05

- **Priority status/Deadlines, if any**

Because these rollovers are from prior year commitments, we request ordinance to be passed to expend the funds as soon as possible.

- **Why should Council unanimously support this bill?**

Council should support this bill because it appropriates funds necessary to complete commitments made in prior years.

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 18 - 2015

April 1, 2015

AN ORDINANCE

Amending the 2015 Capital Fund Budget to provide for a supplemental appropriation of \$16,943.00 as a result of grant reimbursements, settlements for illegal tree removals and payment in lieu of tree plantings for the purchase of new street trees.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That City Council authorizes an increase to the unappropriated balance of the 2015 Capital Fund in the amount of \$16,943.00 reflecting receipt of monies from grant reimbursements, settlements for illegal tree removals and payments in lieu of tree plantings for the purchase of new street trees.

SECTION TWO: That City Council authorizes a supplemental appropriation from the unappropriated balance of the Capital Fund to the Parks and Recreation Department (Public Works) as follows:

001-08-1994-1512-68 (Operating Materials and Supplies)	\$13,688.00
001-08-1994-1510-69 (Operating Materials and Supplies)	3,255.00

SECTION THREE: That this Ordinance will take effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Public Works/Engineering

- **Summary and Facts of the Bill**

This bill will provide funds to purchase street trees for upcoming projects.

This bill reflects the receipt of \$3,255.00 grant reimbursement from DCNR, \$3,500.00 grant reimbursement from Brookside, \$750.00 settlement for illegal tree removals, and \$9,438.00 from the Allentown Parking Authority in lieu of planting onsite trees for the Community Parking Deck Project for a total of \$16,943.00.

- **Purpose – Please include the following in your explanation:**
 - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
 - **What are the Benefits of doing this/Down-side of doing this**
 - **How does this Bill related to the City’s Vision/Mission/Priorities**

This bill will provide funds to purchase street trees for upcoming projects.
This bill will offset the cost of these trees.

- **Financial Impact – Please include the following in your explanation:**
 - **Cost (Initial and ongoing)**
 - **Benefits (initial and ongoing)**

These funds will offset the cost of trees for upcoming projects.

- **Funding Sources – Please include the following in your explanation:**
 - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Grant reimbursements from DCNR and Brookside, payment in lieu of planting trees onsite for the Community Parking Deck Project and settlements for illegal tree removals at 613 ½ Ridge Avenue and 1732 S. Albert Street.

- **Priority status/Deadlines, if any**

As soon as bill has passed the purchase of trees will commence for the first upcoming tree project.

- **Why should Council unanimously support this bill?**

The purchase of street trees will enhance and rehabilitate areas where the trees are past their longevity. The monies received are also part of grant money for this purpose.

FILE OF CITY COUNCIL

BILL NO. 19 - 2015

Introduced on April 1, 2015

AN ORDINANCE

Amending the 2015 General Fund Budget by eliminating one full time position of Assistant City Solicitor (17N) and replacing it with two part time Assistant City Solicitor positions (17N) allocating \$57,000 for said positions – there is no budgetary impact as this was the remaining budgeted allocation for the full time assistant City Solicitor position.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That the 2015 budget is amended by eliminating one of the Two Full time Assistant City Solicitor Position listed in the proposed and adopted budget and replace with Two Part Time Assistant City Solicitor Positions: Attached is the revised budget sheet page 39 to reflect the changes.

SECTION TWO: That this Ordinance will take effect ten (10) days after final passage.

SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Department of Law

- **Summary and Facts of the Bill**

To substitute two part-time solicitor positions in place of the full-time assistant solicitor position.

- **Purpose – Please include the following in your explanation:**
 - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
 - **What are the Benefits of doing this/Down-side of doing this**
 - **How does this Bill related to the City's Vision/Mission/Priorities**

This Bill will enable the Department of Law to hire two attorneys with different areas of expertise and thereby expand and diversify the types of legal work that can be handled internally rather than referring such work to outside counsel.

- **Financial Impact – Please include the following in your explanation:**
 - **Cost (Initial and ongoing)**
 - **Benefits (initial and ongoing)**

There will be no financial impact with this re-organization of the positions in the Law department.

- **Funding Sources – Please include the following in your explanation:**
 - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Within the Law Department Personnel Account.

- **Priority status/Deadlines, if any**

ASAP. The position is vacant and two candidates are available to start work immediately.

- **Why should Council unanimously support this bill?**

This modification to legal staffing in the Solicitor's Office will more effectively serve the needs of the City, in that we will have greater diversity of legal talent, at the same expense.

CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND 000 GENERAL
DEPT 01 NONDEPARTMENTAL
BUREAU 0501 LAW
PROGRAM 0001 LEGAL SERVICES

	Actual				2014		2014		2015	
	2010	2011	2012	2013	#	Salaries	#	Salaries	#	Salaries
20A City Solicitor (PT)	1.0	1.0	1.0	1.0	1.0	53,404	1.0	53,404	1.0	54,990
18N Associate City Solicitor	-	1.0	1.0	1.0	1.0	85,462	1.0	85,462	1.0	88,036
17N Associate City Solicitor	1.0	-	-	-	-	-	-	-	-	-
17N Assistant City Solicitor	-	1.7	2.0	2.0	2.0	149,382	2.0	149,382	2.0	99,988
17N Assistant City Solicitor (PT)	-	-	-	-	-	-	-	-	2.0	57,000
16N Assistant City Solicitor	2.0	-	-	-	-	-	-	-	-	-
09N Legal Administrative Manager	-	-	-	-	1.0	54,260	1.0	54,260	1.0	58,968
07N Exec Legal Admin Asst	-	1.0	1.0	1.0	-	-	-	-	-	-
07N Executive Secretary	1.0	-	-	-	-	-	-	-	-	-
05N Legal Administrative Assistant	-	1.0	1.0	1.0	1.0	40,742	1.0	40,742	1.0	41,210
05N Clerk 3 Confidential	1.0	-	-	-	-	-	-	-	-	-
Total Positions	6.0	5.7	6.0	6.0	6.0	383,250	6.0	383,250	8.0	400,192



CITY OF ALLENTOWN

No: 16

RESOLUTION

R - 2015

Introduced by City Council and the Administration on April 1, 2015

**Recommends Sate Approve the Use of Digital Imaging
For State and Municipal Records Retention**

Resolved by the Council of the City of Allentown, That

WHEREAS, The Pennsylvania Legislature passed Senate Bill 1204-2002, amending the act of May 9, 1949 (P.L.908, No.250), to include the use of digital imaging for State and Municipal records retention in accordance with standards, policies and procedures for the creation, maintenance, transmission or reproduction of images of records approved by the Pennsylvania Historic Museum Commission (PHMC); and

WHEREAS, while the PHMC allows the use of digital imaging for the retention of temporary records, the PHMC still requires Counties and Municipalities to use microfilm and other non-digital media to retain permanent records; and

WHEREAS, the use of digital imaging will free up storage space, will make documents more accessible and discoverable, provide a more affordable alternative to required document retention, and place records at the fingertips of the public and governmental employees.

NOW THEREFORE, the Council of the City of Allentown hereby resolves as follows:

To respectfully request that the Pennsylvania Historic Museum Commission adopt regulations permitting Counties and Municipalities to use digital media to retain permanent records, to draft regulations that are similar to those approved by the National Archives and Records Administration (NARA), eliminate the requirement for Counties and Municipalities to use both microfilm and digital media for document retention, and update the regulations pertaining the retention of certain permanent records.

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to State Senator Pat Browne, and Representatives Mike Schlossberg and Peter G. Schweyer.



CITY OF ALLENTOWN

No: 17

RESOLUTION

R - 2015

Introduced by the Administration on April 1, 2015

Appoints Craig Messinger as PEMA Applicant Agent

Resolved by the Council of the City of Allentown, That

City Council does hereby approve the appointment of Craig Messinger as the Pennsylvania Emergency Management Agency Applicant Agent for South Albert Street Bridge project to the Pennsylvania Emergency Management Agency (PEMA) as submitted by Mayor Ed Pawlowski.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Engineering Bureau, Department of Public Works

- **Summary and Facts of the Bill**

The South Albert Street Bridge replacement project is partially funded by FEMA. The bridge over Trout Creek was damaged during Hurricane Irene in August 2011. PEMA has recommended the City designate the Interim Director of Public Works as the Applicant Agent. The Applicant Agent is typically not the Emergency Director; but rather from the department which is using the funding- Public Works. The Applicant Agent has the legal authority to apply for public disaster assistance on behalf of the City and is authorized to execute all required forms on behalf of the City.

- **Purpose – Please include the following in your explanation:**
 - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
 - **What are the Benefits of doing this/Down-side of doing this**
 - **How does this Bill related to the City’s Vision/Mission/Priorities**

The purpose of this resolution is to name Craig Messinger as the Applicant Agent. The Applicant Agent is typically not the Emergency Director; but rather from the department which is using the funding- Public Works. The Applicant Agent has the legal authority to apply for public disaster assistance on behalf of the City and is authorized to execute all required forms on behalf of the City.

- **Financial Impact – Please include the following in your explanation:**
 - **Cost (Initial and ongoing)**
 - **Benefits (initial and ongoing)**

No financial impact

- **Funding Sources – Please include the following in your explanation:**
 - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

N/A

- **Priority status/Deadlines, if any**

The Engineering Bureau is readying a reimbursement application and the Applicant Agent must be in place prior to the submission.

- **Why should Council unanimously support this bill?**

In order to receive reimbursement funding for the S. Albert Street Bridge, the City must name an Applicant Agent.