

Ray O'Connell, President
Julio A. Guridy, 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
May 6, 2015
COUNCIL CHAMBERS

Human Resources, Administration and Appointments – 6:45 PM

Bill 25 Public Safety Civil Service Rules

Establishing Article 155, Police and Fire Rules for Hiring and Promotions, and approving the rules of the Allentown Civil Service Board governing the appointment and promotion of police officers and fire fighters through the competitive examination process that were adopted, approved and signed by the Allentown Civil Service Board on April 8, 2015 pursuant to the Third Class City Code revisions and repealing existing Articles 176, Fire Civil Service Rules and 179, Police Civil Service Rules, of the Codified Ordinances of the City of Allentown

COUNCIL MEETING – 7:00 PM

- 1. Invocation: Pastor Lindsey Harren-Lewis, First Presbyterian Church**
- 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: April 15, 2015**
- 6. Old Business**
- 7. Communications**

Public Hearing: City Council has scheduled a public hearing on May 20 at 6:30 PM to consider Bill 13, a proposed amendment to rezone an area bounded by North 5th Street to the west, North Penn Street to the

east, W. Turner Street to the south, and generally Oak Street extended to the north, from Medium High Density Residential (R-MH) and Institutional and Government (I-G) District to High Density Residential (R-H) District. City Council may adopt this amendment to the Zoning Ordinance at the regularly scheduled Council Meeting immediately following the Public Hearing.

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:

John Bartol	Water and Sewer Compliance Board	1/01/2016
Arundahati Khanwalkar	Water and Sewer Compliance Board	5/01/2019
Richard Niesenbaum	Environmental Advisory Board	1/01/2017

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

Bill 19 Lead Funding Modification

CEDC, Forwarded Favorably

Amending the 2015 Grant Fund Budget to provide for a supplemental appropriation of \$5,000 as a result of a Commonwealth of Pennsylvania Department of Health Grant to the Bureau of Building Standards & Safety to provide additional monies for lead paint remediation and repealing Ordinance No. 15184 passed by City Council on February 4, 2015

Bill 20 Rental Rehab

CEDC, Forwarded Favorably

An Ordinance providing for the expenditure of Forty-seven Thousand (\$47,000) Dollars received by the City of Allentown from the repayment of loans made through the Rental Rehabilitation Program to be used for eligible HOME Investment Partnerships Program activities.

Bill 21 Reprograms Funds

CEDC, Forwarded Favorably

An Ordinance amending the Consolidated Plan One Year Action Plan for the Thirty-fifth, Thirty-sixth, Thirty-seventh, Thirty-eighth, Thirty-ninth and Fortieth years of the Community Development Block Grant Program (CDBG) which re-programs Three Hundred Sixty-seven Thousand Thirty-six (\$367,036) Dollars of unexpended funds.

Bill 22 CDBG, HOME, ESG Accounts

CEDC, Forwarded Favorably

An Ordinance providing for the expenditure of Three Million Four Hundred Forty-one Thousand Four Hundred Thirty-five (\$3,441,435) Dollars in Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grants Program (ESG) funds for the July 1, 2015 to June 30, 2016 grant year, received by the City of Allentown under Title I of the Housing and Community Development Act of 1974, as amended; The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009; and Title II of the National Affordable Housing Act of 1990, as amended; for the purpose of undertaking programs of housing and community development within the City.

Bill 23 Purchasing Staffing Pattern Change**Budget and Finance, Forwarded Favorably**

Amending the 2015 General Fund Budget by eliminating one full time Senior Buyer position (11N) and replacing it with one full time Buyer position (10N).

Bill 24 Health Fees**CEDC, Forwarded favorably- needs an amendment**

Amending Article 395.23, of the Health License, Operational, Inspection and Plan Review Fees by adjusting licensing fees to more closely reflect the actual costs of conducting the licensing and inspection program activities and also creates some new licensing categories that are representative of the changes taking place in the retail food industry.

Amendment – someone needs to make a motion to add this to Bill 24. The effective date would dovetail with the time needed to implement the new fee structure in the city information system.

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

SECTION THREE: That this Ordinance will become effective June 1, 2015.

Bill 25 Public Safety Civil Service Rules**HR, Admin and Appointments – this evening**

Establishing Article 155, Police and Fire Rules for Hiring and Promotions, and approving the rules of the Allentown Civil Service Board governing the appointment and promotion of police officers and fire fighters through the competitive examination process that were adopted, approved and signed by the Allentown Civil Service Board on April 8, 2015 pursuant to the Third Class City Code revisions and repealing existing Articles 176, Fire Civil Service Rules and 179, Police Civil Service Rules, of the Codified Ordinances of the City of Allentown

11. RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):**R20 Consolidated Plan Resolution****CEDC, Forwarded Favorably**

Approves the Submission of the Five Year Consolidated Plan and One Year Action Plan to HUD for the use of federal CDBG, HOME and Emergency Solutions Grant Program

12. ORDINANCES FOR INTRODUCTION (To be referred to Committee with public comment prior to referral)**B26 Northeast Revenue Fee Schedule****Refer to Budget and Finance**

Approves Penalties, Interests and Fee Schedule for the collection of Delinquent Real Estate Taxes.

B27 PLA Study**Refer to CEDC**

Amending the 2015 Capital Project Fund Budget to provide for a transfer of Seven Thousand Three Hundred Thirty One and Fifty Two Cents (\$7,331.52) from Capital Project 1635 (Old Allentown Streetscape) to Capital Project 1641 (Arts Districts Enhancements) for a Project Labor Agreement Study, prior to project bidding.

B28 Jordan Park Playground Build**Refer to Parks and Recreation**

Amending the 2015 General Fund and Capital Fund Budgets to provide for supplemental appropriation of \$70,000 to provide funds to purchase and install playground equipment and related site amenities at Jordan Park for the June 23, 2015 community build project. The funds are a result of a grant reimbursement.

B29 Police Fees Adjustments**Refer to Public Safety**

Amending Article 397.01, Police Fees, and Article 397.02, Police Academy Fees, by increasing fees for accident reports, false alarms, criminal history checks, and police training fees; and establishing a fee for video requests for civil services to better reflect the costs associated for providing the particular services.

13. RESOLUTIONS FOR INTRODUCTION (Can be voted on or Referred to Committee):**R22 Encroachment**

Encroachment for Seasonal Umbrellas at Two City Center, 645 Hamilton Street

14. NEW BUSINESS**15. GOOD AND WELFARE****16. ADJOURN**



REQUEST FOR APPOINTMENT

DATE 4/2/2015

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT

TO: Lease Concession Review Board

NAME: John J. Bartol

HOME

ADDRESS: 315 S. St. Lucas St. Allentown, Pa. 18104

BUSINESS

ADDRESS: _____

TELEPHONE NO. (RESIDENCE) 610-437-1692 **BUSINESS** 610-751-3013 (cell)

EMAIL: waterman315@msn.com

PRESENTLY EMPLOYED

BY: _____ PAAWWA PADEP

JOB

TITLE: Partnership for Safe Water Representative Water Professional Exam Proctor

EMPLOYMENT

(Prior): City of Allentown, Miller Environmental, Inc., Easton Suburban Water Authority

EDUCATION:

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

CURRENT MEMBERSHIP IN ORGANIZATIONS AND

OFFICES: WWOAP

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES

HELD: AWWA

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:

None other than my current residence

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:

To add my perspective as a lifelong City resident, water industry professional, and in my current position, in which I review and assist water utilities in optimizing their operations by increasing their own efficiencies, as a first step in the process. As a member of AWWA's P.E.A.C. national review committee, I have been able to get a perspective on challenges faced in other parts of the country.

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 commissions and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.



Signature



Date

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

**City Council's Office
City Hall
435 Hamilton Street
Allentown, PA 18101**

John J. Bartol

315 S. St. Lucas St.
Allentown, Pa.18104
610-751-3013(cell)
waterman315@msn.com
jbartolpaawwa@gmail.com

Objective

To utilize my life-long experience in the water treatment industry to help optimize overall Water treatment plant and Distribution system operations while emphasizing regulatory compliance, safety, cleanliness and co-operation between staff and management.

Qualifications

2013 to present

As a representative for the Partnership for Safe Water program in Penna. (PAAWWA), I meet with member water utilities to help them with optimization of their facilities by use of the provisions of the AWWA national program.

I also serve on the AWWA national P.E.A.C. review committee, which evaluates Water Treatment Plants, and Distribution system members who are actively engaged in optimization efforts for their facilities, and vying for associated awards presented by AWWA national.

I also am employed as a Water Professional Exam Proctor by the Pa Department of Environmental Protection.

2012 to 2013

As the Plant Superintendent for the Easton Suburban Water Authority, I assumed the responsibility of overseeing the entire Treatment Plant operation. I was also responsible for regulatory reporting, and interfacing with local regulatory agencies to assure water quality compliance. With the help of supervisory staff we were charged with optimizing the upgraded operation which included the Partnership for Safe Water Phase III award.

2007 to 2011

As the Plant operations coordinator for Miller Environmental, Inc., I facilitated the activities between the Design Engineer, Contractors, and Plant staff during the \$20 million treatment plant upgrade. I also was instrumental in updating plant procedures, and providing instruction for new equipment and technologies to plant staff, which were being introduced over the construction phase of the upgrade. Additional duties included optimization of those processes to increase efficiencies.

1990 to 2007

As the Chief Treatment Plant Operator for the City of Allentown, I directed the day-to-day operation of the city's 30 mgd treatment plant including but not limited to the following:

Direction of 4 shift supervisors and up to 25 treatment plant operators

Co-ordination with the Maintenance Supervisor and Laboratory Supervisor any changes to process operation necessitated by mechanical breakdowns or water quality analysis to maintain process standards within regulatory guidelines

Development, implementation, and review of operational procedures to maximize and optimize plant operations

Determine remedial action in case of emergencies

Designing and implementing training of new operations personnel

Preparation of reports for regulatory agencies

Approving and scheduling of paid and unpaid leaves for subordinate personnel

Reviewing requisitions for materials and supplies

Participation in budget preparation process

Attending seminars and training sessions to maintain and update certifications

Education

High School Diploma

Attended Lehigh County Community College majoring in Business Administration

Class A 1-14 Licensed Waterworks Operator in the State of Pennsylvania

Numerous supplemental courses in Water, Wastewater, and Distribution systems

Nims 100 & 200 level Certification

Relevant Experience

I have 38 years of experience in the Water Treatment industry with increasingly responsible supervisory capacity over the length of my career. It is through my guidance that the water systems in my charge have always been in regulatory compliance, established a straightforward rapport with regulatory agencies and maintained an efficiently run operation in light of escalating costs of products and services. I also have 9 yrs. of experience as a hands-on certified operator and maintenance person physically running a treatment plant. I understand how a plant runs from the lowest level mechanic to the Plant Manager.

Other Experience

Have worked with automated SCADA systems for operational control

I am proficient in computer skills such as Microsoft Excel, Microsoft Word, PowerPoint, e-mail, the Internet, and some proprietary SCADA software.

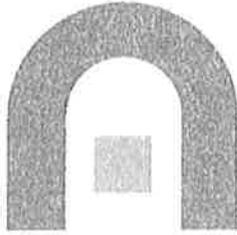
Awards

AWWA Meritorious service award -presented by Pa AWWA

Partnership for Safewater Phase III Director's Award from AWWA for the Allentown Treatment Plant

Partnership for Safewater Phase III Director's Award from AWWA for the Easton Suburban Water Authority Water Treatment Plant

References Available Upon Request



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: April 22, 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>
Arundhati Khanwalkar	Water & Sewer Compliance Review Board	5/01/2019

Ms. Khanwalkar's resume is attached for this newly formed board (Article 179B).

EP/kal

Attachments

REQUEST FOR APPOINTMENT

DATE 4/18/2015

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT
TO: Water and Sewer Compliance Review Board

RECEIVED

NAME: Arundhati Khanwalkar (Tinku)

APR 22 2015

HOME ADDRESS: 208 North Marshall Street, Allentown, PA 18104

MAYOR'S OFFICE

BUSINESS

ADDRESS: Two North Ninth Street, Allentown, PA 18101

TELEPHONE NO. (RESIDENCE) 610-439-5823 **BUSINESS** 610-774-5466

EMAIL: Tinku@me.com

PRESENTLY EMPLOYED BY: PPL Services Corporation

JOB

TITLE: Sr. Counsel

EMPLOYMENT (Prior): Associate – Woods Oviatt Gilman (Rochester, New York)

EDUCATION:

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

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES: Board of the Baum School of Art, member of Lehigh Valley Audubon Society, convener of the Lehigh Valley Bird Town Coalition, member of Pennsylvania Bar Association and Lehigh County Bar Association, active on Energy and Environment Committee of Greater Lehigh Valley Chamber of Commerce

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD: National Parks Association, Nature Conservancy, Sierra Club, Southern Poverty Law Center, ACLU

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:

Arundhati Khanwalkar (Tinku)

Tinku Khanwalkar is Senior Counsel at PPL Services Corporation. She has lived in the Lehigh Valley for almost 25 years and became a resident of Allentown in 2007. With a home in the lovely West End and with her work location in the heart of the City, Tinku has taken great interest and pride in helping to make the City an even better place in which to live and to work.

Tinku chairs the Allentown Environmental Advisory Council, serves on the Board of the Baum School of Art, is a member of the Lehigh Valley Audubon Society, and is active on the Energy and Environment Committee of the Greater Lehigh Valley Chamber of Commerce. Tinku has been instrumental in working with the Baum School and Wildlands Conservancy in developing a new after-school program that brings Science, Technology, Environment, Arts and Math as well as wellness instruction to financially challenged children in the Promise Neighborhood.

Tinku has also led the formation of the Lehigh Valley Bird Town Coalition. The LVBTC consist of over 25 organizations and municipalities whose mission is to work in partnership to promote community-based actions that create a culture of conservation and individual responsibility leading to a healthier environment, using birds as an indicator of success.

Tinku earned her Bachelor of Arts degree from Johns Hopkins University and her J.D. at Columbia University in New York City. She is married to Volkmar Dierolf, Chairman of the Physics Department at Lehigh University, and has two boys who are both now grown.

REQUEST FOR APPOINTMENT

DATE 11/13/12

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT

TO: Allentown EAC

NAME: Richard Niesenbaum

HOME ADDRESS: 921 W Turner St Allentown PA

BUSINESS ADDRESS: Muhlenberg College Allentown

TELEPHONE NO. (RESIDENCE) 610 504 6825 BUSINESS 484 664-3258

EMAIL: niesenba@Muhlenberg.edu

PRESENTLY EMPLOYED BY: Muhlenberg College

JOB TITLE: Professor of Biology / Director of Sustainability Studies

EMPLOYMENT: (PRIOR) Biology Department ShuShmore College

EDUCATION:

HIGH SCHOOL GRADUATE: ✓ YES _____ NO _____
COLLEGE OR UNIVERSITY GRADUATE ✓ YES _____ NO _____
DEGREE/FIELD OF STUDY PhD Ecology

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES: _____

Board Member - Old Allentown Preservation Association

PAST ORGANIZATIONAL MEMBERSHIPS AND OFFICES: _____

Lehigh Valley Planning Commission
Salisbury Township EAC

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: _____

No

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: _____

Apply my expertise and experience to provide balanced/sustainable solutions to the cities environmental issues

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

11/13/12

Date

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

City Clerk's Office
City Hall
435 Hamilton Street
Allentown, PA 18101

RICHARD ALAN NIESENBAUM, Ph.D.

Biology Department

Muhlenberg College

Allentown, Pennsylvania 18104-5586

<http://www.muhlenberg.edu/depts/biology/faculty/niesenbaum/page.html>

niesenba@muhlenberg.edu

484-664-3258 (office)

610-433-0265 (home)

610-504-6825 (mobile)

EDUCATION

Ph.D., Biology with specialization in Ecology, University of Pennsylvania, Department of Biology, Philadelphia, PA, 1992

M.S., Biological Oceanography and Coastal Ecology, University of Connecticut, Department of Marine Science, Storrs, CT, 1986

B.A., Biology and Environmental Studies, University of Pennsylvania, Philadelphia, PA, 1984, *Cum laude*, Honors in Environmental Studies

ACADEMIC APPOINTMENTS

Professor of Biology and Sustainability Studies, Muhlenberg College, 2006-present

Director of Sustainability Studies, Muhlenberg College, 2007-present

Co-Director of the Office of Campus Sustainability 2011-present

Department Chair, Biology Department, Muhlenberg College, 2004-2010

Associate Professor of Biology and Environmental Studies, Muhlenberg College, 1998-2006

Visiting Scholar, International Programs, The Rodale Institute, 1999-2000

Assistant Professor of Biology and Environmental Studies, Muhlenberg College, 1993-1998

Assistant Professor (Visiting), Swarthmore College, 1992-1993

Lecturer, University of Pennsylvania, 1988-1992

AWARDS AND HONORS

The Spira Honoree for Distinguished Teaching, Muhlenberg College, 2012

The Donald B. Hoffman Research Fellowship, Muhlenberg College, 2006

Lehigh Valley "Mover and Shaper" – Lehigh Valley Magazine, 2005

Service Learning Implementation Grant, Muhlenberg College, 2005

The Class of 1932 Research Professor, Muhlenberg College, 2003-2004

Award of Recognition, The Community of Las Juntas, Guanacaste, Costa Rica, May 2003

Bridgebuilder's Award for support of learning disabled students at Muhlenberg College, 1998, 2000

The Donald and Anne Shire Distinguished Teaching Professor, Muhlenberg College, 1999-2000

Faculty Speaker - Muhlenberg College Honors Convocation – "Liberal Arts Solutions to Solving Global Environmental Problems" April, 1997

Heubner Global Education and Awareness Award - Muhlenberg College, 1997

Robert C. Williams Faculty Award for Scholarly Achievement at Muhlenberg College, 1996

Creative Teaching Grant - The Faculty Center for Teaching, Muhlenberg College, 1997

Faculty Development and Scholarship Award - Muhlenberg College, 1994, 1995, 1996

University of Pennsylvania Dean's Award for Distinguished Teaching, 1991

ADMINISTRATIVE EXPERIENCE

Director of Sustainability Studies (Interdisciplinary Program), Muhlenberg College, 2006-present
Chair of Biology, Muhlenberg College, 2004-2010
Principal Investigator and Project Manager – \$1.05 million interdisciplinary NSF grant, 2005-2009
New Science Building – Executive Committee; Transition and Facility Manager, 2004-2010
Faculty Evaluation Committee – 2001-2004
Program Director - Muhlenberg Interdisciplinary Program in Costa Rica – 1995-present
Program Director – FIPSE funded program to support students at risk in the sciences
Founder and Advisory Board Member – Muhlenberg College Faculty Center for Teaching
Representative to the Board of Trustees (2001-2003)
Commissioner – Lehigh Valley Planning Commission (2003-2007)
Campus Greening Committee – Co-Chair (2003-present)
Salisbury, PA Township Environmental Advisory Committee (2009-2011)
Science Building Architect Selection Committee (2004)
Campus Tree Committee (1997-present)
Presidential Search Committee (2002-2003)
Arboretum Advisory Committee (1993-present, chair)
GIS Lab Director (Continuing)
Greenhouse and College Herbarium Manager (Continuing)

EXTERNAL FUNDING

Principal Investigator – **The National Science Foundation**, Cross-Disciplinary Research at Undergraduate Institutions (NSF-CRUI), Linking ecology, leaf chemistry, and genetics to assess abiotic and biotic determinants of herbivory. One of 4 awards nationally. \$1,050,000. 2005-2009.
Principal Investigator – **The National Science Foundation**, Research Experiences for Teachers - Supplement to NSF-CRUI. \$10,000, 2005-2006.
Principal Investigator - **FIPSE** - Discovery and Exploration in the Physical and Life Sciences - A grant to support students at risk. \$99,410, 2004-2006.
Co-Principal Investigator - **Merck/AAAS** – Undergraduate Research Experiences at the Interface of Biology and Chemistry. \$75,000, 2003-2005
Principal Investigator - **The National Science Foundation**, Division of Environmental Biology, RUE Supplement, How Experimenter Visitation and Measurement Affect Herbivory and Plant Growth, 2003, \$6,000
Principal Investigator - **The National Science Foundation**, Division of Environmental Biology, Research Award, How Experimenter Visitation and Measurement Affect Herbivory and Plant Growth, 2002-2004, \$75,000
Principal Investigator - **The National Science Foundation**, Division of Environmental Biology, RUE Supplement, How Experimenter Visitation and Measurement Affect Herbivory and Plant Growth, 2002, \$6,000
Co-Principal Investigator – **Merck/AAAS** – Undergraduate research experiences integrating Biology and Chemistry, \$60,000.
Principal Investigator – **The Kellogg Foundation & Keystone 21**. Linking biological, economic and social indicators to evaluate international conservation programs \$7200.
Co-Principal Investigator – **The National Science Foundation** (NSF-ILI). Establishment of a Biology Computer Lab for a project based curriculum, \$31,765
Principal Investigator - Conservation Assessment Program Grant - **Institute of Museum and Library Services**. Assessment of the Graver Arboretum, \$5700

Principal Investigator - Technical Assistance Grant - **Institute of Museum and Library Services**. A curatorial study at the Graver Arboretum, \$3180
Co-Principal Investigator - Institutional Incentive Grant - **PA Summer Academy Expansion Project**. Improving teaching effectiveness at Muhlenberg through the establishment of the Faculty Center for Teaching, \$13,000
Armine Elssaeser III Fellowship - **The Sea Education Association** - Human Ecology of Fjords, 1990, \$5000.

SELECTED PRESS AND MEDIA COVERAGE

The Chronicle of Higher Education, *Creating Sustainable Universities*, October 20, 2006
Lehigh Valley Magazine, *The Eighth Annual Movers and Shapers*, For Community Fair Trade Activism March/April 2005 pp59-62
Science Magazine, *Measuring the Significance of a Scientist's Touch*, October 2004, pp801
Weekly Reader/Career World Magazine, *Where do I go with Biology*, September 2004, pp 25-28
Times News, Leighton, PA, *Studying Herbs and the Brain*, January 29, 2005
La Republica, San Jose, Costa Rica, *Agrotourismo atrae a visitantes provenientes de Pensilvania*, 8 June 2002
USA Today, Cover Story: *Goodness to the last drop – Fair Trade System is harvest of hope for coffee farmers*, 16 February 2004
Allentown Times/Express Times, *Area activist wakes up and picks the coffee*, 17 March 2004
Forensic Files, Court TV, Appeared as pollen expert, 2003-2004 Season (also shown on “Montel”)
Natural History Magazine, Research Highlights: Flower Color Change, May 1999.

PEER REVIEWED PROFESSIONAL PUBLICATIONS

Ingersoll, C.M., R.A. Niesenbaum, C.E. Weigle* and J.H. Lehman*. 2010. Total Phenolics and Individual Phenolic Acids Vary with Light Environment in *Lindera Benzoin*. *Botany* **88**(11): 1007–1010.
Mooney, E.H., M.E. Edwards, and R.A. Niesenbaum. 2010. Genetic differentiation between sun and shade habitats in populations of *Lindera benzoin* L. *Population Ecology*, 52:417-425.
Mooney, E.H., E.J. Tiedeken, N.Z. Muth, and R.A. Niesenbaum. 2009. Differential induced response to generalist and specialist herbivores by *Lindera benzoin* L. (Lauraceae) in sun and shade. *Oikos*, 118:1181-1189.
Muth, N.Z., E.C. Kluger, J.H. Levy, M.J. Edwards and R.A. Niesenbaum. 2008. Increased per capita herbivory in the shade: necessity, feedback, or luxury consumption? *Ecoscience*, 15:182-188
Skoczylas, D., R.A. Niesenbaum, and N.Z. Muth. 2007. Top-down control of herbivory by insectivorous avifauna. *Acta Oecologica*, 32:337-342.
Edwards, M.E., and R.A. Niesenbaum. 2007. Eleven polymorphic microsatellite loci in *Lindera benzoin*, Lauraceae. *Molecular Ecology Notes*, 7:1302-1304.
Niesenbaum, R.A., J.F. Cahill, and C. Ingersoll. 2006. Light, Wind, and Touch Influence Leaf Chemistry, Growth, and Rates of Herbivory in *Apocynum cannabinum* (Apocynaceae). *International Journal of Plant Sciences* 167:511-521
Niesenbaum, R.A. and E.C. Kluger. 2006. When Studying the Effects of Light on Herbivory, Should One Consider Temperature? The Case of *Epimecis hortaria* F. (Lepidoptera: Geometridae) Feeding on *Lindera benzoin* L. (Lauraceae). *Environmental Entomology* 35:600 - 606

- Lewis, T.L. and R.A. Niesenbaum. 2005. Extending the Stay: Using Community-Based Research and Service-Learning to Enhance Short-Term Study Abroad. *Journal of Studies in International Education*, 9:251-264.
- Niesenbaum, R.A., M.E. Salazar, and A.M. Diop. 2004. Community Forestry in the Mayan Biosphere Reserve in Guatemala. *The Journal of Sustainable Forestry* 19:11-28
- Niesenbaum, R.A. 2004. Creating an undergraduate culture of science by integrating inquiry, project-based learning and research into the curriculum. In: *Innovations in Undergraduate Research and Honors Education*, National Collegiate Honors Council, State College, PA, pp. 36-41.
- Bharucha, D.X., B. Morling, and R.A. Niesenbaum. 2002. Use and definition of herbal medicines differ by ethnicity. *Annals of Pharmacotherapy* 37:1409-1413
- Niesenbaum, R.A. and T. Lewis. 2003. Ghettoization in Conservation Biology: How Interdisciplinary is our teaching? *Conservation Biology* 17:6-10.
- Niesenbaum, R.A. and B. Gorka. 2001. Community-based international eco-educational programming: Sound ecology and effective education. *Journal of Environmental Education*. 33:12-16.
- Gorka, B. and R.A. Niesenbaum. 2001. Beyond the language requirement: Interdisciplinary short term study abroad programs in Spanish. *Hispania*. 84:100-109.
- Niesenbaum, R.A. 1999. The effects of pollen load size and donor diversity on pollen performance, selective abortion, and progeny vigor in *Mirabilis jalapa*. *American Journal of Botany*. 86:261-268.
- Niesenbaum, R.A., M.D. Patselis, and S.D. Wiener. 1999. Does flower color change in *Aster vimineus* cue pollinators? *American Midland Naturalist*. 141:59-68.
- Niesenbaum, R.A. and S.K. Schueller. 1997. The effects of pollen competitive environment on pollen performance in *Mirabilis jalapa*. *Sexual Plant Reproduction* (Springer-Verlag), 10: 101-106.
- Niesenbaum, R.A. 1996. Linking Herbivory and pollination: Defoliation and selective fruit abortion based on pollen tube numbers in *Lindera benzoin*. *Ecology*, 77:2324-2331 .
- Niesenbaum, R.A. and B.B. Casper. 1994. Pollen tube numbers and selective fruit maturation in *Lindera benzoin*. *The American Naturalist*, 144:184-191.
- Niesenbaum, R.A. 1994. Spatial and temporal variation in pollen tube numbers in *Lindera benzoin* (Lauraceae). *Canadian Journal of Botany*, 72:268-271
- Casper, B.B. and R.A. Niesenbaum. 1993. Pollen versus resource limitation of seed production: A reconsideration. *Current Science*, 65:210-214
- Niesenbaum, R.A. 1993. Light or pollen: Seasonal limitations on fruit set in *Linderabenzoin*. *Journal of Ecology*, 81:315-323
- Niesenbaum, R.A. 1992. Sex ratio, components of reproduction, and pollen deposition in *Lindera benzoin*. (Lauraceae). *American Journal of Botany*, 79:495-500.
- Niesenbaum, R.A. 1992. The effects of light environment on herbivory and growth in the dioecious shrub *Lindera benzoin* (Lauraceae). *American Midland Naturalist*, 128:270-275.
- Petratis, P.S., R.E. Latham, and R.A. Niesenbaum. 1989. The maintenance of species diversity by disturbance. *Quarterly Review of Biology*, 64:393-418.
- Niesenbaum, R.A. 1988. The ecology of sporulation by the macroalga *Ulva lactuca* L. (Chlorophyceae). *Aquatic Botany*, 32:155-166.

Long Range Planning Committee – The United Friends School, Quakertown, PA
The Nature Conservancy - Volunteer Burn-Restoration Crew
Education Committee – The Ecological Society of America
Fair Trade Coffee “Ambassador” representing *Global Exchange* and Cecocafen (Nicaragua)

WORKSHOPS AND OTHER PROFESSIONAL DEVELOPMENT

Muhlenberg College, Service Learning Workshop and Grant Recipient, 2005-2006.
The Role of Ecologists in Poverty Reduction, Ecological Society Workshop, 2005, Montreal Canada
GIS Across the Curriculum, Competitive grant for funded participation with Christopher Borick, NITLE, Greenville, SC, January, 2005.
Academic Chairpersons Conference, Orlando Florida, 2004
NSF Chatauqua Short Course Program for College Teachers, Geomorphology, Environment and Sustainable Development of Tropical Islands, Puerto Rico, November 2003.
Botany in the Curriculum: Integrating Research and Teaching. 2002 Botanical Society of America Forum on Botanical Education & Outreach, Madison, Wisconsin
Globalizing Education at Liberal Arts Colleges: Best Practices & Models for the Future. Roanoke College, Salem, VA November 2001
Muhlenberg College Public Engagement Project – 2000-2001 – Faculty seminar and course development
Muhlenberg College Faculty Center for Teaching – Mellon Clusters Program in support of Interdisciplinary Teaching, Spring 2001
Smithsonian Institution Center for Conservation – GIS for Conservation and Managers – 2000, Smithsonian Center for Conservation, Front Royal, VA.
National Science Foundation - Undergraduate Education and Research Workshop - Plant-Animal Interactions, 1996, The Rocky Mountain Biological Station, Gothic Colorado.
Curatorial Practices Workshop, The American Association of Arboreta and Botanical Gardens Annual Meeting, 1995, Montreal.
Arboretum Education Workshop, The American Association of Arboreta and Botanical Gardens Annual Meeting. 1995, Montreal
Preparing the Next Generation of Biology Instructors. The American Institute of Biological Sciences, August, 1994. Knoxville, TN

SELECTED MUHLENBERG COLLEGE SERVICE

Building Executive Committee (2004-present)
Campus Greening Committee – Appointed Co-Chair (2003-present)
Science Building Architect Selection Committee (2004)
Chair of Biology Department (2004-present)
Campus Tree Committee (1997-present)
Presidential Search Committee – Selected by the Faculty (2002-2003)
Faculty Evaluation Committee (1999-2003)
Representative to the Board of Trustees (2001-2003)
Nominating Committee (1994-1997)
Lectures and Forums Committee (1994-1997)
Faculty Center for Teaching Advisory Board (1995-2000, Founding member)
Biology Department Searches 1993, 1994, 1995(chair), 1996, 1997, 2000, 2001, 2002(chair)

Arboretum Advisory Committee (1993-present, chair)
GIS Coordinator; Greenhouse and College Herbarium Manager (Continuing)
Humanities Faculty Seminar Planning Committee (1999-2000, 2000-2001)
Center for Ethics and Leadership Planning Committee (2001-2003)
WMUH – On-Air Programmer (1993-present)

PUBLISHED BOOK REVIEWS

- Niesenbaum RA (2009) Foundations of environmental sustainability: the coevolution of science and policy. Rockwood, Larry L., Ronald E. Stewart, and Thomas Dietz, editors. *Ecology* 90:573-574
- Niesenbaum, R. A. 2005. Sustainability on Campus: Stories for Strategy and Change by Barlett, Peggy F. And Chase, Geoffrey W. (Editors). *Journal of Society and Natural Resources*, 18:775-777.
- Niesenbaum, R. A. 2004. Bringing the Food Economy Home: Local Alternatives to Agribusiness by Helena Norberg-Hodge, Todd Merrifield and Steven Gorelick. *Journal of Society and Natural Resources* 17(4): 319-321
- Niesenbaum, R.A. 2001. The Rose's Kiss: A Natural History of Flowers. *Plant Science Bulletin* 48:32-33.
- Niesenbaum, R.A. 2000. Towards a Sustainable Future: Environmental Activism in Russia and the United States. *Human Ecology Review*. 7:81-82
- Niesenbaum, R.A. 1999. Plant Life Histories: Ecology, Phylogeny, and Evolution. *Quarterly Review of Biology* 74:83.
- Niesenbaum, R.A. 1995. Plant Conservation Biology. *Plant Science Bulletin*, 43:25-26.
- Niesenbaum, R.A. 1993. Ecology and evolution of plant reproduction: New approaches. *Plant Science Bulletin*, 39:25-26

OTHER PROFESSIONAL PUBLICATIONS (Selected)

- Lewis, T.L. and R.A. Niesenbaum. 2005. The benefits of Short-Term Study Abroad. *The Chronicle of Higher Education*, June 3, 2005, B20 (Invited article/Cover story).
- Niesenbaum, R.A. 2004. Hydrogen fuel initiative flawed from the start. *The Morning Call* (Letter), May 2, 2004
- Niesenbaum, R.A. and T. Lewis. 2003. Reviewing Conservation Biology Textbooks: A response to Primack. *Conservation Biology* 17:1.
- The Benefits to Students and Professors of Research by Undergraduates. *The Chronicle of Higher Education* (Letter), December 2000.
- Contributions to: Rosenwasser, D. and Stephen, J. 1997. *Writing Analytically*, Harcourt, N.Y.

INVITED PRESENTATIONS

- Niesenbaum, R.A. and T.L. Lewis. 2005. Curriculum Integration and Study Abroad: Case Studies in Science, Peace and Conflict Studies and Engineering. PaCIE Conference, Philadelphia
- Niesenbaum, R.A. 2002. How do we integrate botany into a hierarchical biology curriculum? Forum on Botanical Education and Outreach. Botany2002. Madison, Wisconsin
- Niesenbaum, R.A. 2001. Creating an undergraduate culture of science through project-based learning. Invited Symposium: Innovations in Undergraduate Research and Honors Education. State College, PA, April, 2001.
- Niesenbaum, R.A. 2002. Trees, politics and people: Towards sustainable resource use in Northern Guatemala. Invited Seminar – Biology Department, Kutztown University October 2000.
- Niesenbaum, R.A. 2000. Using technology to broaden the scientific experience through project based learning. Invited Symposium: Using educational technology to foster learning centered pedagogies. Botany 2000, Portland, OR.

- Niesenbaum, R.A. 1999. Selective abortion in plants. Invited Seminar – Biology Department, Georgetown University, March 1999
- Niesenbaum, R.A. 1997. Selective abortion in plants. Invited Seminar - Pymatuning Research Laboratory, University of Pittsburgh, July 1997
- Niesenbaum, R.A. 1995. When plants pound their chests. Invited Seminar - Biology Department, University of Pennsylvania, March 1995
- Niesenbaum, R.A. 1993. Why botanists burn plants: fire as a tool in conservation biology. Symposium on the Environment, Muhlenberg College, October 1993.
- Casper, B.B. and R.A. Niesenbaum. 1993. Pollen versus resource limitation of seed production: A reconsideration. International symposium on Pollination in the Tropics, Bangalore, India.
- Niesenbaum, R.A. 1992. Biodiversity: Basic concepts and priorities for research. Science, Action and Policy - Environmental Conference, Swarthmore College

SELECTED PROFESSIONAL SERVICE

Manuscript Review

Review 6-10 manuscripts per year for the following journals: *International Journal of Plant Science*, *American Journal of Botany*, *Plant Biology*, *Ecology*, *Journal of Ecology*, *Oecologia*, *Evolution*, *Canadian Journal of Botany*, *Acta Oecologia (Paris)*, *Journal of PA Academy of Science*, *Bulletin of the Torrey Botanical Society*, *Biotropica*, *New Zealand Journal of Crop and Horticultural Science*.

Text Review

Solicited/Acknowledged review of the following texts:

- Van Dyke, *Conservation Biology*, McGraw Hill
- Raven, Johnson, Losos, and Singer. *Biology*, 7th edition. McGraw Hill
- Nabors. *Introduction to Botany*. Benjamin Cummings
- Withgott and Brennan. *Environment: The Science Behind the Stories*, 2e. Addison Wesley
- Concept review for Economic Botany Text, Cambridge University Press.

Proposal Review

Solicited review of individual research proposals for the National Science Foundation, 1-3 per year, from the following programs:

- NSF-Division of Environmental Biology (DEB)
- NSF-Research Undergraduate Experiences (RUE)
- NSF-Course, Curriculum, and Laboratory Improvement (CCLI)

National Science Foundation Panels

Invited to work on 3-day panels in Washington DC, to review proposals for the following programs:
 NSF Graduate Research Fellowship (GRF): 2003, 2004, 2008-2011, Panel Chair: 2009, 2010
 NSF-Course, Curriculum, and Laboratory Improvement (CCLI): 1999, 2000

Other Service Related to Professional Expertise

Salisbury PA, Environmental Advisory Council (EAC), 2009-2012
 Lehigh Valley Planning Commission - Appointed to serve on this bi-county planning commission by County Executive 2004-2008. Committee membership: Transportation Committee
 Women's Recycling Cooperative, Coopeproca, Las Juntas Costa Rica, Advisor
 Rodale Institute – Advisory Board

Article 179B (15147 § 9/3/14)
Water and Sewer (Lease and Operations) Compliance Review Board

179B.01 Creation and Purpose

There is created a Water and Sewer (Lease and Operations) Compliance Review Board to review compliance issues and reports relating to the City of Allentown's lease-concession agreement for water and sewer services.

179B.02 Membership

The Board shall consist of five members. The members shall be the Chairs of City Council's Public Works (who shall serve as Chair of the Board) and Budget and Finance Committees, two at large members appointed by the Mayor, and one non-governmental member appointed by City Council.

179.02 Terms of the Members

The initial terms of the Mayor's appointments shall be for a four year term and a two year term, and four years thereafter. The term of the City Council appointee shall be for two years serving during the two year cycle of council. The Chairs of the Council Committee's shall serve during their respective tenure on the Committee.

179B.03 Meetings

The Board will meet periodically and at other times at the request of a majority of the members. The meetings shall be open to the public unless otherwise exempted under existing law. The Clerk's office shall serve as staff to the Board and the City's Solicitor's Office shall serve as legal counsel to the Board.

179B.04 Powers and Duties

The Water and Sewer (Lease and Operations) Compliance Review Board shall serve as an advisory body to the City's Compliance Office, whose mandate includes direct oversight of the water and sewer lease concession to LCA. The Board shall review compliance issues as identified by the Compliance Office with the lease agreement, review reports issued by the water and sewer service provider and the Compliance Office, ensure that all applicable performance standards, water quality issues, customer service, capital programs, and maintenance issues covered under the lease agreement are met; and review other selected topics raised by the Board, Compliance Office, public, or vendor.

ARTICLE 177 ENVIRONMENTAL ADVISORY COUNCIL

- 177.01 Purpose
- 177.02 Establishment; Composition
- 177.03 Chairman; Compensation
- 177.04 Powers and Duties
- 177.05 Annual Report

Created by Ordinance 14566 on February 8, 2008, 14802 §1 6/25/2010 allowed the Council to elect their chair; 14907 7/22/2011 provided for a report to be submitted to Council no later than the second meeting in March.)

177.01 PURPOSE

Allentown City Council and the Administration of the City of Allentown deem it to be in the best interest and the general welfare of the citizens and residents of the City of Allentown to be advised as to environmental issues within the City of Allentown; to encourage sustainable design and the use of renewable energies, the protection and preservation of natural resources within the City of Allentown and maintaining possible uses of open land in the City of Allentown; and creating inventories of natural areas with unique features within the City of Allentown. (14566 2/8/2008)

177.02 ESTABLISHMENT; COMPOSITION

The Environmental Advisory Council shall be composed of seven (7) residents of this City, two (2) of whom shall be appointed by Council.

- 1) Five (5) Council members shall be appointed by the Mayor, with the approval of City Council;
- 2) Council members' terms of office shall expire on the first Monday in January following the last year of their term in office;
- 3) Duly appointed Council members shall serve a term of three (3) years, except that initial appointments shall be so staggered that the terms of approximately one-third of the membership shall expire each year;
- 4) A member of the Allentown Planning Commission is to be a liaison to the Environmental Advisory Council. The Planning Commission member, as liaison, is to be in a non-voting capacity with the Environmental Advisory Council, and the liaison to the Environmental Advisory Council is to be selected by the Chairperson of the Allentown Planning Commission. (14566 2/8/2008)

177.03 CHAIRMAN; COMPENSATION

The Chairperson of the Council shall be elected by the Environmental Advisory Council at their first meeting held in each calendar year. Environmental Advisory Council members shall receive no compensation for their services.

The Environmental Advisory Council is to be advisory to and shall coordinate its activities with the elected officials, Planning Commission and other such local governmental agencies. (14566 2/8/2008; 14802 §1 6/25/2010)

177.04 POWERS AND DUTIES

- 1) Identify environmental problems, research solutions, and make recommendations to Allentown City Council and City of Allentown Departments and Administration;
- 2) Recommend plans and programs to the appropriate agencies for the promotion and conservation of the natural resources and for the protection and improvement of the quality of the environment within the City of Allentown and its surrounding areas;
- 3) Make recommendations as to the possible use of open land areas and/or environmentally sensitive lands within the City of Allentown and its surrounding areas;
- 4) Promote community environmental programs;
- 5) Keep an index of all open areas, publicly or privately owned, including, but not limited to, flood prone areas, swamps, and other unique natural areas;
- 6) Advise the appropriate local governmental agencies in the acquisition of property, both real

and personal;

- 7) Review subdivision and land development plans as appropriate;
- 8) To assist in the creation of and maintain an environmental map of the City Of Allentown and its surrounding areas;
- 9) Advise Allentown City Council and City of Allentown Departments and Administration upon issues of energy conservation;
- 10) To undertake such environmental tasks as requested by Allentown City Council and City of Allentown Departments and Administration. (14566 2/8/2008)

177.05 ANNUAL REPORT

The Environmental Advisory Council shall keep records of its meetings and activities, and shall make an annual report which shall be printed in the annual municipal report (if applicable) or otherwise made known and available. Minutes of each meeting shall be forwarded to Allentown City Council and the City of Allentown Administration. The annual report shall be presented to City Council at a public meeting, no later than the second meeting in March. (14566 2/8/2008; §14907 07/20/11)

The Environmental Advisory Board shall prepare a written report of the year's activities, a (1) one year plan and long term goals and scenarios using a template provided by City Council. The report shall be given to the Mayor and shall be presented to Allentown City Council at a public meeting. (The annual report shall be presented to City Council at a public meeting, no later than the second meeting in March. (14566 2/8/2008; 14907 7/22/2011)

ENVIRONMENTAL ADVISORY COUNCIL

Allentown City Council and the Administration of the City of Allentown deem it to be in the best interest and general welfare of the citizens and residents of the City of Allentown to be advised as to environmental issues within the City of Allentown; to encourage sustainable design and the use of renewable energies, the protection and preservation of natural resources within the City of Allentown and maintaining possible uses of open land in the City of Allentown; and creating inventories of natural areas with unique features within the City of Allentown.

Member Requirements: The Environmental Advisory Council shall be composed of seven (7) residents of this City, two (2) of whom shall be appointed by Council. Five (5) Council members shall be appointed by the Mayor, with the approval of City Council. Council members' terms of office shall expire on the first Monday in January following the last year of their term in office.

Term Limits: Duly appointed Council members shall serve a term of three (3) years, except that initial appointments shall be so staggered that the terms of approximately one-third of the membership shall expire each year.

Andrew Kleiner (Replaced Betsy Levin)
Tuerk)
1837 Allen Street
Allentown, PA 18104
TERM EXPIRES: January 1, 2011

Chamberlin, Silas (Replaced Karen
1909 E. Woodlawn Street
Allentown, PA 18109
TERM EXPIRES: January 1, 2013

Joseph E. Hoffman (Replaced David McGuire)
334 North 13th Street
Allentown, PA 18102
TERM EXPIRES: January 2, 2018

Albright, Carolyn
1415 W. Linden Street
Allentown, PA 18102
TERM EXPIRES: January 1, 2014

Mescavage, Bradley (Council – Replaced J. Morrison)
1622 Walnut Street
Allentown, PA 18102
TERM EXPIRES: January 1, 2010

Niesenbaum, Richard Alan
921 W Turner Street
Allentown, PA 18102
TERM EXPIRES: January 1, 2014

Arundhati (Tinku) Khanwalker (Replaced D Poresky)
208 N. Marshall Street
Allentown, PA 18104
TERM EXPIRES: January 1, 2016

Tuerk, Karen (resigned)
1108 West Linden Street
Allentown, PA
TERM EXPIRES: 1/01/2010

Randy Fey (Replaced Julie Thomases)
492 W. Wabash Street
Allentown, PA 18101
TERM EXPIRES: January 2, 2015

Scott Burnet (Replaced Peter Terry)
15 S. Muhlenberg Street
Allentown, PA 18104
TERM EXPIRES: January 1, 2017

Planning Commission Representative: Jim Villaume

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 19 – 2015

April 15, 2015

AN ORDINANCE

Amending the 2015 Grant Fund Budget to provide for a supplemental appropriation of \$5,000 as a result of a Commonwealth of Pennsylvania Department of Health Grant to the Bureau of Building Standards & Safety to provide additional monies for lead paint remediation.

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 General Fund in the amount of \$5,000 reflecting receipt of monies from a Pennsylvania Department of Health grant to contract services for lead paint remediation.

SECTION TWO: That City Council authorizes a \$5,000 appropriation from the unappropriated balance of the Grant Fund to the Bureau of Building Standards & Safety, Building, Plumbing, Electrical Enforcement, Other Services Program, page 427 of the 2015 Budget, as follows - for a new total of \$35,000:

0001 Healthy Homes Grant

005-09-5903-0001-48 Grant, Non-City Charges \$~~30,000~~ 35,000

SECTION THREE: That Ordinance No. 15184 passed by City Council on February 4, 2015 and signed by the Mayor on February 5, 2015 is hereby repealed in it's entirety and all other Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

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

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

CE & D / Building Standards & Safety

- **Summary and Facts of the Bill**

The City will receive additional funds from the Commonwealth of Pennsylvania's Department of Health for the Healthy Homes Lead Paint Remediation Grant.

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

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

Provides for the City to accept the additional funding in Lead Paint Remediation Funds, so that an additional three projects can be completed.

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

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

Additional expenses will be covered.

- **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.**

Commonwealth of Pennsylvania Healthy Homes Grant.

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

None.

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

To provide for the acceptance of the additional funds to be used for Lead Pant Remediation in three additional units that have been identified by our Health Bureau as having children with

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 20 – 2015

April 15, 2015

AN ORDINANCE

An Ordinance providing for the expenditure of Forty-seven Thousand (\$47,000) Dollars received by the City of Allentown from the repayment of loans made through the Rental Rehabilitation Program to be used for eligible HOME Investment Partnerships Program activities.

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

SECTION ONE: That the Mayor is authorized to expend Forty-seven Thousand (\$47,000) Dollars received from the repayment of loans made through the Rental Rehabilitation Program in accordance with regulations issued by the United States Department of Housing and Urban Development (HUD).

SECTION TWO: That the Mayor is directed to establish and maintain any and all such accounts and records as are necessary and to make such transfers as may be required to expend and account for said funds in accordance with HUD regulations.

SECTION THREE: That the funds be used for eligible HOME Investment Partnerships Program activities.

SECTION FOUR: That this act of the Council of the City of Allentown is undertaken pursuant to Act 292 of 1974 in accordance with the opinion of the Pennsylvania Attorney General (Opinion 75-23) which holds that Rental Rehabilitation Program Funds and its program income are General Municipal Funds for the purpose of Act 292 of 1974.

SECTION FIVE: That the Council of the City of Allentown authorizes the appropriation of Forty-seven Thousand (\$47,000) Dollars in the following manner:

HUD Supplemental Grants
Chart of Accounts

700-01-7109-0201-50 Rental Rehabilitation Program	<u>\$47,000</u>
Total	\$47,000

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

SECTION SEVEN: 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?**

The Consolidated Grants Program (CGP) legislation consists of three ordinances and one resolution and originates in the Department of Community and Economic Development.

The attached legislation, from the Department of Community and Economic Development serves as the template for the City of Allentown's application for federal Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grants Program (ESG) funds. Each piece of legislation serves a specific purpose, which when combined, contain all the recommended regulatory steps need to apply for these federal funds. These are the same types of legislation presented to City Council every year. However, the actual dollar amounts, list of activities and funds available are different every year.

- **Summary and Facts of the Bill**

41 Ordinance #3 Rental Rehabilitation

This legislation will allow the City to expend \$47,000 in funds on the rehabilitation of rental units in the City. This legislation has no adverse financial impact on the City and the General Fund.

- **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 ordinance provides the City with the third piece of legislation which creates the funding available for the 2015-2016 Consolidated Grants Program Year. It adds additional funds to be used for the rehabilitation of rental units in the City.

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

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

This legislation will allow the City to expend \$47,000 in funds on the rehabilitation of rental units in the City. This legislation has no adverse financial impact on the City and the General Fund.

- **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 funding source for this ordinance is the repayment of Rental Rehabilitation loan funds.

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

This bill has a high priority status.

This ordinance allows for the budgeting of funds to be used for the rehabilitation of rental units within the City.

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

This bill allows for additional funds to be budgeted/spent to provide low interest loans to rehabilitate rental properties in the City.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 21 – 2015

April 15, 2015

AN ORDINANCE

An Ordinance amending the Consolidated Plan One Year Action Plan for the Thirty-fifth, Thirty-sixth, Thirty-seventh, Thirty-eighth, Thirty-ninth and Fortieth years of the Community Development Block Grant Program (CDBG) which re-programs Three Hundred Sixty-seven Thousand Thirty-six (\$367,036) Dollars of unexpended funds.

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

SECTION ONE: Federal Regulations require the City of Allentown to amend a Consolidated Plan One Year Action Plan whenever it decides not to carry out an activity, to add an activity, or to substantially change an activity. This legislation provides for the re-programming of unexpended funds from the Thirty-fifth, Thirty-sixth, Thirty-seventh, Thirty-eighth, Thirty-ninth and Fortieth years of the CDBG program.

SECTION TWO: That the Mayor is authorized to reprogram the amounts in the accounts listed below.

700-01-7504-0102	Seventh Street Façade Grant Program.....	\$9,790
700-01-7604-0111	Old Allentown Preservation Association	35,000
700-01-7701-0115	Program Delivery	11,622
700-01-7705-0107	Administration	3,682
700-01-7705-0109	Planning.....	28,583
700-01-7801-0107	Demolition.....	5,191
700-01-7801-0109	Self-forgiving Loan Program	25,947
700-01-7801-0112	Hazard Elimination Program	2,625
700-01-7801-0114	Lead Grant Program	5,000
700-01-7802-0113	Mosser Village Family Center	801
700-01-7805-0101	Allentown Redevelopment Authority	1,805
700-01-7901-0114	Lead Grant Program	5,000
700-01-7903-0104	Lehigh Carbon Community College	615
700-01-7903-0107	Program for Woman and Families	250
700-01-7903-0108	Allentown Economic Development Corporation	3,125
700-01-7001-0204	Acquisition	228,000
TOTAL	\$367,036	

SECTION THREE: That the amount of Three Hundred Sixty-seven Thousand Thirty-six (\$367,036) CDBG Dollars be added to the amount of funds available for the Forty-first of the CDBG program year.

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?**
Consolidated Grants Program - Ordinance #1 Reprogram Certain Funds

The Consolidated Grants Program (CGP) legislation consists of three ordinances and one resolution and originates in the Department of Community and Economic Development.

The attached legislation, from the Department of Community and Economic Development serves as the template for the City of Allentown's application for federal Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grants Program (ESG) funds. Each piece of legislation serves a specific purpose, which when combined, contain all the recommended regulatory steps need to apply for these federal funds. These are the same types of legislation presented to City Council every year. However, the actual dollar amounts, list of activities and funds available are different every year.

- **Summary and Facts of the Bill**

Consolidated Grants Program - Ordinance #1 Reprogram Certain Funds
Reprogram Certain Funds

Summary: This legislation is required to close unspent CDBG accounts and "roll the funds" over to be used for the upcoming program year (July 1, 2015 to June 30, 2016). These accounts represent activities which have been completed with funds remaining, or activities which were later deemed to be not feasible.

- **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 ordinance provides the City with the first step needed to allow the City to apply for and then access \$3,441,435 in grant funds for the July 1, 2015 to June 30, 2016 program year. All activities funded comply with the CDBG, HOME and ESG regulations as promulgated by HUD and allow the City to further its Community and Economic Development Initiatives. This bill provides the first step in the process which forms the basis to complete the strategies in the first year of the City of Allentown's Consolidated Plan for the period July 1, 2015 to June 30, 2020.

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

Ordinance #1 Reprogram Certain Funds

This ordinance allows for \$ 367,036 in CDBG funds to be re-programmed as part of the funds available for the 2015-2016 program year. Funds are rolled over for a variety of reasons, but mainly because the program/activity is complete and costs were not as great as originally anticipated, or an alternative funding source may have been identified. At times, agencies decide to refuse their allocation if they have difficulty raising the additional funds necessary to run their program/activity. This legislation has no adverse financial impact on the City and the General Fund.

- **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 funding sources for this ordinance is the federal Community Development Block Grant Program (CDBG)

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

This bill has a high priority status. Failure to submit the application to HUD by May 15, 2015 could result in the loss of this money.

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

This legislation allows additional funds to be available to complete the myriad of activities described in Ordinance #2. Furthermore, this allows old accounts, which are no longer active, to be closed.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 22 – 2015

April 15, 2015

AN ORDINANCE

An Ordinance providing for the expenditure of Three Million Four Hundred Forty-one Thousand Four Hundred Thirty-five (\$3,441,435) Dollars in Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grants Program (ESG) funds for the July 1, 2015 to June 30, 2016 grant year, received by the City of Allentown under Title I of the Housing and Community Development Act of 1974, as amended; The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009; and Title II of the National Affordable Housing Act of 1990, as amended; for the purpose of undertaking programs of housing and community development within the City.

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

SECTION ONE: That the Mayor is authorized to expend Three Million Four Hundred Forty-one Thousand Four Hundred Thirty-five (\$3,441,435) Dollars in Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grants Program (ESG) funds for the July 1, 2015 to June 30, 2016 grant year, for housing and community development programs pursuant to the approved Consolidated Plan, appropriate Federal Law and United States Department of Housing and Urban Development (HUD) regulations.

SECTION TWO: That the Mayor is directed to establish and maintain any and all accounts and records as are necessary and to make such transfers as may be required to expend and account for said CDBG, HOME and ESG Funds in accordance with the approved Consolidated Plan, appropriate Federal law, and HUD regulations.

SECTION THREE: That this act of the Council of the City of Allentown is undertaken pursuant to Act 292 of 1974 in accordance with the opinion of the Pennsylvania Attorney General (Opinion 72-75) which holds that CDBG, HOME, and ESG Funds are General Municipal Funds for the purpose of Act 292 of 1974.

SECTION FOUR: That, in accordance with the Action Plan, the Council of the City of Allentown authorizes the appropriation of Three Million Four Hundred Forty-one Thousand Four Hundred Thirty-five (\$3,441,435) Dollars in the following manner:

CODE ENFORCEMENT AND REHABILITATION (CDBG)

700-01-7101-0206	Property Disposition and Management (Salaries Only).....	
700-01-7101-0207	Site Clearance	\$100,000
700-01-7101-0212	Hazard Elimination Program	100,000
700-01-7101-0213	Lead Remediation Program –Owner Occupied.....	40,000
700-01-7101-0214	Lead Remediation Program –Rental.....	95,000
700-01-7101-0215	Program Delivery (Includes Salaries to be Apportioned).....	<u>143,375</u>
TOTAL	\$478,375

PUBLIC SERVICES (CDBG)

700-01-7102-0201	Allentown YMCA and YWCA	\$10,000
700-01-7102-0202	Lehigh Valley Center for Independent Living	10,000
700-01-7102-0203	The Literacy Center	10,000
700-01-7102-0204	Lehigh Conference of Churches – Daybreak.....	10,000
700-01-7102-0205	Grace Episcopal Church – Grace Montessori School.....	10,000
700-01-7102-0206	Youth Education In the Arts	10,000
700-01-7102-0207	The Baum School of Art.....	7,731
700-01-7102-0208	Communities in Schools of the Lehigh Valley.....	10,000
700-01-7102-0209	Community Action Committee of the Lehigh Valley – Community Action Financial Services	10,000
700-01-7102-0210	Neighborhood Housing Services of the Lehigh Valley – HOOP.....	10,000
700-01-7102-0211	Boys and Girls Club of Allentown.....	10,000
700-01-7102-0212	St. Luke's Neighborhood Center.....	10,000
700-01-7102-0213	Pinebrook Family Answers – Ways to Work	10,000
700-01-7102-0214	Community Bike Works.....	10,000
700-01-7102-0215	Embrace Your Dreams	8,888
700-01-7103-0201	Casa Guadalupe Center	10,000
700-01-7103-0202	DaVinci Science Center.....	8,672
700-01-7103-0203	Allentown Public Library.....	10,000
700-01-7103-0204	Lehigh Carbon Community College	9,436
700-01-7103-0205	Salvation Army Youth Program.....	10,000
700-01-7103-0206	Syrian Arab American Charity Association	10,000
700-01-7103-0207	Program for Women and Families	10,000
700-01-7103-0208	Allentown Economic Development Corporation – Securing Industrial/Commercial Properties.....	10,000
700-01-7103-0211	City of Allentown Bureau of Health – Alliance Summer Recreation	8,000
700-01-7103-0212	Valley Youth House	10,000
700-01-7103-0213	Focus Area Job Search Program.....	<u>25,000</u>
TOTAL	\$ 267,727

NEIGHBORHOOD REVITALIZATION (CDBG)

700-01-7104-0201	HADC Youthbuild Acquisition	\$180,000
700-01-7104-0202	HADC Youthbuild Rehabilitation	160,000
700-01-7104-0203	Lehigh Valley Community Land Trust	100,000
700-01-7104-0204	Owner Occupied Rehabilitation	228,000
700-01-7104-0205	Neighborhood Public Improvements.....	<u>333,830</u>

700-01-7104-0206	Habitat for Humanity	150,000
700-01-7104-0207	City of Allentown-ADA Curb Cuts.....	<u>300,000</u>
TOTAL		\$1,451,830

CDBG – ADMINISTRATION AND ECONOMIC DEVELOPMENT

700-01-7105-0202	Community Action Development Corporation of the Lehigh Valley	\$25,000
700-01-7105-0203	Community Development Planning	15,000
700-01-7105-0207	Administration	322,500
700-01-7105-0208	Fair Housing	<u>25,000</u>
TOTAL		\$387,500

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

700-01-7107-0204	Administration	\$66,551
700-01-7107-0206	Alliance for Building Communities – CHDO Activity	160,000
700-01-7107-0207	Penrose –Sacred Heart Residences	245,266
700-01-7107-0208	Housing Rehabilitation Program	<u>193,702</u>
TOTAL		\$665,519

EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)

700-01-7108-0201	Community Action Committee of the Lehigh Valley - Sixth Street Shelter.....	\$30,000
700-01-7108-0202	Allentown Rescue Mission	29,000
700-01-7108-0203	The Salvation Army.....	30,000
700-01-7108-0204	Administration	14,286
700-01-7108-0205	Lehigh Conference of Churches – Rapid Re-housing	62,198
700-01-7108-0206	Lehigh Conference of Churches – Winter Shelter	<u>25,000</u>
TOTAL		\$190,484

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

SECTION SIX: 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?**

The Consolidated Grants Program (CGP) legislation consists of three ordinances and one resolution and originates in the Department of Community and Economic Development.

The attached legislation, from the Department of Community and Economic Development serves as the template for the City of Allentown's application for federal Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grants Program (ESG) funds. Each piece of legislation serves a specific purpose, which when combined, contain all the recommended regulatory steps need to apply for these federal funds. These are the same types of legislation presented to City Council every year. However, the actual dollar amounts, list of activities and funds available are different every year.

- **Summary and Facts of the Bill**

41 Ordinance #2 Establish CDBG accounts

Summary: This legislation is required to establish expenditure accounts for the City budgeting system, in addition to listing all the activities/programs which will be funded for the 2015-2016 Consolidated Grants Program year. It provides the basis for the creation of the Action Plan which is submitted to HUD as the application for the CDBG, HOME and ESG program funds which the City receives every year.

- **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 ordinance provides the City with the second step needed to allow the City to apply for and then access \$3,441,435 in grant funds for the July 1, 2015 to June 30, 2016 program year. All activities funded comply with the CDBG, HOME and ESG regulations as promulgated by HUD and allow the City to further its Community and Economic Development Initiatives. This bill provides the second step in the process which forms the basis to complete the strategies of the first year of the City of Allentown's Consolidated Plan for the period July 1, 2015 to June 30, 2020.

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

This ordinance provides the City the ability to expend \$ 3,441,435 in federal funds to complete a variety of activities including demolition, public services, neighborhood improvements, administration of the programs, etc. This legislation has no adverse financial impact on the City and the General Fund.

- **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 funding sources for this ordinance are the federal Community Development Block Grant Program (CDBG), the HOME Investment Partnerships Program (HOME) and the Emergency Solutions Grant Program (ESG).

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

This bill has a high priority status. Failure to submit the application to HUD by May 15, 2015 could result in the loss of this money.

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

The City has again followed the scoring process approved by Council and used in the past to develop this budget. In addition, funding decisions were made by complying with HUD's regulations, which require the City to address concerns/needs noted in its five year Consolidated Plan

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 23 – 2015

April 15, 2015

AN ORDINANCE

Amending the 2015 General Fund Budget by eliminating one full time Senior Buyer position (11N) and replacing it with one full time Buyer position (10N) – there is no budgetary impact as this was the remaining budgeted allocation for the full time Senior Buyer position.

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

SECTION ONE: That the 2015 budget is amended to eliminate the Senior Buyer Position listed in the proposed and adopted budget and replace it with one Buyer Position. Attached is the revised budget sheet, page 63, to reflect these 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?

Purchasing Office of the Finance Department. The Senior Buyer will be retiring in June 2015. I would like to take this opportunity to restructure the office.

- Summary and Facts of the Bill

The legislation asks City Council to remove the Senior Buyer position from the Purchasing Office Budget, and replace it with a Buyer position, which will have no financial impact with the remaining budget allocation.

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

The purpose of this ordinance is to restructure the office to allow for two (2) equal Buyer positions, which will provide for a more even distribution of work. This position will work in conjunction with, but not under the supervision of, the other Buyer in the office. This will create a uniform office structure that promotes a collaborative work environment.

The creation of this position aligns with the City vision, in that it (1) reconfigures the office to deliver more effective customer service to both internal and external bureaus/departments, as well as City Vendors; (2) reduces the costs of providing municipal services; and (3) improves the level of collaboration between the centralized purchasing bureau and the individual departments.

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

There will be no financial impact with the remaining budget allocation.

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

This position will be funded by the General Fund.

- Priority status/Deadlines, if any

The Senior Buyer's last day in the office is April 30th. As the centralized procurement office for the City, our office processes thousands of purchases a year, and the need for two (2) active buyers is essential. I would like to post the Buyer position as soon as possible, to provide for minimal down time to our customers, the City's bureaus/departments.

- Why should Council unanimously support this bill?

This serves the City by reducing the overall cost savings to payroll, and restructures the bureau to permit more appropriate service to both internal and external City Bureaus/Departments.

CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND DEPT BUREAU PROGRAM	000 GENERAL 02 FINANCE 0602 FINANCE 0005 PROCUREMENT	2010		2011		2012		2013		2014		2015	
		Actual		Actual		Actual		Actual		Final Budget		Final Budget	
		Number of Permanent Positions	Salaries										
15N	Purchasing Agent	1.0	74,412	1.0	74,412	1.0	74,412	1.0	74,412	1.0	74,412	1.0	74,412
14N	Purchasing Agent	-	-	-	-	-	-	-	-	-	-	-	-
11N	Senior Buyer	1.0	62,608	1.0	62,608	1.0	62,608	1.0	62,608	1.0	62,608	1.0	62,608
10N	Buyer	-	-	-	-	-	-	-	-	-	-	-	-
08N	Buyer	1.0	56,511	1.0	56,511	1.0	56,511	1.0	56,511	1.0	56,511	2.0	86,584
08N	Assistant Buyer	1.0	-	-	-	-	-	-	-	-	-	-	-
07N	Purch. Contracts Administrator	-	-	-	-	-	-	1.0	49,998	1.0	49,998	-	-
07N	Purchasing Coordinator	1.0	-	1.0	-	-	-	-	-	-	-	-	-
08M	Clerk 3	-	-	-	-	-	-	-	-	1.0	17,343	1.0	44,655
Total Positions		4.0	243,529	4.0	234,799								

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 24 - 2015

April 15, 2015

AN ORDINANCE

Amending Article 395.23, of the **Health License, Operational, Inspection and Plan Review Fees** by updating the fees to more closely reflecting the actual costs.

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

SECTION ONE: That City Council authorizes the following schedule of fees for Food and Child Care facilities.

395.23 HEALTH LICENSE, OPERATIONAL, INSPECTION AND PLAN REVIEW FEES

(A) CHILD CARE FACILITY OPERATIONAL CERTIFICATE FEES

An annual operational fee shall be charged to defray the costs of inspections, consultations and servicing child care facilities.

The annual operational fee for child care facilities shall be based upon the number of children in care and the type of facility as follows:

Type of Facility	Number of Children	Operational Fee
Child Care Centers*	7 to 49	[\$50] <u>\$100</u>
Child Care Centers*	50 to 99	[70] <u>125</u>
Child Care Centers*	100 or more	[130] <u>150</u>
Family Child Care Home	4 to 6	[35] <u>50</u>
Group Child Care Home	7 to 11	[45] <u>75</u>
Other Child Care Programs	N/A	[25] <u>50</u>

*Includes night care, drop-in care and extended child care programs.

Conditional Fees

The Bureau of Health may withhold issuing a Child Care Facility Operational Certificate if the facility is not in compliance with all City Ordinances. Examples include, but are not limited to, Fire Code and Building Code violations and tax or fee delinquencies. In this instance, the Bureau may issue a Conditional Certificate valid for up to sixty (60) days so that the facility's operation may continue until compliance is achieved. A fee of [~~Thirty (\$30) Dollars~~] fifty dollars (\$50) shall be charged to defray the Conditional Certificate's associated administrative costs. (14188 §1 6/4/04; 14842 § 1 12/1/10)

Reinspection Fees

Child care facilities shall be charged a reinspection fee for each reinspection that is required to verify that the facility has been brought into substantial compliance with the Child Care Ordinance as follows:

- For the year 2015 and each subsequent year thereafter:
- Child Care Centers (all sizes) Fifty Dollars (\$50) for each reinspection;
- Family, Group, and Other facility types Twenty-five Dollars (\$25) for each reinspection.

Late Fees

A late fee of thirty dollars (\$30) per month shall be charged for overdue operational certificate renewals of all child care facility types, as determined by the Bureau of Health.

Plan Review Fees

Child Care Centers shall be charged a plan review fee of seventy-five dollars (\$75) whenever a plan review is required in accordance with Article 1143 of the Child Care Facility Ordinance.

(B) FOOD FACILITY LICENSING, OPERATIONAL, INSPECTION AND PLAN REVIEW FEES

The terms "retail food facility", "public eating and drinking place", and "retail food establishment" as used herein are defined in the Retail Food Facility Safety Act of November 23, 2010, P.L. 1039, No. 106, 3 PA C.S.A. § 5701 et. seq. ("Act 106 of 2010") which governs licensing, inspection and regulation of public eating and drinking places and retail food establishments.

Fees for licensing, operational inspection and plan review of retail food facilities shall be charged annually to defray the costs of inspections, plan reviews and services as follows:

[Licensing and Operational Fees]

I. New or Change of Ownership, Retail Food Facilities (Public Eating and Drinking Places, Retail Food Establishments)

All area measurements to include outdoor service and food storage areas.

Facility Type	[Number of Children]	<u>License Fee</u>	<u>Operational Fee</u>
1. [New or Change of Ownership Permanent] <u>Retail Food Facility 5000 sq. ft. or less -</u>		\$1.00	[\$225.00] <u>\$274 + Plan Review Fee</u>
2. [New or Change of Ownership Permanent] <u>Food Facility more than 5000 sq. ft. and less than 20,000 sq. ft. with NO on-site food preparation</u>	<u>Retail</u>	\$1.00	[\$325.00] <u>\$349 + Plan Review Fee</u>
3. <u>Retail Food Facility more than 5000 sq. ft. and less than 20,000 sq. ft. with on-site food preparation</u>		\$1.00	<u>\$449 + Plan Review Fee</u>
4. <u>Retail Food Facility greater than 20,000 sq. ft. with NO on-site food preparation</u>		\$1.00	<u>\$499 + Plan Review Fee</u>
5. <u>Retail Food Facility greater than 20,000 sq. ft. with on-site food preparation</u>		\$1.00	<u>\$649 + Plan Review Fee</u>

II. Renewals, Retail Food Facilities (Public Eating and Drinking Places, Retail Food Establishments)

Facility Type	<u>License Fee</u>	<u>Operational Fee</u>
[3.] 1. [Renewal – Facility with food consumed by patrons On the premises] <u>Public Eating and Drinking Places, 75 seats or less</u>	\$1.00	[\$225.00] <u>\$274</u>
[4.] 2. [Renewal – Facility with food consumed by patrons On the premises] <u>Public Eating and Drinking Places, more than 75 seats</u>	\$1.00	[\$325.00] <u>\$399</u>
[5.] 3. [Renewal – Facility with no food consumed by patrons On the premises] <u>Retail Food Establishments, 5000 sq. ft. or less</u>	\$1.00	[\$175.00] <u>\$224</u>
[6.] 4. [Renewal – Facility with no food consumed by patrons on the premises] <u>Retail Food Establishments, more than 5000 sq. ft. and less than 20,000 sq. ft. with NO on-site food preparation</u>	\$1.00	[\$275.00] <u>\$299</u>

<u>5. Retail Food Establishments, more than 5000 sq. ft. and less than 20,000 sq. ft. with on-site food preparation</u>	<u>\$1.00</u>	<u>\$399</u>
<u>6. Retail Food Establishment, more than 20,000 sq.ft. with NO on-site food preparation</u>	<u>\$1.00</u>	<u>\$449</u>
<u>7. Retail Food Establishment, more than 20,000 sq. ft. with on-site food preparation</u>	<u>\$1.00</u>	<u>\$599</u>

III. Other Fees

[7] <u>1. New or Renewal – Non-Profit Permanent Food Facility</u>	<u>\$1.00</u>	[\$ 49.00] <u>\$74</u>
[8] <u>2. Mobile Food Unit, New [and Renewal]</u>	<u>\$1.00</u>	[\$225.00] <u>\$274</u>
<u>3. Mobile Food Unit, Renewal</u>	<u>\$1.00</u>	<u>\$249</u>
[9] <u>4. Vending Machine, each</u>	<u>\$1.00</u>	[\$ 24.00] <u>\$49</u>
[10] <u>5. Temporary Food Facility, For Profit 1 and 2 day events</u>	<u>\$1.00</u>	[\$ 24.00] <u>\$39</u>
[11] <u>6. Temporary Food Facility, Non-Profit 1 and 2 day events</u>	<u>\$1.00</u>	[\$ 9.00] <u>\$19</u>
<u>7. Temporary Food Facility, For Profit Events held on more than 2 days; 14 days maximum</u>	<u>\$1.00</u>	<u>\$74</u>
<u>8. Temporary Food Facility, Non-profit Events held on more than 2 days; 14 days maximum</u>	<u>\$1.00</u>	<u>\$44</u>

Conditional Licenses

The Bureau of Health may at its discretion issue a Conditional License valid for up to sixty (60) days where the operation of the facility constitutes a possible hazard to public health, or where an applicant requires additional time to comply with the City's Food Service Ordinance, [and/or] any other applicable City ordinances or applicable state statutes and regulations. A fee of [thirty dollars (\$30.00)] fifty dollars (\$50) shall be charged to defray the associated administrative costs.

Late Fees

A late fee of [twenty-five dollars (\$25.00)] thirty-five dollars (\$35) per month shall be charged for overdue license renewals of [permanent] retail food facilities, as determined by the Bureau of Health.

A late fee of [five dollars (\$5.00)] fifteen dollars (\$15) shall be charged for temporary food facility licenses that are applied for less than five (5) days prior to the start of the event, as determined by the Bureau of Health.

Facilities Exempt from Licensing and Inspection Fees

Food facilities licensed by the Pennsylvania Department of Health, Department of Education, Department of Welfare or any other State, County or Municipal agency shall not be charged a food facility license or operational fee provided they are owned and operated by the licensee.

Permanent, temporary or mobile food facilities or vending machines that sell only fresh whole fruits and vegetables and/or only non-potentially hazardous pre-packaged food, as determined by the Bureau of Health shall be exempt from the licenses and operational fees.

Reinspection Fees

Food facilities shall be charged a reinspection fee for each reinspection that is required to verify the facility is in substantial compliance with the Food Service Ordinance as follows:

[For the year 2011 – Fifty dollars (\$50.00) for the first reinspection; seventy-five dollars (\$75.00) for each subsequent reinspection through the end of the calendar year.

For the year 2012 – Seventy-five dollars (\$75.00) for the first reinspection; one hundred dollars (\$100.00) for each subsequent reinspection through the end of the calendar year.]

For the year 2013 and each subsequent year thereafter – One hundred dollars (\$100.00) for each reinspection.

Plan Review Fees

Food facilities shall be charged a plan review fee whenever a plan review is required in accordance with Article 1123 of the Food Service Sanitation Ordinance as follows:

For plan review services as a result of a change of ownership where no alterations other than cosmetic changes to [the] an existing retail food facility take place, any size – One hundred twenty-five dollars (\$125.00).

[For plan review services as a result of new construction, conversion, remodeling or alterations other than cosmetic changes – Two hundred fifty dollars (\$250.00).]

For plan review services as a result of new construction, conversion, remodeling or alterations involving work other than cosmetic changes, (all area measurements to include outdoor service and storage areas) –

<u>Facilities less than 5,000 sq. ft.-</u>	<u>\$200</u>
<u>Facilities greater than 5000 sq. ft. up to 20,000 sq. ft. -</u>	<u>\$300</u>
<u>Facilities greater than 20,000 sq. ft. -</u>	<u>\$400</u>

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

Health Bureau

- **Summary and Facts of the Bill**

With the exception of imposition of reinspection fees in 2010 the license fee schedule for Food and Child Care facilities has not been updated since 2004.

- **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 seeks to adjust licensing fees to more closely reflect the actual costs of conducting the licensing and inspection program activities and also creates some new licensing categories that are representative of the changes taking place in the retail food industry. This benefits the City by having these businesses more equitably fund these activities rather than the residents.

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

There is minimal cost to the city to implement these changes - edits must be programmed into the Eden licensing module. Benefits are as outlined above; projected revenue increase of approximately \$35,000.

- **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**

None

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

Licensing and inspection of regulated facilities is an important function of city government and serves to protect the health and welfare of the citizens of Allentown and visitors which utilize the services offered by the food and child care industries, respectively.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 25 – 2015

An Ordinance

Establishing Article 155, Police and Fire Rules for Hiring and Promotions, and approving the rules of the Allentown Civil Service Board governing the appointment and promotion of police officers and fire fighters through the competitive examination process that were adopted, approved and signed by the Allentown Civil Service Board on April 8, 2015 (attached) pursuant to the Third Class City Code revisions and repealing existing Articles 176, Fire Civil Service Rules and 179, Police Civil Service Rules, of the Codified Ordinances of the City of Allentown

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

SECTION ONE: That Articles 176, Fire Civil Service Rules and 179, Police Civil Service Rules are hereby deleted in their entirety.

SECTION TWO: That the following be added as Article 155, Police and Fire Rules for Hiring and Promotions, under Part One of the Administrative Code, Title Nine: EMPLOYMENT PROVISIONS; PENSIONS AND BENEFITS

**TITLE NINE
EMPLOYMENT PROVISIONS; PENSIONS AND BENEFITS**

155 Police and Fire Rules for Hiring and Promotions

City Council adopts by ordinance the rules of the Allentown Civil Service Board governing the appointment and promotion of police officers and fire fighters through the competitive examination process adopted, approved and signed by the Allentown Civil Service Board on April 8, 2015 attached hereto. (Ordinance # ----- Passed --/--/----)

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?**

Police and Fire Departments, Civil Service Boards, Human Resources.

- **Summary and Facts of the Bill**

Due to the complete revision of the Third Class City Code the statutory requirements for civil service have changed. Per the revised statute, the Fire and Police Civil Service Boards have been abolished and replaced with one aggregate civil service board covering both fire and police.

- **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**

In accordance with the revisions to the civil service provisions of the Third Class City Code the new civil service board has approved at a public meeting on April 8, 2015, a new comprehensive set of rules governing fire and police hiring and promotions. The Rules cover the prerequisites, qualifications, written and oral examinations for new applicants and the promotion of current firefighters and police officers. The rules were assembled with input from Human Resources, Fire, Police and the respective collective bargaining representatives and have been vetted for compliance by the Civil Service Board, its Solicitor, Human Resources and the City Solicitor's Office.

- **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.**

No funding sources necessary.

- **Priority status/Deadlines, if any**
- **Why should Council unanimously support this bill?**

Support is necessary due to revision of the Third Class City Code and the statutory requirements for civil service has changed.

**RULES OF THE CITY OF ALLENTOWN CIVIL SERVICE BOARD GOVERNING
THE APPOINTMENT AND PROMOTION OF POLICE OFFICERS AND FIRE
FIGHTERS THROUGH THE COMPETITIVE EXAMINATION PROCESS**

PART I: GENERAL PROVISIONS

RULE I Equal Opportunity

It is the policy of the City of Allentown and the Board to grant equal employment opportunities to qualified persons. Therefore, applicants for positions in the Allentown Police Department and the Allentown Fire Department shall be evaluated without regard to race, religion, color, national origin, gender, age, veteran status, sexual orientation, gender identity or non-job related physical or mental disability.

PART II: RULES GOVERNING APPOINTMENT OF POLICE OFFICERS

RULE I Applications and Qualifications

Section 1. The City of Allentown Civil Service Board (hereinafter referred to as the "Board") has established these Rules in order to give as many individuals as possible the opportunity to apply for the position of Police Officer with the City of Allentown, and to assure that all applicants receive equal treatment in the application process.

Section 2. Every applicant must secure an application from the Human Resources Department. It is the applicant's responsibility to assure that the Human Resources Department receives the completed, signed application and the required attachments by 4:30 P.M. of the established deadline. An application that does not include the required attachments, or that is not received by the required deadline, will not be accepted. Public notice of the final date for receiving applications will be given at least thirty (30) days in advance and will be conspicuously posted in City Hall and other public agencies and institutions and announced through the media.

The application form is reproduced as Appendix A of these Rules. In order for the application to be considered, the applicant shall provide all information required in the application, shall submit the non-refundable application fee in the form of a certified check or money order payable to "City of Allentown," and shall submit photocopies of the following:

- a) High school diploma or graduate equivalency diploma.
- b) A completed Form DD214 from any of the military services, including the specific type and date of discharge, if you have military service.
- c) Certificate of Naturalization, if applicable.
- d) Current valid motor vehicle operator's license.

Section 3. General Qualifications

Every applicant shall:

- a) Be a citizen of the United States.
- b) Be at least 20 years old when he/she files an application and at least 21 years old to be appointed to the position of Police Officer.
- c) Possess a high school diploma or a graduate equivalency diploma.
- d) Posses a valid motor vehicle operator's license prior to appointment.
- e) Be physically and mentally fit to perform the full duties of a Police Officer.

Section 4. Automatic Eligibility Disqualifications

The Board shall not examine an applicant or, after examination, shall not place an applicant upon the eligibility list or certify the applicant for employment if it determines that one or more of the following disqualifications applies to the applicant:

- a) Does not meet any of the established preliminary requirements or has not filed all of the documents listed in the preceding sections.
- b) Does not meet the standards established by the Municipal Police Officers' Education and Training Commission.
- c) Was dishonorably discharged from any branch of the military service.
- d) Failed to register with the Selective Service System.
- e) Intentionally falsified, omitted, concealed or misrepresented any material information during any portion of the current or any prior employment application process for a position with the Allentown Police Department, including, without limitation, polygraph/CVSA Screening Booklet and interview.
- f) Has been convicted in any state of an offense for which more than one year in prison can be imposed as a punishment.
- g) Has been convicted of False Swearing (18 Pa.C.S. §4903), Unsworn Falsification to Authorities (18 Pa.C.S. §4904) or an equivalent offense in another state.
- h) Has been convicted in any state of an offense that results in a prohibition against possession of a firearm.
- i) Has engaged in the following drug usage:
 - 1. Use of marijuana or steroids within three years of the application date.
 - 2. Abuse of prescription drugs within five years of the application date.
 - 3. Use of cocaine, methamphetamine, barbiturates, inhalants, designer drugs, or hallucinogens within five years of application date.
 - 4. Use, at any time, of heroin or an injected controlled substance.

- j) Has two or more convictions for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- k) Has been convicted within five years of the application date of driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- l) Has been placed on Accelerated Rehabilitative Disposition (or equivalent disposition in another state) within one year of the application date for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- m) Has at any time had his or her driver's license revoked in any state.
- n) Has at any time incurred three or more suspensions of his or her driver's license (including a combination of suspensions in any state).
- o) Has within three years of the application date incurred a second suspension of his or driver's license (including a combination of suspensions in any state).
- p) In addition to any of the other Automatic Eligibility Disqualifications, has two or more convictions of any of the following offenses (or equivalent offenses in another state) within seven years of the application date:
 - 1. Accidents involving damage to attended vehicle or property (75 Pa.C.S. §3743).
 - 2. Driving without lights to avoid identification or arrest (75 Pa.C.S. §3734).
 - 3. Drivers required to be licensed (75 Pa.C.S. §1501).
 - 4. Required financial responsibility (75 Pa.C.S. §1786).
 - 5. Obedience to authorized persons directing traffic (75 Pa.C.S. §3102).
 - 6. Meeting or overtaking school bus (75 Pa.C.S. §3345(a)).
 - 7. Maximum speed limit (31 miles per hour and over) (75 Pa.C.S. §3362).
 - 8. Racing on highway (75 Pa.C.S. §3367).
 - 9. Reckless driving (75 Pa.C.S. §3736).
 - 10. Accidents involving damage to unattended vehicle or property (75 Pa.C.S. §3745).
 - 11. False reports (75 Pa.C.S. §3748).

RULE II Examinations and Grading

Section 1. Prior to the expiration of the current eligibility list, the Human Resources Department, in consultation with the Board, shall schedule the appropriate examinations and procedures. Eligible applicants will be notified of the examination schedule by letter postmarked at least fourteen (14) days prior to the test (s) and sent by first class mail to the most current address provided by the applicant.

Section 2. All applicants must successfully complete the application procedure in order to be eligible for consideration in the selection process.

Section 3. Physical Performance Test

- a) Every applicant shall participate in the Pennsylvania Chiefs of Police Association Fitness Test Battery in order to assess the applicant's ability to perform job-related physical activities.
- b) Each applicant must sign a release before taking the physical performance test.
- c) The method of scoring for the physical performance test will be pass/fail.

Section 4. Written Cognitive Examination

- a) Every applicant who passes the physical performance test will be given a written examination designed to assess their cognitive ability to perform police functions. A passing grade of 70% will be required.
- b) Before proceeding to answer questions on the written examination, each applicant shall complete and sign a declaration sheet, giving his/her full name and address and such other information as may be required by the Board, and to place his/her sheet, after it has been marked with an identification number, in the official envelope. Each applicant shall seal said envelope. The exterior of the envelope shall bear only the identification number of the applicant. At the close of examination, all of the envelopes containing the declaration sheets shall be retained by the person conducting the examination and shall not be opened by anyone until the examinations have been scored. Each applicant shall mark his/her identification number on the title sheet of his/her examination.

Section 5. Grading Procedure

- a) The written cognitive examination shall be graded on a 100 point scale.
- b) Any applicant who qualifies as a "soldier" under the Veterans Preference Act shall receive an additional 10 points on top of his/her total score if the applicant has successfully completed all phases of the testing procedure.

Section 6. Formation of Eligibility List

An eligibility list will be established consisting of candidates in sequential order of their final score.

Section 7. Background Investigation

Applicants placed on the eligibility list shall undergo a background investigation conducted by the Chief of Police or the Chief's designees. The background investigation shall include, without limitation, a criminal history check, including the submission of fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation; interviews with people who have personal knowledge of the applicant; an investigation of the

applicant's credit history; an investigation of the applicant's driving record; and a polygraph examination. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

The appropriateness of the applicant for appointment as a Police Officer shall be based on a consideration of the criteria set forth in Part II, Rule I, Sections 3 and 4.

RULE III Certification of Eligibility List and Appointment

Section 1. Certification of Eligibility List

- a) Final scores will be grouped mathematically (by the testing company approved by the Board) and a single sliding band of statistically proximate results will be developed for submission to and approval by the Board.
- b) The Eligibility List will be valid for two years from the date of approval by the Board. The Board may, in its sole discretion, extend the list for up to an additional twelve month period. The Board may, in its sole discretion, void the list at any time for any reason.

Section 2. Appointment

- a) A three-member panel, consisting of the Chief of Police, the Director of Human Resources and the Mayor, or their designees, may fill a vacancy in the position of Police Officer by selecting applicants from the sliding band.
- b) There is no order of selection in sliding band. An applicant from any position in the band may be selected without regard to numerical, chronological order.
- c) Whenever the top score whole number or whole number and fraction thereof in the band is reduced to the next lowest whole number, the bottom of the band will expand proportionately to include those candidates having statistically proximate results to those applicants remaining in the band.
- d) Criteria for selection from the top band shall include, but shall not be limited to, consideration of the following:
 1. Veteran's preference.
 2. Act 120 certified applicants.
 3. Previous police experience.
 4. Previous experience as an Allentown Police Cadet.
 5. Specialized, pertinent training or bilingual ability.

Section 3. Certification of Appointment

After an applicant is selected for appointment from the sliding band, the Board, upon written request from the Chief of Police, shall issue a memorandum certifying the applicant for the position of police officer.

Section 4. Conditional Offer of Appointment

Once the applicant has been certified for the position of police officer, the applicant shall submit to a physical examination and a psychiatric and/or psychological examination, as provided in these Rules. The appointment shall be contingent upon the applicant successfully passing both the physical and psychiatric and/or psychological examinations.

- a) **Physical Examination:** After an offer of employment has been made, each applicant must undergo a physical examination (to include a drug screen) by a physician selected by the Board to determine whether or not an applicant possesses the physical attributes needed to sustain the labors and exposures of the position.

In the physical examination, applicants must meet the following standards:

Visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and be free of any other significant visual abnormality.

- b) **Psychological Examination:** After an offer of employment has been made, a Pennsylvania-licensed psychologist or psychiatrist approved by the Board shall evaluate the applicant and determine whether the applicant is mentally capable of performing the duties of a police officer. The evaluation shall include the following elements:
 1. **Interview and history.** The psychologist or psychiatrist shall personally interview the applicant. The interview shall include a review of the applicant's personal, educational, employment and criminal history.
 2. **Required psychological test.** The psychologist or psychiatrist shall administer to the applicant the current standard form of the Minnesota Multiphasic Personality Inventory (MMPI).
 3. **Other evaluation methods.** The psychologist or psychiatrist may employ other appropriate evaluation methods which, in his or her discretion, are necessary in order to form a professional opinion regarding whether the applicant is mentally capable of performing the duties of a police officer. The psychologist or psychiatrist shall submit a form to the Human Resources Department which indicates what evaluation methods have been

used and the results thereof. This form shall be maintained in the custody of the Human Resources Department.

Section 5. Appointment Procedure

- a) The name of the applicant to be hired shall then be submitted to City Council in the form of a resolution. A vote for final approval shall be conducted at a regularly scheduled Council meeting.
- b) If, prior to final approval of the applicant by City Council, the Board determines that the applicant, based on a consideration for the criteria set forth in Part II, Rule I, Sections 3 and 4, is not qualified to be a Police Officer, the Board shall decertify the applicant.
- c) After approval of the resolution by City Council, the applicant will receive a final offer of employment outlining the details of employment. This final offer and the continuation of said employment will be contingent upon the applicant obtaining and maintaining a valid Pennsylvania Municipal Police Officers' Education and Training Commission certification in accordance with Act 120.

Section 6. Should City Council on three (3) separate occasions reject an applicant whose name has been placed before Council for appointment, that applicant's name shall be stricken from the list.

RULE IV Temporary Appointments

Section 1. When there are urgent reasons for filling a vacancy and there is no list of persons eligible for appointment after competitive examination, a temporary appointment may be made without examination. Such appointment may not continue longer than ten (10) days after the establishment of a suitable eligibility list and in no case shall it continue longer than three (3) months.

The Board empowers a committee composed of 1) the Chief of Police; 2) the Director of Human Resources; and, 3) a member of City Council, or their designee, to make temporary appointments should such a situation arise.

Section 2. In case of riot or other public emergency, temporary appointments of police officers may be made without examination. Such appointments shall terminate as soon as the public emergency, which led to the appointments, is at an end.

The Board empowers a committee composed of 1) the Chief of Police; 2) the Director of Human Resources; and, 3) a member of City Council, or their designee, to make temporary appointments should such a situation arise.

RULE V Probation

Section 1. All appointees shall serve a probationary period of eighteen (18) months, shall have no seniority rights during this period, and may be disciplined, terminated, or laid off at any time at the sole discretion of the City. Nevertheless, the aforesaid right to discipline or terminate shall be for just cause. The probationary employee shall have no rights to appeal the discipline or the termination other than through Civil Service. Upon satisfactory completion of the probationary period, the employee shall acquire seniority status retroactive to the employee's hour and date of employment.

Section 2. No officer during the probationary period will be permitted to carry a firearm under any circumstances, on or off duty, outside of Act 120 training until that officer has satisfactorily passed firearms training and received a valid Pennsylvania Municipal Police Officers' Education and Training Commission certification in accordance with Act 120.

PART III: RULES GOVERNING PROMOTION OF POLICE OFFICERS

RULE I Public Notice

The Mayor or his designee shall notify the Board of a vacancy in a position in the Allentown Police Department to be filled by promotion, and request certification of an eligibility list in accordance with these Rules.

An announcement of the promotional testing, including the time and place of examination, information regarding the position to be filled, the requirements for that position, where applications may be obtained, and the deadline for filing those applications, shall be posted in Allentown City Hall and distributed to all active Allentown police officers.

RULE II Qualifications—Applicants for Promotion

- a) **General Qualifications:** An applicant for a promotional position shall meet the General Qualifications set forth in Part II, Rule I, Section 3, and is subject to the Automatic Eligibility Disqualifications set forth in Part II, Rule I, Section 4.
- b) **Discipline:**
 - 1) An applicant for a promotional position shall not have received an adjudication for a suspension of ten (10) or more days in the three (3) years prior to the deadline for submitting an application.
 - 2) An applicant for a promotional position shall not have received an adjudication for a suspension of between four (4) and nine (9) days in the two (2) years prior to the deadline for submitting an application.

- 3) An applicant for a promotional position shall not have received an adjudication for a suspension of between one (1) and three (3) days in the one (1) year prior to the deadline for submitting an application.
 - 4) When an applicant has appealed a suspension which renders him or her ineligible for a promotional position and the appeal has not been finally adjudicated, the applicant shall be permitted to participate in the examination process for inclusion on the eligibility list, but shall not be eligible to be placed on the certified eligibility list for appointment until the final adjudication of the appeal renders him or her eligible for the promotional position or the ineligibility period due to the suspension has expired.
- c) Experience: An applicant for a promotional position shall, as of January 1 of the year in which the promotional testing is conducted, meet the following experience prerequisites:
- 1) Sergeant: an applicant for the position of Sergeant shall have a minimum of five (5) consecutive years of experience as a Patrolman with the Allentown Police Department, or a minimum of ten (10) years of total full time policing experience and a minimum of four (4) years of experience as a Patrolman with the Allentown Police Department.
 - 2) Lieutenant: an applicant for the position of Lieutenant shall have a minimum of three (3) consecutive years of experience as a Sergeant in his or her respective grade in the Allentown Police Department.
 - 3) Captain: an applicant for the position of Captain shall have a minimum of one (1) year of experience as a Lieutenant in his or her respective grade in the Allentown Police Department.
 - 4) Assistant Chief:
 - a. an applicant for the position of Assistant Chief shall have a minimum of one (1) year of experience as a Captain in his or her respective grade in the Allentown Police Department; or
 - b. an applicant for the position of Assistant Chief shall have a minimum of three (3) years of experience as a Lieutenant in his or her respective grade in the Allentown Police Department.
 - 5) Waiver: If the application period closes without any eligible applicants who meet the experience prerequisites, the Board may waive the experience prerequisites upon good cause shown.
 - 6) Interim Appointment: Nothing herein shall prohibit the use of an interim appointment until a qualified applicant is appointed in accordance with these Rules.

RULE III General Examination Requirements

The Human Resources Department, in consultation with the Board, shall schedule all required examinations. An applicant who, without preauthorization from the Board, fails to present himself/herself for examination on the date, at the time, and in the place specified in the notice of examination shall be disqualified from the current promotional process.

RULE IV Examination Process for Sergeant and Lieutenant

The examination for the positions of Sergeant and Lieutenant shall include a written examination and an oral examination which will be graded on a one hundred (100) point scale, with the written examination representing seventy percent (70%) of the final score and the oral examination representing thirty percent (30%) of the final score.

a) Written Examination:

- 1) Eligible applicants shall be notified of the date, time and location of the written examination by letter postmarked at least thirty (30) days prior to the written examination and sent by First Class Mail to the mailing address provided by the applicant.
- 2) The written examination shall be validated and administered by an outside vendor approved by the Board. The contents of the written examination shall be reviewed and approved by the Board.
- 3) The written examination shall be graded on a 100 point scale and an applicant must score seventy percent (70%) in order to continue in the application process. Applicants scoring less than seventy percent (70%) scores shall be disqualified.
- 4) Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results, and each passing applicant shall be informed of the next step in the examination process.

b) Oral Examination:

- 1) Every applicant who scored seventy percent (70%) or higher on the written examination shall be given an oral examination that will be graded on a 100 point scale with a score of seventy percent (70%) or higher necessary for passing.
- 2) The oral examination shall be conducted by a four-person oral examination panel approved by the Board. The oral examination panel shall consist of the Chief of Police or his/her designee, a current Allentown police officer holding the rank of Lieutenant or higher, and two current police officers holding the rank of Lieutenant or higher from a City of the First, Second or Third Class (excluding the City of Allentown).

- 3) The Board may approve the use of additional oral examination panels if, in the discretion of the Board, it is impractical for one oral examination panel to evaluate all of the eligible applicants.
- 4) The contents of the oral examination shall be approved by the Board and shall involve questioning applicants on how they would handle situations relevant to police work and the promotional position to which the applicant seeks appointment.
- 5) Within thirty (30) days after the administration of the oral examination, all applicants shall be given written notice of their oral examination and total overall scores, and each passing applicant shall be informed of the next step in the examination process.

RULE V Examination Process for Captain and Assistant Chief

The examination for the positions of Captain and Assistant Chief shall consist of an oral examination which shall be graded on a one hundred (100) point scale representing one hundred percent (100%) of the final score.

The oral examination shall be conducted by a three-person panel approved by the Board. The panel shall consist of the Chief of Police or his/her designee, a current Allentown police officer holding the rank of Captain or higher, and one current police officer holding the rank of Captain or higher from a City of the First, Second or Third Class (excluding the City of Allentown).

The Board may approve the use of additional oral examination panels if, in the discretion of the Board, it is impractical for one oral examination panel to evaluate all of the eligible applicants.

The contents of the oral examination shall be approved by the Board and shall involve questioning applicants on how they would handle situations relevant to police work and the promotional position in question.

Within thirty (30) days after the administration of the oral examination, all applicants shall be given written notice of their oral examination and total overall scores, and each passing applicant shall be informed of the next step in the examination process.

RULE VI Creation of Eligibility List and Certified Eligibility List for Appointment

- a) Eligibility List: Upon completion of the examination requirements, the Board shall rank all passing applicants on a list with the applicant receiving the highest passing score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list.
- b) Certified Eligibility List for Appointment: The Board shall certify for each vacant promotional position the names of the three persons on the eligibility list who have received the highest average in the last preceding promotional examination held within

the period of two years preceding the date of the request for the eligibility list. In the event of a tie score, preference shall be given to the applicant with the most seniority on the Allentown Police Department's "Seniority List." If three names are not available, the Board shall certify the names remaining on the eligibility list.

RULE VII Appointment and Certification of Appointment

- a) **Appointment:** The mayor or his designee may fill a vacancy in a promotional position by making an appointment from the names certified, based solely on the merits and fitness of the applicants.
- b) **Certification of Appointment:** After an applicant has been appointed to a vacant promotional position, the Board, upon written request from the Mayor or his designee, shall issue a memorandum certifying the applicant for the position to which he or she has been appointed.

RULE VIII Probationary Period

The applicant promoted to a promotional position shall serve an eighteen (18) month probationary period. The probationary period may be extended by an additional six (6) month period in the sole discretion of the Chief of Police. If a promoted officer is involuntarily demoted, he or she has the right to file a grievance in accordance with the Collective Bargaining Agreement between the City of Allentown and the Fraternal Order of Police, Queen City Lodge No. 10.

PART IV: RULES GOVERNING APPOINTMENT OF FIRE FIGHTERS

RULE I Applications

Section 1. The Fire Civil Service Board encourages all qualified applicants to apply to be placed on the Fire Fighter Eligibility List, which will expire no later than two (2) years after the date it is established. To give as many applicants as possible the opportunity to apply and to assure that all applicants receive equal treatment in the application process, the Board has established these Rules.

Section 2. Every applicant must secure an application issued by the Human Resources Department. The applicant must complete and sign the application. It is the applicant's responsibility to assure that the Human Resources Department receives the application and required attachments by the deadline. An application that does not include the required attachments will not be accepted. Public notice of the final date for receiving Fire Fighter eligibility list applications will be given at least thirty (30) days in advance and will be conspicuously posted in City Hall and other public agencies and institutions and announced through the media.

The application forms are included as Appendix B and Appendix C in these Rules. In order for the application to be considered, the applicant shall provide all information required in the

application, shall submit the non-refundable application fee in the form of a certified check or money order payable to "City of Allentown," and shall submit photocopies of the following:

- a) High school diploma or graduate equivalency diploma.
- b) A completed Form DD214 from any of the military services, including the specific type and date of discharge, if you have military service.
- c) Certificate of Naturalization, if applicable.
- d) Current valid motor vehicle operator's license.

Section 3. No questions in the application or at any pre-offer examination shall require information concerning the race, color, creed, religion, sex, sexual preference, disability, national origin, ancestry, marital status, income, or political opinions or affiliations of the applicant. Such disclosures are forbidden except for information regarding disabilities and requested reasonable accommodations. Information may be requested, provided it is kept apart from other records, in order to satisfy equal employment opportunity reporting requirements.

Section 4. General Qualifications

Every applicant shall be:

- a) a citizen of the United States; and
- b) age 18 years of age or older.

Section 5. The Board may refuse to examine an applicant or, after examination, to place upon the eligibility list an applicant who:

- (a) Lacks any of the established requirements for the position(s) for which he/she applies; or
- (b) Has recently or is currently using illegal drugs or is illegally using prescription drugs that are controlled substances or whose background check indicates a pattern of abuse of alcoholic beverages, illegal drugs, or other controlled substances; or
- (c) Has been found guilty of any crime or of immoral or disgraceful conduct which has been determined to be job related; or
- (d) Has been dismissed from the public service for delinquency or misconduct; or
- (e) Has made a false statement of any material fact or practice or attempted to practice any deception or fraud in his/her application, in his/her examination, or in securing his/her eligibility; or

- (f) Does not possess a high school diploma or its equivalent certified by a State Department of Education; or
- (g) Does not have a validated driver's license.

RULE II Calling of Examinations

Prior to the expiration of the current eligibility list, the Board will schedule the appropriate examinations and procedures. Eligible applicants will be notified of the examination schedule by letter postmarked at least fourteen (14) days prior to the test and sent by regular mail to the most current address provided by the applicant.

RULE III Selection Process (listed in chronological order)

Section 1. Written Examination

- (a) Applicants shall be given a written examination to determine their position on the Eligibility List. The passing score for this examination is 70%.
- (b) Before proceeding to answer questions on the written examination, each applicant shall complete and sign a declaration sheet, giving his/her full name and address and such other information as may be required by the Board, and to place this sheet, after it has been marked with an identification number, in the official envelope. Each applicant shall seal said envelope. The exterior of the envelope shall bear only the identification number of the applicant. At the close of the examination, all the envelopes containing the declaration sheets shall be retained by the person conducting the examination and shall not be opened by anyone until the examinations have been scored. Each applicant shall mark his/her identification number on the answer sheet of his/her examination.

Section 2. Completion of Scores and Formation of Eligibility List

- (a) The written test score will be compiled to determine the final score. Final scores will be grouped mathematically (by the testing company) and a single sliding band of statistically proximate results will be developed for submission to and approval by this Board.

There is no order of selection in a sliding band. A candidate from any position in the band may be selected without regard to numerical, chronological order.

Whenever the top score whole number or whole number and fraction thereof in the band is reduced to the next lowest whole number, the bottom of the band will expand proportionately to include those candidates having statistically proximate results to those candidates remaining in the band.

Criteria for selection from the top band will include but not be limited to consideration of the following:

1. Veteran's preference must be given to all candidates within a band
 2. A college degree, college credits, or seminar hours in a fire related field
 3. A valid CDL Class A or B driver's license
 4. Prior firefighting, emergency medical and/or emergency communication dispatching experience
 5. Certified in one or more of the National Fire Protection Association's Standard for Professional Qualifications, such as Fire I, II, Fire Officer I, etc.
 6. Other specialized pertinent training
- (b) Any applicant (defined as a "soldier" or a spouse of a deceased or disabled "soldier") who 1/ served since July 27, 1953, in the Armed Forces of the United States or in any women's organization connected with the Armed Forces; 2/ completed his/her initial military service commitment; 3/ received an Honorable Discharge from active duty; and 4/ passed the written examination to qualify for the Fire Fighter Eligibility List shall have his/her written test score increased by 10 points. Veterans' Preference is computed as: (passing test score) + (10 points) = Veterans' Total Score.

Section 3. Physical Agility Test

Each applicant whose name appears on the Eligibility list, as he/she approaches nomination, will be given a physical agility test, which shall be graded on a pass-fail basis. Each applicant will be required to sign a Release before taking the physical agility test and to have a signed release from his/her physician stating he/she is medically fit to perform the physical agility test.

Section 4. Character Background Investigation

Each applicant whose name appears on the Eligibility List shall, if he/she approaches nomination, be the subject of a character background investigation prior to being offered employment. Should this investigation reveal that the applicant does not meet any of the eligibility requirements in Part IV, Rule I, or that the applicant has engaged in misrepresentation during any phase of the selection process, he/she shall be declared ineligible by the Board.

Section 5. Conditional Offer of Employment

If the applicant passes the background investigation, he/she may be offered employment as a Fire Fighter contingent upon the successful completion of a drug/alcohol screening, physical examination, psychiatric/psychological examination, and a driver record check as stipulated in these Rules.

If the applicant during the drug and alcohol screening is found to test positive for any of the following levels, the applicant shall be disqualified:

Alcohol level is 0.02 or greater

Initial urine drug screening is performed at the following detection sensitivities:

Amphetamine	1,000 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines (Valium)	300 ng/ml
THC (marijuana metabolite)	100 ng/ml
Cocaine metabolite	300 ng/ml
Methadone	300 ng/ml
Opiates	300 ng/ml
Phencyclidine	75 ng/ml
Propoxyphene (Darvon)	300 ng/ml

Confirmation by GC/MS is detected at the following levels (minimum reporting concentration):

Amphetamines	500 ng/ml
Methamphetamine	500 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
THC (marijuana metabolite)	20 ng/ml
Cocaine or cocaine metabolite	100 ng/ml
Methadone	100 ng/ml
Methaqualone	100 ng/ml
Opiates - Total	300 ng/ml
Codeine	150 ng/ml
Morphine	150 ng/ml
Phencyclidine	25 ng/ml
Propoxyphene	300 ng/ml

Section 6. Physical Examination

After an offer of employment has been made, each applicant shall undergo a physical examination by a licensed, practicing physician of the Board's choice and on a form furnished by the Board.

- (a) The applicant must be certified as physically able to perform the essential job functions of a Fire Fighter.
- (b) The applicant is required to have 20/20 vision corrected, with or without a reasonable accommodation, to perform the essential functions of the job. Each candidate must not be color blind.

- (c) The applicant must disclose fully any record of mental disturbance or illness.
- (d) Any cause for rejection as the result of the physical examination must be related to the essential functions of the position.

The Board reserves the right to withdraw an offer of employment based on the results of the physical examination.

Section 7. Psychiatric/Psychological Examination

After an offer of employment has been made, each applicant shall be evaluated by a board-certified psychiatrist and/or psychologist selected by the Board. If the psychiatrist's and/or psychologist's report identifies an applicant as unstable or limited in perception or judgment, the Board, Fire Chief, and Human Resources Director or designee shall review that applicant's report. The Board reserves the right to withdraw an offer of employment based on the results of the psychiatric/psychological evaluation.

RULE IV Rejection of Names on the Eligibility List

If an applicant is rejected three (3) times for the same or another position, such applicant shall be stricken from the list.

RULE V Temporary Appointments

Temporary appointments may be made under the following circumstances:

- (a) When there are urgent reasons for filling a vacancy and there is no list of persons eligible for appointment after competitive examination, a temporary appointment may be made without examination. Such appointment may continue not longer than ten (10) days after the establishment of a suitable eligibility list and in no case shall it continue longer than three (3) months.
- (b) In case of riot or other public emergency, temporary appointments of Fire Fighters may be made without examination. Such appointments shall terminate as soon as the public emergency which led to the appointments is at an end.

RULE VI Probation

All appointees shall serve a probationary period. At any time during the probationary period, the probationer may be dismissed for just cause in the manner provided in Section 10 of the Fire Civil Service Act applicable to Third Class Cities in Pennsylvania. If at the close of such probationary term the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified in writing that he/she will not receive permanent appointment, whereupon his/her employment shall cease.

In order to be accepted as permanent employees, probationers must meet the requirements of the driving certification program established by the Allentown Fire Department and must maintain their Pennsylvania driving privileges during their employment.

PART V: RULES GOVERNING PROMOTION OF FIRE FIGHTERS

RULE I Public Notice

The Mayor or his designee shall notify the Board of a vacancy in a position in the Allentown Fire Department to be filled by promotion, and request certification of an eligibility list in accordance with these Rules.

An announcement of the promotional testing, including the time and place of examination, information regarding the position to be filled, the requirements for that position, where applications may be obtained, and the deadline for filing those applications, shall be posted in Allentown City Hall and the City's fire stations.

RULE II Qualifications—Applicants for Promotion

- a) General Qualifications: The Board may refuse to examine an applicant or, after examination, may refuse to place an applicant on an eligibility list if the applicant:
 - 1) does not meet all of the eligibility requirements set forth in Part IV, Rule I.
 - 2) is physically disabled to the extent that he or she is unfit to perform the duties of the promotional position to which he or she seeks appointment;
 - 3) is addicted to intoxicating alcohol or drugs;
 - 4) has been found guilty of any crime involving immoral or disgraceful conduct related to his or her employment;
 - 5) has been dismissed from the public service for delinquency of duties or misconduct;
 - 6) has made a false statement of material fact or engaged in fraud or deception during the application and/or examination process for the promotional position to which he or she seeks appointment; or
 - 7) has failed to obtain a passing grade on three (3) prior examinations for the promotional position to which he or she seeks appointment.
- b) Experience: An applicant for a promotional position shall, as of January 1 of the year in which the promotional testing is conducted, meet the following experience prerequisites:
 - 1) Fire Marshal: an applicant for the position of Fire Marshall shall have a minimum of seven (7) years of experience in the Allentown Fire Department.

- 2) Fire Lieutenant: an applicant for the position of Fire Lieutenant shall have a minimum of five (5) years of experience in the Allentown Fire Department.
- 3) Fire Captain (Public Affairs):
 - a. an applicant for the position of Fire Captain (Public Affairs) shall have a minimum of two (2) years of experience as a Fire Officer in the Allentown Fire Department; and
 - b. Upon appointment to the position of Fire Captain (Public Affairs), he or she shall acquire Fire Inspector I level certification within eighteen (18) months after appointment to this position.
- 4) Fire Captain (Suppression): an applicant for the position of Fire Captain (Suppression) shall have a minimum of four (4) years of experience as a Fire Lieutenant in the Allentown Fire Department, but may use a maximum of two (2) years of experience as a Specialist in order to meet this experience prerequisite.
- 5) Battalion Chief: an applicant for the position of Battalion Chief shall have a minimum of two (2) years of experience as a Fire Captain (Suppression) in the Allentown Fire Department.
- 6) Assistant Chief of Training:
 - a. an applicant for the position of Assistant Chief of Training shall have a minimum of two (2) years of experience as a fire officer and be a Pennsylvania State certified suppression instructor; or
 - b. an applicant for the position of Assistant Chief of Training shall have a minimum of seven (7) years of experience as a firefighter with grade seniority and be a Pennsylvania State certified suppression instructor.
- 7) Assistant Chief of Fire Prevention: an applicant for the position of Assistant Chief of Fire Prevention shall have a minimum of two (2) years of experience as a Fire Marshal in the Allentown Fire Department.
- 8) Deputy Fire Chief: an applicant for the position of Deputy Fire Chief shall have a minimum of two (2) years of experience as a Battalion Chief or Assistant Chief in the Allentown Fire Department.
- 9) Waiver: If the application period closes without any eligible applicants who meet the experience prerequisites, the Board may waive the experience prerequisites upon good cause shown.

Rule III General Examination Requirements

The Human Resources Department, in consultation with the Board, shall schedule all required examinations. An applicant who, without preauthorization from the Board, fails to present himself/herself for examination on the date, at the time, and in the place specified in the notice of examination shall be disqualified from the current promotional process.

Rule IV Examination Process for Fire Marshal; Fire Lieutenant; Fire Captain (Public Affairs); Fire Captain (Suppression); Battalion Chief; Assistant Chief of Training; and Assistant Chief of Fire Prevention

The examination process for the positions of Fire Marshal, Fire Lieutenant, Fire Captain (Public Affairs), Fire Captain (Suppression), Battalion Chief, Assistant Chief of Training, and Assistant Chief of Fire Prevention shall include a written examination representing fifty percent (50%) of the final score; a physical examination graded pass/fail; a command agility test representing thirty percent (30%) of the final score; and an oral examination representing twenty percent (20%) of the final score.

a) Written Examination:

- 1) Eligible applicants shall be notified of the date, time and location of the written examination by letter postmarked at least thirty (30) days prior to the written examination and sent by First Class Mail to the mailing address provided by the applicant.
- 2) The written examination shall be validated and administered by an outside vendor approved by the Board. The contents of the written examination shall be reviewed and approved by the Board.
- 3) The written examination shall be graded on a 100 point scale and an applicant must score seventy percent (70%) in order to continue in the application process. Applicants scoring less than seventy percent (70%) scores shall be disqualified.
- 4) Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their examination results, and each passing applicant shall be informed of the next step in the examination process.

b) Physical Examination:

- 1) Every applicant who scored seventy percent (70%) or higher on the written examination shall undergo a general health physical examination by a licensed practicing physician approved by the Board.
- 2) The physical examination shall be graded pass/fail.
- 3) The applicant's vision must be correctable to 20/20 vision.

- 4) The report of physical examination shall be furnished on a form approved by the Board.
- 5) The applicant shall undergo a second physical examination at the time of appointment to the promotional position if more than one year has elapsed since the applicant's original physical examination.
- 6) Any reason given for failing the physical examination must be job-related.
- 7) Within thirty (30) days after the administration of the physical examination, all applicants shall be given written notice of their examination results, and each passing applicant shall be informed of the next step in the examination process.

c) Command Agility Test:

- 1) Every applicant who scored seventy percent (70%) or higher on the written examination and passed the physical examination shall undergo a command agility test.
- 2) The command agility test covers operational situations and decision-making that is germane to the rank of the promotion with established metrics. The contents of the command agility test shall be reviewed and approved by the Board.
- 3) The command agility test shall be graded on a 100 point scale and an applicant must score seventy percent (70%) in order to continue in the application process. Applicants scoring less than seventy percent (70%) scores shall be disqualified.
- 4) Within thirty (30) days after the administration of the command agility test, all applicants shall be given written notice of their test results, and each passing applicant shall be informed of the next step in the examination process.

d) Oral Examination:

- 1) Every applicant who scored seventy percent (70%) or higher on the written examination, passed the physical examination, and scored seventy percent (70%) or higher on the command agility test shall be given an oral examination that will be graded on a 100 point scale with a score of seventy percent (70%) or higher necessary for passing.
- 2) The contents of the oral examination shall be approved by the Board and shall involve questioning applicants on how they would handle situations relevant to firefighting and the promotional position to which the applicant seeks appointment.

- 3) The oral examination shall be conducted by a three-person oral examination panel approved by the Board. The oral examination panel shall consist of the Fire Chief or his designee and two current fire officials holding the rank of Assistant Chief or above from a City of the First, Second or Third Class (excluding the City of Allentown).
- 4) The Board may approve the use of additional oral examination panels if, in the discretion of the Board, it is impractical for one oral examination panel to evaluate all of the eligible applicants.
- 5) Within thirty (30) days after the administration of the oral examination, all applicants shall be given written notice of their oral examination and total overall scores, and each passing applicant shall be informed of the next step in the examination process.

RULE V Examination Process for Deputy Chief

The examination for the position of Deputy Chief shall consist of an oral examination which shall be graded on a one hundred (100) point scale representing one hundred percent (100%) of the final score.

The contents of the oral examination shall be approved by the Board and shall involve questioning applicants on how they would handle situations relevant to firefighting and the promotional position to which the applicant seeks appointment.

The oral examination shall be conducted by a three-person oral examination panel approved by the Board. The oral examination panel shall consist of the Fire Chief or his designee and two current fire officials holding the rank of Assistant Chief or above from a City of the First, Second or Third Class (excluding the City of Allentown).

The Board may approve the use of additional oral examination panels if, in the discretion of the Board, it is impractical for one oral examination panel to evaluate all of the eligible applicants.

Within thirty (30) days after the administration of the oral examination, all applicants shall be given written notice of their oral examination and total overall scores, and each passing applicant shall be informed of the next step in the examination process.

RULE VI Creation of Eligibility List and Certified Eligibility List for Appointment

- a) Eligibility List: Upon completion of the examination requirements, the Board shall rank all passing applicants on a list with the applicant receiving the highest passing score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list.
- b) Certified Eligibility List for Appointment: The Board shall certify for each vacant promotional position the names of the three persons on the eligibility list who have

received the highest average in the last preceding promotional examination held within the period of two years preceding the date of the request for the eligibility list. In the event of a tie score, preference shall be given to the applicant with the most seniority on the Allentown Fire Department's "Seniority List." If three names are not available, the Board shall certify the names remaining on the eligibility list.

RULE VII Appointment and Certification of Appointment

- a) Appointment: The mayor or his designee may fill a vacancy in a promotional position by making an appointment from the names certified, based solely on the merits and fitness of the applicants.
- b) Certification of Appointment: After an applicant has been appointed to a vacant promotional position, the Board, upon written request from the Mayor or his designee, shall issue a memorandum certifying the applicant for the position to which he or she has been appointed.

RULE VIII Probationary Period

The applicant promoted to a promotional position shall serve a six (6) month probationary period. If at the close of the probationary term the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified in writing that he or she will not receive permanent appointment and will be returned to prior rank. The probationer may be returned to prior rank only for just cause.

PART VI: APPEALS

RULE I Notice of Appeal

An applicant aggrieved by his or her disqualification from the hiring or promotion process may appeal the disqualification to the Board by filing a written notice of appeal which:

- a) is filed with the Human Resources Department, City Hall, 435 Hamilton Street, Room 233, Allentown, PA 18101 no later than fifteen calendar days after the date on the written notice of disqualification (deemed filed on the postmark date if sent by regular mail); and
- b) is signed and dated by the aggrieved applicant.

RULE II Notice of Hearing

The Board shall provide the aggrieved applicant with written notice of the date, time and location of the hearing on the appeal.

RULE III Pre-Hearing Statement

The aggrieved applicant shall file a written pre-hearing statement which:

- a) is filed with the Human Resources Department, City Hall, 435 Hamilton Street, Room 233, Allentown, PA 18101 at least five (5) calendar days prior to the date of the hearing (deemed filed on the postmark date if sent by regular mail);
- b) is signed and dated by the aggrieved applicant;
- c) states the basis for the appeal; and
- a) includes any documentary evidence which the aggrieved applicant will submit at the hearing in support of the appeal.

RULE IV Waiver

An aggrieved applicant who fails to comply with the requirements of Part VI, Rules I and III shall be deemed to have waived the right to appeal his or her disqualification from the hiring or promotion process.

RULE V Hearing

The Board shall conduct the hearing on the aggrieved applicant's appeal in accordance with the procedures set forth in the Pennsylvania Local Agency Law.

RULE VI Decision

The Board shall render a written decision on the aggrieved applicant's appeal within forty-five (45) days after the conclusion of the last hearing before the Board.



CITY OF ALLENTOWN

No. 20

RESOLUTION

R - 2015

Introduced by the Administration on April 15, 2015

Approving Submission of the Five Year Consolidated Plan

Resolved by the Council of the City of Allentown, That

WHEREAS, the City of Allentown, other government agencies, and non-profit organizations are eligible to apply for funding from federal housing and community development programs for use within the City; and

WHEREAS, the United States Department of Housing and Urban Development requires the City to prepare a Five Year Consolidated Plan to receive such funding; and

WHEREAS, the Five Year Consolidated Plan estimates the housing needs of the City's extremely low-, low-, moderate-, and middle income households, assesses the availability of resources for addressing these needs, develops a five (5) year strategic plan, and proposes a one year action plan for meeting the unmet needs; and

WHEREAS, the Consolidated Plan and One Year Action Plan serve as the application for the Community Block Grant Program, HOME Investment Partnerships Program, and Emergency Solution Grants Program Funds.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Allentown hereby approves of the submission, to the United States Department of Housing and Urban Development, of the Five Year Consolidated Plan for the period of July 1, 2015 to June 30, 2020 and One Year Action Plan for the period of July 1, 2015 to June 30, 2016

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

The Consolidated Grants Program (CGP) legislation consists of three ordinances and one resolution and originates in the Department of Community and Economic Development.

The attached legislation, from the Department of Community and Economic Development serves as the template for the City of Allentown's application for federal Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grants Program (ESG) funds. Each piece of legislation serves a specific purpose, which when combined, contain all the recommended regulatory steps need to apply for these federal funds. These are the same types of legislation presented to City Council every year. However, the actual dollar amounts, list of activities and funds available are different every year.

- **Summary and Facts of the Bill**

This legislation will allow the City to submit its Five Year Consolidated Plan and Annual One-year Action Plan for the use of federal Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grant (ESG) Program 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**

This resolution authorizes the City to submit the Five Year Consolidated Plan and One Year Action plan to HUD.

The Five Year Consolidated Plan estimates the housing needs of the City's extremely low-, low-, moderate-, and middle income households, assesses the availability of resources for addressing these needs, develops a five (5) year strategic plan, and proposes a one year action plan for meeting the unmet needs.

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

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

With the application to HUD, the City adds \$3,441,435 in funds to achieve Community and Economic Development goals, as described in the Five Year Consolidated Plan for the use of federal funds.

- **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 funding sources for this resolution are the federal Community Development Block Grant Program, HOME Investment Partnerships Program and Emergency Solutions Grant Program.

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

This bill has a high priority status.

With this resolution, City Council is authorizing the City of Allentown to submit its Consolidated Plan and One Year Action Plan for the use of federal CDBG, HOME and ESG dollars.

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

This resolution allows us to submit our Five Year Consolidated Plan and One Year Action Plan to bring additional grant dollars into the City.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 27 - 2015

May 6, 2015

AN ORDINANCE

Amending the 2015 Capital Project Fund Budget to provide for a transfer of Seven Thousand Three Hundred Thirty One and Fifty Two Cents (\$7,331.52) from Capital Project 1635 (Old Allentown Streetscape) to Capital Project 1641 (Arts Districts Enhancements) for a Project Labor Agreement Study, prior to project bidding.

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

SECTION ONE: That City Council authorizes a transfer within the Capital Project Fund in the amount of Seven Thousand Three Hundred Thirty One and Fifty Two Cents (\$7,331.52).

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

FROM ACCOUNT

001-09-1635-0201-46	\$7,331.52
Community Development	
Old Allentown Streetscape	

TO ACCOUNT

001-09-1641-0201-46	\$7,331.52
Community Development	
Art District Enhancements	

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?

Bill Origination: Bureau of Planning and Zoning, Department of Community and Economic Development

Initiative: Arts District Enhancements

- Summary and Facts of the Bill:

The proposed Ordinance transfers funds from the capital project Old Allentown Streetscape Enhancements, to another Arts District Enhancements.

- Purpose

- What does the Bill do – what are the specific goals/tasks the bill seeks 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 Arts District Enhancements will enhance the 6th Street Streetscape between Hamilton and Linden Streets. A preliminary activity prior to bidding the project's construction, is ascertaining whether a Project Labor Agreement (PLA) will be required. The transferred funds will be used to purchase professional services establishing whether the PLA will be required.

The completion of the Arts district improvements will further downtown development, leverage other district and downtown activities, and is included within the recently completed Downtown Allentown Plan.

- Financial Impact

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

Cost: The PLA study cost is \$7500

Benefits: Ascertain the need for the PLA is a step needed prior to bidding.

- Funding Sources

Capital funds will be transferred between established capital projects.

- Priority status/Deadlines, if any:

As soon as possible.

- Why should Council unanimously support this bill?

It's a step needed prior to implementing the Arts District Enhancements, which furthers downtown development, leverages other district and downtown activities and is included within the recently completed Downtown Allentown, and Comprehensive Plans.

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 28 – 2015

MAY 6, 2015

AN ORDINANCE

Amending the 2015 General Fund and Capital Fund Budgets to provide for supplemental appropriation of \$70,000 to provide funds to purchase and install playground equipment and related site amenities at Jordan Park for the June 23, 2015 community build project. The funds are a result of a grant reimbursement.

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

SECTION ONE: The City Council authorizes an increase to the unappropriated balance of the 2015 General Fund in the amount of \$9,385.00 and the 2015 Capital Fund in the amount of \$60,615.00 reflecting receipt of monies from a grant reimbursement.

SECTION TWO: That City Council authorizes a supplemental appropriation from the unappropriated balances of the General Fund and the Capital Fund to the parks and Recreation Department as follows:

000-08-0905-0002-46 (Other Contract Services)	\$ 9,385.00
001-08-2204-1510-68 (Operating Materials and Supplies)	60,615.00

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

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

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

Parks & Recreation

- **Summary and Facts of the Bill**

The bill reflects the receipt of a \$70,000 grant from DCNR...

- **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 and install playground equipment and related site amenities at Jordan Park related to the June 23, 2015 community build project.

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

These funds will offset the cost of playground equipment and construction materials and supplies related to the project.

- **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.**

This bill is appropriating \$70,000 in funds from a DCNR Community Conservation Partnerships Program grant and allocating \$9,385.00 to 000-08-0905-002-46 and \$60,615 to 001-08-2204-1510-68.

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

As soon as the bill is passed funds will be used to complete the Jordan Park playground project.

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

The Jordan Park Playground Community Build is an integral component of the upcoming Pennsylvania Municipal League Annual Conference. A community playground build day has been scheduled that will involve hundreds of conference attendees and members of the community who will be at Jordan Park June 23rd building the playground and completing a variety of other projects in the park.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 29 - 2015

May 6, 2015

AN ORDINANCE

Amending Article 397.01, Police Fees, and Article 397.02, Police Academy Fees, by increasing fees for accident reports, false alarms, criminal history checks, and police training fees; and establishing a fee for video requests for civil services to better reflect the costs associated for providing the particular services.

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

Amending Article 397.01, of the **Police Department** by updating fees for service provided.

SECTION ONE: That City Council authorizes the following schedule of fees for services provided.

397.01 Police Fees

397.01 Fees

<u>Service Provided</u>	<u>Fees</u>
Accident Report	\$15 \$25
Incident Report	15
Fingerprinting City Residents	20
Fingerprinting All Others	25
Taxicab License	40
False Alarm	75 \$100
(Ord. 14167; §1 4/8/04)	
Photographs (8" x 10")	10
Criminal History Checks	15 \$20
<u>Video Request for Civil Cases</u>	<u>\$115 for first disc, \$20 for additional disc.</u>

397.02 Police Academy Fees (14778 § 1 2/9/10)

Three Hour Training Session	\$ 44.85	\$15 per Officer
Classroom Fee	\$ 50.00	\$100 per day
Range Fee	\$100.00	\$150 per day

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?**

The Police Department

- **Summary and Facts of the Bill**

This bill will raise select fees for various services provided by the Allentown Police Department. The affected fees include providing copies of accident reports, police response to false alarms, and conducting criminal history checks. The fees are required due to increases in costs associated with providing said services.

The bill will also add a new fee for video requests in civil cases. When a video request is received and processed by the Allentown Police Department, there is a cost associated with its production. It is estimated to take approximately 2.5 people hours to prepare the video for proper release, as well as the cost associated with storage and the DVD media.

Finally, the bill will address increases for services provided at the Allentown Police Academy to other municipalities and police departments. In 2009 the Municipal Police Officer's Education and Training Commission (MPOETC) announced it would no longer fund Mandatory in-service training classes due to State budget cuts. The Commission had authorized individual Police Academies and colleges to charge \$14.85; however, the Commission subsequently increased that fee to \$15.00 per Officer for each required three-hour training session. Four sessions are required (\$60 total) for each Officer to retain certification. This bill is designed to allow us to charge Municipalities and Officers that fee for providing the instruction. We would also like to be able to raise that fee if MPOETC increases the allowable amount that can be charged. Lastly, we would like to increase the fees for both the range fees and classroom fees at the Police Academy. Fees would be charged to outside agencies who use the facilities when they are available. The new proposed range fee would be \$150.00 and the proposed classroom fee would be \$100.00. We would also like to be able to waive those fees to agencies who provide us with an in-kind service.

- **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 is designed to allow the Police Department to recover fees that the State had provided in the past, and reflects a mandatory increase on their part. It is also going to allow Police to increase revenue by adjusting the fees for services provided by both the Allentown Police Department and the Allentown Police Academy.

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

This bill will increase both department and academy revenue projections.

- **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**

As soon as possible so that increased fees can be charged appropriately.

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

Establishes fair fees for utilizing city resources.



CITY OF ALLENTOWN

No. 22

RESOLUTION

R - 2015

Introduced by the Administration on May 6, 2015

Encroachment at 645 Hamilton Street: Seasonal Umbrellas

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 903.02, of the Codified Ordinances of the City of Allentown, relating to Permanent Obstructions, specifies the criterion and the conditions under which permissible encroachments such as steps, porches, planters, fences, building projections, and service structures shall be permitted in the public-right-of-way; and

WHEREAS, permissible encroachments may not exceed 1/3 of the sidewalk area measured from the property line and may not reduce the width of the abutting sidewalk to less than five feet; and

WHEREAS, permanent obstructions not permitted under the above criterion or approved by the Bureau of Building and Standards, may be permitted upon the expressed approval of Council in the form of a resolution; and

WHEREAS, such encroachments shall not impede or endanger the free flow of pedestrian or vehicular traffic; adversely affect the passage of light or air to adjoining properties; adversely affect in any other manner the health, safety or welfare of adjoining property owners or the public in general; or represent a significant variance from the number or size of encroachments existing in the immediate block area; and

WHEREAS, Two City Center, the property owner as listed on the attached application, is requesting an encroachment to install seasonal umbrellas in the public right-of-way at 645 Hamilton Street, which was denied by the Administration as it encroaches more than one third (1/3) into the right-of-way; and

WHEREAS, Allentown City Council finds that the proposed encroachment will not substantially impact the public-right-of-way.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Allentown approves said encroachment and directs the Mayor to enter into an agreement on behalf of the City allowing the encroachment.



Permanent ENCROACHMENT APPLICATION

ORDINANCE #13066

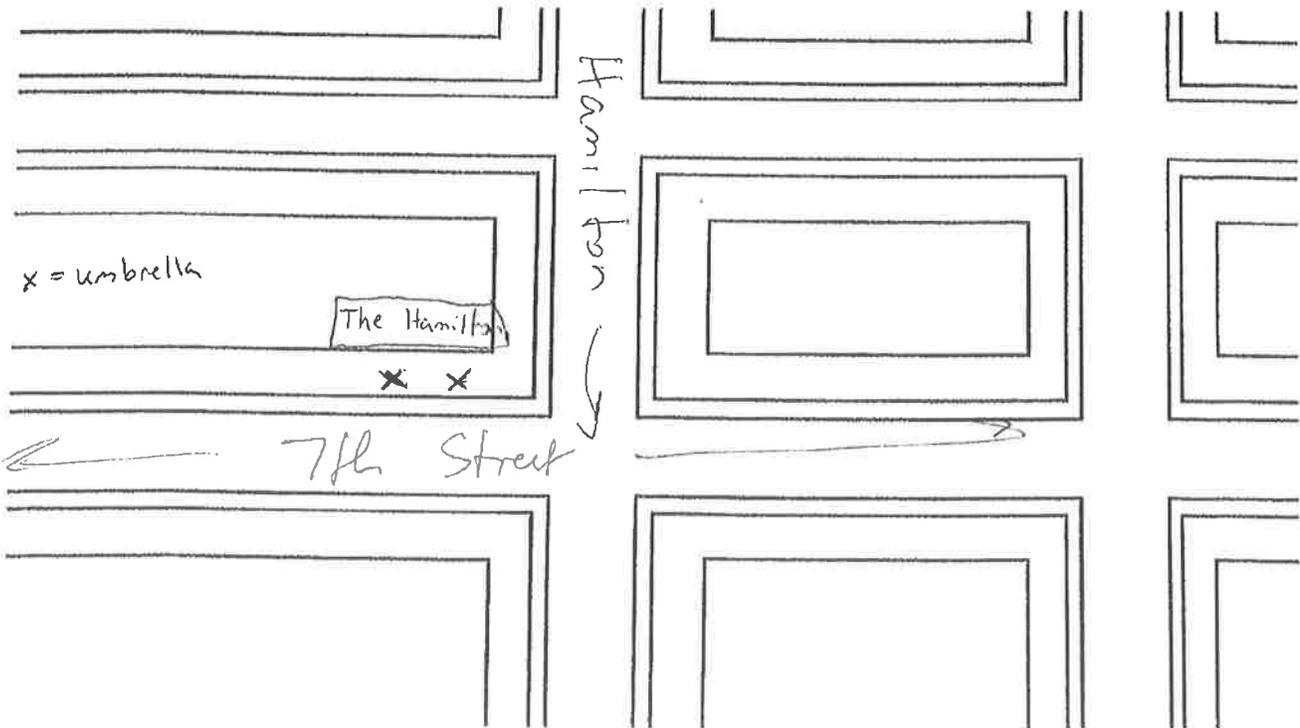
PERMANENT X
TEMPORARY _____
APPLICATION DATE 4/14/2015

PERMIT NO. _____
DATE ISSUED _____
FEE PAID _____

**INFORMATION TO BE FAXED TO THE ENGINEERING DEPARTMENT FAX (610) 437-7614
PLEASE PRINT OR TYPE CLEARLY WITH BLUE OR BLACK INK**

ADDRESS OF ENCROACHMENT: Two City Center, 645 Hamilton Street, Allentown PA
TIME PERIOD APPLIED FOR: Indefinitely
TYPE OF ENCROACHMENT: Seasonal Umbrellas
IF DUMPSTER OR SCAFFOLDING: N/A
NAME OF SUPPLIER: _____ PHONE: _____
ADDRESS _____
NAME OF PROPERTY OWNER Don Petridis PHONE: 610-360-4317
ADDRESS Two City Center, 645 Hamilton Street, Allentown PA
NAME OF APPLICANT Jared Nespoli - Boyle Construction PHONE: 484-223-0726
ADDRESS 1209 Hausman Road, Suite B, Allentown PA 18104
APPLICANT'S SIGNATURE Jared Nespoli

ALL APPLICATION TO BE ACCOMPANIED BY A MEASURE SKETCH BELOW



ROUTING SHEET

BUREAU OR DIVISION	DATE REC'D.	DATE REVIEW COMPLETED	DATE APPROVED	*DATE REJECTED
AS HARB	4/21/15	4.21.15	4.21.15	NOT WITHIN DIST. H/S
ENG.	4/16/15	4/16/15	4/16/15 *	
BH INSP.	4/22/15	4/22/15	BH	
TRAFFIC	4/20/15	4/20/15	4/20/15	
OTHER 201149	4-21-15	4-21-15	4-21-15	

UPON COMPLETION OF REVIEW BY THOSE BUREAUS/DIVISION/AGENCIES CHECKED ABOVE, RETURN THE APPLICATION TO THE DIRECTOR OF CODE ENFORCEMENT (BUILDING STANDARDS AND SAFETY - INSPECTION DIVISION). IF REJECTED MANAGER OF BUREAU/DIVISION/AGENCY IS TO ATTACH MEMO EXPLAINING REASON/S.

IF REJECTED OR NOT PERMITTED IN ACCORDANCE WITH THE ORDINANCE, FORWARD TO CITY CLERK FOR ACTION BY CITY COUNCIL.

 APPROVED REJECTED

Craig Messinger
DIRECTOR, COMMUNITY DEVELOPMENT OR DESIGNEE

4/21/15
DATE

* ENCROACHMENT IS MORE THAN 1/3 OF PUBLIC RIGHT OF WAY. NEEDS COUNCIL APPROVAL

FOUNDATIONS AND ANCHORAGE FOR UMBRELLAS MUST BE FLUSH WITH EXISTING CONCRETE WHEN THE UMBRELLAS ARE REMOVED.

