

2015

CITY OF YORK

ANNUAL REPORT

Mayor Bracey's 2016 State of the City Address

2015 Annual Reports

- **Business Administration**
 - Finance Department
 - Information Services
 - Human Resources
 - Parking Bureau
 - White Rose Community Television
- **Economic and Community Development**
 - RDA
 - Health
 - Housing
 - Permits, Planning & Zoning
- **Public Works**
 - Highway Bureau
 - Environmental Bureau
 - Recreation and Parks
 - Building and Electrical Maintenance
 - Waste Water Treatment Plant
- **Fire/Rescue Services**
- **Police**
- **Community Relations**
- **Solicitor**

A Year In Review Of
The Highlights And
Accomplishments Of
The Departments Of
The City Of York



Our York:

275 Years and Counting....

On All of Us

Mayor C. Kim Bracey

April 27, 2016

Hannah Penn Middle School

York, Pennsylvania

Thank you. Good evening!

As I look at your beaming faces, this is a great evening!

Congressman Perry, Governor Wolf, Representative Schreiber, County Commissioners, members of City Council, all elected officials, City directors, family – hi mom!, friends, citizens, believers, and doers, **GREAT evening** to you!

Thank you to our event host, **Hannah Penn Middle School and the York County Economic Alliance and this evening's sponsors: Presenting Sponsor The Glatfelter Agency; Gold Sponsors WellSpan Health and York College of Pennsylvania; Silver Sponsors C.S. Davidson; Community Courier/Engle Printing & Publishing Company and Penn National Insurance.**

Thank you to all sponsors and all of you for your commitments to and pride in our York, your county seat.

One night a year, we pause to celebrate and honor our York and recommit ourselves to what she yet might be – a thriving urban community with equality, justice and opportunity for all, a shining city of work, learning, creating, and recreating.

We sometimes forget how many friendships we have forged and how many milestones we have reached. So tonight, we take a step back to celebrate you, and to ponder our city of hope and dreams.

Now, the following are not just pretty words. Civilized dialogue is oxygen for the great American dialogue that spurs democracy to action. Bold, public, vetted visions are the trade winds of progress. They make the improbable possible, and we are the city that could, can, and will.

Public words not only matter, they are the essence for galvanizing communities to greater heights. They are civic poetry in motion. If we do not strive for greatness, we fail our people and ourselves.

As Babe Ruth said, “Don’t let the fear of striking out hold you back.” Another bambino, **York High graduate and Arizona Cardinals Coach Bruce Arians** says, “No risk it, no biscuit!”

No risk it, no biscuit, indeed! It took eight years from President Kennedy’s public vision of going to the moon until the moon landing during the Nixon administration.

It took about ten years from when Mayor Robertson announced his dream of bringing professional baseball to York until opening day in 2007 during Mayor Brenner’s tenure when Brooks Robinson tossed the first pitch.

Now, the going-to-the-moon and York baseball comparison may seem like an out-of-space stretch.

But planning for and building a baseball stadium seemed like going to the moon at times!

At times, it seemed like we might be going in the opposite direction to a much warmer destination!

Let’s stick with the moon imagery, shall we?!

Ten years in, baseball has been a big step for York County, 225 new jobs, 343 breadstick giveaways, and one giant leap for our county seat!

Constructed debt-free with no cost to county or city taxpayers, our stadium might be the only one-of-its-kind in the nation. And this is HUUUUUUUGE!, baseball brings in nearly \$180,000 in city, city school district, and county revenues each year.¹

The Revolution has raised over a million dollars for non-profits, and its turnstiles welcome over 300,000 fans each season. Attractive, family-friendly, and well-lit, our stadium is an integrated partner in a neighborhood where new citizens have moved in to enjoy the amenities and fireworks. In fact, as you walk in Brooks Robinson Plaza for opening day tomorrow, take note of the intersection of North and North George and the considerable amount of investment in just that intersection alone. In fact, since the York Revolution’s first season, we have experienced over \$200 million in economic development throughout our City. \$200 million in the past ten years for a 5 square mile city, that’s not too shabby.

Oh, did I mention the REVS are two-time Atlantic League Champions!

Friends, I have a confession to make. Although I’m a Hillary Clinton delegate, sometimes I feel the berm!

¹ \$100,000 in payment-in-lieu-of-taxes or “PILOT” distributed to city school district, city, and county each year; \$45,000 in parking revenues to city school district, \$22,000 in city admissions tax revenues; and \$12,000 in city mercantile/business privilege tax revenues.

No, not the **BURN**, but the Revolution's **BERM** at **PeoplesBank stadium** – the fan-friendly sloped grass that wraps around the outfield where families can picnic and play while watching games?!!

Do you feel the **BERM**?!!!

Building a baseball stadium was never just about baseball. It's always been about families, community, and fellowship.

It's also about faith, just as the game of baseball is.

Building our stadium clicked something different inside us: It sparked a belief that we are the little city that could, can, and will.

As a result, after the umpire first yelled, "Play Ball!," moonshots (or cannon fire from Cannonball Charlie) from the stadium bounce to the following inevitable wins:

- We've developed the **Northwest Triangle** boasting the new home of **LSC Design** and its 80 employees and the 500 student **York Academy International Baccalaureate School**.
- Featuring 29 luxury units, construction at **Keystone Colorworks** is now underway with 50% pre-leased! Promises made, promises kept.
- To round out the Triangle, our redevelopment authority is vetting four exciting proposals for the remaining land. For two administrations, we've stuck to our vision of market-rate housing in the triangle. Hats off to **Interim Economic Development Director Shilvosky Buffaloe and our volunteer member board led by Chairman David Cross** for persisting on that vision.
- We've revitalized **Central Market**, which 128 years and counting, is thriving with over 67 vendors. We secured funding for the roof and other improvements to **Penn Farmers Market**, York County's oldest market, which celebrates its 150th birthday this year, now we put our collective heads together to improve and assist the operations of our neighborhood market to ensure it remains successful for another 150 years.
- We can and will re-develop the **Yorktowne Hotel**. A shout out to the good folks of the alliance and to hotel manager **Rick Cunningham** for sprucing up downtown's grand dame so she delights and entertains new generations.
- Spearheaded by the **Royal Square Development group**, the redevelopment of the first block of West Market will feature 124 market-rate apartments and a football field of first floor commercial space. Stay tuned: **CEO Josh Hankey** is hankering for a prominent deli to locate there too.
- Connecting our **downtown to Olde Towne East, Royal Square proper** continues to grow and paint a mosaic of vintage wares and clothes; mind-bending art, music, and poetry; and art supplies and classes. As promised last year, new streetscaping and vintage lights now

complement Royal Square's bohemian charm. Also, a former bar is being revitalized next to **Glazin'** – a hip craft beer and donut shop (that's right you heard that combination), offering my favorite, a maple glaze with bacon; and as advertised, the old Bond building now hosts weddings, receptions, and art exhibits.

- We can and will make **Salem Square** a state designated **Elm Street neighborhood** to build on the momentum of converting a former West Princess Street bar into a satellite library. A shout-out to **Ray Holas, owner of Bev's Grocery**. Each day, Ray sweeps outside his bodega, a neighborhood anchor. Every neighborhood deserves "third places" like bodegas, gyms, and libraries away from family – "the first place" -- and work/school – "the second place."
- Also emphasizing our neighborhoods, the **York Rescue Mission**, led by their **Executive Director, Matthew Carey**, has taken my **Take Ten on Tuesdays** litter clean-up effort to the nth degree. Mission parishioners don't just take ten minutes on Tuesdays. They take two, as in **TWO HOURS EACH DAY** cleaning up the **WECO** neighborhood. That's cause for applause.
- Also emphasizing neighborhoods, after ten years of your city government begging and following up, we are proud to announce our **Corner Stores Are Corner Stones Initiative**, an exciting **NEW** program funded by the Department of Health's Preventive Health Services. Young people access food where convenient. Our corner stores can be convenient corner stones of nutrition. And healthy bodies make engaged young minds. As a pilot program, **Corner Store/Corner Stone** will partner with neighborhood corner stores to provide micro-grants to enhance fresh food offerings. All of our people deserve access to fresh foods. From eight urban gardens, to securing capital grants for Central Market and Farmers Market, to our novel Fresh Foods Loan Fund, to Corner Store, we've grown bumper crops of support and access for all.
- Also emphasizing neighborhoods, in the months ahead, we will host a **City Hall for a Day** in varied neighborhoods so my directors and I can meet with our employers – our citizens – where they live, work, and play.
- We can and will bring a **Noodles & Company**, along with a **Chipotle** to our City.
- Through state grants, we can and shall develop an **inviting heritage rail trail corridor** between York College and downtown, from Grantley to Market Street. We also will extend the rail trail from Philadelphia Street to George. This ambitious project will include vintage LED streetlamps, greenways, and upgrades to Lafayette Plaza. A **huuuuuuge** thank you to our Rail Trail Authority, our **Public Works Director Jim Gross**, and **Downtown Inc.'s Interim Director Tim Miller**. They exemplify collaboration. Partnerships like theirs and persistence make the impossible possible. Thanks also to Jim for his 16 years of dedicated

service to our City as the best dressed Public Works Director! He has worked for 3 very different mayors y'all! (APPLAUSE)

- We continue to develop the buzzing York Street campus of **Think Loud Development and United Fiber and Data or UFD**, a moon shot away from our stadium.

After \$20 million of work, this 50,000 square feet high nerve center will add 150 jobs and blitz bandwidth throughout the northeast and cut Grammy caliber records in its state-of-the art **Think Loud Studios**.

TWO-TIME **Emmy Award winning violinist Damien Escobar** recently recharged his creative batteries there, saying: "Think Loud Studios is pretty much one of the greatest places I've been in the world and I've been all over the world, in some pretty cool places...This is like Disney World for musicians."

By 2017, look for robust bandwidth linking York, the political center of Pennsylvania, to the financial center of the world – New York. While adding jobs and creating a culture of high-tech prowess, this future proof technology will enable all peoples to have high-speed Wi-Fi to link to information, jobs, iphones and the future.

For the record, your city government was the first to endorse these hometown boys and their promise of high speed. Our native sons make good on their promise by the nano-second! **No risk it, no biscuit!**

* * * * *

Police Chief Kahley, Fire Chief Michaels and our dedicated officers and firefighters are ready as ever to keep our people and property safe. Last year, our Fire Department in partnership with the Red Cross installed 627 new smoke detectors in one day in Salem Square.

When I announced our goal of getting below 2,000 Part I. crimes, some thought I was crazy. Crazy indeed, crazy like a fox! Today, with our neighborhood enforcement units and concerned citizens, we've proved the critics wrong.

Once again, we recorded a decrease in Part I crimes remaining below our ongoing goal threshold of 2,000 crimes with a total of 1,744. These crimes are the most serious crimes recorded by the FBI. In 2015, we saw a 5.75% reduction from 2014. That's cause for applause!

In both 2015 and 2016, **WellSpan** has pledged a contribution of \$500,000 annually for public safety. Fifty thousand dollars of this goes to South George Street Community policing.

We announced last year that, at a cost of \$100,000, **WellSpan** will pay for body cameras for **ALL** City police officers.

Promises made, promises kept. After the current 90-day pilot program, all city police officers will utilize body cameras this summer. That's cause for applause!

Body cameras are good for our officers and our people. They record accurate evidence and encourage all of us to be on our best behavior.

Hot off the I-Pads, our police department is connecting our people to **raidsonline.com** so crimes are reported up-to-the-minute by type and location. When technology weds with informed citizenship, we are more aware and more vigilant in fighting crime.

We also continue to offer a **No-questions Gun Retrieval Program**. If you know of a suspicious gun on your premises, bring it in to police headquarters. No questions asked, we'll take it off the streets for good.

Many of our families have suffered the terrible consequences of addiction. Unfortunately, not new to the streets of cities, our Commonwealth faces a crisis of heroin and prescription drugs. Our County Heroin Task Force has diligently brought our community together to combat abuse and overdose. Our City boasts free prescription drug drop offs. We support Narcan and the prescription drug database. I scarcely think anyone here tonight has not been affected somehow by drug abuse and overdose. As such, I encourage all of you this evening to clean out those medicine cabinets. Prescription drugs are a pathway to heroin and we are all on the front lines of enforcement and this is a simple but effective step.

Further, we support state legislation to bring about statewide standards, regulations and licensing of recovery homes. These homes provide an important service and there are many impeccable and altruistic operators that join with me in calling for a statewide standard that all recovery homes be held to.

All of the technology, laws and programs in the world cannot replace responsible citizenship.

Community Policing is more than a two-way street. Citizens, parents, and youth are essential for success.

Responsibility starts at within and at home.

Responsibility starts at the kitchen table.

Responsibility grows in places of worship.

Responsibility multiplies in school.

Any democratic civilization of nobility and achievement requires responsibility.

Yes, I know. I know. Skeptics will say, "Well, that's all nice, but you're speaking to the choir.

Well, maybe I am!

But never, ever, ever under-estimate the vocal range of a good choir!

Choirs belt it out to parishioners.

Parishioners talk to neighbors.

Neighbors talk to neighbors.

Neighborhoods create a community.

Our community can raise our children.

So we speak loudly and broadly to all.

Poverty and challenges are not excuses for apathy and destruction.

No government, no council can legislate self-responsibility and self-respect.

Our parents and young people, your lives have purpose. Your lives have meaning. I believe in you, and we need you.

Great communities and civilizations summon goodness from within each of us --- as citizens, businesses, associations, institutions, and non-profits.

We are the white rose city, but not all of our flowers are white.

May thousands of flowers radiate in perennial freedom and dignity!

Black, brown, orange, yellow, gay, straight, white, we all shine when we unite in freedom's light.

And, at times like these, we all are princes and princesses bathing in purple rain.

Our belief in America, contents of our character, and work ethics of strength transcend colors of skin and history's sins.

Speaking of diversity and homegrown talent, when we search for executives for our businesses and associations, we Yorkers have a penchant for **NATIONAL** searches. I'm guilty, too, and I've learned the hard way.

More often than not, the **RATIONAL search** is right before our eyes!

Tonight, we congratulate **City Controller Robert Lambert**, for being named President and CEO of the York County Library System. After 27 years of dedicated service to the library and to our York, Mr. Lambert is a worthy successor to long-time **President Bill Schell**, who served for 35 years. Apparently, you can only work at the library if you commit for at least three decades! Mr. Lambert will be only the third director in the library's storied history. Congratulations, my dear friend!

We have several other community organizations and government agencies evaluating leadership decisions and I say we have the leaders here among us in York County! So let's spare the talent searches when we have the talent here within!

* * * * *

Chief Recovery Officer **Dr. Carol Saylor and Superintendent Dr. Eric Holmes, thank you** for your continued leadership. To all teachers, staff, students, and school district families, we got your back, and we believe in you. Keep the faith. Never, ever stop reading, striving, learning, and believing. We all exude Bearcat Pride!

Here are a few encouraging updates.

Student enrollment district-wide is up. College acceptance letters are up. School days have been expanded by 40 minutes. Credit rating has upgraded. Free Pre-K is available to 50% of District three-and-four-year-olds with a goal of 100% access. Auditor **General DePasquale's** just announced audit of the school district is a welcome step to integrate best practices.

To our three post-secondary schools, you are appreciated, and we love you!

Through College in the Classroom, HACC-York takes 35 William Penn High School seniors under its wings each year to earn ten college credits and one free semester.

HACC-York and York College now offer dual enrollment, which makes it much easier for HACC students to transfer to York College with credits intact. Collaborations like these make us much stronger as a community and keep our homegrown talent on the right path to turning tassels on graduation stages!

A shout out for **Penn State York's** 90 years in our city and its \$13.5 expansion of the **Ruhl Community Center**.

Kudos to York College for its contagious energy at the **Center for Community Engagement and Marketview Arts**.

I have a standing invitation to all three: Come on down! We have the space, amenities, and momentum, and we welcome youthful vitality.

* * * * *

An old Native American saying is, "Do not judge until you walk a mile in his moccasins."

When we get off our high horses and walk a mile in his or her shoes our optics are forever changed for the better.

When we appreciate the "otherness" of others and respect them for who they are, we stretch our capacities for empathy, imagination, and collaboration.

Indeed, our people are our greatest assets, and, when we work together, diversity is a major strength.

Our similarities are stronger than our differences and all people are precious.

Together, we are **ONE York**, revolutionary and invincible!

I am proud to have recruited **CASA**, which is Spanish for “HOME”, to open an office in our City Hall. Almost 30% of our population is Hispanic or Latino. In a nation of immigrant dreamers, castigation and alienation are not effective.

Mi America es su America, my friends.

We must engage and integrate our law-abiding immigrant peoples already here through job placement; English literacy training; and citizenship and legal services so they can become productive American citizens.

Thanks to **Mayor Bill Althaus** and other pioneers, our York is proud to have one of the first and most progressive human rights ordinances in the state.

I applaud Governor Tom Wolf’s Executive Order protecting all lesbian, gay, bi-sexual, and transgender state employees from discrimination from contractors.

I also call on our General Assembly to pass the Pennsylvania Fairness Act, which would outlaw discrimination based on sexual orientation or identity.

* * * * *

Let’s give credit where credit is due. I applaud the General Assembly for passing legislation enabling York County to boost its hotel tax to 5% for much needed tourism dollars that remain here in York County for promotion and development of this important and strong industry.

There is every reason that our county seat, smack-dab in the middle of a growing county, can become a mid-Atlantic cultural heritage and recreation tourist epi-center.

Cheers to the **York Fair Board** for transferring the old grain silo on Richland Avenue to our Redevelopment Authority, which actively seeks funds to demolish that blighted structure so that it can be developed.

As we gaze into the future, please indulge me from my **Nudge Pulpit**. I never liked the phrase “Bully Pulpit” because who likes bullies, anyway, right?! (Christian Bucks and our Buddy Benches sure don’t) But Nudge Pulpits enable us to dream big and dare to be special. Every vision is ridiculous until it is realized.

So, instead of a parking lot where the grains silo sits, why not develop that area into a **state-of-the-art hotel and convention complex and garage as part of a master plan to bring the entire York Fairgrounds into the 21st century? No risk it, no biscuit!**

All members of the York County legislative delegation voted for this tourism legislation, and I applaud them and Anne Druck and our county **visitors bureau** for never giving up.

A shout out to York’s **State Representative Kevin Schreiber**. From education reform, to fighting for economic and workforce development, to helping our most vulnerable citizens, Kevin has been a stalwart in Harrisburg.

Kevin and I recently met with **Governor Wolf** to present our York's priority list. I have a hunch that we will have some exciting announcements to make in the months ahead.

* * * * *

Friends, through painful cuts, renegotiating union contracts, and disciplined spending, we not only held the line on municipal property taxes in 2013, in 2014, in 2015, **and** in 2016, we began our plan to incrementally decrease property taxes. **That's a three year tax freeze and a fourth year REDUCTION and I know that deserves your APPLAUSE!**

The work to stabilize and reform our city's finances is full-time and year-round. It's not limited to a budget season. We work annually to make more out of less, to educate all through our **Fiscal Freedom Campaign**, and to provide quality services. When 37% of the value of property is tax exempt, nothing is easy.

Since I've taken office, we've reduced our city workforce by one-third, reduced officer overtime, aggressively sought payments in lieu of taxes or "PILOTS" from non-profits, established payment plans for those who owe on their sewer bills, restructured and lowered retirement benefits, and, finally, now receive our city's fair share of the realty transfer tax.

That's a mouthful and cause for applause!

I thank those members of **City Council** who've worked with us to leave no stone unturned.

Tonight, I reaffirm my goal announced during the last two budget cycles to reduce our municipal property taxes by 15% over five years.

On my watch, led by our **Business Administrator Michael Doweary**, we are on our way, and we will get there.

If our state would only meet us half way to help even the playing field with other municipalities, our York will flourish with a flood of new homeownership, investment, job creation, and confidence.

We need meaningful reform from Harrisburg so Pennsylvania's 54 *other*, underdog cities can lift ourselves up.

Time and time again, we have asked for pension reform through House Bill 1581, which would be a long-term fiscal game-changer by reining in pension costs for new hires.

We also plead for arbitration reform so arbitrators can take into account a struggling municipality's ability to pay and taxpayers are given access to closed door hearings with bargaining units.

Finally, a consistent state budget that takes a large chunk out of school property taxes is needed. Governor Wolf's presented budget unfortunately was not approved by the legislature. It would

have been a **huuuuuge** shot in the arm for small cities like ours. It would have nearly wiped out school property taxes, which account for nearly 65% of a city taxpayer's total bill.

* * * *

For 275 years, from the American Revolution to the Industrial Revolution to the blitzy bandwidth Revolution, our York has persevered. As we celebrate our birthday, let us commit to not just survive, but to thrive, to go from decent to excellent, from good to great.

As long as we preserve our history, history lives. As long as we immerse ourselves in history and engage in civil, thoughtful dialogue, history thrives. Thriving, living history enlightens, ennobles, and empowers lives.

Time stops for no one and no city. Birthdays and anniversaries come and go. Administrations and tenures come and go. But our moral foundations, a diehard mix of decency, dignity, work ethic and love -- stay strong. From those foundations, we must build lasting, living tributes that inspire new, noble quests.

We applaud the **Heritage Trust** consolidating its facilities at the Steamplant in the Northwest Triangle. Ideally located off the rail trail, adjacent to parking, and near the **Colonial Complex**, this project can be a catalytic game-changer --- a visible locus worthy of York's unique past.

Heritage Trust President and CEO Joan Mummert, Trust staff, and all board members, we salute you for your commitment to preserving our past.

This Sunday, May 1st, we celebrate 40 years of the Colonial Courthouse, a bold vision of the late **Judge John Rauhauser, Jr.** I can't believe that the courthouse is as young as I am!

Back to reality, as we celebrate its birthday and York's 275th birthday, let us commit to a world-class facility that compellingly tells our indelible and undeniable role in the **Creation of our Nation.**

We are the home of the nation's first working constitution – the Articles of Confederation. We are the home of the Treaty of Paris – a pivotal pact needed to win the American Revolution.

With dignity, technology and flare, let us tell our full, fascinating story of the **Creation of a Nation** to new generations that yearn for discovery. Our forbearers, children, grandchildren, and nation deserve nothing less.

Also, let's envision a wing of the **Creation of the Nation Center** as a **Stevens-Leader-Wolf School for Public Policy**, a place where students of politics and governance can hone their skill sets while absorbing leadership lessons of Civil War legislator Thaddeus Stevens and Governors George Leader and Tom Wolf among countless others.

After all, York College roots trace to Beaver Street, where a young Thaddeus Stevens taught classics before becoming one of the most influential legislators in the General Assembly and Congress, fighting for public education and freedom.

Let's view the heritage rail trail corridor, especially between King and Market, as an inviting, illuminated **Freedom Way** that welcomes bicyclists, walkers, college students, and tourists to our consolidated heritage exhibits at Steamplant.

As we think about natural our natural assets that greet bicyclists and hikers outside the **Steamplant** Center, let's **Steam into History** by linking the late Bill Simpson's passenger rail vision into downtown York.

I recently spoke at the B&O Railroad Museum to honor the acquisition of a replica of "The York" – the pioneering, award-winning 1831 locomotive invented and built by Yorker Phineas Davis.

As we steam into history and salvage history, let's honor the intrepid Phineas with shiny, year-round outdoor replicas of "the York," our nation's first locomotive, and "The Codorus," America's first iron steamboat.

Let's show new generations of designers, tech-heads, and dreamers, that, for 275 years, we've unleashed creativity!

A couple blocks from the Steamplant sits a stately brick home of pioneering entrepreneur **William C. Goodridge**, who shuttled slaves on the Underground Railroad. To the best of our knowledge, this is the only authenticated Underground Railroad structure in Pennsylvania still standing that was owned by an African-American.

Carol Kauffman and **Crispus Attucks**, partnering with attorney **Frank Countess**, have spearheaded efforts to open the **Goodridge Freedom House**. To all those involved in this noble and overdue effort, thank you! Let's get 'er done!

* * * *

In ancient Athens, Greece, the birthplace of democracy, visionaries developed the Athenian Pledge, which recognized that good citizenship and responsibility are at the root of effective governance.

Ladies and gentlemen, you all have a first-of-its kind York Pledge Card, inspired by the Athenian Pledge. In honor of **York Rotary Club, Martin Library, and Penn Park's** 100 years, the pledge is exactly 100 words.

Please join me in the reading of its ten points. Are we ready?

- On my honor, I will do my best, to do my duty, to the United States of America, Pennsylvania, and our York.
- I ask not what York can do for me. I ask what I can do for York.
- I strive to treat others as I wish to be treated.
- I work toward civility, peace, responsibility, truth, goodwill, civic virtue, justice, and equality.

- I summon goodness from within myself and greatness from partnerships.
- Education is our future.
- When we work together, diversity is a strength.
- **YORK Yields Opportunity with Revolutionary Know-how.**
- York unleashes creativity.
- York's best is yet to come.

Thank you!

Our York, 275 years, and counting...counting on all of us.

We have birthdays to celebrate!

Happy 250th birthday to **Friends Meeting House on West Philadelphia Street** – one of our most beautiful, sacred places that continues to inspire, heal, and awe.

Happy 250th birthday to **York Water Company**. As we've learned from Flint, Michigan, nothing happens without quality water, sustenance of the mother earth.

Happy 150th birthday to **Penn Street Farmers Market**, the oldest market in York County!

Happy 100th birthday **York Rotary Club, and Penn Park.**

Happy 40th birthday to the **Colonial Courthouse!**

And, happy birthday to Lady York on the Codorus, 275 years young!

Misty years ago, the General Marquis de Lafayette offered a famous toast of loyalty to the then embattled General George Washington in the Gates House here in our York.

If you are able to do so, will you join me in raising your commemorative champagne glass?
Are you ready?

A toast

To Lady York on the Codorus,

Our hostess, the most

Disarming instigator of hope,

Little city and big town all the same,

Quick-to-know our names,

Charmer of many shades,

Pulsing northern and southern veins.

You're retro chic unique,
Quick on your feet,
Replete with firsts and feats,
Unleashing creativity on storied streets.

O Grand dame of what stirs us!,
O seductress of fresh starts,
Our Revolutionary sparks,
Freedom's lantern through the dark,
Ignite our yearning hearts
To torchlight sparkling tomorrows.

Cheers!

Toast number two!

Our native son, **Governor Tom Wolf**, battles prostate cancer. Here's one for the fighters, survivors, and veterans of all stripes. To all who suffer, but who answer the call of life and service, here's to you!

And a final toast. Here's one for all the quiet, stoic ones who are the heart of our York. They avoid the limelight or who never get the proper recognition.

They include a city workforce of 315 dedicated employees.

They include over 100 volunteer members of city boards, authorities and commissions, neighborhood associations.

They include pioneering citizens like **Louis J. Appell, Jr., Ray Crenshaw and Voni Grimes**, whose graceful fingerprints of compassion and generosity shine all over our York.

They include teachers, mentors, counsellors, and caregivers and citizens like you who consistently give, care, and share when no one is looking. That is the definition of character!

Friends, this LOVE, this LOVE – straight from my heart – this LOVE IS FOR YOU!!!!

Cheers!!!!

Friends, now I know that these glasses seem to be empty.

But that's only because our cups runneth over with goodness and mercy.

And for 275 years and for forever and tomorrow, our cups runneth over with goodwill and inspiration!

May God bless you, the United States of America, Pennsylvania, and our York!

Thank you!

* * * * *

DEPARTMENT OF BUSINESS ADMINISTRATION

Honorable C. Kim Bracey, Mayor

Michael T. Doweary, EA MBA

Business Administrator

Cherie Alwine, Deputy Business Administrator for Finance

Thomas King, Deputy Business Administrator for Information Services

Thomas Ray, Deputy Business Administrator for Human Resources

Dear Mayor Bracey:

It is my pleasure to present to you the annual report for the Department of Business Administration for the year 2015.

The Department of Business Administration is comprised of the Office of the Business Administrator, Bureau of Finance, Office of Information Services, Office of Human Resources and White Rose Community Television (WRCT). The Department also administers the City's Risk Management Program and the Central Services Budget. The Pension Boards and the Pension Board of Trustees function within the Department of Business Administration, and the Civil Service Commissions are attached to the Office of Human Resources. The department provides financial management support services, human resources management, and information systems management to the entire City and, in addition, provides parking system operational and administrative services to the City of York General Authority (CYGA) through the Finance Bureau, Office of Information Services, and the Office of the Business Administrator. This administrative support is also provided to the York Community Revitalization and Improvement Zone Authority (YCRIZA). Through White Rose Community Television the department administers and operates the Public, Education and Government (PEG) Access channels on the Comcast cable TV system made possible by the terms of the franchise agreement between the City of York and Comcast.

Throughout 2015, the Department of Business Administration worked to maintain the fiscal viability of the City of York and to support the other City departments as they strive to deliver the public services that are so important to the residents of our City, and to those who own property, operate businesses or visit the City for work or play. As in previous years, maintaining the financial viability of the City is a challenge.

Percentage of countywide Population (1950-2010)

	1950	2010	Percent
Allentown	54%	34%	-37%
Altoona	55%	36%	-34%
Bethlehem	36%	25%	-30%
Camden	41%	15%	-64%
Chester	16%	6%	-62%
Harrisburg	45%	18%	-59%

Lancaster	27%	11%	-58%
Reading	43%	21%	-50%
Scranton	49%	35%	-27%
Trenton	56%	23%	-58%
Wilkes-Barre	20%	13%	-34%
Wilmington	50%	13%	-74%
York	30%	10%	-66%

As evidenced by the table above, 3rd class cities are evolving from high concentrations of residents and commerce to decentralized greater metropolitan areas spanning beyond the borders of imaginary city limits. However, our antiquated methods of generating revenue for the City have not evolved with this trend. Therefore, our main goal each year is to maximize every efficiency possible within the City budget while attempting to maintain the same levels of service our citizens deserve.

The City finished 2013 with a \$(5,715,996) accumulated deficit in the general fund. The deficit decreased by \$1,236,780 in 2014 resulting in an accumulated deficit at the end of 2013 of \$(4,479,216). This represents a 21% improvement in a single year. Preliminary figures indicate the remaining deficit was eliminated as of December 31, 2015. This was accomplished through the tremendous efforts of many during the 2015 budget process. 35 positions (25 vacant) had to be cut as the City initially faced a \$7 million budget shortfall. Increasing the earned income tax rate on residents and non-residents coupled with pension reform negotiated with active and retired police officers balanced the budget but undoubtedly, the City's ability to provide quality service will be tested moving forward.

The vicious cycle of high levels of migration to the suburban communities and stagnant assessed values of taxable properties strapped with disproportionate real estate tax burdens perpetuates more migration. This further erodes the income tax base creating an over-reliance on real estate taxes to cover operating expenses. To make matters worse, this migration leaves behind high concentrations of poverty further exasperating crime and property maintenance issues. To help offset this trend in 2015, the City will raise the earned income tax rate for residents and non-residents alike from 1% to 1.25%. This measure will generate at least \$2.5 million of additional revenue annually starting in 2015. It is important to note that unlike most taxes, the majority of this revenue will be paid by commuters who previously gave only \$52 (one dollar per week) in the form of a local service tax. In 2013, York City residents received earned income of about \$344 million dollars (from all sources) while commuters earned \$773 million in the City alone. Commuters contributed the LST totaling approximately \$38 thousand dollars per week in 2013. However, the cost of providing services such as public safety, traffic signals, street lights, storm water management, etc. was \$750 thousand dollars per week in 2013. Less affluent City residents are forced to subsidize the conditions that the more affluent non-city residents rely upon for their livelihood. Eighty-eight percent of the 2012 gross wages earned in York City go to commuters who do not pay any earned income taxes on the income they take back to their "home" communities.

The inadequacy of the methods to generate revenue to pay for municipal services, and the burden of rising costs, continues to strain the City's ability to maintain financial viability. Other elements aggravating the situation are unfunded mandates imposed by the state government, especially with regard to labor issues. Act 111, while passed with good intentions, has become the bane of municipal labor relations. Arbitrators in Act 111 cases are not subject to review and are not obligated to consider the ability of a community to pay, the adequacy and benefits of compensation already in place, the relative value of different kinds of benefits. And, the decisions of the arbitrators are not subject to review on the substantive issues of whether the arbitrator knows the law, understands the documents and contracts, or can do financial and/or managerial accounting. The standard of review for appeal purposes is so narrow that only issues of corruption and jurisdiction ever make it to court. It is a small wonder why municipal managers and elected officials are unanimous that Act 111 must be overhauled.

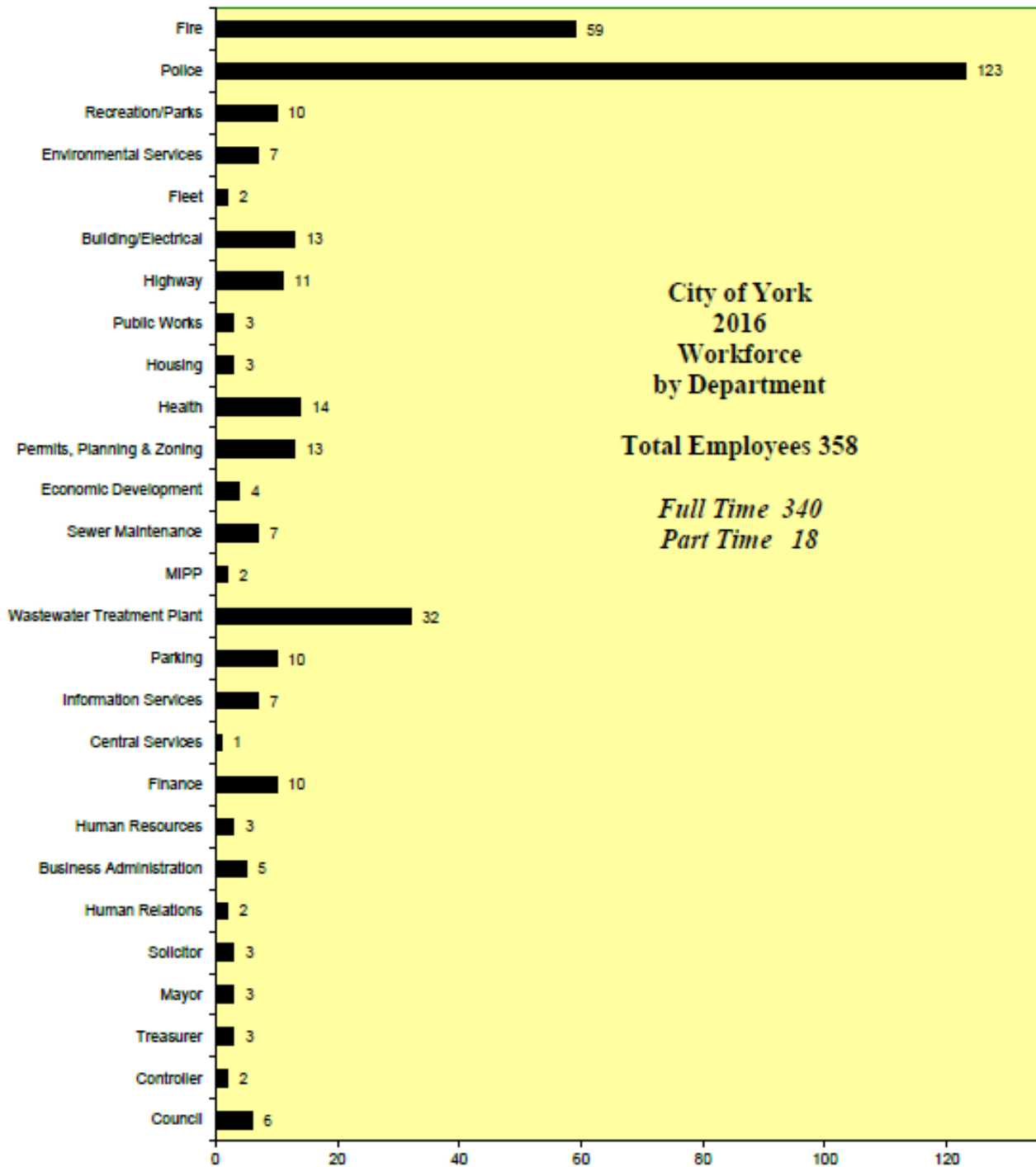
Other unfunded labor mandates include pension benefit structures, disease presumptions, death benefits, and Pennsylvania Department of Environmental Protection (DEP) mandated improvements to the waste water treatment plant and the sewer collection systems.

The financial straits in which the City finds itself challenge staff and elected officials to find ways to raise revenue and reduce expense without compromising service. Notwithstanding admonitions that governments should live within their means, we must be mindful that government exists for the purpose of protecting the health, safety and welfare of community. With that charge in mind, there is a constant tension between maintaining effective services and reducing expenses. Public safety, public health and maintaining public infrastructure, along with programs to respond to citizen distress, compete for public funds. Fortunately, there are state and federal funds available to assist with housing, community and economic development, and public health. The provision of public safety (which represents seventy percent, 70%, of the general fund budget) and maintenance of public infrastructure (approximately twenty percent, 20%) are left to local resources.

Efforts to find ways of lightening the tax burden by incorporating non real estate tax revenue items is critical. Astronomical real estate tax rates further perpetuate a vicious cycle of an increasingly weakened tax base producing insufficient revenues to cover expenses. To an already overburdened tax paying population, the continued inaction of the state legislature pushes the City of York and others ever closer to the brink.

The following series of charts provide information regarding facts that are critical to the financial and operational good health of the City:

Number of Employees by Department



The following series of charts shows the relative costs of the categories of employees, analyzed by bargaining unit, who work for the city, including non-union employees:

Cost of a YPEA Employee

Average - Salary	\$ 33,795.00
Internal Services	
O&E Pension	3,905.50
Insurance (Health, Dental, Vision, Prescription, Stop Loss, Life Insurance, Workers Comp)	23,305.99
	\$ 27,211.49

Salary	\$ 33,795.00
Internal Services	\$ 27,211.49
Total Average Cost of a YPEA Employee	\$ 61,006.49
<i>Total does not include overtime</i>	

Cost of a NAFF Employee

Average - Salary	\$ 48,934.00
Internal Services	
O&E Pension	3,905.50
Insurance (Health, Dental, Vision, Prescription, Stop Loss, Life Insurance, Workers Comp)	12,458.04
	\$ 16,363.54

Salary	\$ 48,934.00
Internal Services	\$ 16,363.54
Total Average Cost of a NAFF Employee	\$ 65,297.54
<i>Total does not include overtime</i>	

Cost of a Teamster Employee

Average - Salary	\$	40,713.00
Internal Services		
O&E Pension		3,905.50
Insurance (Health, Dental, Vision, Prescription, Stop Loss, Life Insurance, Workers Comp)		18,351.06
	\$	<u>22,256.56</u>

Salary	\$	40,713.00
Internal Services	\$	22,256.56
Total Average Cost of a Teamster Employee	\$	62,969.56

Total does not include overtime

Cost of a Firefighter

Average - Firefighter with 10 years	\$	69,856.00
Internal Services		
Fire Pension		24,949.67
OPEB		5,666.67
Insurance (Health, Dental, Vision, Prescription, Stop Loss, Life Insurance, Workers Comp)		9,473.42
	\$	<u>40,089.76</u>

Contractual Agreements		
Footwear Allowance		80.00
Cleaning Allowance		335.00
Clothing Allowance		150.00
Christmas Bonus		155.54
	\$	<u>720.54</u>

Salary	\$	69,856.00
Internal Services	\$	40,089.76
Contractual Agreements	\$	720.54
Total Average Cost of a Firefighter	\$	110,666.30

Total does not include overtime

Cost of a Police Officer

Cost of a Police Officer

Average - Police Officer with 10 years	\$	75,513.00
Internal Services		
Police Pension		23,168.61
OPEB		5,666.67
Insurance (Health, Dental, Vision, Prescription, Stop Loss, Life Insurance, Workers Comp)		13,940.00
	\$	42,775.28
Contractual Agreements		
Uniform Allowance		370.00
Footwear Allowance		100.00
Cleaning Allowance		325.00
1/2 day pay for Christmas		148.00 <i>approx.</i>
	\$	943.00

Salary	\$	75,513.00
Internal Services	\$	42,775.28
Contractual Agreements	\$	943.00
Total Average Cost of a Police Officer	\$	119,231.28

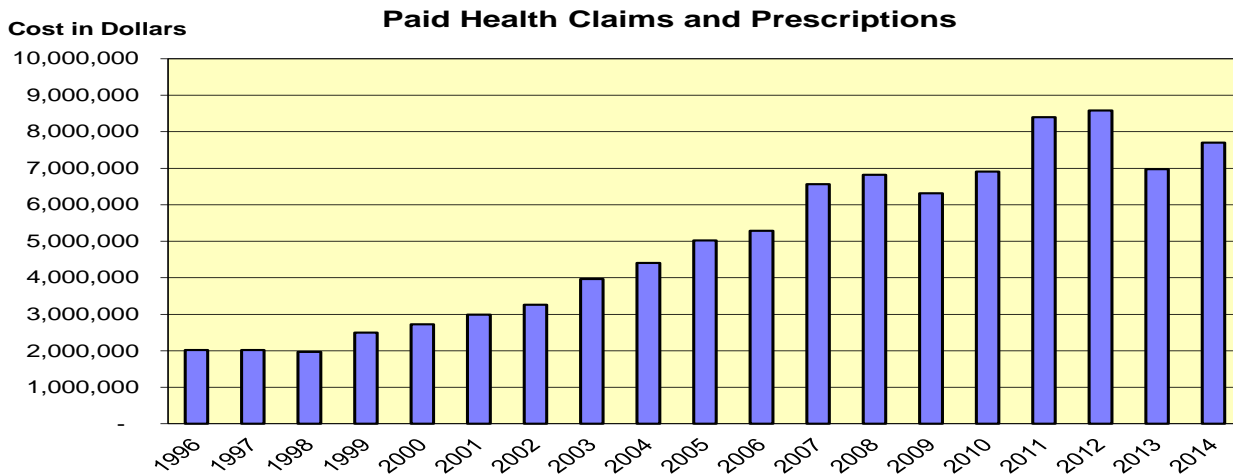
Cost of an IBEW Employee

Average - Salary	\$	53,975.42
Internal Services		
O&E Pension		3,905.50
Insurance (Health, Dental, Vision, Prescription, Stop Loss, Life Insurance, Workers Comp)		9,501.79
	\$	13,407.29

Salary	\$	53,975.42
Internal Services	\$	13,407.29
Total Average Cost of a IBEW Employee	\$	67,382.71

Total does not include overtime

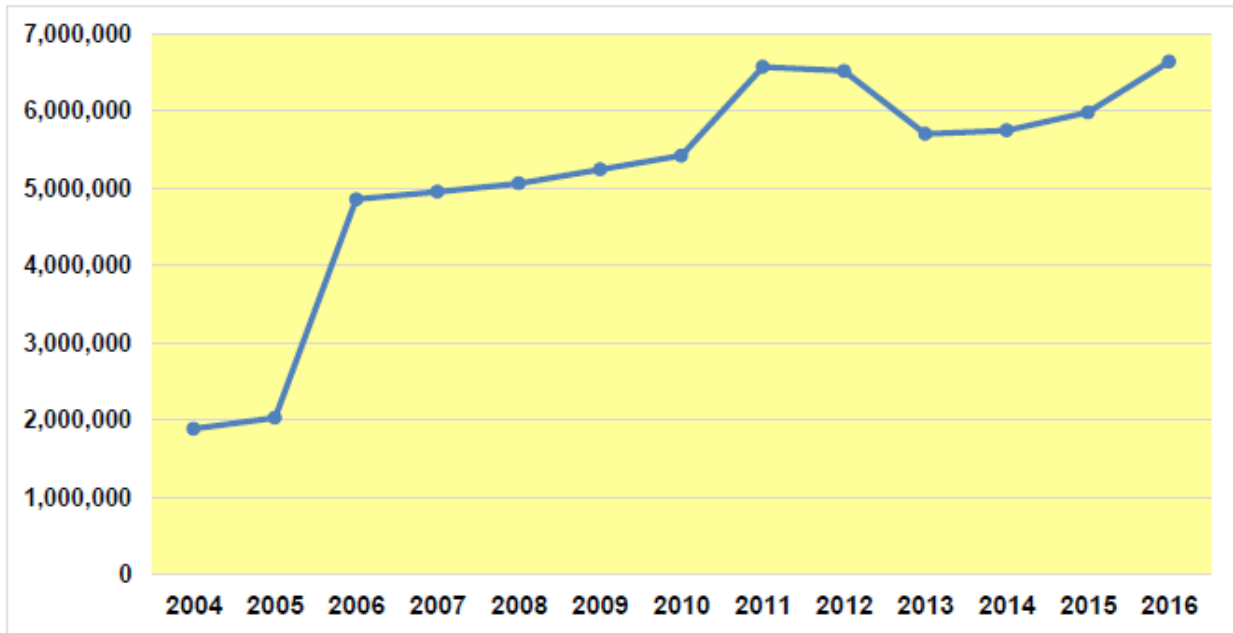
The labor related costs of the City operations in addition to wages and salaries include health care and retirement costs. Despite several reductions to the size of the workforce, health care costs are projected to continue to rise at an alarming rate. The following chart shows the changes in health care costs:



In addition, the pension reform accomplished through the 2015 FOP contract negotiations will significantly improve the Police pension fund balance. The FOP accepted a fixed cost of living adjustment as opposed to the variable rate previously used in the actuarial calculations. This subtle change produced enough one time savings to eliminate the 2015 Police MMO and reduce future MMO payments by \$1.3 million each of the next 10 years. At the start of 2015, the City was approximately \$7 million behind in past due MMO payments. By the end of 2015, the Fire and O & E MMO payments were current and the past due Police balance was reduced by more than 50%. The past due balance for Police is projected to be paid in full by summer 2016. Continued reform is currently being discussed with the FOP and IAFF. Please note that the full effect of these modifications will not be properly reported until the January 1, 2017 actuarial valuation report is produced. This report has a two year look back period that will capture all of the reforms negotiated in 2015.

Minimum Municipal Obligation Comparison

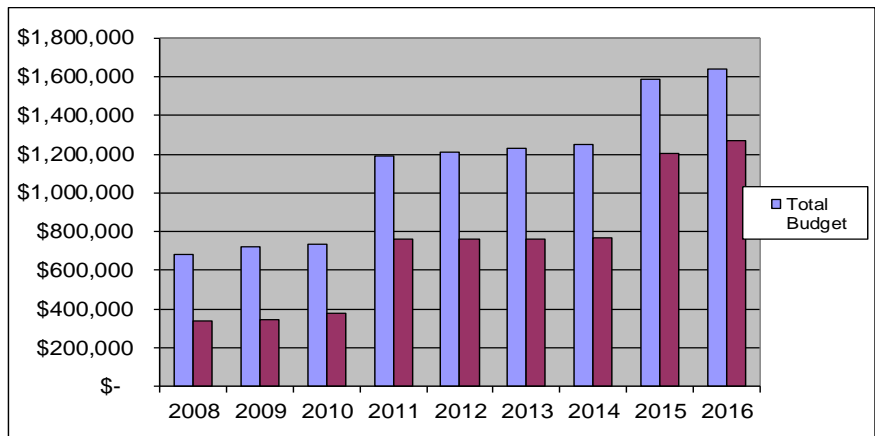
	Police		Fire		O&E		Total	
	Obligation	Increase from Prior Year	Obligation	Increase from Prior Year	Obligation	Increase from Prior Year	Obligation	Increase from Prior Year
2004	1,087,478		509,242		295,282		1,892,002	
2005	1,172,257	84,779	545,584	36,342	316,290	21,008	2,034,131	142,129
2006	2,949,964	1,777,707	1,621,527	1,075,943	291,572	-24,718	4,863,063	2,828,932
2007	2,988,309	38,345	1,641,164	19,637	331,360	39,788	4,960,833	97,770
2008	3,052,400	64,091	1,681,386	40,222	335,270	3,910	5,069,056	108,223
2009	3,120,389	67,989	1,785,031	103,645	344,088	8,818	5,249,508	180,452
2010	3,244,829	124,440	1,805,385	20,354	376,684	32,596	5,426,898	177,390
2011	3,842,987	598,158	1,972,854	167,469	759,447	382,763	6,575,288	1,148,390
2012	3,828,655	-14,332	1,933,875	-38,979	762,020	2,573	6,524,550	-50,738
2013	3,428,955	-399,700	1,521,930	-411,945	757,667	-4,353	5,708,552	-815,998
2014	3,491,221	62,266	1,537,319	15,389	724,531	-33,136	5,753,071	44,519
2015	2,565,853	-925,368	2,217,245	679,926	1,204,572	480,041	5,987,670	234,599
2016	2,930,585	364,732	2,446,360	229,115	1,267,897	63,325	6,644,842	657,172



The next series of charts depict the historic budgets of the bureaus, offices, and services that comprise the Department of Business Administration: Office of the Business Administrator, including White Rose Community Television, Finance, Information Services, Office of Human Resources and the Parking Bureau, as well as the budgets for Risk Management and Central Services. Starting with the Administration budget, the growth in the budget for the Office of the Business Administrator is directly tied to the growth in the MMO.

Administrator

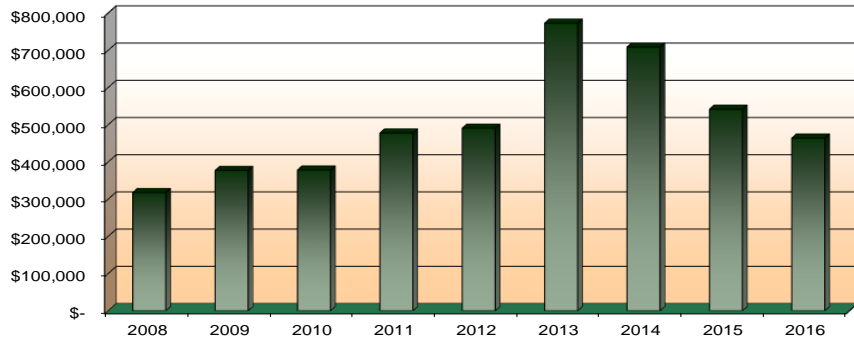
<u>Year</u>	<u>Total Budget</u>	<u>O & E MMO</u>
2008	\$ 683,192	335,270
2009	\$ 719,028	344,088
2010	\$ 737,122	376,684
2011	\$ 1,193,323	759,447
2012	\$ 1,211,695	762,020
2013	\$ 1,230,067	764,593
2014	\$ 1,248,439	767,166
2015	\$ 1,589,303	1,204,572
2016	\$ 1,643,310	1,267,897



Human Resources

After a period of significant growth in the Human Resources budget (directly related to ongoing labor management issues, including contract negotiations and grievance arbitrations), costs have decreased in each of the last four years. The Administration has proactively tried to resolve disputes before they become costly court cases. Secondly, more work has been outsourced to cost-effective third party administrators for services such. For example, in 2015 the Benefits Coordinator position was eliminated because outsourcing the service could be done for a third of the costs. Fixed contracts are also being explored with legal counsel.

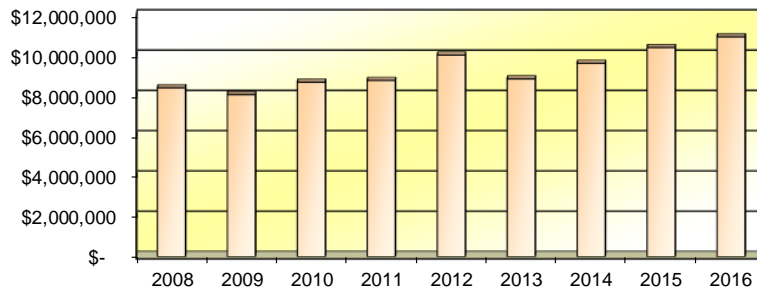
<u>Year</u>	<u>Total Budget</u>
2008	\$ 317,645
2009	\$ 377,048
2010	\$ 378,276
2011	\$ 477,593
2012	\$ 490,693
2013	\$ 773,051
2014	\$ 708,824
2015	\$ 541,589
2016	\$ 464,079



Risk Management

As healthcare costs continue to rise, so does our risk management budget. Outside of the significant spike in 2012, costs have increased by an average of 3.5% per year, well under national averages.

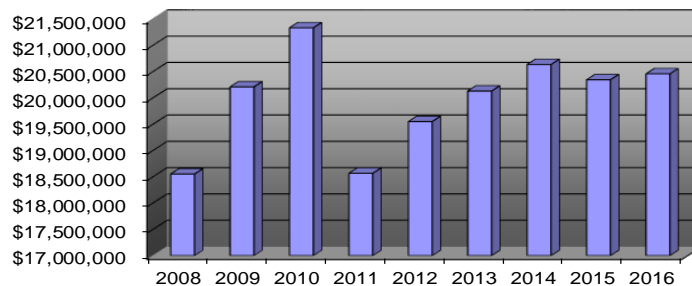
<u>Year</u>	<u>Total Budget</u>
2008	\$ 8,386,016
2009	\$ 8,045,400
2010	\$ 8,665,500
2011	\$ 8,750,500
2012	\$ 10,007,815
2013	\$ 8,826,114
2014	\$ 9,600,500
2015	\$ 10,384,229
2016	\$ 10,915,519



Finance

More than half of the Finance budget is attributable to debt service payments. Outside of scheduled fluctuations in payments due to expiring debt and issuing new debt, labor and supply cost remain consistent year over year.

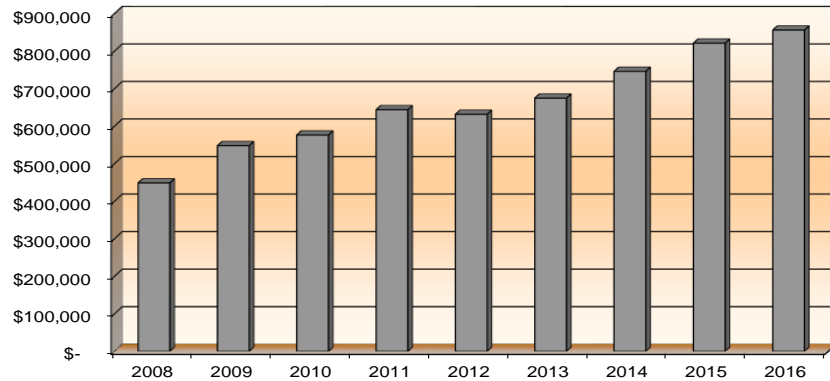
<u>Year</u>	<u>Total Budget</u>
2008	\$ 18,552,412
2009	\$ 20,209,531
2010	\$ 21,332,997
2011	\$ 18,566,265
2012	\$ 19,549,455
2013	\$ 20,130,374
2014	\$ 20,634,743
2015	\$ 20,345,121
2016	\$ 20,458,618



Central Services

The upward trend in the central services budget is due to more line items being consolidated to a single budget. Over the past few years, janitorial expenses and advertising were the first to in 2014 and 2015, respectively. Training was the most recent move. \$26,000 was added to the 2016 budget to account for all training citywide that is charged to the general fund. The offset is a dollar for dollar reduction in other departments; however, the City can now better control the budgeting of these items throughout the year.

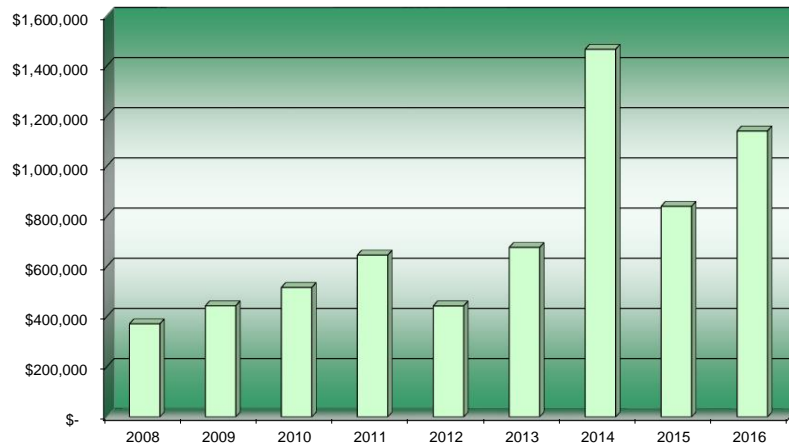
	<u>Total Budget</u>
2008	\$ 448,888
2009	\$ 548,144
2010	\$ 576,549
2011	\$ 643,815
2012	\$ 631,614
2013	\$ 674,797
2014	\$ 746,171
2015	\$ 821,261
2016	\$ 856,056



Information Services

In response to a scathing 2010 report, the City recommitted efforts to secure the information technology infrastructure and to provide 21st century solutions. Best practices and efficiencies must be maximized as employees are expected to do more with less as the total complement of employees continues to decrease. In 2014, the City purchased a new financial management system. And in 2016, the City continued its commitment by allocating an additional \$300,000 to build out an all-encompassing customer relationship management (CRM) database that consolidates all city records into one system. By 2017, all departments will be working from the same standardized platform.

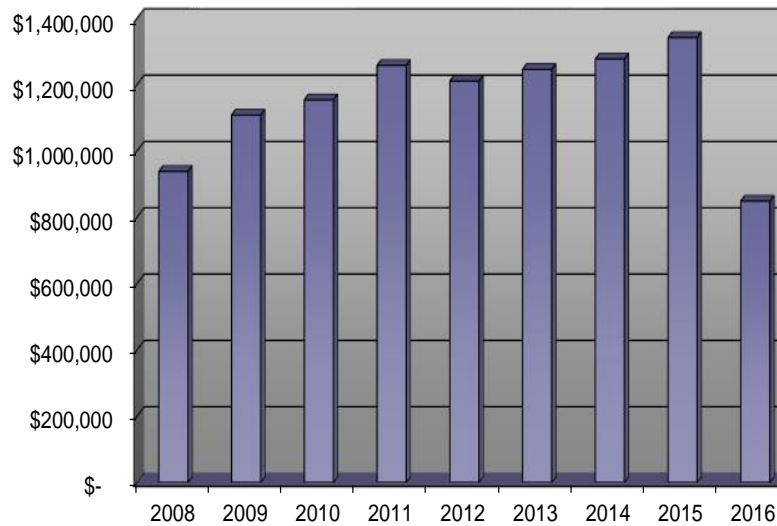
<u>Year</u>	<u>Total Budget</u>
2008	\$ 371,137
2009	\$ 443,343
2010	\$ 516,282
2011	\$ 645,283
2012	\$ 442,740
2013	\$ 675,822
2014	\$ 1,465,896
2015	\$ 839,836
2016	\$ 1,140,103



Parking

The reduction in the parking bureau budget is a result of restructuring the staff make-up. Employees were reassigned to departments that were more in line with the services they provide. Parking enforcement moved to the Police Department, maintenance moved to the Public Works Building & Electrical Bureau and the cashiers moved to the Finance Bureau. In 2016, the City will engage consultants to develop a strategic plan for all parking operations.

<u>Year</u>	<u>Total Budget</u>
2008	\$ 937,753
2009	\$ 1,108,014
2010	\$ 1,153,657
2011	\$ 1,257,464
2012	\$ 1,210,471
2013	\$ 1,245,594
2014	\$ 1,276,808
2015	\$ 1,341,398
2016	\$ 848,616



Department of Business Administration

The following table summarizes the annual spending budgets of each bureau within Business Administration.

	2010	2011	2012	2013	2014	2015	2016
Business Administration	\$ 737,122	\$ 1,193,323	\$ 1,211,695	\$ 1,211,810	\$ 1,193,907	\$ 1,589,303	\$ 1,589,303
Central Services	576,549	643,815	668,335	653,653	746,171	821,261	856,056
Finance	21,332,997	18,566,265	19,928,573	20,625,773	20,634,743	20,345,121	20,458,618
Human Resources	343,276	477,593	490,693	773,051	708,824	541,589	464,079
Information Services	516,282	645,283	627,833	778,953	1,465,896	839,836	1,140,103
Parking	1,153,657	1,257,464	1,261,560	1,343,906	1,276,808	1,341,398	848,616
Risk Management	8,665,500	8,750,500	9,405,500	9,924,800	9,600,500	10,384,229	10,915,519
	<u>\$ 33,325,383</u>	<u>\$ 31,534,243</u>	<u>\$ 33,594,189</u>	<u>\$ 35,311,946</u>	<u>\$ 35,626,849</u>	<u>\$ 35,862,737</u>	<u>\$ 36,272,294</u>

Goals

Over the course of the past ten years the City has managed to accommodate significant annual increases that are legacy costs but obligations of the City nonetheless. The above table illustrates that the two main areas driving the upward trend in total costs are the annual pension payments in Business Administration and the rise in healthcare costs in the Risk Management budget. Despite facing the challenges of an antiquated structure that plaque metropolitan areas throughout the country, the Administration remains committed to a five year plan to improve the fiscal health of our Great City.

Reduce property taxes by fifteen percent (15%) over the next five years. The 2015 budget set the stage for this aggressive plan. Starting in 2016, property taxes were reduced by 1%. Announced by Mayor Bracey in April 2015, the goal is to reduce the cost of homeownership and to spur economic and community development. As far as factors under the City's control, high real estate taxes are pegged as the number one reason why homeowners are reluctant to live in the City and a significant barrier hampering economic development within the City.

Eliminate the \$5.5 million accumulated operating deficit. The City has operated at a net loss four out of five years between 2009 and 2013. One of the Administrations primary responsibilities is to make sure this practice does not continue. In 2014 that deficit was reduced by 21%. Preliminary results for 2015 are that the deficit was completely eliminated by the end of 2015.

Eliminate the \$8 million deficit in annual pension fund payments. The pension reform accomplished through the 2015 Fraternal Order of Police (FOP) Union Contract enabled the City to eliminate this deficit by 2016. By the end of 2015, the past due balance was reduced to less than \$2 million. Current projections indicate this balance will be paid off by August 2016.

Improve the pension fund account funding ratio from 58% to 75%. At the end of 2014, there was a \$50 million unfunded liability in the pension fund. However, the 2015 actuarial valuation report indicated that our funding ratio improved to 65% primarily as a result of the previously discussed FOP pension reform. Work continues in this area as additional reform will be pursued in the 2017 and 2018 negotiations with Fire and Police, respectively.

Establish reserves accounts for post-retirement benefits, operations, etc. Following best practices, the City needs to reserve approximately \$20 million to budget for projected legacy costs related to post-retirement benefits as well as contingency reserves for unexpected developments. The 2015 budget process started this process with \$60,000. 2016 continued the process with budgeting over \$1.5 million for an anticipated increase in the 2018 MMO payment for the Police pension fund.

The following sections of this report have been prepared by the bureaus, offices and divisions of the Department of Business Administration.

BUREAU OF FINANCE

For several months in the beginning of 2015, our office was not fully staffed. In January of 2015, our Financial Analyst resigned. The majority of the Financial Analyst's duties were given to the City Accountant I. The City Accountant I already had extra responsibilities added with the implementation of Dynamics AX 2012. In June 2015, a Financial Analyst was hired. However, the job duties of this position changed. Our office was still not fully staffed. In January 2016, another City Accountant I was hired which fully staffed our office.

As of May 2015, the Clerk Cashiers in the Parking Garages were reassigned to Finance. The Revenue Supervisor took over the scheduling and the pickup of the daily revenue. Finance is also responsible for any issues that pertain to the business operations and informing the Clerk Cashiers of policies, rules and regulations as necessary.

In 2015, we continued working with McGladrey, our financial management system consultants. This project has been very time consuming and very challenging for everyone involved. On August 3, 2015, we went live with Procurement and Sourcing and General Ledger and during the month of November, we went live with Miscellaneous Accounts Receivable. As with any new system, there were glitches that had to be resolved. During 2015 we continued working with McGladrey on the following new systems: Parking Billing, Traffic Fines Management System and Sewer/Refuse Management System. These systems should be completed by the 2nd quarter of 2016. These systems need to be in place before we can start using the new Cash Receipts System. This major project continues to move forward.

2015 was the fourth year of posting properties that are delinquent for water shut-off. In 2015, 1505 properties were posted. \$676,473.07 was collected initially due to the postings.

December 2015 marked the second year anniversary for Sewer/Refuse online payments. In 2015, \$1,425,629.79 was collected from online payments. August 2015 was the first year anniversary for online payments for Traffic Fines. \$190,410.00 was collected in 2015. Our goal for 2015 was to have Parking Billing and other types of payments available online. However, due to the financial management project as well as a new cash receipts system, having more online payments was put on hold.

Finance is responsible for:

- Maintaining the financial records for the City (including the General Authority) and completing State, Federal and Local reports as required. We work with our consultants, Maher Duessel, who help us prepare our yearly financial statements and interface with our auditors.
- Banking-internal transfers, ACH (automated clearing house) and wire transfers, and reconciling the bank accounts. The City has approximately 30 bank accounts that are reconciled monthly.
- Maintaining the City fixed asset schedule-as required for our annual audit.
- Processing resolutions and ordinances, related to the budget, for Council approval. Once approved, enter corrections to budget into Dynamics AX 2012
- Finance, in conjunction with the Business Administrator and the Mayor, is responsible for the annual preparation of the City budget. In 2015, the 2016 City budget was prepared. This process started in May by creating the 2016 budget work file and notifying departments to begin entering their revenue and expenditure projections for 2015 and their requests for 2016. The Mayor's public hearings were held in October. Changes/adjustments were made to the 2016 budget

requests and the 2016 Proposed Budget was presented to Council November 17, 2015. The 2016 Budget was passed by Council December 30, 2016.

- Maintaining the Sewer/Refuse data base
 - Validating water usage file received monthly from the York Water Company
 - Updating changes of owner information received from the owner, settlement company or from the County Recorder of Deeds office
 - Processing adjustments to customer accounts
 - Assisting customers at the windows, on the phone or by e-mail
 - Compiling Sewer/Refuse histories for customers
 - Importing files daily from Fulton Bank with payment information updating our customer records
 - Importing files daily with on line payment information
 - Active Sewer/Refuse customers in 2015 15,554
 - Processing monthly ACH payments for customers on Auto-Pay

- Maintaining and processing the City payroll and pension payroll.
 - Payroll is processed 26 times per year and
 - Pension payroll for O&E and Police are processed on the 15th and 30th of each month and
 - Pension payroll for Fire on the 19th of each month.
 - Payroll processing includes filing, paying taxes and deductions.
 - Also, there are quarterly report filings.
 - At year-end, the payroll process includes reconciling data in order to print and file W2's for payroll and 1099R's for pension.

- Maintaining Parking Billing Records
 - Updating customer information
 - Signing up new customers
 - Processing monthly invoices
 - Processing monthly ACH payment for customers on Auto-Pay
 - Assisting customers at the windows and on the phone

- Maintaining and processing Accounts Payable
 - Accounts Payable checks are processed twice a week-Tuesday and Friday
 - Checks printed during 2015:

○ Accounts Payable	6,011
○ Community Development Block Grant	72
○ HOME	11
○ General Authority	50
○ Redevelopment Authority	96
 - The back-up for the checks printed January – July 2015 are filed in our office. With the implementation of Dynamics AX 2012 all records are stored electronically. At year-end, the Accounts Payable process includes the printing and filing of 1099 Miscellaneous forms

- Manage York Adams Tax Bureau relationship
 - Earned Income Tax
 - Mercantile & Business Privilege Tax
 - Local Services Tax
 - Admissions Tax

Retail Sales trends (1958-2007)

	Percent of countywide Sales		Percent change	Change in Retail Sales Volume*	
	1958	2007		city	county
Allentown	73%	26%	-65%	-10%	158%
Altoona	62%	45%	-28%	56%	115%
Bethlehem	37%	20%	-45%	25%	126%
camden	42%	5%	-89%	-80%	86%
chester	18%	1%	-92%	-87%	61%
harrisburg	70%	14%	-79%	-61%	90%
lancaster	38%	15%	-62%	12%	195%
Reading	55%	15%	-73%	-38%	130%
Scranton	63%	30%	-52%	-17%	73%
trenton	61%	8%	-87%	-75%	96%
wilkes-Barre	32%	36%	12%	123%	98%
wilmington	61%	13%	-79%	-36%	206%
York	46%	7%	-85%	-63%	154%

Clerk II Cashier Responsibilities:

We have three Clerk II Cashiers. They take and enter all payments into the cash receipts system, except real estate taxes. Our customers are mainly paying Sewer/Refuse bills, Parking bills and Traffic Fines. The cashiers also enter revenue received in our office from other City departments.

One Clerk II Cashier is responsible for reconciling the money collected daily from each garage. This cashier also enters the daily mail related to Parking Billing Invoices and mails the Accounts Payable Checks.

One Clerk II Cashier is responsible for processing owner/address changes in the Sewer/Refuse database. This cashier also enters the daily mail related to Sewer/Refuse Invoices.

One Clerk II Cashier is responsible for downloading daily the previous day's tickets issued by the Parking Enforcement Officers into the Traffic Fines system. This cashier is also responsible for entering the daily mail related to Traffic/Parking Fines and printing of the ticket notices. Also, this cashier is responsible for printing the Accounts Payable checks.

Each cashier closes and reconciles their cash drawer daily to the cash receipts system for their terminal. Each cashier is responsible for the electronic deposit of checks.

The cashiers keep a daily call log of voice mail messages. The log consists of the date, time call received, time call returned, name of caller, phone number of caller and nature of call. Calls are returned within 24 to 48 hours. Most of our calls are returned the same day.

Accounting Assistant Responsibilities:

- Signs up new parking customers
- Responsible for keeping and updating parking customer information
- Answers questions from parking customers
- Responsible for residential parking, BYOB licenses, Parking licenses
- Responsible collecting Parking Tax
- Responsible for updating parking forms for the website
- Creates file for Parking autopay on a monthly basis
- Prints and mails the monthly parking invoices
- Orders supplies for the office and copier paper for the City
- Bills customers for meter bag usage
- Reconciles the three pension checking accounts
- Works on other projects as needed

City Accountant I Responsibilities:

- Creates journal entries
- Responsible for bank reconciliations
- Processes bank transfers and ACH transfers
- Sorts the mail received in Finance
- Enters P. O.'s for Finance and is responsible for City-wide Staples payments and Fulton Credit Card Payments
- Answers phone calls from vendors
- Sets up new vendors
- Responsible for the yearly 1099's
- Mails the quarterly MIPP invoices
- Creates and mails the Debt Service invoices to the municipalities
- Responsible for fixed assets
- Helps with the annual budget process and the audit
- Works on projects as assigned
- "Super user" of Dynamics AX 2012
- Trains users on Dynamics AX 2012

Responsibilities-Revenue Supervisor:

- Responsible for any issues regarding customers and any problems with the closing of cash drawers
- When needed, works at the windows
- Responsible for the Sewer customers once they are posted-this consumes most of her time with the amount of phone calls and customers coming in to make payment and/or payment arrangements
- Downloads the online payment information for sewer/refuse and traffic fines daily
- Downloads the lock box payment information for sewer/refuse-daily
- Downloads the water consumption reports from the Water Company on a monthly basis
- Creates the autopay file for sewer/refuse on a monthly basis
- Handles bankruptcies-works with Pat Siebert
- Works with the Water Company regarding shutoffs
- Supervises Parking Garage Clerk Cashiers

Water Service Termination Poster Responsibilities:

- Posts delinquent sewer customers
- Keeps records of postings and payments
- Answers phone calls
- Works with the Water Company regarding shutoffs
- When necessary, helps at the windows taking sewer/refuse payments
- Checks records to determine which properties need to be posted
- Helps set up payment plans

Grant Coordinator Responsibilities:

- Primary person for payroll and pension payroll-The City Accountant I hired in 2016 will now be responsible for payroll and pension payroll as well as other accounting functions
- Works with departments regarding grants
- Does research as necessary to find new grants
- Does grant reporting
- Enters grant related P. O.'s for the Police Department and IS
- Completes necessary forms for reimbursement of grant expenditures for Police and IS
- Helps with the SEFA schedule—checks to be sure all federal grants are included on the schedule
- Keeps files for grant agreements

Financial Analyst Responsibilities:

- General Authority-financial statements, bank reconciliations, purchases, payments, operations of the Garages
- Prepares General Authority annual budget
- Redevelopment Authority
- Creates and mails quarterly bills to the municipalities for their portion of the expenses at the Wastewater Treatment Plant
- Helps with the City budget preparation and the annual audit for the City and General Authority
- Prepares State Liquid Fuels Report and Financial Condition Report

Clerk Cashiers (Parking Garages) Responsibilities:

- Open and Close Payment Booths at the three Parking Garages Monday-Friday
- Collect and record payments from customers
- Monitor issues in the garages and inform responsible party
- Special Events cashier-works weekends and evenings

Transactions-2014

Sewer/Refuse payments received:

\$4,669,842.07 Fulton lockbox

\$8,855,039.13 Window Payments

\$1,425,629.79 On-line

• Total number of all transactions processed through cash receipts in 2015	148,056
• Total number of transactions processed through cash receipts terminals in Finance	128,932
• Percentage of transactions processed through cash receipts terminals in Finance	87%
• Total dollar amount of all transactions processed through all windows	\$111,703,348
• Total dollar amount of transactions processed through Finance windows	\$ 85,194,762
• Number of credit card transactions processed through Finance windows	17,691
• Total dollar amount of credit card transactions processed through Finance	\$1,626,123.00

Delinquent Sewer/Refuse Payment Plans

- Total Properties Posted
- Water Service Termination Poster 1,505
- Properties Water shutoff 258
- Water Service Restored 152
- Accounts Paid in Full
 - 67-2012
 - 73-2013
 - 162-2014
 - 76-2015
- Amount collected due to initial postings \$676,473.07

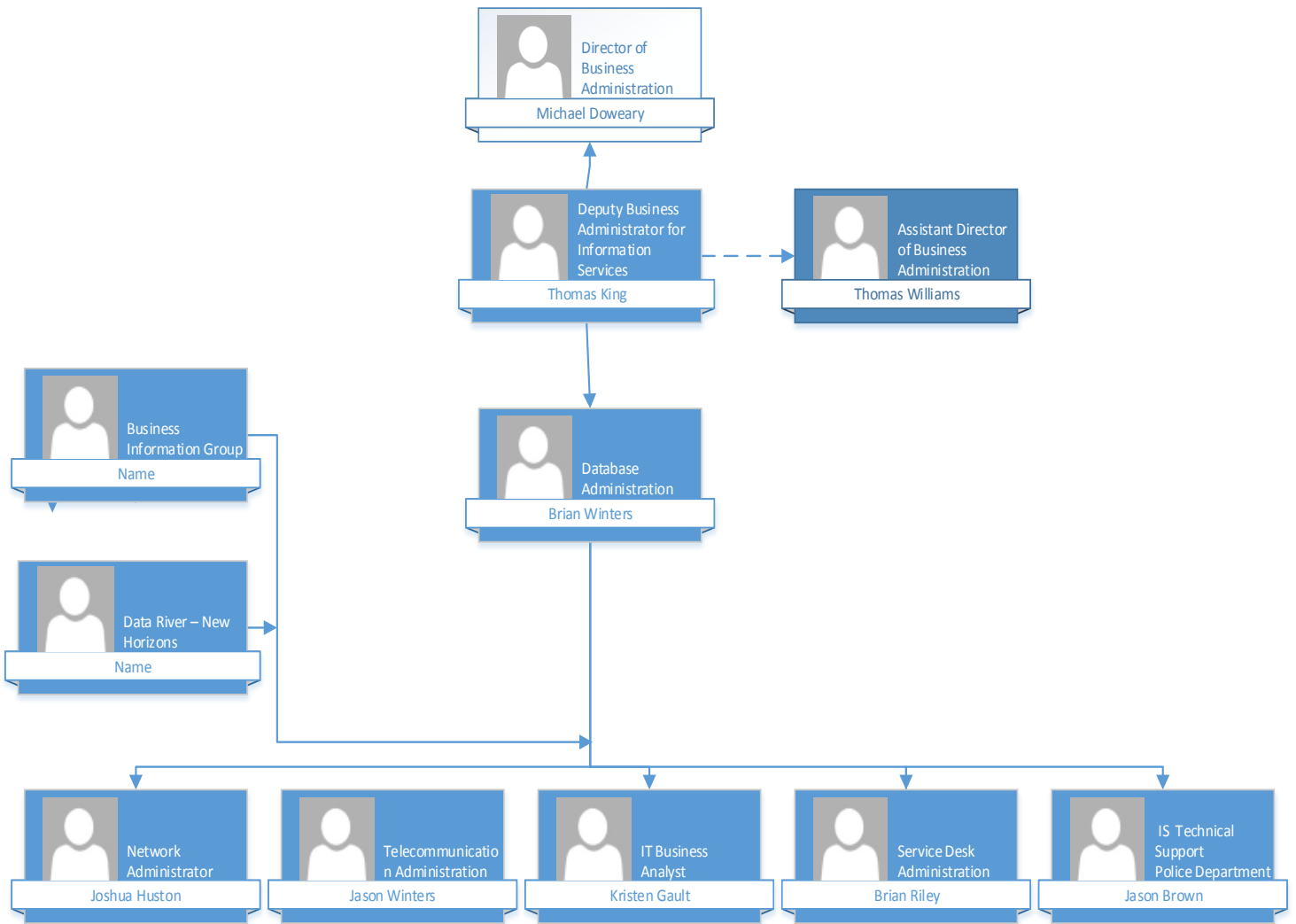
OFFICE OF INFORMATION SERVICES

Executive Summary

Information Technology (IT) provides value to the City of York offering Information Technology Service Management to City Government Offices and Departments. IT implements continuous improvement of information technology services to achieve strategic goals and objectives defined by the City of York Executive governance. IT is aligned with the Mayor’s initiatives providing improved services on demand to the City and constituents within the budget guidelines.

A Strategic Goal is to provide all City Departments and personnel with reliable information technology services on demand. Demand for City services includes providing ‘online’ services and public wireless services to constituents of the City. This technology is critical for employees to perform City work and requires infrastructure and operational availability is 24 hours a day, 7 days a week. Meeting the demand for IT services is a continuous challenge for IT.

Information Technology staff positions are highly technical requiring specialized knowledge in multiple disciplines to maintain the Enterprise Infrastructure and Enterprise Application Systems. Maintaining current and emerging technology skill sets is a continual challenge.



IT Enterprise Infrastructure

- Datacenters Enterprise grade servers
- Hyper – Virtual Machines
- Databases and Application Systems Production and Test environments
- Fiber Networks 10.xx.xx.xx
- Cisco/Adtran Switches
- **User Base Devices**
 - Workstations (300 at 16 City sites)
 - IPADs/Tablets (44/6)
 - Cell Phones (120+)
- **Enterprise Applications**
 - FMS – Microsoft Dynamics AX
 - Cloud Services
 - Microsoft Dynamics Customer Relationship Management
 - Microsoft Office 365
 - Microsoft Exchange
 - Microsoft Skype for Business
 - Microsoft SharePoint
 - ESRI ArcGIS
 - Citrix GoTo Assist
 - Solar Winds
 - Firehouse (Fire Dept.)
 - Linko Data Systems
 - Infor EAM

2015 Accomplishments

- Completed twenty three projects (23) projects improving services to the City and departments.ⁱ
- City Wide
 - Implemented phased network copier refreshes
 - Completed IT work for Philadelphia Street, King Street and Market Street Garage Cameras.
 - Consolidated 4 Verizon PRIs, annual savings \$20,000.

- Facilitating Microsoft Dynamics AX – Financial project
- Wireless handheld SmartPhones and iPads converted from Sprint to Verizon
- Phase 1: Core switch redundancy for CityNet
- Consolidated and aligned Information Technologies enterprise license structures for long term savings.
- Coordinating SpyGlass – Verizon Billing
- Public Works
 - GE System environmental assessments in preparation of 2016 upgrade
 - Supported Infor EAM installation
 - Supported HACH WMS installation
- Fire Department
 - Moved 'Firehouse' software to Cloud Services
- Police Department
 - Support Police Datacenter and Body Cam server
- Economic and Community Development
 - Planning Microsoft Dynamics CRM for 2016
 - Street light Assessment System
 - NIO and Streetlight Assessment System
- Improved planning with all Departments for future needs to provide services to constituents.

2015 Budget Impacts

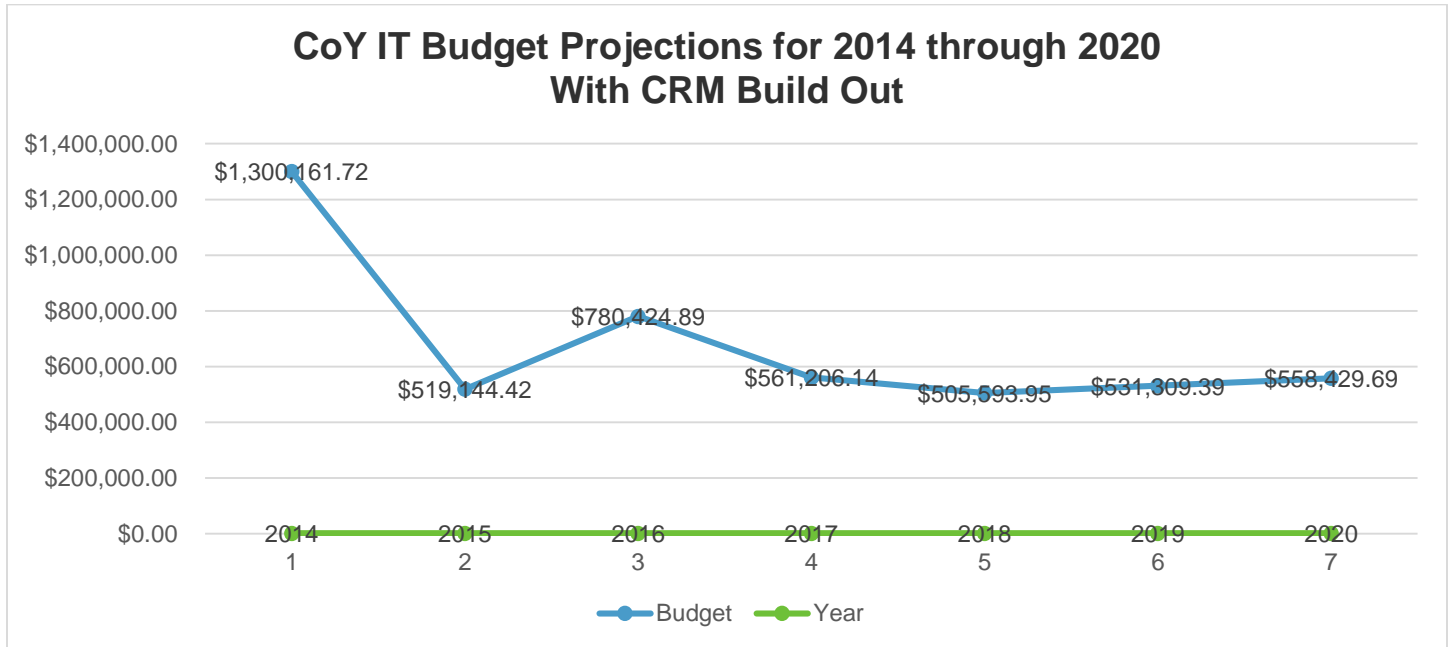
- No new IT workstations or monitors were purchased and no spare equipment available
- Staff furloughs completed throughout 2015

2016 Project Initiatives

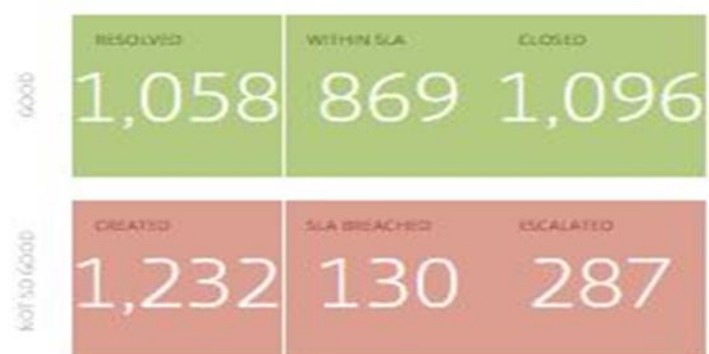
- City Hall Datacenter fiber optic redundancy
- Public Works (WWTP) General Electric Test and Production environments build
- Microsoft Enterprise Agreement True-Up
- Wireless handheld Smart Phones and iPads converted from Sprint to Verizon
- Planning Dell workstation refreshes (2017)

2017/2018 Strategic Initiatives

- Datacenter Servers Operating Systems Refresh
 - Microsoft Operating systems upgrades - Servers
 - Implement 10/40 gigabyte network core switching for CityNet
- Dell Workstation refresh
 - Microsoft Operating systems upgrades
- Microsoft Dynamics AX Cloud Services



The Numbers



	Time to Action (avg)				Interactions (avg)	
P1	NO. INCIDENTS 160	RESPONSE 34 hrs	RESOLUTION Avg. / SLA 116 hrs 4 hrs	50 % WITHIN SLA	CLOSURE 130 hrs	1 customer comments per incident
P2	NO. INCIDENTS 160	RESPONSE 33 hrs	RESOLUTION Avg. / SLA 140 hrs 24 hrs	77 % WITHIN SLA	CLOSURE 170 hrs	1 customer comments per incident
P3	NO. INCIDENTS 350	RESPONSE 41 hrs	RESOLUTION Avg. / SLA 174 hrs 48 hrs	82 % WITHIN SLA	CLOSURE 179 hrs	1 customer comments per incident
P4	NO. INCIDENTS 358	RESPONSE 71 hrs	RESOLUTION Avg. / SLA 189 hrs 168 hrs	95 % WITHIN SLA	CLOSURE 215 hrs	1 customer comments per incident
P5	NO. INCIDENTS 204	RESPONSE 84 hrs	RESOLUTION Avg. / SLA 256 hrs 480 hrs	98 % WITHIN SLA	CLOSURE 280 hrs	0 customer comments per incident
P6	NO. INCIDENTS 0					

OFFICE OF HUMAN RESOURCES

During 2015, the City of York employed a total of 359 employees, which included: 285 full time employees, 12 part-time employees, and 62 seasonal/temporary employees. Table 1 shows the number of employees employed by the City of York for calendar year 2015.

Employee Classification	Number
Full-time	285
Part-time	12
Seasonal/temporary	62
Total	359

Table 1. 2015 Number of Employee by Classification

There were a total of 93 employee terminations in 2015. There were 17 full-time, 3 part-time and 2 seasonal/temporary employees that voluntarily resigned from their positions with the City; 60 seasonal/temporary employees that were involuntarily terminated and 11 full time employees retired. Table 2 shows the number of voluntary and involuntary terminations for 2015.

Employee Classification	Voluntary	Involuntary	Retired	Total
Full-time	17	0	11	28
Part-time	3	0	0	3
Seasonal/temporary	2	60	0	62
Total	22	60	11	93

Table 2. 2015 Number of Terminations by Classification and Type

The Office of Human Resources was very active throughout the year recruiting to fill vacant positions and participating throughout the interview/hiring processes. Staff processed a total of 1,809 applications for 35 positions. The number of applications received ranged from 2 to 109 for the various positions. New hires for 2015 included 17 full time, 5 part-time, and 51 seasonal/temporary employees. Staff participated in three (3) local job fairs. Table 3 provides a synopsis of the recruitment and selection process exercised by the Office of Human Resources.

2015 New Hires	Total
Full-time	17
Part-time	5
Seasonal/temporary	51
Total	73

Table 3. New Hires by Employee Classification

Health Insurance:

Capital BlueCross continues to act as the City’s Third Party Administrator for the City’s self-insured health plans for 2015. The City provided coverage for an average of 326 active employees, an average of 228 retirees or a total of 554 active employees/retirees. Express Scripts continued to be the City’s Pharmacy Benefit Manager and Vision Benefits of America the City’s vision provider. Table 4 shows the aggregate 2015 paid claims by coverage type.

Coverage Type	2015 Paid Claims
Dental	\$372,000
Medical	\$4,667,000
Prescription	\$2,125,000
Vision	\$69,346 .00
Total	\$7,233,346

Table 4. Aggregate 2015 Paid Claims by Coverage Type

The City uses a benefits administration program called bSwift that allows active employees the ability to make self-service changes to their benefit plans. In addition, this program allows staff to access to up to date information about employee health insurance information. This program is integrated with the City’s various benefit vendors allowing information to be uploaded on the vendors’ system rather manual entry by staff. In addition, the City contracted with the Willis Towers Watson to administer the employees’ benefit plans. This program is working well.

Wellness:

Capital BlueCross provides a \$10,000 credit to the City of York’s Wellness Program. The City is revisiting the vision and mission of the Wellness Committee. The Committee’s membership has dwindled and employees have been asked volunteer to participate as a member on the committee.

Workers' Compensation:

There were a total 56 on-the-job injury claims reported for the 2015 policy period. Total cost for the policy year 2015 totaled \$203,007.00 incurred costs and \$191,720.38 in payments. Table 5 shows the type of claims and their associated costs. As a rule of thumb, each lost time claim cost on the average 4 to 6 times the actual dollars paid.

Claim Type	Number of Claims	Total Losses	Average Cost	Total Paid
Medical Only	29	\$62,524.00	\$2,156.00	\$59,978.77
Lost Time	6	\$140,483.00	\$23,413.83	\$131,741.61
Record Only	21	\$0.00	\$0.00	\$0.00
Total	56	\$203,007.00		\$191,720.38

Table 5. 2015 On-the-Job Injury by Claim Type

The Office of Human Resources continues to work closely with our third party administrator, PMA and Engle-Hambright and Davie's, reviewing and monitoring on-the-job injury claims. Human Resources staff and consultants continue to educate and train supervisors on the importance of modified duty and turnaround time on incident reports.

Safety:

The City continues to have an active, hands-on safety committee that meets once a month to review monthly on-the-job injury incidents, address safety concerns and make safety recommendations. The comprehensive Safety Guidelines and Procedure Manual was sent to the Department Directors and the five (5) bargaining units for review and comment. The Manual became effective January 01, 2016. Engle-Hambright and Davies's Risk Control Consultant conducted safety training for City employees, safety training topics for 2015 included, confined space entry, lock-out/tag-out, safety, safe driving, fall protection, slips, trips and falls, and workplace violence.

Liability Claims:

The Office of Human Resources processed a total of 58 liability claims. The claims ranged from automobile liability (40) with 23 claims closed with no payments, and 18 general liability claims with 15 claims closed with no payments. Table 6 shows the type of claim and the dollar amount paid.

Claim Type	Number of Claims	Amount Paid
Automobile	40	\$3,645.00
General Liability	18	\$6,032.00
Total	58	\$9,677.00

Table 6: Liability Claims by Claim Type

Employee Relations

The Office of Human Resources coordinated and/or conducted two (2) investigations regarding employee misconduct. Staff participated in contract negotiations with three (3) bargaining units. Coordinated employee/supervisor training and responded to employee questions regarding policy and contract interpretation.

Three (3) Office of Human Resources employee resigned during 2015 with the majority of the year the Office was staffed with 1 full-time employee and 1 part-time employee.

Office of Human Resources 2016 Initiatives:

1. Continue to implement Workforce Central;
2. Act 205 Report completed by April 15, 2016;
3. A. G. 385 Report completed by March 31, 2016;
4. Worker's Compensation Audit Report completed by March 01, 2016;
5. 2015 Financial Reports completed by April 01, 2016;
6. Enhance wellness program;
7. Complete revision of the employee performance review process;
8. Initiate comprehensive supervisor training – started on February 25, 2016; and
9. Safety Programs & Guidelines Manual employee training

YORK CITY PARKING



Our mission is to provide parking facilities and parking related services to meet the parking needs of York City residents, businesses and visitors. We pursue this obligation with the understanding that we must remain aware of our changing city environment and adapt our services based on the needs of the public. We are responsible for enforcing the Pennsylvania parking laws along with the City of York parking ordinances.

The City of York Parking Bureau was disbanded in 2015. Operations are now managed by the Department of Finance, in conjunction with the Department of Public Works.

Parking Enforcement has been moved under the umbrella of the Police Department.

The City of York Parking System is overseen by the City of York General Authority (CYGA), and consists of 13 surface lots, three multi-level garages and 1,044 parking meters as well as 1 City owned lot and 2 RDA lots, in total 3,585 parking spaces. We are responsible for enforcing the state of Pennsylvania parking laws along with the City of York parking ordinances. Currently we have on staff 8 full time and 5 part time individuals. Many challenges have been faced in the midst of this transition. We have continued to overcome those challenges to provide excellent service to our parking customers and continually seek ways to improve the operation of the parking system.

Meters

Total Meter Coin Collection for 2015 is as follows:

Revenue	2015	2014	2013	2012
Non-Core Meter Stickers	28,742	31,332	31,600	29,691
Residential Core Meter Stickers	15,127	17,967	17,466	15,924
Street Meters	505,736	514,871	511,233	554,492
Meter Bag Rental	12,454	6,458	4,238	6,244
Total	562,059	570,628	564,537	606,351

- 120 Smart Meters around the central business district were found to be not working properly. All of those sensors were replaced in 2015. The parking sensors along Market St. were also replaced as part of the Market St. repaving project.
- A resolution was adopted to begin meter hours at 8am Monday – Friday. Meter hours previously began at 9am.
- 2015 brought changes to parking rates around the city. The rate for punch cards increased to \$87.55. Park & Shop coupons decreased to \$62.50. Core meter parking and meter bag rental increased to \$45.50 and \$18.50, respectively.
- The City of York General Authority also decided to decrease the per hour rates of the city’s 3 garages. Effective August 3, 2015 the garage rates were reduced to a flat rates of \$2.50 per hour with a daily maximum rate of \$22.50.
- The City of York General Authority has solicited proposals for a consultant to help develop a strategic plan for the city’s parking system. 5 firms have been selected to interview for the contract. A final decision is expected in early 2016.



Garages

Market Street Garage

Revenue	2015	2014	2013	2012
Market St. – Monthly	170,950	176,531	146,541	126,619
Market St. – Transient	199,235	182,843	122,753	115,159
Market St. - Special Events	396	0	0	22
Market St. - Punch Card	2,146	1,839	3,726	4,386
Market St. - Night Parking	0	0	0	0
Market St. Totals	372,727	361,213	275,033	248,198

During the year at the Market Street Garage:

- Leased the northeast tenant space to Providence Engineering Corporation, effective June 1, 2015.
- Repaired Fire Department Sprinkler connections to bring them to code.
- Upgraded garage workstations.
- Replaced directional signage.
- Completed camera install and wiring project.

Philadelphia Street Garage

Revenue	2015	2014	2013	2012
Philadelphia St. -- Monthly	120,611	145,642	185,224	171,384
Philadelphia St. -- Transient	168,311	172,386	171,523	164,548
Philadelphia St. -- Special Events	3,415	6,186	2,264	2,165
Philadelphia St. -- Strand Capital	44,413	46,937	64,433	62,928
Philadelphia St. -- Night Parking	0	0	0	6
Philadelphia St. -- Walkway License	0	0	0	0
Philadelphia St. Totals	336,749	371,151	423,444	401,031



During the year at the Philadelphia Street Garage:

- Repaired Fire Department Sprinkler connections to bring them to code.
- Upgraded garage workstations.
- Replaced directional signage.
- Completed camera install and wiring project.

King Street Garage

Revenue	2015	2014	2013	2012
King St. -- Monthly	185,073	207,866	203,498	188,167
King St. -- Transient	51,508	59,710	56,587	41,442
King St. -- Special Events	792	1,110	624	109
King St. -- Night Parking	0	201	0	525
Reimburse for 96 S. George	64,041	64,041	64,041	64,041
King St. Total	301,414	332,928	324,750	294,284

During the year at the King Street Garage:

- Repaired Fire Department Sprinkler connections to bring them to code.
- Upgraded garage workstations.
- Replaced directional signage.
- Completed camera install and wiring project.

Miscellaneous Revenue

	2015	2014	2013	2012
Access Card Deposits	2,146	2,868	2,252	1,839
Punch Cards	1,500	1,839	3,726	4,386
Total	3,646	4,707	5,978	6,225

Parking Lots

Lot revenue for 2015 is as follows:

CGYA Owned	2015	2014	2013	2012
Lot -- 1 1st Block. E. Gas Ave.	32,409	32,547	31,936	26,898
Lot -- 2 300 W. King St.	8,682	7,502	8,577	8,308
Lot -- 3 143 S. Duke St.	3,349	6,365	5,973	3,166
Lot -- 4 Howard & Newton	1,975	1,477	1,043	624
Lot -- 7 600 W. Mason Ave.	4,736	4,789	5,167	4,266
Lot -- 8 Lafayette Plaza	12,967	16,187	17,282	20,336
Lot -- 9 Park Lane Monthly	42,139	42,036	39,346	32,188
Lot -- 9 York County	97,461	93,397	88,681	84,332
Lot --11 200 S. Duke St.	4,447	4,500	3,884	3,465
Lot --13 Kings Mill & Manor	273	0	284	0
Lot --14 St. Paul & Penn	6,223	3,407	636	3,520
Lot --15 300 W. Princess St.	979	1,454	1,530	1,451
Lot --17 200 W. Mason Ave.	11,301	29,074	21,451	22,473
CGYA Lots Total	226,940	242,735	225,790	211,027

City Owned	2015	2014	2013	2012
Lot 12 -- 700 Block East Mason Ave		1,766	2,238	3,079
Lot 18 -- 300 Block North Beaver -- RDA		13,457	0	0
Lot 20 -- 376 West Philadelphia St -- RDA		464	0	0
City Owned Lots Total		15,687	2,238	3,079

Vehicle Fuel Report

The Parking Bureau makes use of 10 vehicle to carry out daily operations.

The below chart shows the number of gallons, price per gallon and total cost per month over the past three years.

Compared to 2013 and 2014, gas prices have dropped drastically, reducing the overall cost of fuel for parking vehicles.

2015 -- Parking Vehicle Gas Usage				2014 -- Parking Vehicle Gas Usage				2013 -- Parking Vehicle Gas Usage			
	Gallons	Price	Total		Gallons	Price	Total		Gallons	Price	Total
January	213.2	\$2.026	\$431.85	January	359.2	\$3.252	\$1,168.19	January	228.80	\$3.440	\$787.07
February	277.1	\$2.130	\$590.22	February	322.4	\$3.212	\$1,035.45	February	168.40	\$3.721	\$626.62
March	320.4	\$2.018	\$646.59	March	277	\$3.429	\$949.94	March	152.60	\$3.558	\$542.95
April	336.6	\$2.224	\$748.63	April	379.6	\$3.580	\$1,358.97	April	200.80	\$3.320	\$666.66
May	304.5	\$2.266	\$690.08	May	314.4	\$3.637	\$1,143.38	May	253.50	\$3.365	\$853.03
June	366.0	\$2.301	\$841.98	June	367.4	\$3.606	\$1,324.81	June	244.50	\$3.328	\$813.70
July	327.8	\$2.021	\$662.58	July	284.5	\$3.335	\$948.92	July	306.90	\$3.203	\$983.00
August	392.2	\$1.659	\$650.66	August	248.6	\$3.142	\$781.15	August	298.90	\$3.377	\$1,009.39
September	462.8	\$1.665	\$770.75	September	324.9	\$3.138	\$1,019.63	September	384.00	\$3.500	\$1,377.00
October	285.2	\$1.665	\$474.97	October	270.3	\$2.805	\$758.08	October	278.50	\$3.200	\$891.20
November	334.7	\$1.782	\$596.57	November	248.7	\$2.805	\$697.50	November	215.60	\$3.170	\$683.45
December	231.6	\$1.563	\$362.01	December	216.1	\$2.026	\$437.73	December	245.90	\$3.377	\$830.40
Total	3,882.90	\$1.943	\$7,466.89	Total	3,613.10	\$3.164	\$11,623.77	Total	2,978.40	\$3.380	\$10,031.46
Yearly Average	323.58	\$1.943	\$622.24	Yearly Average	301.09	\$3.164	\$968.65	Yearly Average	248.20	\$3.380	\$835.96

CITY OF YORK GENERAL AUTHORITY

The CYGA was created by the City of York to own the formerly city owned parking facilities and to assist the City with community improvement efforts. Additionally during the year:

- Market Street Garage roof used as staging area for New Year’s Eve fireworks display.
- Distributed parking passes for residents living near ball stadium and fair grounds during their respective seasons.
- Multiple customers received special event pricing over the year for various downtown events such as:
 - The York Water Company Annual Board Meeting Downtown Inc.
 - Strand Capital Performing Arts Center Barley Snyder
 - The Art Institute The Yorktowne Hotel
 - New Year’s Eve in Downtown Bike Night Events
- Free Parking was offered to the following:
 - Small Business Saturday (Meters)
 - Salvation Army Holiday Give-Away

Miscellaneous

Other items from 2015:

- Renewed contract with Washington & Dowling for snow removal for the 2015-2016 winter season.
- Worked with Downtown Inc, and WRCT to market the Parking Pilot Program in August 2015 that tested the parking system’s ability to move toward 24 hour operation. There were some items stemming from that pilot that became permanent changes, and others that will continue to be addressed in 2016.
- Increased use of the parking validation system to help streamline the billing process.
- Expanded use validation tickets to replace chaser tickets for business customers.
- The installation of cameras in all garage has been completed by IT and Building & Electrical Departments. The camera feeds are going directly to the Police Department for monitoring and will increase garage security.

- After careful consideration, scheduled upgrades to the elevators at KSG and PSG were postponed in favor of increased preventative maintenance through service agreements with our current elevator service providers.
- York College of Pennsylvania acquired Marketview Arts and will maintain the agreement previously held with the YCIDA for parking rights at the Marketview Arts lot adjacent to PSG.

Park & Shop Program

	# of Participants	Bundles Purchased	Price	Total
2013	15	63	\$ 87.50	\$ 5,515.50
2013	25	159	\$ 87.50	\$ 13,834.00
2015	25	159	\$ 87.50	\$ 13,834.00



Workers Compensation

There was only one workers compensation claim reported for parking in 2015.

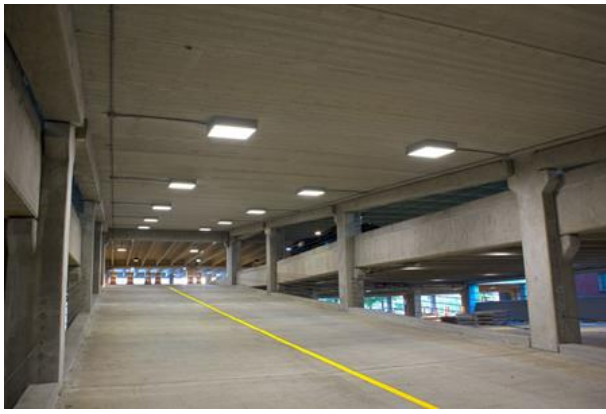
Workers Compensation

Year	Claims	Medical Expense
2015	1	\$0.00
2014	5	\$30,396
2013	4	\$150.00

Looking Ahead to 2016:

Below are the items that are working toward completing in 2016. Some projects began in 2015 and are awaiting completion:

- Lobar has been contracted to repair the exterior wall at MSG. Repairs are expected to begin once the weather breaks in the beginning of 2016.

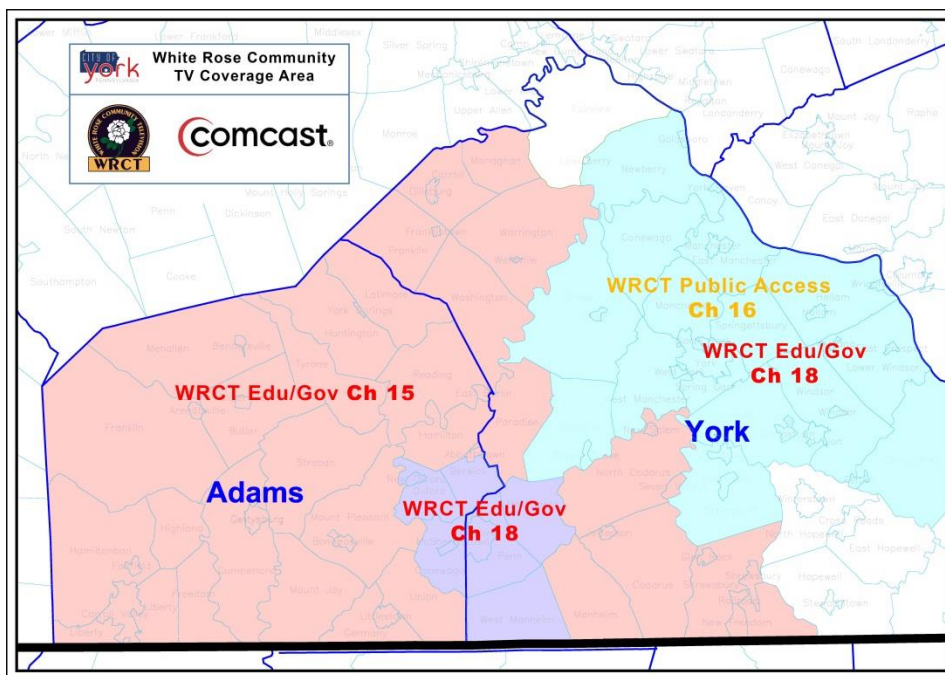


- The hiring of a strategic parking consultant in 2016 is expected to provide a blueprint for parking in the years to come. A Supply/Demand study and Evaluation of all areas of our parking system will be completed by Fall 2016. The General Authority expects to work closely with the consultant, Community/Economic Development, Public Works, Finance, and Business Administration in the development and execution of the plan in relation to the overall goals of the City.
- The Parking Billing System will be integrated into Dynamics AX in 2016 as part of Phase 2 of the conversion.
- Public Works is exploring options for a lighting project aimed at updating lights in the city garages. The project could provide significant cost savings to garage operations over time. Public Works is reviewing the scope of the proposals and looks to begin mid to late 2016.

WHITE ROSE COMMUNITY TELEVISION (WRCT)



White Rose Community Television (WRCT) is a Regional Public, Education and Government (PEG) Cable Television Access System that reaches over 100,000 households in York and Adams Counties on the Comcast Cable Network. WRCT's Public Access Channel is located on Channel 16 and is only available in the greater York area. WRCT Edu/Gov is located on Channel 18 in the greater York and Hanover areas and on Channel 15 in Adams County. Households that have satellite or no service are encouraged to watch our programming on the Internet via www.wrct.tv



WRCT provides an opportunity for a local voice in the creation of content by organizations and individuals throughout York County. WRCT broadcasts municipal and school board meetings, student productions and is a unique and valuable resource to communicate effectively to residents, which allows a greater participation in the process of governing.

Since 1974, the City of York has broadcast a continuously operating community access channel on the local cable system, providing citizens in York County with a voice in various types of locally produced programming. Each municipality in which the local cable company provides services negotiate a cable

franchise agreement for use of the municipal 'rights of way' and require the subscribers to pay a 5% franchise fee that is then paid to that municipality. In 1973, the City of York included a Public Access Channel for use by the York community in their agreement. In early 2006, an additional Educational and Government access channel, Channel 18 was created by the City of York and the City rebranded these PEG channels "White Rose Community Television".

WRCT had been co-located in the Comcast Technical field office at 1050 E King St. for more than 20 years. In 2012, construction of a new studio began in a portion of the Rotary Kranich building at 122 S Lehman St.; the renovation of the building was included in the City's Community Centers' upgrade. As part of the negotiated franchise agreement, funds were received from the former cable provider SusCom and then later from Comcast, for the equipment for both a studio and the broadcast facility equipment. This effort began early in 2006 and the move was completed in 2012.



Building a new broadcast facility and studio is a significant achievement in the history of White Rose Community Television, its partnership with the City of York and all the volunteers and viewers that have supported Public Access since its beginnings in 1974. WRCT moved from a 10X20 foot space into a modern 2,000 square foot facility that is accessible and designed and constructed specifically for the technical infrastructure needed for broadcasting two television channels and the operation of a new High Definition Studio. It's also important to recognize the support and investment of Comcast in the success of this project in providing the equipment and fiber connections to the Cable TV System in York County.

2015 was the 3rd year of the operation of the new WRCT high definition studio located at 122 S. Lehman St. The maintenance and repairs associated with this sophisticated technology is challenging. WRCT's operating budget has remained similar to its 2011 levels and has resulted in efforts to generate income for use of WRCT resources; staff has encouraged sponsorships and financial support from producers of shows aired on WRCT and others; 2015 was the first time in WRCT's history that we became very close to reaching our financial goals. We plan to meet or exceed them in 2016.

White Rose Community Television is a regional Public Education and Government access system and operates as a regional resource. For a number of years, the City of York has had ongoing negotiations with York County Government to not only receive financial support but also ensure that County information be generated as content for York county residents. The Board of Commissioners have funded WRCT in the amount of \$60,000 in 2014 and continued support of \$60,000 in 2016.

Partnerships

In 2015 WRCT partnered with Weary Arts Group (WAG). WAG is a collective of arts industry professionals providing a wide variety of arts training and education for people of all ages. WAG's primary goal is to create sustainable arts programming for the residents of York, PA and the surrounding communities. WAG provides additional staff and volunteers for WRCT during special events and video shoots.

WRCT is currently working to partner with York College. The college recently received a grant to conduct a feasibility study to determine how best to incorporate their studio and live productions with WRCT. We hope to move forward in 2016 and create a microwave network connecting the college to WRCT as well as locations downtown. This will enable York College to produce and air live content on WRCT giving their students real world live experience.

Accomplishments for 2015

WRCT broadcasts channel 16 and 18, twenty-four hours a day, seven days a week. During 2015, over 581 hours of live programming was broadcast which included 260 hours of independently produced live call in shows, 75 hours of York County Commissioners meetings and 246 hours of WRCT produced York City Council meetings and hearings.

Over 473 different 1st run programs were aired on WRCT channels 16 and 18 for a total of 2,685 hours of programming. WRCT provides a Community Calendar on 16 and 18 that posts events, activities and other important community information that airs at least 20 hours a week.

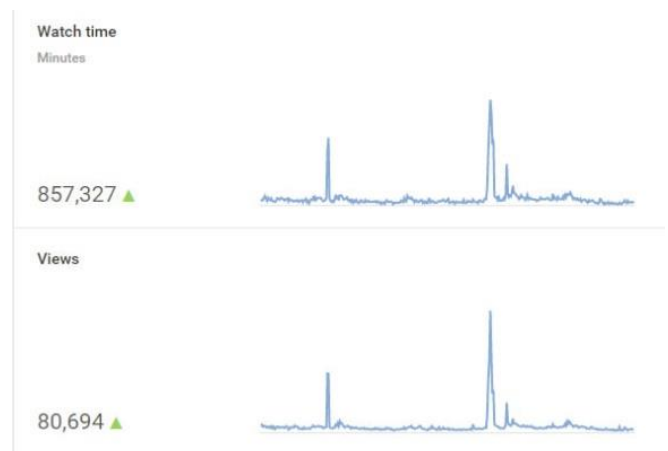
WRCT created a public access studio at our 122 S. Lehman St. location. This studio is segregated from our main production premium studio and gives the public a place to produce live TV shows for free without direct support and supervision from WRCT staff.

In 2015 WRCT began offering Event Live Streaming as a service. WRCT live streamed a week long national tennis tournament, a 2 day ice hockey tournament, the Cigar Box Guitar Festival, Fixing York Town Hall Meeting, as well as our normal parades and other events. We are currently trying to get the word out that we can produce multi camera productions and stream them live in HD to the web, as well as simulcast them on WRCT too.

WRCT Online

The analytics of the usage of Video On Demand (VOD) streaming, which included the County Commissioners, City Council, Dover School Board, and York's Most Wanted have received 512,376 hits for the year of 2015 with York's Most Wanted often receiving 100s of views per day. WRCT's YouTube Channel has received 857,327 minutes worth of watch time and 80,694 individual views for the year of 2015.

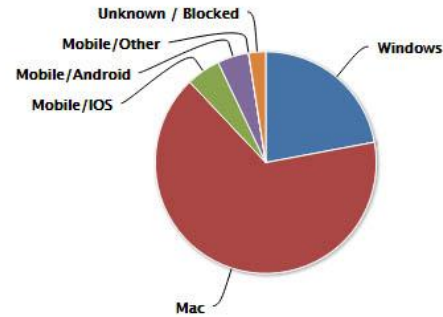
WRCT 2015 YouTube Stats



WRCT 2015 VOD Stats

Browsers

Browser Type	Total Views	% of Total
Windows	112987	22.05
Apple / Mac	337434	65.86
Mobile - iPod/iPad/iPhone	25609	5.00
Mobile - Android	23541	4.59
Mobile - Other	84	0.02
Unknown / Blocked	12721	2.48



Programming in 2015

Through a fiber optic network connecting WRCT to sites throughout York City, we are able to offer live broadcasting of community events at York City Council Chambers, City Hall, York County Administrative Center, Martin Library, Crispus Attucks, and the Pullo Family Performing Arts Center at Penn State York. With advances in technology we are now able to broadcast live from anywhere with a high speed internet connection. The following programs were broadcast live this year:

- City Council Meetings every two weeks and various committee meetings
 - York County Commissioners weekly meetings
 - Mayor’s budget Hearings
 - St Patrick’s Day Parade
 - Mother’s Day Street Fair
 - Halloween Parade
 - Cigar Box Guitar Festival
 - Fixing York Town Hall Meeting
 - National Koser Jewelers Tennis Challenge
 - National ACHA Women’s Ice Hockey Tournament
 - Daily broadcast of the Hanover Eagle Cam
 - “Café con leche” A daily live simulcast from Lancaster’s Spanish American Civic Association
- WRCT’s first priority is to manage the infrastructure of the PEG system and empower others to produce content for broadcast on either channel 16, the public access channel or government and educational programming for channel 18. Channel 16 programming is primarily created by independent producers. Which includes the following shows:

- “Now We’re Cooking”;
- “In the Square Circle”
- “Bible Baptist Church” Ministry
- “Brethren Voices” Ministry
- “That Pro Wrestling Show”
- “Friday Night Frights”
- “Musical Memories”
- “Rails Around York”
- “Susquehanna Wrestling Organization”
- “30 Odd Minutes”



- “Breathe TV”
- “This is Our City”
- “Race Night”
- “Emporium”
- “Life Talk”
- “Present Truth”
- “Spoken Word Cafe”
- “Behind the Headlines”
- “Beyond Today”
- “The Humanist Perspective”
- “Eagle Christian Ministries”
- “Upper Room Ministries”
- “ChosenVille TV”
- “Biblical Errantcy”
- “Democracy Now”, an alternative media national broadcast
- “Almost Persuaded”
- “I Can Be Me”
- “Alley 99”
- “URM TV”
- “Travel TV”
- “Fastrax Video”
- “Cartoon Castle”
- “Not Live”
- “Chatting with History”
- “Seven Valley Boys”
- “Donkey Ollie”
- “Folklorist”
- “TumbleWeed Theatre”
- “Tom Mix”
- “Batman Serial”
- “Silent Sinema”
- “The Garage”
- “Illusions”
- “Three Stooges”
- “Train Time”
- “Xmas in New Freedom”
- “Culinary Kids”
- “Kids a Cookn”
- “Smart Boating”
- “2nd Chance Talent”
- “Beverly Hillbillies”
- “The Joy of Painting with Bob Ross”
- “Tomorrow Today” in English and Spanish
- “Global 3000” in English and Spanish



- “Conflict Zone”
- “EuroMax”

WRCT continues to accommodate live shows in our studio:

- “Inside the Square Circle” Wednesday, 6pm to 7:30pm, a wrestling call in show
- “Joe Live” each Saturday from 6pm to 8pm, hosted by Joe Jackson
- “Free Thought Forum” Alternate Tuesdays 6pm to 7pm
- We have 2 new shows slated to start soon in 2016

WRCT regularly broadcasts the following Government programming:

- Weekly County Commissioner’s meetings
- Bi-weekly York City Council meetings
- Legislative reports from the PA State Legislators in 2015 that included:
 - Senator Mike Waugh
 - Senator Rob Teplitz
 - Senator Richard Alloway
 - Representative Stan Saylor
 - Representative Ron Miller
 - Representative Kevin Schreiber
 - Representative Seth Grove
 - Representative Keith Gillespie
 - Representative Will Tallman
 - House Republicans and Democrats– “Agenda for Action”
 - Senate Republicans and Democrats – “Capital Connection” – “Focus on PA”
- US Department of Education
- Soldier’s Journey
- Medicare and Social Security
- American Veteran
- Desert Vision
- In The Fight from the Military Channel
- York’s Most Wanted
- Dover School Board meetings
- Road to Recover – US Dept of Health
- Today’s Air Force
- US Dept of Agriculture Series

WRCT Films and broadcasts numerous ribbon cuttings, Merchant of the Month, and other press conferences held by the city, Rep. Kevin Schreiber, and other local organizations.

Comcast has acquired cable systems that serve most of York County residents but the cable channels are still divided by systems. The channel lineup for the Gettysburg system that reaches into York is different than the York and the Hanover system, for example.

One issue that needs to be resolved is the neighborhood where the Public Access Channel 16 and the Government/Education Channel 18 would reside in the respective channel lineups. In the City's Franchise Agreement with the cable company the 'Basic Tier' is mentioned (lower channel numbers) but technology has changed to the point where that is not as important. If WRCT is successful in broadening its footprint with the Comcast coverage area throughout York, it may be through a compromise in channel location. Channel 16 is not on in the Hanover system at this time and most likely will not be located on channel 16 but instead, perhaps channel 99. This may mean that the channel lineup in Hanover, Gettysburg and York system will each be a different number and may require a rebranding of White Rose Community Television away from Channel identification toward the function of each channel: Public Access TV and a Government/Education Channel.

CONCLUSION

2014 was not void of setbacks as well. In April 2014, former City Business Administrator Attorney Michael O'Rourke resigned after 15 years in office. Serving diligently under three different Mayor's, Attorney O'Rourke had intimate knowledge of the inner workings of City government demonstrating a strong character and unique ability to keep things together financially in the midst of chaos. The lost knowledge was further exacerbated by the retirement of the Business Administrator's executive assistant Alexa Quinn in November 2014. Alexa served the city well and will surely be missed.

And so 2015 is the dawn of a new day. Former Assistant Business Administrator Michael Doweary accepted a promotion to the appointment of Business Administrator in January 2015. Michael brings extensive accounting and financial management skills to the table. The first order of business, balancing the 2015 budget and completing negotiations on a new deal with the Fraternal Order of Police were completed prior to December 31, 2014 setting the table for continued reform and improvements. Work continues on implementing a new financial management system that is set to go live in Spring 2015. Additionally, YCRIZA continues to meet regularly in anticipation of a 2016 designation. Moving forward, the business administration department has some pretty aggressive goals to accomplish over the next 3-5 years. Keep your eyes open for BA initiatives coming your way in the very near future!

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
Honorable C. Kim Bracey, Mayor

Shilvosky Buffaloe

Interim Director

ADMINISTRATION

The Mission of this department is to create conditions that encourage a diversely vibrant economy throughout the City by forming partnerships and coalition-building, to incubate and execute economic development and a variety of lifestyle enhancing initiatives for all residents of and visitors to our City. We pride ourselves in creating and initiating large scale development and redevelopment projects by marketing sites, project management and facilitation, coordinating land acquisition, appraisals and environmental studies. We also strive to assist citizens of the city and the neighborhoods in which they reside through housing initiatives, neighborhood-building, programs for first time home buyers and use of federal funding to improve the quality of life of our residents.

The Department of Economic and Community Development (DECD) is dedicated to building the growing the local economy through both traditional economic development and neighborhood revitalization programs. DECD seeks to cultivate a positive business environment all the while fostering viable mixed-income residential neighborhoods. Our aim is to maximize the city's assets and advantages without compromising the health of its neighborhoods and residents.

Members of the Department also serve as staff support/liaison to the following boards and Authorities;

York City Planning Commission, The Vacant Property Review Committee, Zoning Hearing Board, The Redevelopment Authority of the City of York, the Consolidated Board of Appeals, Downtown Inc.'s Economic Development Committee, York City Revitalization and Improvement Zone Project Committee, the Fresh Food Fund Loan Committee.

The Department of Economic and Community Development is comprised of Five Bureaus; Bureau of Economic Development, Bureau of Housing, Bureau of Health, Bureau of Permits, Planning and Zoning.

THE BUREAU OF ECONOMIC DEVELOPMENT

Our staff serves as the lead advocate for citywide businesses and not-for-profit organizations, and serves as the liaison between the private/non-profit sector and government. We work diligently to secure state, federal and other grants and loans, as well as execute public relations and marketing initiatives while continuously advocating for proposed and existing businesses in addition to providing the following services to new and existing businesses:

- *Policy development and advocacy*
- *Critical infrastructure support and advocacy*
- *Business Expansion and Retention support*
- *Regular business visits to existing employers*
- *Connections with industry resources, employee training and more*
- *Development review and permitting guidance for expansion projects*
- *Site Selection Assistance*
- *Data and research services (ESRI, EMSI)*
- *Access to York County and State of Pennsylvania business assistance programs*
- *Educational and networking programs and opportunities*

It is also our job to negotiate redevelopment contracts for the City's Redevelopment Authority-owned parcels so that the redevelopment is "neighborhood appropriate" and that the Redevelopment Authority (RDA) has a reversion right to the parcel should the proposed redevelopment not occur.

Personnel

Bureau staff is comprised of Mr. Shilvosky Buffaloe, who serves as Interim Director of the Department of Economic Development, and Ms. Nicole Davis who serves as Deputy Director of the Department of Economic and Community Development

Training/Conferences/Continuing Professional Education

Bureau Staff attended the following training sessions in 2015

- CDFA Summer School- Intro to Bond Finance, Economic Development Tool Kit, Intro to Tax Increment Finance
- Cash/ Check Handling Training

We were also able to attend the following conferences:

- CPBJ Real Estate Symposium
- Pennsylvania Financing Roundtable

Summary of Accomplishments

The Bureau has worked to provide solutions the needs of the community even in times of fiscal and staffing constraints. Staff continues to be a champion of small business in the City of York, and in conjunction with our community partners continue to offer training and educational opportunities for entrepreneurs. The Bureau has seen a surge in new businesses or varying backgrounds and industries, remains vigilant in ensuring the momentum continues to trend upwards. Major milestones have been accomplished on area wide/ multi-phased projects, including the Northwest Triangle, ArtSpace York, Royal Square Micro District, Penn and Market Farmer's Market, and the revitalization of West Market Street. Staff continues to support the Administration's Zero Tolerance for Blight Initiative, and has been cautious to effectively reposition properties and return them tax generating structures.

Plans/ Studies

Goal 1: Neighborhood Action Plan– *Draft and distribute an action plan that is specifically tailored for each neighborhood association throughout the City identifying each section of towns unique qualities and challenges with a rigorous SWOT analysis.*

The intent is to establish tailor-made strategies for each of York’s unique neighborhood, with a cohesive strategy to improve the outlined district, make the sites more marketable and deter activity seen as damaging to the prosperity of the businesses and residents. We have enlisted the help of the York City Planning Commission, City Planner to come up with a project charter. We will then be hiring a consultant to finish out the work outlined in the charter.

Programs

Goal 1: CRIZ – *Continue to work to establish a City Revitalization Improvement Zone by working with the YCRIZA and the Bureau of Finance.*

Staff has successfully established the YCRIZA Project Advisory Committee whose express purpose of making every preparation possible to obtain a CRIZ designation for the City of York and the lay the requisite groundwork to successfully support the existing Authority. This includes but is not limited to the identification of the 130 acres of strategically, developable space within the municipal boundary that can spur additional investment throughout the community, a detailed economic impact analysis projected on the basis of this proposed development, overseeing the preparation of a compelling CRIZ application for the submission to the Commonwealth for consideration, and laying out the general framework for the administration of CRIZ once approved. Meetings are held on the 3rd Tuesday of every month. Over the course of 2015, staff was able to identify a vendor, and the 130 acres for discussion, while we wait to see if the program will be offered again, we feel we have made every attempt to be as prepared as we can to obtain a CRIZ designation for the City of York.

Goal 2: Economic Development Liquor License – *Establish an application process for the maximum two (2) allowable licenses per year.*

As we expand the restaurants, breweries in the City, We continue to fine tune the process of the Economic Development Liquor License. We have notices that the stringent criteria at the state level has deterred many establishments from applying to this program.

Goal 3: Fresh Food Fund – *Increase underwriting pool funds, strengthen loan recourse actions, and target at a minimum two (2) viable businesses to fund.*

Staff is being strategic in how and for what the purpose the funds are disbursed through this program. There has been one applicant to the Fresh Food Fund this year, The Handsome Cab. We were able to approve of the loan for \$20,000 to help cover the equipment costs of opening the restaurant.

Goal 4: Technical Assistance (One-on-One) – *increase small and medium sized business assistance to twenty (20) persons per year in the form of reviewing proof of concept, business plan reviews, financial analysis, and other general help related to starting and/or growing a business in the City of York.*

Bureau staff was able to the following businesses review proof of concept, business plan review, financial analysis, and other general help related to starting and/or growing a business in the City of York.

- Bermudez Restaurant
- Power of Nations Ministry
- Lori’s Fried Delights
- Moses Family Jerky
- Copper Crust Bakery
- C T Hall Café
- Busy Bee @ Central Market
- Fizzy Bee@ Central Market
- Mi Caldero
- Mi Casita Salvadorena
- Top Head Designs

- Epic Pickles
- Initiative Property Group
- Distinct Equities, LLC
- Elite Property Management
- Royal Square Development and Construction
- Castle Rock Construction
- Smart Wires, Inc.
- Woodard Investments
- Yorktime Institute
- The Handsome Cab
- Nu Concept Hair Salon
- Darren Bordin
- Vault Video Games
- Penn Market
- Otto's Kitchen and Cocktails
- Glazin's
- Design Bots Media Firm
- The Rooted
- Metro PCS
- Providence Engineering
- Tutoni's
- ThinkLoud Development
- Betterworld Spirits
- So Will Group
- Spout Co.
- U- GO
- York Property Management
- Element Environmental

Goal 5: Business Recruitment— Establish a selective process that specifically targets the following: Corporate Level National Brands - **(3)** Mid-Atlantic Regional Brands – **(5)** Commonwealth Regional – **(10)**

Staff was successful in meeting with the three targeted national brands and a few regional prospects. Of the 18 business goal, staff was able to prospect a total of 3 national brands and, 1Mid-Atlantic regional brand and 2 commonwealth regional brand.

Goal 6. Internships—*Department of Economic/ Community Development- Offer internship opportunities for high school and college students looking to gain experience in the field of Economic Development, Public Administration, Public Finance or related majors.*

In 2015, the Bureau was successful in offering 2 internships to college students, and through the Bureau of Housing Services, offer an additional 2 positions to high school students. All students received firsthand experience of day to day activities in the Department and got to work on projects of interest to them and value to the City of York. In return, Bureau staff was able to provide letters of recommendations for the students. We are hoping to continue to offer internships in 2016.

Events/Training Series

Goal 1: York Business Academy – *continue to operate YBA in partnership with York College's Enactus club with fifteen **(15)** students per session for the spring and fall.*

The City of York continues to partner with York College professors, their respective MBA graduate students, student members of York College ENACTUS organization and other local business professionals teach each session that focuses on a major aspect of opening, owning, and operating a successful business in the City of York or York County. The spring 2015 semester has 14 graduates who received information on Strategic Planning, Marketing and Promotional Strategy, Business and Professional Writing, Legal Issues Facing Business and Financial Management. We were able to partner with businesses like Santander Bank to help teach the sessions.

Goal 2: Community First Fund – *work with CFF to market and promote their training offerings here at City Hall with previous YBA graduates and other interested parties. Host at least two **(2)** of their programs through our Bureau.*

The City of York Bureau of Economic Development partnered with Community First Fund, Small Business Administration, Shippensburg Small Business Development Center, SCORE, and Kutztown Small Business organizations to put on a Business Resource Panel during National Small Business Week. *Open for*

Business in York County was held on May 7, 2015 and focused on Five Things to Start a Business, with a breakout session on Preparing for Funding taught by Kimberly Stout of SBA. The following topics were covered:

1. **Have a Mentor** - Find a mentor to match your needs:
2. **Create a Team** - Business owners need to wear many hats and understand all aspects of their business. It is important to surround yourself with experts that can help you make correct decisions for your business. Your team should include the following:
3. **Write the Business Plan** - *A business plan is an essential guide for business success. It allows the entrepreneur to see their business from a 360 degree perspective and gain a better understanding of each aspect of the company. A business plan should consist of the following sections:*
4. **Research your Market** - It is vital to gather, organize, and analyze information about your market. Some of the questions you need be able to answer include:

5. Educate Yourself – There are many educational resources available in York.

Goal 3: Mayor Bracey's MBE/WBE Luncheon – *rebrand the program to target A Broader base of businesses in an effort to increase the attendance (250) expand the program offerings to include additional break-out sessions; and further increase the time to span a half day event. One (1) time event per year.*

The event was moved to National Small Business Week in an effort to create more marketing for the event. This year there were 128 registrants, which was short of the goal of 250. The deliverables and formatting of it as well received and executed. The keynote Carl Dorvil, there was great feedback on his address of the crowd. We were able to counsel and relay information to several small businesses, and it was a great showcase of community services and members of YCEA, ENACTUS and the Small Business Administration were able to attend and teach a few breakout sessions.

Goal 4: CelebrateHER-*taking a note from the Small Business Administration, hold an event targeted towards women entrepreneurship in the City of York.*

We had a very successful event, with 50 attendees who all got the chance to network and meet people from all walks of the business in the City Of York. The event was only a stepping stone for organizations across the county, who offered services geared towards women. The event accomplished just that, as The City and County of York are currently in the planning stages for collaborative events between the NPOs.

In addition to planned activities Staff was able to attend and support training sessions offered by Downtown Inc., which included the 2015 Merchant Workshops.

Projects

Goal 1: Northwest Triangle – *prepare an in-depth plan for the site and pitch to regional developers looking opportunities here in York.*

Staff has met with several developers, who have done a master plan for the Northwest Triangle Development site. They have expressed interest in purchasing the entire Triangle for a mixed- use development. Staff continues to explore and vet the potential buyers in order to ensure whatever development takes place at the site is appropriate and is concurrent with the overall strategic plan for the area.

Goal 1a: Northwest Triangle- *Close out associated RACP Grant associated with the Northwest Triangle Project*

Staff was also able to close out the RACP grant associated with this project. The final reimbursement was received in February of 2015. We are awaiting an audit of the grant to be scheduled.

Goal 2: Royal Square – *continue to work with Royal Square Development Group on its revitalization efforts.*

Bureau staff has continued to work with Royal Square. Through the Redevelopment Authority, staff was able to continue to acquire and transfer properties for subsequent development. They have successfully attained their NPP funds, and continued work on the streets that border their neighborhood, as well as some outlying parcels of land. The next major project will be the revitalization of the West Market street unit block. Staff also continues to help co-op the surrounding neighborhoods to participate in the efforts.

Progressed Achieved: Successful repositioning of the following properties

- 46 South Duke Street
- 105-107 South Duke Street
- 123-127 South Duke Street
- 100-110 South Queen Street

- 56 West Market Street
- 44-50 West Market Street

Staff was able to help navigate RSDC through their NPP funding and associated projects, repositioning of key properties, navigating the City's business processes depending on the complexity of the projects.

Goal 3: 120 North Richland Avenue – *Acquire the former Mana Pro Feed Mill site in an effort to remediate and demolish the existing structure. Market the site for a complementary use of Fairgrounds activities.*

Staff has successfully acquired the Manna Pro Feed Mill site and is now in the process of securing grant funds to begin the demolition and site clean-up. Subsequent to the environment abatement, staff will begin marketing the site with the goal of having a complimentary use to the York Fairground Activities. The Bureau submitted a Letter of Intent to the Commonwealth's Department of Community and Economic Development Industrial Sites Reuse Program and received permission to apply for funding, we are in the process of putting together a grant application requesting \$407,550.00 to complete the site assessment and characterization activities. A Phase 1 has been performed.

Goal 4: 300 State Street- *Acquire the former Danskin Site, finish the demolition, remediate the site, and market it for a neighborhood appropriate mixed-use development*

Staff successfully acquired the site and procured the help of BL Companies in order to complete a Phase 1 of the Site. Staff is awaiting the final demolition numbers from various contractors in order to submit an application for grant funds.

Goal 5: Salem Square Neighborhood- *Partner with Salem Square Community Association, Living Word Church, The YMCA, and other stakeholders to help revitalize the Salem Square Neighborhood.*

With the acquisition of the former nuisance bar at 594-596 West Princess Street, staff has been able to place another anchor building in the neighborhood. The completion of construction left 2 affordable apartment units, and two unrestricted commercial spaces on the first floor. In addition staff has been working with SSCA and JMT to update and submit a grant application to the Commonwealth for an Elm Street designation for the development area. The City of York will serve as the conduit for the funding with SSCA being a sub-grantee. *We expect to submit the application in the second quarter of 2016.*

Goal 6: Municipal Land Bank- *Establish a municipal land bank with a focus on trying to persuade the local taxing entities to allow the organization to utilize the five year, fifty percent provision allowed for in the legislation.*

As part of the efforts to combat blight and spur further investment in our community, The Bureau of Economic Development is undertaking the task of creating a Land Bank for the City of York. With that goal in mind, it has enlisted community stakeholders and consultant Diana Kerr to help draft an ordinance, develop a business plan, marketing plan and secure key partnerships with the taxing entities. We have also extended the conversation to York County Planning Commission to explore having a County Land Bank with City participation. While the talks have been preliminary, they have been positive, we hope to have a draft ordinance by the end of 2016.

Goal 7: Penn and Market Farmers' Market- improve not only the physical aspects of the market but to improve and update the infrastructure, processes and procedures surrounding the operation of the market. Over the next five years, the goal of the City of York is to continue to be a partner in the growth of the market. The City of York, through its Bureau of Economic Development aims to acquire funding to complete the list of repairs presented by the Friends of the Market. In conjunction with our partners,

we stand committed into fostering a booming environment, whereby the Farmer's Market can continue to provide City residents access to fresh produce, meats and baked items. Conversely, the Bureau seeks to market the entrepreneurial and economic benefits that the Farmer's Market provides including incubation of new businesses to attract vendors. In order to achieve the aforementioned goals The Bureau is working with the vendors, Market Master, WECO Neighborhood Association, and Downtown Inc. Staff under the HUD EDI Grant was able to complete the updated installation of light fixtures and update some of the wiring in the market. Staff was also able to help the Market receive their final funding from the grant in the amount of \$69,573.50

Policy

Goal 1: New Business Startup Process Integration- *Establish clear protocols and a SOP between the Bureau of Permits Planning and Zoning and Economic Development*

With a new Planner and Zoning Officer, staff is hoping to incorporate standard protocols whereby the Bureau of Economic Development staff is made aware when an application is accepted in PPZ for a new Business. This would allow staff to be more proactive in the business start us process. This will also force business owners to see our Bureau as an ally and resource going forward. We were able to establish a process where Bureau staff was able to update the Business Startup Packet, The Business Resource Manual, and various permit application forms.

Promotions

Goal1: Elevate the City's profile *Continue Collaboration with outside organizations to boost York's regional profile in comparison to other competitive communities.*

Staff has enlisted the help of American Images, YRK Magazine and the Marketing Consultant, in an effort to build and broadcast a cohesive marketing strategy. We expect the end product in the 1st quarter of 2017. The intention is for the new collateral to have a shelf life of 2 years.

REDEVELOPMENT AUTHORITY OF THE CITY OF YORK

The RDA acquires property through donation, tax sale, purchase and condemnation. The majority of the RDA's holdings consist of vacant grass lots, many of which are clustered together. Occasionally, as the circumstance is presented, the RDA acquires vacant structures for which it seeks redevelopment proposals. To redevelop and rehabilitate blighted areas and to prevent property deterioration in other areas. The RDA has express authority and power, within areas set by the Planning Commission, to investigate, plan, purchase property, make contracts for demolition and rebuilding, and provide parks and recreation areas. The Redevelopment Authority has properties for sale for the purpose of homeownership and elimination of blight conditions in the City of York.

Summary of Accomplishments

The RDA has been charged to eradicate blight, revitalize vacant property, and increase investor confidence in the City of York by targeting its efforts to acquire fallow property, demolish safety threats, and maintain parcels for subsequent redevelopment. It currently maintains 284 parcels of vacant lots and buildings, all of which require stabilization of some form. For the first quarter of 2015, the Authority has repositioned 8 properties. The Authority has been vigilant in ensuring that we cause no further damage to the properties we acquire and as such have contracted for weekly maintenance. The RDA has demolished 5 properties thus far, and has managed to demolish another 4 properties this quarter bringing the total to 9 for the year. The Authority has not used CDBG funds to acquire properties this quarter. During the 4th quarter of the year the Authority is always concerned about the snowfall and how it will affect the current inventory. The Authority through payments of Just Compensation awards had paid over \$56,000.00 in back taxes to the taxing entities.

Goal 1: Acquisition— *continue the strategic acquisition of vacant and blighted properties throughout the City and serve as a catalyst for their redevelopment. Our goal is to initiate the purchase through several channels of One Hundred (100) properties.*

In an effort to be more fiscally conservative, Authority staff has slowed down the acquisition of properties through the traditional Declaration of Taking. Instead, we are relying on more low cost alternative such as donations and the County's repository of properties. That being said, staff is vigilant in its efforts to continually eradicate blighted properties here in the City of York. In 2015 the Authority acquired 4 properties of strategic importance:

- **Former Cupids Building**
244-246 North George Street
- **Station House**
248-250 North George Street
- **Former Weinbrom Jewelers**
56 West Market Street

And the following residential properties:

- 727 Kelly Drive
- 710 West Mason Avenue
- 729 South Queen Street
- 558 Salem Avenue
- 212-214 North Pine Street

Goal 2: Disposition — *develop a formulaic process whereby to churn the RDA's inventory of properties either as single asset sales, strategic bundles of distressed properties, or precise areas for redevelopment*

to varied purchasers. Our goal is to sell Fifty (50) properties across the City through the following mechanisms:

Redevelopment Authority staff has been vigilant in enforcing this policy. Each agreement with potential buyers has the condition precedent to sale that all City taxes, sewer and refuse be current. Staff has also been enforcing a holding fee in order to incentivize developers to move projects along more quickly. The Authority sold 7 properties in 2015 garnering \$126,000 in revenue for the Authority

Properties & Projects

- **175 West Gay Avenue-** rehab of the former keystone Color works building in 26 luxury apartments to be finished by April 2016
- **44-50 West Market Street-** rehab of the former Woolworth Building into a mixed use development of retail below and apartments above, construction to start in the second quarter of 2016
- **26-30 Boundary Avenue-** rehab of 3 single family residences into 2 ADA accessible single family homes. Going through the permitting process, construction to begin in 2016.
- **409-417 West Princess Street-** reverse subdivision of 5 parcels to make for 2 single family residences. Completed in 2015.
- **594-596 West Princess Street-** rehab of nuisance bar, and rooming house to 2 commercial spaces and 2 residential apartment. Completed August 2015.

Goal 3: Stabilization-The Authority maintains 284 parcels of land and buildings in the City of York, and has spent over \$160,000 in snow removal, lawn care, trash and debris clean up, and ensuring the vacant properties are sealed per ordinance.

Goal 4: Demolition-The Authority, consistent with the effort to remove slum and blight in the City was also successful in demolishing 9 properties throughout the City of York.

BUREAU OF HEALTH

The City of York – Bureau of Health provides public health services in the City of York. The mission of the Bureau is to prevent disease and to promote and protect the health of York City residents through the assessment of needs, the assurance of public health services and the provision of sound public health policies through dynamic and committed leadership.

The Bureau began in 1985 and is funded by federal, state and city monies as well as proceeds from the Albert S. Weyer Community Health Fund (administered by the York County Community Foundation). Services are provided free or for a nominal charge to city residents.

Administrative and Support Services

The City of York – Bureau of Health completed another successful year of providing public health services in the City of York while undergoing some major operational changes.

The Bureau experienced major changes in staffing that resulted in our need to restructure and reassess our strategies in providing the best public health services possible to our residents. Dr. David Hawk retired in June, leaving City service after 29 years. The City partnered with WellSpan Health for a Medical Director services through their Community Partnership. We were pleased to bring Dr. Matthew Howie on in a part-time basis to provide medical direction for both our clinical and community work. Under Dr. Howie's leadership, the Bureau is exploring new processes and assessing our needs/gaps to provide services to our residents. We also experienced other staffing changes, and by November, we established a full staffing complement with qualified and skilled employees to move our work forward.

The Bureau took on new leadership roles in various public health issues. The integrated population health improvement approach brings partners together to discuss issues impacting city residents and works to develop strategies and plans to make change. In 2015, the Maternal Child Connection group implemented an upstream approach to meet the needs of pregnant women by connecting them to local resources to reduce stress and manage their pregnancies so both the mother and baby have good birth outcomes. In late 2015, a similar group convened to address the high rate of sexually transmitted infections in our city population. The group is looking at various opportunities within our networks to reduce and prevent these infections, particularly in the adolescent and young adult populations.

The heroin epidemic in our community has also been on the forefront of Bureau activities. The Bureau, under Dr. Howie's leadership, is working with the York County Heroin Task Force to develop a comprehensive approach to address the widespread use and overdoses due to opioids. The Bureau worked with Minnich's Pharmacy to initiate the availability of Narcan for family's impacted by opioid addiction.

Emergency Preparedness

The primary focus of program is to prepare the Bureau of Health to prepare, exercise and respond to public health emergency situations. These situations involve novel virus response, such as for Ebola, environmental public health situations, and bioterrorism events. This past year much of the emergency preparedness and planning focus was on internal office and governmental preparations. A rewrite was begun of the City Continuity of Operations Plan (COOP). This was undertaken to bring our plan up to date and reflect current organizational structures. The Pennsylvania Department of Health has directed local Health Bureaus to undertake the re-certification process for Project Public Health Readiness

(PPHR). Submissions from our certification five years ago are under review and the new submission will reflect changes to staffing and core missions.

1. **Public Health Events**

Emergency Preparedness Activities The office undertook the re-tooling of the City COOP in conjunction with this the training and certification in current COOP processes. Additionally an effort was initiated to begin conversion of the City's vast engineering documents into a digital format. This will allow for wider access by First Responders and other client groups.

Public Health Activities In 2015 there were several staff changes with PA Department of Health and within the City Health Bureau. Changes at the state again resulted in a realignment to their requirements for the performance and annual reporting required in the PPHR and other emergency preparedness programs. These changes resulted in revisions to several existing SOG's and ESF#8A Public Health All Hazards Annex in the York City Emergency Operations Plan.

- Annually the Bureau plans and executes various emergency preparedness exercises. This year the exercise was "TMI+36". This was a re-play of the Three Mile Island accident in 1979. This two day exercise involved Health Bureau staff, City EMA, York County EMA, City Hall staff and Representative Schreiber's office staff. The Bureau was charged with distribution of oral prophylaxis to all city hall personnel. They had to break down bulk shipments, repackage, inventory and distribute these items to all staff. City staff could accept or refuse the medications. Supervisors were instructed to follow City emergency attendance protocols during the exercise. An After Action Report and Improvement Plan along with all other pertinent HSEEP documents were submitted to PA Department of Health.
- Ebola emerged as a major public concern in 2014. In 2015 the Health Bureau was able to secure funding to bring on staff to specifically develop EBOLA/Novel Virus response plans and assist with public education. This office participated in the interview process and selection of this individual.
- In December a POD clinic was planned and held for the public. This was for the free vaccination against the Shingles virus. The POD required the coordination between Family First Health, PA Department of Health, City of York - Bureau of Health and several of our county CERT teams. An AAR/IP and exercise documents will be submitted to PA Department of Health concerning this very successful POD.
- Finally, Fire Department and Health Bureau Staff are assisting/ participating in the development of the plans for the York County Disaster Shelter for the Vulnerable Population.

2. **Community Education and Training**

Community Emergency Response Team (CERT) – CERT is a training program offered to citizens to provide them with basic skill sets in disaster survival, rescue and emergency preparedness. Several class were held for the community. Staff assisted in the program presentation to nursing students at the York County School of Technology and the planning and execution of a CERT refresher day training event. This was held at the York County Fire School. CERT volunteers were on site and assisted with the Shingles Vaccine Clinic on December 4th.



Organizations and schools – Emergency preparedness presentations were provided to schools, colleges and organizations. This included reviews and assessments of their present emergency plans and protocols. Some of these were; Susan Byrnes Health Education Center, York Academy and HACC.

3. Emergency Planning and Exercises

TMI Emergency Exercise_– In April the Fire Department and Health Bureau participated as part of the York County EOC staff during the Peach Bottom Nuclear Power Plant drill monitored by Federal authorities. Staff functioned as Liaison Officer under the incident command system.

Plan Development – This office participated in the both the YAMMRS and the South Central Task Force's emergency exercises.

4. Training and Education

During 2015, staff attended several training and informational events.

Emergency response update and training with South Central Task Force (SCTF) at Harrisburg Area Community College.

- Regular attendance at County Office of Emergency Management quarterly trainings.
- Completed, submitted and received from Homeland Security/FEMA certification as a Level 1 Professional Continuity Practitioner/Planner. This certification required the successful completion of 13 sections of coursework.
- Training in mustering and working with Faith-based groups during an emergency.
- Training by USFDA on Agra-terrorism.
- Training on disaster preparedness and response as it relates to health care organizations.

5. Additional Activities

Staff represents the City on several boards and committees. During 2015 we attended meetings by: Traffic Safety Committee, York County Emergency Coordinators, and York-Adams Metropolitan Medical Response System (YAMMRS).

Personal Health Services

HIV/STI Services

One of the City of York's top concern is HIV/AIDS. The Bureau has three primary goals for addressing HIV/STIs in the City of York.

- Reducing HIV incidence
- Increasing access to care and optimizing health outcomes
- Reducing HIV-related health disparities

1. Community Outreach

In 2015 the Bureau of Health observed both the National HIV Testing Day, World AIDS Day, and Latino HIV Awareness Day. Residents were encouraged to get tested for HIV. HIV (human immunodeficiency virus) is the virus that causes AIDS. Residents were also encouraged to remove the stigma of HIV for those days. Residents were offered gift cards and other incentives to get tested and to ask questions. When discussed on a one-to-one basis individuals felt empowered, left with knowledge of their own HIV status and information they could use to lead healthier relationships.

Staff participated in numerous community events and outreach to raise awareness of HIV and services provided by the Bureau of Health.

2. Testing and Treatment

Testing is the only way to know if one has HIV. Many people with HIV don't have any symptoms. According to the CDC there are 53,000 new HIV/AIDS case occurring in the United State each year. Almost 1.2 million people are living with HIV and about 1/6 of them are unaware of their infection. In 2015, the Health Bureau conducted 406 HIV tests, with 5 newly diagnosed HIV positive results. All 5 individuals were connected to medical care and received Partner Services.

The Health Bureau encourages residents to get tested know their HIV status, and to get early treatment for HIV if positive. Early treatment can help you live a longer and healthier life. Treatment can also make it less likely to pass HIV on to other people.

3. Sexually Transmitted Infections (STIs)

STIs are a major public health issue in the City. Unprotected, irresponsible sexual behavior can lead to health issues later if not diagnosed and treated early. It is also a high risk behavior for HIV. In 2015 the Bureau received reports of 431 cases of Chlamydia and 101 cases of Gonorrhea. Although these numbers are lower than previous years, it is still exceptionally high

for our community. Our Disease Intervention Specialist screened and treated 249 individuals through our Expedited Partner Treatment Program, a program that treats partners of infected individuals. The Bureau convened local partners with the task of reducing STIs in our community by closing gaps in testing and treatment, enhancing education opportunities and raising awareness of STI prevention.

Immunization Program

Each year, the Bureau conducts a retrospective immunization audit of York City school kindergarteners. This involves Bureau staff going to all 7 City schools and audit the records of all the kindergarteners to see if they are up to date in their immunizations by the age of two. We continue to note that a few schools in the area were not doing as well as some of their counterparts. Overall our audit shows that only 70% of kindergarten students received the recommended series of 4 DTP, 3 MMR and 1 polio vaccines. Staff spoke with the School District of the City of York's head school nurse about our findings and will try to increase our data base to include more information for 2016.

1. Community Outreach

Staff spoke with parents at the Martin Memorial Library to speak with parents about immunizations. They have a group of young children and their parents who participate in weekly meetings with different organizations called "The Family Place". The children play while their parents are informed about different programs in York City.

On April 22nd, we held our annual Baby Shower to promote National Infant Immunization week. Approximately 26 pregnant or new moms participated. Each year, a loyal group of 7 friends, support our shower by purchasing bags of clothing, blankets, socks, baby wash & lotion and diapers for the new moms. We were also able to get 6 new car seats that we gave away as prizes as well as other donations of baby gates, safety items to baby proof the home and hand crocheted blankets to give away. The shower included games about infant safety and immunizations; and a nurse practitioner spoke about some of the myths concerning immunizations and how immunizations have dramatically lowered the disease and death rate for children. We also had bags for each participant containing information about infant safety, immunizations, feedings and nutrition as well as a book to read to their new baby. We had quite a few positive comments from our moms.

Large bulletin boards in the waiting room are updated monthly to provide clients with immunization information. Our TV in the waiting room also provides up to date information to coordinate special immunization observances and other public health information.

The Bureau combined its efforts with the York/Adams County Immunization Coalition (YACIC) by participating at the York Women's Show on October 4th & 5th to give out information and answer questions about vaccines. Staff also joined with the YACIC to present the movie, "Someone You Love" on October 7th at York College and gave out information about HPV (Human Papilloma Virus).

The Bureau utilized funds from the Immunization Grant to promote immunizations in the community using bus ads and will be developing messages and shows in partnership with WRCT in 2016.

BUREAU OF HEALTH

You wouldn't skip the car seat.
Don't skip a vaccine.
717-849-2299

Vaccines help protect your baby from serious diseases. Ask your doctor if your child is up to date.

Pfizer P5P708809-10 © 2014 Pfizer Inc. All rights reserved. Printed in USA/December 2014

VACCINATE ON TIME. EVERY TIME.

2. Immunization Clinics

Special clinics were held throughout the year for National Adolescent Immunization Awareness Week, National Immunization Awareness Month, National Adult Immunization Awareness Week and National Influenza Vaccination Week. Staff also helped the York/Adams County Immunization Coalition with flu clinics throughout the city.

Staff vaccinated 296 individuals with a total of 1,544 immunizations. 224 influenza vaccines were provided. These immunizations and flu vaccines are provided only to people who are uninsured or underinsured or children who are VFC (Vaccines for Children) eligible.



On December 4th the Bureau coordinated a joint Shingles Vaccine Clinic with Family First Health & the Pennsylvania Department of Health York County State Health Center. Our efforts resulted in 216 doses of Shingles vaccine to those residents who qualified. Everything was very well organized by our staff and a planning committee comprised of our partners. Staff received positive comments on how well the clinic was run.

TB Program

- Through aggressive screening and treatment, the Bureau reports that there were no active TB cases for 2015.
- Staff conducted 305 TB screenings for city residents with 7 positive results. All positive results enter into 9 months of preventive therapy to reduce the chance of becoming active.

Staff also tested 17 people who live outside the city related to employment or mission work with 1 positive; and 13 court ordered tests with one positive individual.

- Each year, screenings are conducted at the York Rescue Mission and/or other locations with high risk populations. In 2015, 82 men and women were screened at the York Rescue Mission with 1 positive individual. Staff also provided flu shots to residents.
- Both Dr. Howie and Eva Walker, Community Health Nurse, attended conference to learn about diagnosis, pediatric, testing and treatment, epidemiology of Tuberculosis and to meet other TB practitioners in the region.

Maternal Child Health Program

The Bureau's Maternal Child Health Program experienced major restructuring in 2015 due to staffing changes and priorities identified through partnering with local MCH providers in the community. The "Maternal Child Connection" (MCC) initiative developed as a result of a year-long process to determine the community's role in improving birth outcomes for both the mother and the infant.

The Mother Child Connections Program was initiated in March 2015. This Program is a joint venture with area OBGYN offices, primarily WellSpan OB/GYN clinic on Edgar St. and Women's Health Group on S. Queen St.

An Obstetrical Needs Assessment Form is received from the offices for pregnant City residents enrolled with Medical Assistance. The females are then contacted several times during the pregnancy to see if they are connected to services that they need to help them have a healthy pregnancy and to deliver a healthy baby. Some of the services and agencies are WIC (Women, Infants and Children), Nurse Family Partnership, Early Head Start, parenting classes, behavioral health services, transportation and many others. Between March and December, the Bureau received 184 provider referrals for follow up connections.

There are about 950 births to City residents each year and a little over 10% are low birth weight babies. Our goal is to decrease low birth weight births and to increase the number of full-term births.

Lead and Healthy Homes Program

The Bureau has an agreement with Pinnacle Health Hospitals to provide Lead and Healthy Homes assessments in York. Children with elevated blood lead levels and homes with bed bug infestations are the majority of our assessments. During the assessments staff provide education, supplies and make referrals to necessary agencies and physicians to help improve the health of the persons living in the homes and also to improve the overall health and safety of the home. Twenty-five Healthy Homes assessments, 33 follow-up assessments and 13 lead paint inspections were conducted in 2015.

The Bureau also provides lead assessment services to the City Housing Services, Crispus Attucks Association, and the York Housing Authority so that they are in compliance with federal lead paint regulations.

Safe and Healthy Communities/Injury Prevention

The Safe and Healthy Communities Program focuses on creating more opportunities for the community to eat healthy and be physically active through policy, systems, and environmental change. A safe and healthy community provides violence-free places to be active that are easily accessible; offers access to healthy foods and embraces an overall healthy lifestyle; promotes alternative transportation options that are safe and affordable; and creates an overall healthy environment for those that live, work, and play in the City of York.

The Injury Prevention Program is designed to reduce injuries in the home and throughout the community, with a specific focus on youth, their families, and older adults. Hundreds of York City residents sustain serious harm each year as a result of unintentional injuries that occur in the home, at the workplace, in schools, at playgrounds, and on the streets. Many of these injuries and deaths are preventable. Education is provided through community health education programs, as well as other awareness activities. Along with education, the Bureau of Health advocates for injury prevention-related policies and environmental changes in the City of York.

1. Community-based interventions

- *Breastfeeding in the Workplace Initiative* – in 2015, the Bureau partnered with 8 various worksites in York City to provide breastfeeding accommodations for nursing mothers returning to work. This is in accordance with the federal lactation law associated with the Affordable Care Act. Worksites receiving assistance were able to provide a private and sanitary space for nursing mothers to pump while at work.
- *Community Gardens* – Staff assisted with the revitalization of the community garden on Cottage Hill Rd (Garden of Hope) by coordinating cleanup efforts with Punks 4 Positivity and Keep York Beautiful. The Bureau of Health acted as a liaison between P4P and the RDA to create a land-use agreement for community garden activities. The Bureau also supported other community garden efforts at various sites including the United Way of York County, Hope Street Garden and Learning Lab, Royal Square Gardens, and the Unitarian Universalist Congregation of York.
- *Healthy Corner Store Initiative* – The Bureau of Health secured a program budget for the implementation of the healthy corner store pilot initiative and will be partnering with 5 corner store locations in the City of York in 2016. Staff will be working with store owners to help them promote and market healthier options and will provide funds to help them with store/equipment upgrades to help them better display healthy, fresh options.



- *Bike and Pedestrian Safety* – The Bureau of Health continues to lead Eat Play Breathe York’s Transportation Task Force, which includes various stakeholders working together towards a bikeable/walkable community. Staff participate in a variety of bike and pedestrian safety and advocacy efforts including youth education, National Bike Month, Bike to School and Walk to School Day, holding a Bike in York social media contest, and seeking funding to support bicycle and pedestrian infrastructure improvements in the City of York.
- *Matter of Balance (Falls Prevention)* – The Bureau of Health continues to implement the Matter of Balance (MOB) program throughout the York area, which prevents falls among older adults by addressing the fear of falling and teaching participants moderate balance exercises. Bureau staff master trainers provide MOB coach trainings to certify others to teach the program and therefore increase the number of classes held in the area. Staff assisted with training 48 coaches in 2015 in partnership with the York County Area Agency on Aging, York College of Pennsylvania, and WellSpan Health. Staff further implements the program through participating in the Falls Free Coalition of York. 12 MOB classes were held in 2015, providing the program to over 100 participants.



- *Child Passenger Safety* – Staff distributed 30 car seats to expecting mothers throughout 2015 and provided one-on-one education to parents about how to properly fit and install car seats. Staff coordinated a referral process with Early Head Start, Family First Health, and the Albert S. Weyer Health Center to identify those in need of services. Staff also participated in 3 community car seat check events in partnership with Safe Kids York County and delivered 2 educational presentations in partnership with the Martin Library Family Place Workshop program.
- *Risk Watch* – The Bureau of Health implements the Risk Watch program (injury prevention education) in several youth settings in York City. These include: Alexander Goode Elementary, York Academy Regional Charter School, and the York City Summer Parks Program. Topics

covered include: Sun/skin safety, playground safety, water/pool safety, firearm safety, burn and fire prevention, and bike and pedestrian safety.

2. Community Outreach

Bureau of Health staff participated in a variety of community events including Go Green in the City, the Back to School Kickoff at William Penn High School, National Night Out, Kevin Schreiber's 95th District Health Fair, the 50 Plus Expo, and a Hope Street Garden and Learning Lab educational event.

- *Million Hearts* – The Bureau of Health implemented a grant funded initiative to promote cardiovascular health and overall health improvement in partnership with other health-related organizations and among providers. The Bureau contracted services with Gavin Advertising to help coordinate a local campaign that focused on heart health and promoting physical activity, nutrition, smoking cessation, and overall health in the community. Through the Million Hearts initiative, the Bureau was also able to support other partner organizations outreach efforts by providing educational materials and funding towards various heart health programs including YMCA lunch and learns, the purchase of a self-service blood pressure kiosk at Minnich's Pharmacy, and smoking cessation classes held at East Side Health Center.



- The Bureau of Health also increased its visibility in the community and promoted public health through 73 media appearances (including print, online, TV, and radio) throughout 2015. YCBH also improved our social media presence, nearly doubling our total page likes and activity (post likes, comments, shares, etc.). YCBH further improved our communication efforts by transitioning to a monthly e-newsletter that is distributed to various partners, organizations, and the general public.





3. Staff development

- Bureau of Health staff attended the Safe States Alliance Annual Conference held in Atlanta, GA. Staff submitted an abstract to Safe States that was selected for publication and presentation at the conference. The abstract focused on our injury prevention and child passenger safety efforts in York.
- Staff attended the Society of Public Health Educators Annual Conference. The conference included presentations about nationally recognized public health initiatives, innovative practices, and strategies to achieve better health and safety in our communities.
- Bureau of Health staff received training to become both certified Matter of Balance master trainers and certified Child Passenger Safety Technicians to administer the associated injury prevention programs.

Dental Health

Oral health is an indicator of overall health and well-being. Many children in the community lack dental insurance or resources for good dental hygiene. The City of York – Bureau of Health partners with Family First Health to place dental sealants on eligible students in 2nd grade in the city's elementary schools.

1. The Program conducted 6 Sealant events this year at 6 York City School District elementary schools: Davis, Devers, Goode, McKinley, Jackson, and Ferguson.

174 students were screened for sealant eligibility, of which 7 were children with special health care needs. Seventy (70) students (40%) of the students were sealed, compared to 58% last year. Eligible children received at least one seal during the event with the average of 3.5 surfaces sealed per student. One hundred twenty-one (121) students received fluoride varnish during the event. Sealants were placed on 282 first molar surfaces, 11 on second molars, and 8 elsewhere. Forty-two students (24%) were referred for dental care.

2. Bureau staff also provide oral health education for children up to age 16 at the Albert S. Weyer Health Center. Children can receive fluoride tablets and/or receive dental varnish on their teeth through our clinical services team.

HOPWA Inspections

Six housing habitability inspections were conducted for the Family Health Council's Housing for Persons with Aids rental assistance program in our area.

Public Bathing Places

The Bureau inspected two of the four public bathing facilities in the City.

HEALTH AND SANITATION OFFICER

Program Goal: To assure safe food sources in the City of York

Objective: To verify that food services meet the standards and regulations for food sanitation.

Achieved:

- Conducted 192 food establishment inspections, 14 re-inspections and 452 inspections for special events.
- Received 9 complaints; closed 5 establishments.
- No new certificates of occupancy in the City were reviewed.

BUREAU OF HOUSING SERVICES

The purpose of this Annual Performance Report is to review the City's performance and progress in carrying out approved projects and activities funded through the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) Programs during fiscal year 2015.

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs such as decent affordable housing, services to the most vulnerable in our communities, and the creation of jobs through the expansion and retention of businesses. Beginning in 1974, the Community Development Block Grant Program is one of the longest continuously run programs at HUD. HOME Investment Partnership Act (HOME) funds are awarded annually as formula grants to participating jurisdictions. The programs flexibility allows local governments to use HOME funds for grants, direct loans, loan guarantees or other forms of credit enhancements or rental assistance or security deposits. Specifically, HOME funds may be used to provide home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers, build or rehabilitate housing for rent or ownership or for other reasonable and necessary expenses related to the development of non-luxury housing including site acquisition or improvement and demolition of dilapidated housing to make way for HOME assisted development. It is the intent of the City to ensure that HOME funds are used to provide an adequate supply of decent housing that is affordable that is affordable to low-moderate income individuals and families.

The City has established HOME and Community Development Block Grant program objectives in its 5 year Consolidated Plan approved by the US Department of Housing and Urban Development. This report summarizes actions the City has taken during the program year to address local priority needs and objectives as well as their impact on low-moderate income residents of the City.

York City received HOME Investment Partnership Act (HOME) funds in the amount of \$355,800 and \$110,000 in program income and unallocated funds for fiscal year 2015. HOME grant funds and program income were obligated to support program administration (10%) and other housing activities that benefit low-moderate income residents of the City of York. During 2015, the HOME Program and Program Income totaled \$409,066. Program accomplishments for 2015 are summarized below.

1. **HOME OWNERSHIP:** The Bureau used HOME grant funds to increase home ownership in the City. The York Homebuyer assistance Program (YHAP) is designed to provide down payment and closing cost assistance to low-moderate income households in York City. The assistance is in the form of a zero percent interest 5-year forgivable loan to the buyer secured by a second mortgage against the property. Full and accurate documentation is required with a strong emphasis on the borrower(s) meeting HUD's income eligibility requirements. This program is implemented with the cooperation of the Realtor's Association of York and Adams County (RAYAC), the Community Progress Council and the City/ County of York. During 2015, the City provided down payment and closing cost assistance to 5 first time low-mod income homebuyers in the City of York. The City set aside \$50,000 in 2015 HOME funds plus unexpended funds from the previous year for this activity. Performance is down this year due to program shut down during the summer because of staffing concerns.

RENTAL HOUSING: In 2015, \$300,000 in HOME Program funds was committed to the Boundary Avenue rental development project for the creation of 4 units of affordable rental, general occupancy housing on the south end of town. The Crispus Attucks Association is acting as developer and rental management entity for the project. HOME funds were used to leverage several other sources of funds to complete the project. In 2015 ground was broken and the project got under way. The properties identified and purchased for the project came from the Redevelopment Authority of the City of York's property list. The houses need extensive improvements which include complete roof replacement, new floors, new floor joists and floor boards on all levels, new dry wall, ceilings, windows and door replacement, furnace, hot water heater and regular improvements to the bathroom, cabinets, flooring, plumbing and new electrical service. Crispus Attucks will rely on its Youth Build Charter School which teaches skills for the construction trade to 12th grade students that provide labor for this project.

York City received Community Block Grant (CDBG) funds in the amount of \$1,224,799.00 and \$110,100.00 in program income and unobligated funds for fiscal year 2015. The total allocation for 2015 was \$1,334,799.00. CDBG grant funds and program income were obligated to program administration (20%) and to an array of housing and community development projects/activities. A more detailed description of CDBG Program accomplishments are as follows.

1. **PUBLIC SERVICES:** Five (5) public services activities received assistance through the CDBG Program during program year 2015 for a variety of services to lower income households. Among the services provided were first time homeowner education/counseling (200 city residents), fair housing (101 city residents and 12 training/ technical assistance

opportunities) and HIV Testing and Awareness (112 city residents) and Adult Literacy (42 residents). The City for the first time offered a summer youth employment program to income eligible youth ages 16-18 years of age residing in the City. Youth were placed in government offices in City Hall, worked in conservation or other non-profit organizations. The Summer Youth Program employed 20 young people during the summer of 2015. Together, the funded agencies provided assistance to 475 eligible York City residents. Public Services CDBG obligations for 2015 amounted to \$132,126.00.

2. **Public Facility and Infrastructure Improvements:** Throughout 2015, four (4) public facility and infrastructure improvement activities were assisted using Community Development Block Grant funds. In total, these activities were obligated \$350,000.00 from the 2015 CCDBG program allocation.

2015 saw the startup of improvements to one City park (Memorial) and the completion of three (3) street resurfacing projects that included handicap curb and side walk cut improvements.

3. **Elimination of Slum and Blight:** The prevention of slum and blight is a primary concern of the City of York. The current level of abandonment, slum and blighted conditions throughout the City require proactive intervention and redevelopment to allow positive change to occur. CDBG funds were used to stabilize and demolish blighted properties throughout the City. In 2015, 236 properties were impacted of which 227 were stabilization efforts and 9 were actual demolition. With \$120,500 of CDBG funds.

City CDBG funds were also utilized to fund 2.5 Property Maintenance Inspectors. Property Maintenance Inspectors enforce property codes in the City of York. These inspectors work diligently enforcing the city's housing, zoning, building and related codes. Property Maintenance Inspectors are committed to maintaining the appearance and values of York City's neighborhoods. In 2015, the Inspectors performed 13,518 inspections. The City provided \$150,000.00 in CDBG funds for this activity.

4. **Economic Development:** Programs that help boost the local economy are a high priority. The CDBG funded Community First Fund is a Micro Enterprise development activity that provides eligible City residents with individual business counseling, small business training programs, and access to loan capital for the purpose of starting or expanding small businesses in the City of York. In 2015 the Community First Fund received a total of \$25,000 in CDBG funds. As a result, services were provided to 42 individuals and businesses. A total of 39 received technical assistance, 1 business loans facilitated, 1 no new business start-up and 1 existing distressed businesses was stabilized. The City invested \$25,000 in CDBG funding during 2015.
5. **Housing Rehabilitation:** A once nuisance bar on the west end of town was purchased by the Redevelopment Authority of York and is now home of 2 rental units on the 2nd floor currently occupied by income eligible families. Work on the project started in 2014 and ended during the summer 2015. A total of \$350,000 in CDBG and HOME funds were invested in this project.

6. **Owner Occupied Rehabilitation Program (62 years of age and older):** The Owner Occupied Rehabilitation Program is designed to preserve and improve the existing housing stock in the City of York by providing the financial and technical assistance to address substandard major systems such as, but not limited to roofing, heating, electrical, plumbing, structural components, repairs to eliminate health and safety deficiencies, repairs identified by code violations and repairs that will assist York City residents to qualify for the York County Weatherization Assistance program (moisture,/mold issues, kitchen and bath ventilation, or other items that would need to be addressed to qualify for a home for weatherization) A total of \$90,000 in CDBG funds were invested in this activity.

The City of York has seen a significant decrease in both the Community Development Block Grant and HOME Investment Partnership Act Grant over the last 4 years. All indications from Washington DC is this trend will continue due to a lack of understanding by some and a disregard by others of the impact these programs have in our low-moderate income neighborhoods. I am extremely concerned with the supply of decent affordable housing within the City and believe we should continue to expand the supply. We recently received the review of the Analysis of Impediments to Fair Housing Choice in Central Pennsylvania, prepared by the West Penn Rural Fair Housing organization and Southwestern Pennsylvania Legal Services. A statistic included in this report that supports my position for more affordable housing appears on page 106 of the report. The number of affordable units went from 5415 in 2010 to 2120 in 2012 (US Census Bureau). This represents a 3,295 unit change (60.8% decrease). Units \$500 or more increased from 2,979 in 2000 to 6,979 in 2012 a change of 4,000 units (134.3% increase). A closer look at the rent indicates that units \$500 - \$749 increased from 2,579 (year 2000) to 3367 (year 2012), \$750 - \$999 increased from 273 (year 2000) to 2,089 (year 2012), \$1,000 - \$1499 increased from 99 (year 2000) to 1,385 (year 2012) and \$1500 and more 28 (year 2000) to 138 (2012). If this trend continues, low-moderate income families will be hard pressed to find decent affordable housing in the City.

BUREAU OF PERMITS, PLANNING AND ZONING

Executive Summary

The Bureau of Permits, Planning and Zoning consists of a staff of eleven dedicated professionals that are committed to improving quality of life, facilitating development and protecting the health, safety and welfare of our residents through education and enforcement efforts. We stand on the front lines of development and make every effort to usher projects through the various statutory requirements while maintaining the delicate balance between the need for code compliance with the need for continued development. I cannot say enough about the collaboration between the Zoning Officer and City Planner. They work together on a daily basis to ensure that our customer service goals are met or exceeded.

The primary functions of the Bureau consist of permitting, planning, zoning, flood plain management, land development, codes enforcement and tenant occupied property licensing. In addition to these duties members of the bureau sit on the MS4 Task Force, the Continuity of Operations Planning Team, Traffic

Safety Committee and Snow Emergency Response Team. We also provide staff support to the Planning Commission, Zoning Hearing Board and Consolidated Board of Appeals.

The bureau was very active in the legislative process, participating in the amendment and passage of several key pieces of legislation.

Permitting/Plan Review

Our bureau issued 1,506 permits that include Uniform Construction Code permits, zoning permits, yard sale permits and curb and sidewalk and mechanical device permits. Qdot Engineering reviewed 169 construction plans in 2015.

Licenses

There were a total of 589 licenses issued by the bureau in 2015. This included 203 Master Plumber Licenses, 153 Journeyman Plumber Licenses, 128 peddler's licenses and 105 Mechanical Device licenses.

Planning

The City Planner is the staff representative to the Planning Commission and is responsible for coordination and review of land development plans, guiding zoning variances and special exceptions through the planning commission process, and collaborating on staff reviews for the Planning Commission and Zoning Hearing Board cases. 2015 saw the transition of Nicole Gallup from the position of a part-time property maintenance inspector to City Planner. Nicole's educational background made her a good fit for this position. The planning process has since seen stability and consistency including an improved tracking system for public improvement bonds. 23 variances, 11 special exceptions, 5 subdivision plans, 6 land development plans and 7 blight certifications were taken to the Planning Commission. In addition to these duties Nicole was appointed as the Flood Plain Manager for the City of York. As such she undertook the training for and received certification as a Certified Flood Plain Manager.

Zoning

2015 saw the appointment of Cheryl Rascoe as the Zoning Officer for the City of York. Cheryl, although new to the zoning world, has immersed herself in the position and has flourished. The often frustrating and confusing customer experience with the zoning process has been made much more customer friendly. Cheryl attended training for, and was certified as, a Master Planner. Zoning activities in 2015 consisted of issuing 112 zoning permits, review of 98 building permits, review of 96 new business proposals, review of 5 sidewalk café applications, issuance of 77 certificates of occupancy, issuance of 25 cease and desist orders and presentation of 118 cases to the Zoning Hearing Board. It should be noted that Cheryl has done much to increase the enforcement activities related to the Zoning Ordinance. Although not the most pleasant aspect of Zoning, enforcement is necessary to ensure that our community flourishes. Cheryl thoroughly investigates each violation of the Zoning Ordinance and then proceeds with the appropriate enforcement action with understanding and fairness.

Property Maintenance

Property Maintenance and enforcement activities are handled by 3 full-time and 2 part-time inspectors. Inspectors are assigned to districts that correspond with the four magisterial districts. The inspector's responsibilities include patrol of their assigned district to proactively address exterior violations, interior

licensing inspections and response to complaints of both exterior and interior violations. 2015 saw an 87% increase of complaints, many of these related to interior violations of the Property Maintenance Code. The inspectors are responsible for enforcement of the Property Maintenance Code, Housing Code, and the Municipal Solid Waste Management Act along with various portions of other ordinances. In addition to these duties the inspectors assisted with waiting on customers at the counter on a regular basis. 2015 included a total of 22,918 tracked activities for the inspectors and included 14,525 inspections, 6 clean sweep details, 3,818 violation notices and the issuance of 1,267 citations. The Bureau received 4,248 complaints in 2015 and resolved 2,804 complaints.

Building Code Official

In 2015 the Building Code Official participated in 241 inspections that consisted of certificate of occupancy inspections, certificate of compliance inspections, walkthrough inspections, curb and sidewalk inspections and others. In addition, there were 308 other field activities throughout the year.

Third-Party Inspections

Technical inspections for the Uniform Construction Code are performed by Qdot Engineering. They performed 4,633 inspections including Uniform Construction Code technical inspections, electrical turn on inspections, grease interceptor inspections and tenant occupied property inspections. Qdot Engineering continues to be a valued partner in several of our key processes.

Tenant Occupied Licensing and Inspection

2015 was the first full year of the bureau administering the tenant occupied property licensing and inspection program. Despite a few hiccups getting started the program was able to continue successfully. We license 6,120 properties comprising 11,198 dwelling units. Each year approximately half of these are inspected by our third party agency. Between January 1st and March 31st of the year the bureau must process over 6,000 license applications, recording payment of license and inspection fees and transferring this information to Qdot Engineering. At some point in time, every member of the bureau pitched in to assist with this tremendous workload.

Legislation

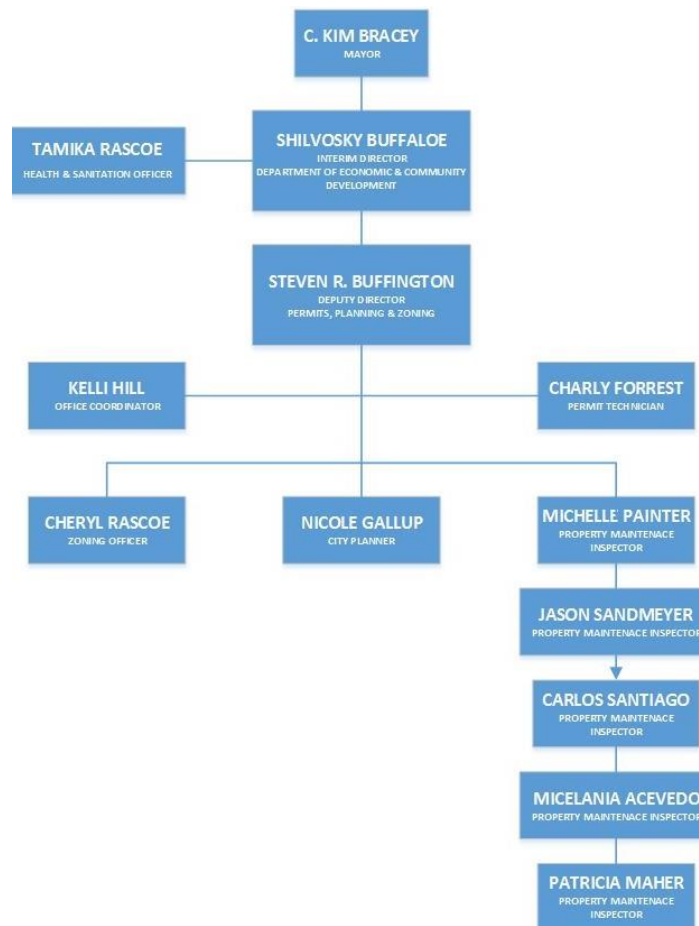
In 2015 we were successful in getting an amendment to the Property Maintenance Code that requires the installation of carbon monoxide detectors in all tenant occupied properties that have fossil fuel burning appliances. Through an amendment to several ordinances the appeals of the Uniform Construction Code were transferred to the York County UCC Appeals Board. This then required that a Consolidated Appeals Board be created through amendments to the various codes to hear appeals of the Property Maintenance and Fire Codes, designations of blight and appeals of nuisance abatement points.

Citizen Inspector Training

Members of the Bureau provided citizen inspector training to 41 people on May 16th and December 12th. Citizens were trained on identifying and reporting property maintenance violations.

2015 Bureau of Permits, Planning & Zoning Staffing

The Bureau of Permits, Planning and Zoning consists of a staff of eleven dedicated professionals that are committed to improving quality of life, facilitating development and protecting the health, safety and welfare of our residents through education and enforcement efforts. We stand on the front lines of development and make every effort to usher projects through the various statutory requirements while maintaining the delicate balance between the need for code compliance with the need for continued development.



Our property maintenance inspectors address quality of life issues throughout the City. They brave winter elements each year to enforce snow and ice removal requirements to ensure the safety of pedestrians, especially our school children that must walk to school.

Permits/Licenses Issued

Office Coordinator: Kelli Hill
Permit Technician: Carly T. Forrest

The Bureau of Permits, Planning and Zoning issued a total of 1,506 permits that included the following:

PERMITS ISSUED IN 2015

Uniform Construction Code Permits (Building, Electrical, Plumbing & Mechanical)	1,012
Non-UCC Permits (Curb & Sidewalk and Zoning)	144
Yard Sale Permits	288
TOTAL PERMITS ISSUED:	1,444

LICENSES ISSUED IN 2015

Master Plumber's Licenses	203
Journeyman Plumber's Licenses	153
Mechanical Devices	105
Peddler's Licenses	128
TOTAL LICENSES ISSUED:	589

CERTIFICATES OF OCCUPANCY AND CERTIFICATES OF COMPLIANCE ISSUED IN 2015

Certificates of Occupancy	77
Certificates of Compliance	59
TOTAL:	136

PLANNING

City Planner: Nicole Gallup, CFPM

The City Planner is the staff representative to the Planning Commission and is responsible for coordination and review of land development plans, guiding zoning variances and special exceptions through the planning commission process, as well as collaborating on staff reviews for the Planning Commission and Zoning Hearing Board cases. 2015 saw the transition of Nicole Gallup from the position of a part-time property maintenance inspector to City Planner. Nicole's educational background made her a good fit for this position. The planning process has since seen stability and consistency including an improved tracking system for public improvement bonds. In addition to these duties Nicole was appointed as the Flood Plain Manager for the City of York. As such she undertook the training for and received certification as a Certified Flood Plain Manager.

Planning Commission: Michael Johnson, Chairman
Michael Buckingham, Vice Chairman
Jessica Fieldhouse, Secretary
Kittrell Barnes
Richard Miller
Jamie Smith

The York City Planning Commission is a volunteer board of seven city residents, appointed by the Mayor with the consent of City Council, for individual terms of four years. The Planning Commission serves as

one of a number of interrelated boards, city agencies, and city authorities with interlocking responsibilities to guide land use and development in the City. These groups include the York City Planning Department, the Zoning Hearing Board, The Redevelopment Authority, and the Historical Architectural Review Board, each with key roles in both long-range planning and in the day-to-day administration of planning and land use policy.

The primary long-range responsibilities of the Planning Commission include the development of a Strategic Comprehensive Plan, intended to guide the growth and development of the City in the years ahead, and the preparation of zoning and building code ordinances to implement regulations in support of the goals of the Strategic Comprehensive Plan.

In this role the Commission is guided by both the provisions of the Strategic Comprehensive Plan, and by the requirements of the City’s Zoning Ordinance. Finally, the Commission is responsible to update the Strategic Comprehensive Plan at regular intervals and to prepare amendments to zoning and building code ordinances as needed to bring the Plan and the various ordinances into substantial alignment with one another. During 2015 the Planning Commission meetings included:

PLANNING ACTIVITIES

Variations Reviewed	23
Special Exceptions Reviewed	11
Determination Appeals Reviewed	0
Subdivision Plans Reviewed	5
Land Development Plans Reviewed	6
Blight Certifications	7
Alley Vacations	0

PLANNING COMMISSION MEETINGS

(Planning Commission votes are for approval unless noted)

January 12, 2015

Case 51-2014-Z-V – An application has been filed by Hutchinson Commercial Real Estate Services for a Variance to allow construction of a Family Dollar store. The property is located at 800 E. King Street in the RS2 (Single-family Attached Residential Conservation District).

Planning Commission Vote: Ayes 0 Nays 4

Case 52-2014-Z-V – An application has been filed by RGS Associates for a Variance from the Requirement of One Off-street loading berth. The property is at 140 N. Beaver Street in the CBD (Central Business District).

Planning Commission Vote: Ayes 4 Nays 0

Case 53-2014-Z-SE – An application has been filed by Carolyn Cooper for a Special Exception to allow a Notary, Tag and Title Business. The property is located at 249 N. Sherman Street in the UN2 (Urban Residential Neighborhood District).

Planning Commission Vote: Ayes 4 Nays 0

Blight:

Planning Commission Vote: Ayes 4 Nays 0

212 N. Pine St.
214 N. Pine St.
216 N. Pine St.
533 S. Duke St.
558 Salem Ave.

March 9, 2015

Case 1-2015-Z-SE – An application has been filed by Steve Billet for a Special Exception to allow a Neighborhood Retail Boutique use. The property is located at 101 N. Newberry Street in the UN2 (Urban Residential Neighborhood District).

Planning Commission Vote: Ayes 6 Nays 0

Capital Self Storage Subdivision Plan, 915 Carlisle Rd.

Planning Commission Vote: Ayes 6 Nays 0

Approved City Council: 3/17/15

Blight:

Planning Commission Vote: Ayes 6 Nays 0

710 W. Mason Ave.

April 13, 2015

Case 2-2015-Z-SE – An application has been filed by First St. John’s Lutheran Church for a Variance to install a Communication Transmitting and Receiving Facility as a Secondary Use. The property is located at 140 W. King Street in the CBD (Central Business District).

Planning Commission Vote: Ayes 5 Nays 0

Case 3-2015-Z-V – An application has been filed by Evan Muela for a Variance to eliminate the requirement of a 25’ buffer yard for all commercial and industrial uses when abutting or within a UN2 District Neighborhood. The property is located at the corner of Codorus and Sheridan Streets in the UN2 (Urban Residential Commercial Zoning District).

Planning Commission Vote: Ayes 5 Nays 0

Case 4-2015-Z-V – An application has been filed by Better World Spirits for a Special Exception to operate a Heavy Industrial Use (Limited Distillery), not defined in the Zoning Ordinance, and a Variance to eliminate the requirement of a 100’ buffer yard . The property is located at 42-45 W. Market Street in the CBD (Central Business District). The Commission members felt the use is defined and is therefore a use Variance.

Planning Commission Vote: Ayes 5 Nays 0

May 11, 2015

6-2015-Z-SE – An application has been filed by Carlos Oyola for a Special Exception to change from one non-conforming use (vehicle repair) to another non-conforming use (vehicle repair and sales). The property is located at 1043 E. Philadelphia Street in the UN2 (Urban Residential Neighborhood District).

Planning Commission Vote: Ayes 6 Nays 0

7-2015-Z-V – An application has been filed by Keenan Kearse for a Variance to allow multiple signs on a non-corner property. The property is located at 9 S. Belvedere Avenue in the UN1 (Urban Mixed Residential Commercial Zoning District).

Planning Commission Vote: Ayes 6 Nays 0

8-2015-Z-SE – An application has been filed by York County Food Bank for a Special Exception to allow a Horticulture accessory use and a Variance to allow a horticulture structure larger than 500 sq. ft. The property is located at 550 E. King Street in the EC District (Employment Center District).

Planning Commission Vote: Ayes 6 Nays 0

Episcopal Church of St. John the Baptist Final Land Development Plan: 140 N. Beaver Street

Planning Commission Vote: Ayes 6 Nays 0

Approved City Council: 5/20/15

Woolworth Building Final Land Development Plan: 44-50 W. Market Street

Planning Commission Vote: Ayes 6 Nays 0

Approved City Council: 7/21/15

Northwest Triangle Final Subdivision Plan: Parcels 5 and 9

Planning Commission Vote: Ayes 6 Nays 0

Approved City Council: 6/2/15

June 8, 2015

9-2015-Z-V – An application has been filed by Kevin McDonough for 4 Variances: freestanding sign size from 60 sq. ft. max to 80 sq. ft. max; attached sign size from 100 sq. ft. max to 114 sq. ft. max; attached sign size from 100 sq. ft. max to 127 sq. ft. max; allow additional sign on building side for a non-corner property. The property is located at 728 Loucks Road in the EC District (Employment Center District).

Planning Commission Vote (freestanding sign size): Ayes 4 Nays 0

Planning Commission Vote (attached sign size, up to 114 sq. ft.): Ayes 4 Nays 0

Planning Commission Vote (attached sign size, up to 127 sq. ft.): Ayes 4 Nays 0

Planning Commission Vote (additional sign on non-corner property.): Ayes 4 Nays 0

July 13, 2015

Case 10-2015-Z-SE – An application has been filed by Seth Gropp for a Special Exception to allow a Multi-Family Dwelling – conversion from a different use. The property is located at 956 E. Market Street in the UN2 (Urban Residential Neighborhood District).

Planning Commission Vote: Ayes 4 Nays 0

August 10, 2015

Case 11-2015-Z-SE – An application has been filed by Shawn Firestone for a Special Exception to allow a business use. The property is located at 1000 E. Princess Street in the RS2 (Single Family Attached Residential Conservation District).

Planning Commission Vote: Ayes 4 Nays 0

Case 12-2015-Z-SE – An application has been filed by Kevin Fuko for a Special Exception to allow an expansion of a Neighborhood Medical Office. The property is located at 484-486 W. Market Street in the UN2 (Urban Residential Neighborhood District).

Planning Commission Vote: Ayes 3 Nays 0 Recusal – Jessica Fieldhouse

Keystone Colorworks Building Final Land Development Plan: 175 W. Gay Avenue

Planning Commission Vote: Ayes 4 Nays 0

Approved City Council: 9/15/15

September 14, 2015

Case 13-2015-Z-SE – An application has been filed by Nyree Haynes for a Special Exception to allow a Daycare. The property is located at 121 Ridge Avenue in the UN2 (Urban Residential Neighborhood District). The Commission members felt this was more of a Variance, since Daycare was not listed as a Special Exception for the District in the Ordinance. A request was made to table the application till a later date.

Planning Commission Vote: Ayes 6 Nays 0 TABLED

Case 14-2015-Z-SE/V – An application has been filed by Rakesh Patel for a Special Exception to allow a Neighborhood Grocery and a Variance to allow a Rooming House. The property is located at 696-698 E. Philadelphia Street in the UN2 (Urban Residential Neighborhood District). A request was made to table the application till a later date.

Planning Commission Vote: Ayes 6 Nays 0 TABLED

Case 15-2015-Z-SE/V – An application has been filed by Jesus and Sherry Pena for a Special Exception to allow a Neighborhood Hair Care and a Variance to allow a Commercial use in a non-corner property. The property is located at 225 E. College Avenue in the UN2 (Urban Residential Neighborhood District).

Planning Commission Vote: Ayes 6 Nays 0

Penn State York Final Land Development Plan: Ruhl Student Center

Planning Commission Vote: Ayes 6 Nays 0

Approved City Council: 10/6/15

York Habitat for Humanity Final Subdivision Plan: 405 & 415 W. Princess Street

Planning Commission Vote: Ayes 6 Nays 0

Approved City Council: 10/20/15

Blight:

Planning Commission Vote: Ayes 6 Nays 0
29-31 W. Market Street

October 12, 2015

Case 16-2015-Z-V – An application has been filed by First Capital Engineering for a Variance to reduce the amount of required off-street parking spaced from 1.5 spaces per unit to 1 space per unit. The property is located at 22-30 W. Boundary Avenue in the UN1 (Urban Mixed Residential-Commercial District).

Planning Commission Vote: Ayes 4 Nays 0

Case 17-2015-Z-V – An application has been filed by Apple Retail Properties for several Variances to allow surface parking lot in the RS1 District; to decrease buffer yard from 25 feet to 8.5 feet and to allow parking within the buffer yard in the EC District; decrease front setback in the RS1 District from 40 feet to 8 feet; to decrease the front setback in the EC District from 5 feet to 1 foot; to decrease parking lot curb radii from 5 foot to a minimum of 2.5 feet; to decrease the parking lot interior landscaping from 10% to 3% and increase parking spaces per row from 10 to 13. The property is located at 890 Loucks Road and 1369 Fairlane Drive in the EC (Employment Center District), and 1345 Fairlane Drive in the RS1 (Single Family – Detached Residential Conservation District).

Planning Commission Vote (allow surface parking in RS1): Ayes 4 Nays 0

Planning Commission Vote (decrease buffer yard/ allow parking): Ayes 4 Nays 0

Planning Commission Vote (decrease front yard setback in EC): Ayes 4 Nays 0

Planning Commission Vote (decrease front yard setback in RS1): Ayes 4 Nays 0

Planning Commission Vote (decrease curb radii): Ayes 4 Nays 0

Planning Commission Vote (decrease lot interior landscaping/ row num. increase): Ayes 4 Nays 0

Crispus Attucks Final Land Development Plan: 22-30 W. Boundary Avenue

Planning Commission Vote: Ayes 4 Nays 0

Approved City Council: 12/15/15

Muela Final Subdivision and Land Development Plan: Codorus and Sheridan Streets

Planning Commission Vote: Ayes 4 Nays 0

Approved City Council: Not submitted to Council as of this date

November 9, 2015

Case 19-2015-Z-V – An application has been filed by First Capital Engineering for two Variances to allow 100% impervious lot coverage and remove the requirement of parking lot screening. The property is located at 331 S. George Street in the UN1 (Urban Mixed Residential-Commercial District).

Planning Commission Vote (100% lot coverage): Ayes 4 Nays 0

Planning Commission Vote (no lot screening): Ayes 4 Nays 0

Our Daily Bread Land Development Plan Waiver Request: 331 S. George Street

Planning Commission Vote: Ayes 4 Nays 0

Approved City Council: 11/17/15

December 14, 2015

Case 18-2015-Z-SE/V – An application has been filed by Rakesh Patel for a Special Exception for a Neighborhood Grocery use, a Special Exception for Multi-Family Dwelling Conversion from a Different use and a Variance for Parking Requirements. The property is located at 696-698 E. Philadelphia St. in the UN2 – Urban Residential Neighborhood Zoning District.

Planning Commission Vote (allow Neighborhood Grocery Use): Ayes 5 Nays 0

Planning Commission Vote (allow 8 Efficiency apartments): Ayes 3 Nays 2

Planning Commission Vote (allow variance of 1.5 parking spaces at 71-73 Franklin St. and additional sites with agreements as needed): Ayes 5 Nays 0

Case 20-2015-Z-V – An application has been filed by Mukesh Patel for a Variance for a change of use from Business Office to Apartment Combined with a Commercial Use. The property is located at 428 N. George St. in the EC – Employment Center Zoning District.

Planning Commission Vote: Ayes 4 Nays 1

Case 21-2015-Z-SE – An application has been filed by Midlantic Pallet for a Special Exception for a change of use from Light Hazard Storage to Heavy Industrial. The property is located at 379 S. Albemarle St. in the EC – Employment Center Zoning District.

Planning Commission Vote: Ayes 5 Nays 0

Apple Retail Final Subdivision and Land Development Plan: 890 Loucks Road & Fairlane Road

Planning Commission Vote: Ayes 5 Nays 0

Approved City Council: Not submitted to Council as of this date

Apple Retail Final Subdivision Plan: 45 W. Market Street

Planning Commission Vote: Ayes 5 Nays 0

Approved City Council: 1/4/16

ZONING

Zoning Officer: Cheryl Rascoe, MP

Cheryl Rascoe joined the Bureau in 2015 as the Zoning Officer. Cheryl, although new to the zoning world, has immersed herself in the position and has flourished. Although the zoning process is often frustrating and confusing for our customers, Cheryl has been made it a much more customer friendly experience through her courtesy and professionalism.

The Zoning Officer’s duties include the review of all new business packets, issuance of zoning determinations, review of building permit applications, review and approval of sidewalk café permit applications and response to complaints of alleged zoning violations. In addition to these duties the Zoning Officer also serves as the staff representative to the Zoning Hearing Board.

The General Purpose of Zoning regulations and districts have been made in accordance with the City's community development goals designed to address:

- A. Health, Safety, and Welfare – promote, protect and facilitate any or all of the following”
 - 1) Public health, safety, morals and general welfare;
 - 2) Coordinated and practical community development and proper density of population;
 - 3) Emergency management preparedness and operations and national defense facilities;
 - 4) Provision of adequate light and air to provide a healthy community;
 - 5) Provision of adequate police protection, vehicle parking and loading space, transportation, water, sewerage, schools, recreational facilities, public grounds and safe reliable water supply; and
 - 6) Preservation of natural, scenic and historic resources and preservation of wetlands and floodplains

- B. Overcrowding – to prevent overcrowding of land, blight, danger and congestion in travel and transportation, loss of health, life or property from fire, flood, panic or other dangers.

- C. Community Growth – to accommodate reasonable community growth including population and employment growth, and opportunities for development/redevelopment of a variety of residential dwelling types and nonresidential uses.

- D. Economic Stability – to facilitate appropriate development and redevelopment activities while protecting the tax base and encouraging economy in public expenditures.

- E. Quality of Life – to facilitate orderly, safe and aesthetically pleasing development/redevelopment within an urban environment that enhances the quality of life for current and future residents of the City.

ZONING

New Business Packets

New business packets are a tool to allow those that want to start up a new business to have most if not all of the different applications needed in one document. It also allows the City to collect information that is shared with the York Adams Tax Bureau. As it relates to Zoning, the packet collects information that will allow the Zoning Officer to review the proposed business and then determine if it complies with the Zoning Ordinance.

Staff works with each customer to help them become compliant with current Zoning regulations whenever possible. The goal is to encourage new business throughout the City while ensuring that the intent of the Zoning Ordinance is met. Of the 96 submitted new business packets only 1 had to be outright denied. It was during the spring and summer months of April, June, and July when the highest number of new business packets arrived.

2015 New Business Packets by Zoning District

Zoning District	Packets Submitted
CBD	46
EC	14
RS1	2
RS2	5
UN1	16
UN2	13
TOTAL:	96

2015 New Business Packets by Month

Month	PACKETS SUBMITTED
January	2
February	4
March	3
April	13
May	8
June	15
July	11
August	7
September	9
October	9
November	9
December	6
TOTAL:	96

Non-Uniform Construction Code Permits

The Zoning Officer is required to review a number of different permits that include both Uniform Construction Code permits as well as many other permits that are required through the Zoning Ordinance. Non-UCC permits can include zoning permits for fences, signs, sheds and swimming pools among others. The Zoning Officer must also review many other permits required by ordinance that may have an effect on compliance with the Zoning Ordinance. Some issues that need to be examined are setback requirements, lot coverage and fence height among others. In 2015 the Zoning Officer reviewed 100 Non-Uniform Construction Code permits broken down as follows:

Non-UCC Permits by Type

Type of Permit	Number
Fence	46
Concrete Pad	1
Sign/Attached	19
Sign Freestanding	2
Sign Blade	2
Driveway	3
Patio/Deck	3
Parking Pad/Driveway	4
Parking Pad/Stone	1
Sidewalk/Curb	9
ADA Ramp	1
Shed	7
Retaining Wall	1
Pool	1
TOTAL	100

Non-UCC Permits by District

Zone	Number
CBD/HARB	17
EC	7
MUI1	2
MUI2	3
RS1	21
RS2	28
UN1	4
UN2	18
TOTAL	100

Sidewalk Cafes

The Zoning Officer reviews and acts upon all applications for sidewalk cafes and mini cafes. The applications are reviewed for compliance with the ordinance ensuring that they do not encroach on the public right-of-way.

Sidewalk and Mini Café Applications

Type	Applications	Zoning District
Sidewalk	4	CBD/HARB
Mini	1	CBD/HARB
Total:	5	

Uniform Construction Code Permits

The Zoning Officer must review many of the Uniform Construction Code permits to ensure that the proposed work is in compliance with set-back requirements, use requirements, sign provisions and other Zoning Ordinance items. In 2015 the Zoning Officer reviewed a total of 98 Uniform Construction Code permits broken down as follows:

Type of Work	Number of Permits
Attached Signs	13
Blade Signs	1
Communication Transmitting & Receiving Facility	6
Demo & New Construction	2
Partial Demo	1
Demolition of Structure	7
Elevator, Elevator Lobby, & Exterior Stairs	1
Enclosed Walkway	1
Exterior Wall	2
Fence	1
Freestanding Signs	2
Install Burglar Alarm, Camera, Motion Sensor	1
Install Carport	1
Install Fire Alarm/Sprinkler	9
Install Firewall Plaster, K19 Insulation & House Wrap	1
Install Playground Equipment	1
Interior Renovation	25
Remove/Replace ADA Ramp	2
Repair/Replace Exterior Fire Escape or Stairs	1
Repair/Replace Gutters	1
Repair/Replace Steps	1
Repair/Replace Wall & Breezeway Supports	1
Replace Shed	1
Replace Windows, Walls, Doors	3
Roof Repair/Replacement	6
TOTAL:	98

Building Permits by Zoning District

Zone	Permits
CBD/HARB	35
EC	16
MUI1	6
MUI2	0
OS	2
RS1	3
RS2	5
UN1	11
UN2	16
TOTAL:	94

Building Permits by Month

Month	Permits
April	2
May	3
June	14
July	6
August	13
September	10
October	12
November	12
December	19
TOTAL:	91

Non-Uniform Construction Code Permits

The Zoning Officer is required to review a number of different permits other than Uniform Construction Code permits. These can include Zoning permit applications for fences, pools, driveways and sheds. There are also various other permits required by ordinance that the Zoning Officer must review to ensure compliance with setback requirements, land use and other zoning related issues. In 2015 there were 100 permits reviewed and acted upon.

Non-UCC Permits by Type

Type of Permit	Number
Fence	46
Concrete Pad	1
Sign/Attached	19
Sign Freestanding	2
Sign Blade	2
Driveway	3
Patio/Deck	3
Parking Pad/Driveway	4
Parking Pad/Stone	1
Sidewalk/Curb	9
ADA Ramp	1
Shed	7
Retaining Wall	1
Pool	1
TOTAL	100

Non-UCC Permits by District

Zone	Number
CBD/HARB	17
EC	7
MUI1	2
MUI2	3
RS1	21
RS2	28
UN1	4
UN2	18
TOTAL	100

Certificates of Use and Occupancy

The Zoning Officer is required to review all applications for Certificates of Use and Occupancy for compliance with all zoning requirements.

Certificates of Use and Occupancy by District	
District	Certificates
CBD/HARB	23
EC	6
MUI2	2
OS	1
RS1	1
RS2	6
UN1	7
UN2	31
Total:	77

Cease and Desist

An important duty of the Zoning Officer is to take enforcement action on violations of the Zoning Ordinance. Enforcement actions consist of verification of a violation and the issuance of a Cease and Desist letter advising the property owner that they are in violation of the ordinance and the corrective actions needed. Of the 25 Cease and Desist letters sent 9 became complaint or abated the issue. The remainder are working to become complaint or we are going through process to locate responsible party for further legal action.

Cease and Desist Orders Issued

Change of Use – Light Industrial to Heavy Industrial	1
Illegal Business – Car Wash/Detailing	1
Illegal Business – Garage	1
License – 4 Unit Operating as 3 Unit	1
No Permits – Deck	1
No Permits – Fence	1
No Permits – Home Based Business	1
No Permits – Shed	1
No Permits – Signs	3
No Permits – Swimming Pool	1
Rooming House/Boarding House	5
Single Family to Multi Family Conversion	2
Vending Device – Clothing Box	1

Vending Device – Soda/Snack Machine	5
Total:	25

Cease and Desist by District		Cease and Desist Actions by Month	
Zoning District	Orders Issued		
EC	3	April	2
MUI1	3	May	3
RS2	6	June	2
UN2	7	July	5
Total:	25	August	2
		September	6
		October	1
		November	4
		December	0
		Total:	25

Zoning Hearing Board

Zoning Hearing Board Members: Robert J. Hollis, Chairman
R. Franklin Williams
Michael G. Miller
Benjamin Michael
Vacant

Zoning Hearing Board Solicitor: John Herrold

The York City Zoning Hearing Board was established in order that the objectives of the Zoning Ordinance may be fully and equitably achieved and a means for competent interpretation. The City currently operates under 2011 Zoning Ordinance adopted by York City Council on August 16,2011.

The general purpose of the Zoning Hearing board is to deal with the zoning regulations and districts as set forth in the Zoning Ordinance. The ordinance has been created in accordance with the City of York community development goals and objectives. These goals and objectives are designed to address health, safety and welfare; quality of life; and, to facilitate the appropriate development and redevelopment of the City while protecting the tax base.

The Zoning Hearing Board consists of five (5) volunteer members and three alternates appointed by Council resolution. Members shall be residents of the City and hold no other office in the City. Regular members serve 5-year terms with Alternate members serving 3-year terms. A quorum of three (3) members is needed to hear evidence and decide all contested questions. The duties and powers of the

York City Zoning Hearing Board are governed by Articles IX and X-A of the Pennsylvania Municipalities Planning Code. Currently the board has one vacancy for board member and three vacancies for alternates. Residents that may be interested in serving on the Zoning Hearing Board are urged to contact Cheryl Rascoe.

Zoning Hearing Board meetings are held on the 3rd Thursday of each month at 6:30 p.m. in City Council Chambers, 101 S. George St., 1st Floor, and York, Pennsylvania. The deadline for Zoning Hearing Board submissions is the first Monday of the month before the meeting date.

In 2015 there were 22 hearing requests for the Zoning Hearing Board. This included 11 requests for special exceptions and 11 requests for variances.

2015 Zoning Appeals

Case #	Description	Address	Zoning District	Outcome
1-2015-Z-SE	Special Exception – Neighborhood Boutique	101 N Newberry St	UN2	Granted
2-2015-Z-V	Variance- Accessory Use	140 W King St	CBD/HARB	Granted
3-2015-Z-V	Variance – Parking & Buffer Yards	Parcel 29 Codorus St	UN2	Granted
4-2015-Z-V	Variance – Use	43-45 W Market St	CBD/HARB	Granted
5-2015-Z-SE	Special Exception – Student Home	724 S Newberry St	MUI2	Granted
6-2015-Z-SE	Special Exception – Sale, Repair and Rental	1043 E Philadelphia St	UN2	Granted
7-2015-Z-V	Variance- Neighborhood Hair Care/Retail Boutique	9 S Belvidere Ave	UN1	Granted
8-2015-Z-SE	Special Exception – Horticulture	550 E King St	EC	Granted
9-2015-Z-V	Variance – Increase Size and Number of Signs	728 Loucks Rd	EC	Granted
10-2015-Z-SE	Special Exception – Multi-Family Conversion From Another Use	956 E Market St	UN2	Granted
11-2015-Z-SE	Special Exceptions – Change form Retail to Business Service Establishment	1000 E Princess St	RS2	Granted
12-2015-Z-SE	Special Exception – Expansion of Business	484-486 W Market St	UN2	Granted
13-2015-Z-SE	Special Exception – Child Care Center	121 Ridge Ave	UN2	Withdrawn

14-2015-Z-SE/V	Special Exception & Variances – Neighborhood Grocery Store & Rooming House	696-698 E Philadelphia ST	UN2	Withdrawn
15-2015-Z-SE/V	Special Exceptions and Variances Neighborhood Hair Care	225 E College Ave	UN2	Granted
16-2015-Z-V	Variance – Reduced Parking Requirements	22,24,26,28 & 30 W Boundary Ave	UN1	Granted
17-2015-Z-V	Variance – Parking/Buffer/Yards/Setbacks	890 Loucks Rd 1369 Fairlane Dr 1345 Fairlane Dr	EC & RS1	Granted
18-2015-Z-SE/V	Special Exception - Neighborhood Grocery Store; Special Exception Multi-Family Dwelling Conversion from Different Use; Variance Multi-Family Parking Requirements	696-698 E Philadelphia St	UN2	Withdrawn
19-2015-Z-V	Variances - Maximum total Impervious Surface of gross lot & parking lot screening	331 South George St	UN1	Granted
20-2015-Z-V	Variance – Use Change Office to Apartments	428 N George St	EC	Granted
21-2015-Z-SE	Special Exception – Use Change to Heavy Industrial	379 S Albemarle St	EC	Granted
22-2015-Z-V	Variance – Amendment to Add Accessory Use	121 Ridge Ave	UN2	Withdrawn

PROPERTY MAINTENANCE

Property Maintenance Inspectors:

Michelle Painter, Fulltime
Carlos Santiago, Fulltime
Jason Sandmeyer, Fulltime
Micelania Acevedo, Part-time
Patricia Maher, Part-Time

Property Maintenance and enforcement activities are handled by 3 full-time and 2 part-time inspectors. Inspectors are assigned to districts that correspond with the four magisterial districts. The inspector’s responsibilities include patrol of their assigned district to proactively address exterior violations, interior licensing inspections and response to complaints of both exterior and interior violations. 2015 saw an 87% increase of complaints, many of these related to interior violations of the Property Maintenance Code. The inspectors are responsible for enforcement of the Property Maintenance Code, Housing Code, and the Municipal Solid Waste Management Act along with various portions of other ordinances. In addition to these duties the inspectors assisted with waiting on customers at the counter on a regular basis.

2015 saw 22,918 tracked activities for the inspectors that included 14,525 inspections, 6 clean sweep details, 3,818 violation notices and the issuance of 1,267 citations. The Bureau received 4,248 complaints in 2015 and resolved 2,804 complaints.

2015 Inspection Activities by Inspector	
Inspector	Inspections
Michelle Painter	3631
Carlos Santiago	4805
Jason Sandmeyer	4481
Part-Time Inspectors	1608
Total:	14,525

2015 Complaint Activities			
Complaints Received¹	Complaint Inspections	Complaint Re-Inspections	Total
Michelle Painter ²	957	757	1714
Carlos Santiago	1127	1654	2781
Jason Sandmeyer	1401	1287	2688
Part-Time	763	336	1099
	Total:	8282	

¹ This represents an 87% increase in complaints over 2014

² Michelle Painter splits her time between PMI and Deputy Health Officer Duties

BUILDING CODE OFFICIAL

Building Code Official: Steven R. Buffington, BCO, CFEI

The Building Code Official is the appointed municipal official charged with the administration and enforcement of the Uniform Construction Code. He is required to review and approve every permit applied for under the UCC. In addition, he is responsible for conducting certificate of occupancy and certificate of compliance inspections, response to complaints regarding violations of the UCC, investigating work without permits, curb and sidewalk inspections and coordination with the third party inspection agency that conducts all of the UCC technical inspections.

In addition to the duties above the BCO is also the Deputy Director of the Bureau and responsible for the day to day management and long range planning for the Bureau.

2015 Building Code Official Activities

Activity	#
Cellar to Attic Inspections	8
Certificate of Occupancy Inspection	77
Certificate of Occupancy Re-Inspections	26
Certificate of Compliance Inspections	57
Certificate of Compliance Re-Inspections	26
Curb & Sidewalk Inspections	33
Demolition Sewer Cap Inspections	1
Housing Services Inspections	6
Walkthrough Inspections	10
Other Inspections	3
Clean Sweeps	6
Complaints	67
Condemnations	22
Emergency Callouts	25
Site Visits	78
Hearings	82
Special Details	13
Stop Work Orders Issued	7
Total:	547

THIRD-PARTY INSPECTIONS

The City continues to use Qdot Engineering for our third party Uniform Construction Code inspections and our tenant occupied property license inspections.

Qdot Engineering

280 West Market Street
York, Pennsylvania 17401
203-903-4373

info@qdotengineering.com

2015 Qdot Technical Inspections

Inspection Type	# of Inspections
Uniform Construction Code Inspections	1,294
Electrical Turn-on Inspections	335
Grease Interceptor Inspections	229
Total:	1,858

2015 Qdot Tenant Occupied Inspections

Inspection Type	# of Inspections
Tenant Occupied Property Initial	3,092
Tenant Occupied Re-Inspections	5390
Total:	8,482

TENANT OCCUPIED PROPERTY LICENSING

2015 was the first full year of the bureau administering the tenant occupied property licensing and inspection program. Despite a few hiccups getting started the program was able to continue successfully. We license 6,120 properties comprising 11,198 dwelling units. Each year approximately half of these are inspected by our third party agency. Between January 1st and March 31st of the year the bureau must process over 6,000 license applications, recording payment of license and inspection fees and transferring this information to Qdot Engineering. At some point in time, every member of the bureau pitched in to assist with this tremendous workload.

LEGISLATION

In 2015 we were successful in getting an amendment to the Property Maintenance Code that requires the installation of carbon monoxide detectors in all tenant occupied properties that have fossil fuel burning appliances. This resulted in a joint effort of the Fire Department and the Bureau after several significant carbon monoxide incidents in the City.

706.2 Carbon monoxide detectors. All tenant occupied residential structures that have fire places, fossil fuel burning heaters, water heaters or fireplaces shall be equipped with single or multiple station carbon monoxide detectors complying with the American National Standard for Carbon Monoxide Alarms (ANSI/UL2304) and the American National Standard for Gas and Vapor Detectors and Sensors (ANSI/UL2075) as required by this section.

Exception: Combination carbon monoxide/smoke alarms meeting the following may be installed:

1. Shall comply with the American National Standard for Single and Multiple Station Carbon Monoxide Alarms (ANSI/UL 2034 and the American National Standard for Single and Multiple Station Smoke Alarms (ANSI/UL217).
2. Shall comply with the American National Standard for Gas and Vapor Detectors and Sensors (ANSI/UL 2075) and the American National Standard for Safety for Smoke Detectors for Fire Alarm Systems (ANSI/UL268).
3. Shall emit an alarm in a manner that clearly differentiates between the detection of the presence of carbon monoxide and the detection of the presence of smoke.

706.2.1 Installation. All detectors shall be installed in accordance with the Pennsylvania Carbon Monoxide Alarm Standards Act (Act of Dec. 18, 2013, P.L. 1229, No. 121), this section and the manufacturer's recommendations.

706.2.1.1 Detector locations. Carbon monoxide detectors shall be installed in the following locations:

1. In the immediate vicinity of all fossil fuel burning heaters, water heaters or fireplaces.
2. In the vicinity of all sleep rooms or areas.

Note: If requirements of the above cited references conflict, the most restrictive requirement shall apply.

706.2.2 Power source. The power source for carbon monoxide detectors shall be either AC primary power source or a monitored battery primary power source.

706.2.3 Tampering. Anyone tampering or interfering with the effectiveness of a carbon monoxide detector shall be in violation of this code.

706.2.4 Tests and maintenance. All single and multiple station carbon monoxide detectors shall be tested and maintained in accordance with the manufacture's recommendations but in no circumstance tested less than once each month.

706.4.5 Responsibility. Owner and tenant responsibilities shall be as follows, regardless of any lease agreement(s):

706.4.5.1 Owner's responsibilities. The owner of a tenant occupied residential dwelling shall:

1. Install approved and operation carbon monoxide detectors in accordance with this section.
2. Ensure that carbon monoxide detectors are installed and operating in accordance with this section prior to the commencement of new occupancy of the dwelling.
3. Instruct each new tenant on the operation, testing and battery replacement of the carbon monoxide detectors within the dwelling.

706.2.5.2 Tenant's responsibilities. The tenant of every dwelling unit shall:

1. Keep and maintain carbon monoxide detectors in good repair.
2. Test each carbon monoxide detector in accordance with the manufacturer's recommendations and the requirements of this section.
3. Immediately replace any carbon monoxide detector that is stolen, removed or rendered inoperable or ineffective due to willful or negligent damage.
4. Immediately notify the owner in writing of any missing, defective or malfunctioning carbon monoxide detector(s).
5. Replace batteries as needed.
6. Pay for any re-inspection fee or fines issued by the City of York as a result of tenant's failure to uphold their responsibilities in this section.

706.2.5.3 Owner/Occupant responsibilities. Any person that occupies a residential dwelling as the owner/occupant shall bear the responsibilities of both the owner and tenant as described above.

Through an amendment to several ordinances the appeals of the Uniform Construction Code were transferred to the York County UCC Appeals Board. This then required that a Consolidated Appeals Board be created through amendments to the various codes to hear appeals of the Property Maintenance and Fire Codes, designations of blight and appeals of nuisance abatement points.

We continue to work with Council on refinement of the Neighborhood Improvement ordinance and to work towards a practical method of enforcement.

CITIZEN INSPECTOR PROGRAM

In 2015 the members of the Bureau presented two citizen inspector training programs. These programs educate citizens on various aspect of the Property Maintenance Code. Citizen inspectors are typically residents that have a vested interest in maintaining and or improving the quality of life and property values in their neighborhoods. They become the eyes and ears of the property maintenance inspector assigned to their district. Citizen inspectors are provided with a streamlined process to report violations based on the training that they receive.

2015 CITIZEN INSPECTOR CLASSES

DATE	ATTENDEES
May 16, 2015	19
December 12, 2015	22
TOTAL:	41

Summary:

The Department of Economic and Community Development serves as the frontline staff to the business community. We pride ourselves on being professional, responsive and respectful to our customers, while upholding City ordinances, and supporting the initiatives of development throughout the City of York. The Department has faced many changes in 2015, but remains committed to the core competency of growing jobs, increasing the tax base, and improving the quality of life for all City residents. The year 2015 saw the creation of 95 new businesses which gave 198 new jobs to the City of York. We will continue to foster a community where citizens and businesses thrive through business friendly policies and tailor-made neighborhood development strategies. We truly enjoy the work we do, and look forward to an even more prosperous 2016 for the City of York.

DEPARTMENT OF PUBLIC WORKS

Honorable C. Kim Bracey, Mayor

James E. Gross

Director

ADMINISTRATION

The Mission of the Department of Public Works is to provide safe, clean, healthy, and productive buildings, infrastructure, programs and services as efficiently as possible for the People of York.

The Director of the Department is responsible for the professional management of six major bureaus. These include the Bureaus of Highway and Fleet Maintenance, Environmental Services, Recreation and Parks, Buildings and Electrical Maintenance, Wastewater Treatment Plant, and the York City Ice Arena.

Major Accomplishments for 2015

Paving – Contracted

Market Street	-	Carlisle Avenue to Harrison Street
Lehman Street	-	Princess Street to King Street
Wellington Street	-	Albemarle Street to Tremont Street

The following streets were paved in conjunction with Utility work:

Edison Street	-	Albemarle Street to Lehman Street
Lehman Street	-	King Street to Market Street
Locust Street	-	Salem Avenue to Belvidere Avenue
Salem Avenue	-	Grantley Street to Belvidere Avenue
Wellington Street	-	Lehman Street to Harrison Street
West Street	-	Princess Street to College Avenue

Paving – Alleys

The following alleys were paved:

East Mason Avenue	-	Tremont Street to Albemarle Street
Avon Avenue	-	Park Street to dead end
Bond Avenue	-	Roosevelt Avenue to Park Place
Don Avenue	-	Penn Street to Earl Avenue
Earl Avenue	-	Lincoln Street to St. Paul Street

Accelerated Red Light Enforcement (ARLE) Grant Project

The ARLE project to upgrade signalization and timing on Market Street and George Street was completed.

BOP – Bring On Play Committee

Bring On Play completed the Penn Park splash pad and a ceremony was held for the opening. Bring On Play constructed a new playground at Memorial Park.

Heritage Rail Trail Projects

Engineering work was completed for the Heritage Rail Trail improvement project and the project was put out for bid.

Planning work started on the Green Infrastructure Plan and the Heritage Rail Trail Extension Plan.

Reid Menzer Memorial Skatepark

The phase 2 project at the Menzer Memorial Skatepark was completed.

Keep York Beautiful

A spring city-wide litter cleanup was held April 11.

Permits and Applications

Public Works issued 261 Street Cut Permits, generating revenue of \$28,710.00 in permit and inspection fees and \$107,688.00 in degradation fees.

Public Works issued 58 Oversize Load Permits, reviewed 90 State Route Permits, which generated revenue of \$3,226.00.

Public Works issued 297 Activity Permits, generating revenue of \$27,185.00.

Public Works processed 17 Street Banner applications, generating revenue of \$3,400.00.

Special Events

The following special events were organized and held by the York City Recreation and Parks Bureau in 2015: Olde York Street Fair, Box Lunch Revue, Yorkfest, York Bike Night, Light Up Night, and New Year's Eve celebration.

Weather Events

Winter 2015 had a total of sixteen (16) snow and ice events and also had extreme cold temperatures through January, February and mid-March.

Boards, Authorities and Committees

The Director of Public Works served on the following boards in 2015:

York City Sewer Authority
York City Little League
Susquehanna Area Regional Airport Authority
York Area Metropolitan Planning Organization
York County Stormwater Feasibility Committee

Personnel

The General Manager of the Wastewater Treatment Plant and the Superintendent of Highway and Fleet Maintenance both resigned to take other positions in 2015.

HIGHWAY AND FLEET MAINTENANCE BUREAU

The Highway Bureau is responsible for maintaining the City's 89.8 miles of streets, 40 miles of alleys and 9.15 miles of State roads within the City limits. Under the direction of the Superintendent, the Bureau's thirteen (13) employees perform duties including street resurfacing, snow and ice control, pot hole repair, storm sewer maintenance, street sweeping, leaf collection, traffic signs, pavement markings and lines, graffiti removal and the inspection of utility street cuts. Fleet maintenance makes repairs and performs state inspections on over 150 City-owned and leased vehicles and equipment.

Major Accomplishments

Highway Superintendent, A. J. Grimm, submitted his resignation from the City of York at the end of May, 2015 to accept a position as Director of Public Works with the Borough of Hanover.

The Highway Crew spent the majority of their time on patching/paving for 1277 hours and patched 6894 potholes. Street sweeping totaled 1451 hours, leaf pick-up totaled 707 hours, storm sewer cleaning totaled 991 hours, storm sewer repair totaled 249 hours and storm inlet mapping 56 hours. Snow and ice removal task were very busy this year and totaled 1926 hours.

Sink holes were repaired at:

Lehman and Market Streets, 200 block of Walnut Street, 809 Carl Street, 752 W. Poplar Street, 101 S. George Street, 404 E. Market Street, Duke and Clarke Ave., Philadelphia and Carlisle Ave., Vogelsong Road, and King Street at the RR tracks.

Alley paving was completed at:

Don Alley - Penn St. to Earl Way
Earl Way - St. Paul St. to Park St.
Bond Alley - Roosevelt Ave. to Park Place
Alladin Ave. - Prospect to Boundary
E. Church Ave.- Alladin to Girard Ave.

ENVIRONMENTAL BUREAU

The Environmental Bureau consisting of five (5) full-time and one (1) part-time positions administers a variety of programs and enforces numerous local, state and federal laws, with the primary focus on solid waste management. Proper and timely collection and disposal of solid waste from our community has significant environmental and health impacts. Recycling items such as glass, metal cans and appliances, plastic bottles, cardboard and a mixed papers (newspaper, magazines, junk mail, office paper) saves resources and considerable landfill space. By removing recyclables and yard waste from the waste stream, the City significantly reduces disposal costs.

Major Accomplishments

The Environmental Bureau oversees the Refuse and Recycling Collections Contract with York Waste Disposal/Republic Services. The current contract runs May 1, 2013 to April 30, 2017. There remain (3) optional 1-year extensions, provided both parties agree to extend under the existing terms.

This bureau monitors related contract requirements, schedules large-item collections, summarizes collection and disposal costs, provides resolution and tracking for complaints, inspects collection crews, and meets with hauler representatives as needed. All processible waste is delivered to the incinerator and all non-processible waste to Modern Landfill.

City-Contracted Collections (curbside, tote cart and dumpster):

The Refuse and Recycling Collections Contract covers various solid waste management programs including collection of trash from 147 street cans three times a week and the collection of city contract dumpsters and tote carts, primarily at City facilities and multi-unit residential buildings.

Nearly 15,190 households and small businesses received twice per week refuse and once per week recycling collections. Of the 2,369,640 collections, there were 464 complaints, a plausible 0.0002%.

Of the 8,514 addresses scheduled for large-item collection (scheduled year-round), there were 246 complaints, totaling 0.03%.

About 15,190 households and small business received once per week curbside yard waste collection, (March to mid-December). During 41 weeks and of the possible 622,790 collections, there were 220 complaints, totaling 0.0004%

City-Contracted Tonnages (curbside, tote cart and dumpster):

17,075.3 tons of Refuse and scheduled large-items were collected (compared to 16,501.2 tons in 2014).

2,778.45 tons Recyclables were collected (compared to 2,750.49 tons in 2014). A milestone in June, 2008, the City added corrugated cardboard and paperboard items to the recycling program and tonnages climbed from 1,641.84 (city contract) tons recycled in 2007 to 2,778.45 (city contract) tons in 2015, a remarkable increase of 69%.

802.96 tons of yard waste (brush/leaves/Christmas trees) from March – mid December (compared to 987.22 tons in 2014). Yard waste is transported to H&H in Spring Grove.

During the first two weeks of January, 850 Christmas trees, or nearly 12.75 tons, were collected and chipped by City staff (compared to 978 trees, 14.67 tons in 2014). The Compost drop-off facility at Memorial Stadium was open the first Saturday of each month (April – December) from 10 a.m. to 2 p.m.

In the spring, thirteen public education sessions were held in second-grade classrooms in the City's elementary schools. Most classes participated in a "litter walk" around the school grounds to remove litter. An EnviroScape unit was also part of the program which showed storm water contamination as it coincided with the litter segment of the program.

Having begun in 1991, the City's Adopt-A-Block program finished its 24th year, with four scheduled AAB cleanups by volunteers from 26 active groups, as well as from active York College student organizations totaling about 200 students.

Bureau staff arranged for delivery of supplies, removal of litter bags, free disposal, and other preparations for KYB's Spring and Fall Litter Cleanups where volunteers removed litter from along sidewalks, streets, etc. The fall KYB cleanup was cancelled due to inclement weather.

Arrangements were made with York Waste Disposal for a rear-load truck or roll-off container and with YCSWA for free disposal for the following neighborhood cleanups:

- North East Neighborhood Association (NENA) 7/15/15 1.35 tons trash removed
- Tidings of Peace Christian School 9/26/15 18 tons of trash removed
- Olde Towne East Neighborhood 10/26/15 2.95 tons of trash removed

A city-wide was sent "Postal Patron" to customers in the spring and fall, as it is required by Act 101 to advertise recycling requirements at least twice per year.

Late fall, city staff vacuumed loose leaves from curb areas and transported them to the City's compost facility. Litter and debris were removed to provide a cleaner product for a private composter.

The City's litter vacuum operated each weekday, weather permitting, primarily in the downtown area.

Staff issued/sold 70 recycling bins, 158 recycling cans, 59 packs of yard waste bags and 183 yard waste cans to curbside customers.

Press Releases and WRCT/Public Access TV Ads were prepared for 6 major holiday collections (New Year's Day, July 4th, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day), and for the start/end of seasonal collections (Curbside Yard Waste, Fall Leaf, Electronics, Christmas Trees).

The City operated a satellite site, in conjunction with York County Solid Waste Authority's program, to accept Electronics from our customers on the first Saturday of each month. An Electronics ban has been in effect since January 24, 2013. Late December we were notified by YCSWA that they could not secure a new recycler to handle the Electronics. Until further notice, there is no outlet in York County for banned TVs, computers, or anything connecting to a computer.

The Environmental Bureau has administered street cut permits since July, 1999. This year, 266 street cut permits were issued. A total of 261 cuts were inspected and invoiced, totaling \$136,378.

The City's Annual Commercial Recycling Report, Vendor Recycling Report, County Commercial Recycling Report were prepared and submitted. The Annual 902 Recycling Performance Grant application was prepared and submitted to DEP for consideration of grant funding under Act 101. The State's recycling grants help to offset costs related to recycling education and curbside recycling and yard waste containers.

The annual YCSWA hauler licensing (both MSW and Recycling) and DEP hauler licensing applications were prepared and submitted.

The bureau supervisor attended Monthly Combined Staff, Individual Staff, and Keep York Beautiful meetings, Quarterly Managers', MS4 Task Force, Utility and Hauler Meetings, and a few DEP meetings, along with other meetings and trainings (BBAS budget training, several Dynamics Software Trainings, Sensitivity Training, Benefits Meeting, Ergonomics Training and Check Cashing Training).

Along with Public Works administration, the Environmental Bureau employed a high school intern for a 10-week program over the summer months.

Staff prepared and submitted a COOP Needs Assessment for the Environmental Bureau in the event something would occur, displacing our staff from our current building for a period of about 30 days.

RECREATION AND PARKS

The Recreation and Parks Bureau consists of fourteen full-time employees, one part time custodian, one Recreation Coordinator, a Park Maintenance Supervisor and the Superintendent of Recreation and Parks. Duties from the eliminated Youth Coordinator position and the Athletic Director were assumed by the Superintendent of Recreation and Parks. This Bureau is responsible for the operation and maintenance of twenty-five parks, three Recreational Facilities (Princess Center, Rotary Building and Yorktown Center), the Voni B. Grimes Gym and the Bob Hoffman Softball Complex at Veteran's Memorial Park.

The City's twenty-five parks consists of 246.05 acres of recreational space. The Recreation and Parks Bureau is responsible for the forestry needs for the city and for maintaining portions of the downtown area including the Square and Cherry Lane. Thackston Park, now relocated across the street from its original location at 351 College Ave., was given to the City by the Housing Authority.

The Recreational and Parks Bureau provides recreational programming for youth and adults with open gym opportunities at Grimes Gym, various sporting leagues, special events, Summer Movie and Concerts Series and a six-week Summer Playground Program.

Major Accomplishments

Richard Miller began January 12, 2015, as the Parks and Sanitation Supervisor. Mr. Miller's responsibilities include maintenance responsibilities for the City's park system and recreational facilities, supervision of maintenance staff, office management and clerical duties, sanitation maintenance tasks and assisting Superintendent of Recreation and Parks.

With the elimination of the Athletic Director position, the Superintendent assumed responsibilities of the operation and scheduling for Grimes Gym, Memorial Park Batting Cages and weekend tournaments at Memorial Park Complex. Dave Brown was contracted to assist with running the Softball and Sand Volleyball Leagues at Memorial Park Complex and the basketball programs and volleyball leagues at Grimes Gym.

Highway, Parks & Sanitation and Sewer Maintenance tackled (16) snow and ice events this year. Subfreezing temperatures for long periods of time kept snow around most of the winter and presented maintenance challenges.

Communities In Schools partnered with running the City's Summer Playground Program with funding from a York County Community Foundation grant. The pilot program extended the daily program to 8 a.m. to 4 p.m., Monday through Thursday, so that an educational component could be incorporated into the summer recreation program. Communities In Schools staff supervised the children in the morning with the educational side of the program and Summer Playground Staff supervised the children in the afternoon with recreational activities. The 200 participating children received breakfast and lunch. The program ran six weeks, Monday, June 22nd through Thursday, July 30th. Summer Playground evening hours were offered at Penn Park in the beginning of the program, however, was cancelled during week #4 due to violent behavior stemming from the neighborhood.

Community partnerships proved again to be a vital tool in helping maintain our City Parks and programs. The City's Angels of the Park Program, along with some private donations, raised over \$16,650.00.

A first time Community Garden Program was held in Yorktown Park for neighbors who reside around the park. Volunteers from City View Church worked with the participants throughout the summer which yielded bountiful harvests that were shared throughout the Yorktown Park community.

The Park Maintenance staff and supervisors received public recognition by the Amateur Softball Association during the Opening Ceremonies of Eastern Nationals for having the highest/best survey results for facility appearance and ground maintenance practices of all Eastern National Tournaments held within the United States for the eleventh year in a row.

The Rotary Club of York's, Preserve Planet Earth Committee celebrated planting its 500th tree in York City's Allen Park in early December.

A partnership was formed with Crispus Attucks' job mentoring program. Federal Funds made available to Crispus Attucks provided six additional seasonal employees to assist with summer maintenance tasks in the park system.

Penn State York scheduled gym time during the fall and winter months at Grimes Gym while renovations took place at their gym.

Additional Funding was provided in our Parks Maintenance Material account which allowed for additional parks to be wood carpeted.

Mark Simpson entered a contract with City to become our concessionaire vendor for Memorial Park Complex. Ethal's BBQ provided food and beverage products to the patrons at Memorial Park Complex over the summer.

Phase II of the Penn Park Community Playground project was completed with grand opening of the new Splash Pad and Rain Garden on July 15, 2015. TJ Rice, local barber shop owner, raised funds to repaint the basketball courts and replace the backboards and rims at Penn Park.

Phase II of the Reid Menzer Memorial Park Skate Park was completed, making it larger and adding lights.

York City's Bring On Play had another successful year. Phase I of the Memorial Park Complex Playground Build was completed Friday, September 25th, replacing the existing playground that was wearing out located behind the Batting Cage Pavilion.

Local softball teams participated in the Summer and Fall Leagues at Memorial Park Complex raising funds to replace shingles on the bathrooms and maintenance building at Hoffman #1.

Angels of the Park Program

These Organizations throughout York City made a positive impact on our community by rolling up their sleeves and with financial assistance for improvements not only within the Park System but the City as a whole:

1. Grace Fellowship Church Farquhar Park – Value: \$1,000.00 (wood carpet)
2. Family Health Serenity Garden/Albemarle Park – Value: \$600.00 (plants, mulch and memorial bricks)
3. Bell Socialization - Foundry Boat Basin - This group participated in the Mayor's "Take Ten On Tuesday Initiative" every Tuesday during the summer months by weeding flower beds and helping spread mulch.
4. Emmanuel Church Kiwanis Lake – \$300.00 (new bushes)
5. Garden Club of York \$500.00 (trees)
6. Food Struck - Penn Park – Value: \$1,000.00 Money was donated towards BOP for play equipment in Penn Park.
7. Rescue Mission of York partners every year with York City's Easter Egg Hunt at Kiwanis Lake. Additionally, Meeting Place Church sponsored the 2 year old and under age group and purchased 4 bikes for prizes. The Untamed Motor Cycle Club of York sponsored the 5 and 6 year old age group egg hunt. City View Community Church volunteers filled 2,000+ plastic eggs with candy and purchased 4 bicycles for prizes – Value: \$1,000.00
8. York Alliance Church - Albemarle Park – Value \$750.00 (adopted park and donated wood carpet and paint for the band shelter).
9. RAYAC Renaissance Park - Value: \$500 (adopted park and planned improvement projects)
10. City View Community Church Lincoln Park – Donated \$1,000.00 and spread wood carpet under play equipment. They also assisted with the Community Garden Program at Yorktown Park.
11. Shadow Fax - Arles Park – Donated \$1,900.00, purchased wood carpet for under play equipment.
12. Frito-Lay - Williams Park – Donated \$2,300.00, donated wood carpet for under play equipment.
13. Mr. Appell - Donated \$1,800.00 to purchase 36" bar chain saw for cutting enormous trees.
14. Softball Teams raise \$1,000.00 for new roofing material for the bathrooms and maintenance building on Hoffman #1 in the Memorial Park Complex. Players volunteered labor for the project.
15. Keep York Beautiful – Value: \$3,000. Funding was provided by York Co Commissioners for a new garden design at the Liberty Garden at Kiwanis Lake.

TOTAL CONTRIBUTIONS: \$16,650.00

Bring On Play (BOP)

The Bring On Play Committee, under the direction of Karen Gleba, organized events and secured donations for Phase 1 of the Community Playground Build at Memorial Park Complex. A small grant from KaBOOM! helped fund this year's project, held Friday, September 25, 2015. Eighty volunteers helped build the new playground.

The Eighth Annual Day of Play took place Monday, July 27th at Penn Park. Approximately 180 children from the City's Summer Playground Program participated. The City's Summer Playground Staff planned activities to engage children in physical exercise during the event. Due to rain the program ended at 2 p.m.

Construction finished on the new Splash Pad at Penn Park, with hooking up the fountain heads and water supply. Rain Garden plantings were donated by Strathmeyer Landscaping and were completed early July.

Special Events

Maintenance staff provided maintenance for the St Patrick's Day Parade, Annual Easter Egg Hunt, Annual Trout Fishing Derby at Kiwanis Lake, Olde York Street Fair, Box Lunch Revue, York Arts Festival, York Bike Night, Halloween Parade, Angel Amble/Devil Dash 5-K, Light Up Night and New Year's Eve First Night events.

The 16th Annual Kids Hooked On Fishing Program took place in York City School District's elementary schools. One-hour educational sessions were held immediately after school, Thursday, March 13th through Tuesday, March 25th. Children who participated in the educational sessions were given their very own fishing rod and reel. The Rotary Club of York funded enough fishing rods for this year's program as well as next year. Approximately 65 children participated in the Kids Hooked On Fishing Program.

The 16th Annual William Shaffer Trout Fishing Derby was held on Saturday, April 4th, at Kiwanis Lake. Over 220 children registered for the event which ran 8 a.m. to 12 noon. Prizes were awarded for the largest fish caught. This year, state record trout were stocked in the lake in addition to the Izzack Walton's normal trout fish stocking. The weather was cold and damp.

The 40th Annual York City Recreation & Parks Easter Egg Hunt at Kiwanis Lake was postponed to Sunday, March 28th, due to snow. Four hundred children collected candy-filled eggs on a beautiful Sunday afternoon. City View Community Church helped fill plastic eggs with candy and donated bicycles for prizes.

The Art in the Park Program was held June 29th through July 31st, 6:30 to 7:30 p.m. at Yorktown, Allen, Albemarle, Lincoln and Penn Parks.

For the first time, a community garden program began at Yorktown Park with five residents signed up to participate. Volunteers from City View Community Church, along with York City's Health Bureau assisted residents in growing tomato, onions, peppers, squash, zucchini, green beans, pickles, cucumbers, kale herbs etc. The garden program yielded bountiful harvests that were distributed around the park's neighborhood.

The Summer Movie Series at Kiwanis Lake began Wednesday, June 17th and was held every Wednesday evening for seven weeks. The movies began at dusk, weather permitting. Nearly 800 people attended throughout the seven weeks. This was the first year that Grace Bretheran Church partnered with the City by hosting children activities prior to the start of each movie. This helped daily attendance numbers increase for the movie series.

The Summer Concert Series at Lincoln Park began Thursday, July 16th and was held every Thursday evening for five weeks beginning at 7 p.m., weather permitting. The free concert series featured rhythm and blues bands, classic rock, folk and reggae. A Motown DJ night had patrons up and dancing. Attendance was up from past years and averaged sixty people each evening.

The second annual Angel Amble Devil Dash 5-K run, sponsored by the York Revolution and York City Recreation Parks, was held Sunday, October 25th, one hour prior to the start of the York Halloween Parade. Twenty-five participants, some dressed in costumes, ran or walked the parade route on Market Street with proceeds benefitting the York City Angels of the Park Program. Prizes were awarded to best top three finishers in Men's, Women's and Youth as well as for best dressed individual and group categories.

Facilities

Memorial Park Batting Cages were prepared and opened Monday, April 6th to Thursday, September 24th, Monday through Thursday, 5 p.m. to 9 p.m. and Saturdays and Sundays, noon to 4 p.m. The Batting Cage season grossed \$6,333 and the season ran one less month due to low attendance.

The Princess Street Center continued to be leased to Lots Of Love Day Care. In September, the day care took over the last available classroom on the first floor and now has full use of the facility.

The Rotary Building lease changed from Lots Of Love Day Care to Pennsylvania Preparatory Academy. Pa. Prep. leased the front half of the building while WRCT utilized that back half.

The Yorktown Center front room continued to be leased by Morgan Detective Agency.

Parks and Sanitation Crews

Maintenance staff performed daily cleaning of the downtown area, custodial and building maintenance at recreation centers, grounds maintenance at City Hall and the Police Station, equipment and vehicle maintenance, removal of dead animals from City-owned property and streets, forestry needs of the City (including storm damage clean ups), removal of debris and large items from city streets and alleyways, trash and litter removal from City Parks, graffiti removal, playground maintenance, special event maintenance and cleaning and sealing vacant properties throughout the City.

Staff collected and chipped 850 Christmas trees from City residents and assisted with removing decorations and the Christmas tree from downtown.

City Maintenance Crews across the department of Public Works worked cleaned up after (16) snow and ice events. A new snow plan procedure for removing snow from secondary's and alleyways was implemented at parks that proved beneficial and efficient. Thursday, March 5th, a Snow Emergency was declared for a snow storm that was over 7 inches. Prior to the St. Patrick's Day parade, snow piles were

removed from the square areas so patrons could watch the parade. After the snow melted, litter and large items that had been covered by snow were removed throughout the City over a couple week period.

New tile floors were installed and walls painted in the men and women restrooms at Grimes Gym.

Winter tree take down projects were completed at Lincoln, Allen, Penn, and Noonan Parks, Kiwanis Lake, and the Colonial Court House. Met-Ed assisted with the take down of a tree to avoid high voltage power lines in Penn Park.

The multi-purpose room was repainted and modine heaters were installed at the Princess Center.

H&H Composting removed 20 tri-axle loads of yard waste from the Compost Site.

Multiple meetings were held with user groups for scheduling Softball Tournaments and Leagues at the Memorial Park Complex. Multiple meetings were held with potential sponsors to plan upcoming spring programs, special events and sporting leagues.

The City of York participated for the third year with (YCSWA) York County Solid Waste Authority's electronics collection events. The Covered Device Recycling Act went into effect on January 24, 2013, which prohibits anyone in Pennsylvania from disposing electronic devices into the normal waste stream. Hours of operation were from 9 a.m. to 12 noon on the first Saturday of each month.

Restrooms and outdoor facilities at Memorial Park Complex were de-winterized and water was turned on. Memorial Park Complex fields and Batting Cages were prepared and opened for spring. As use of the City parks increased, trash and litter removal became a priority. During the growing season, maintenance staff mowed and trimmed 250 acres of recreational space. The Park System was reopened to the public during the first week of April, after cleanup of a severe ice storm in February.

Little League Facilities and fields located at Allen Fields and Odeon Field were prepared for the 2015 season. Preparation included de-winterizing restrooms and concessions, dragging infields to remove weeds, cleaning fence lines, and trash can and picnic table placements.

Summer Softball Leagues at Memorial Park Complex began April 21st. Weekend tournaments at the complex began April 5th.

Playgrounds throughout the Park System were inspected for safety prior to increased use. Monthly playground inspections continued April through October and repairs were made to equipment to ensure public safety. Wood Carpeting was applied to playgrounds early April through late November.

York City Parks and Recreation celebrated Arbor Day with McKinley Elementary School's fifth grade classes on Friday, April 24th, at Penn Park. Heritage Lawn and Landscape, along with York Tree Service participated in our event. The Garden Club of York purchased and donated 3 trees for the students to plant. Matt Kerns from Pennsylvania State Forestry presented Mayor Bracey and the City of York with the Tree City USA award.

Staff opened the compost site at Memorial Park Stadium the first Saturday of each month, April to December, from 10 a.m. to 2 p.m. for York City refuse customers to deliver quantities of yard waste.

Ornamental planters in downtown were prepared for three seasonal plantings (Spring, Summer and Fall/Winter). In May, the Garden Club of York installed sixty-five hanging baskets of summer annuals throughout downtown, providing summer color from May through September. A private contractor watered the baskets for the Garden Club of York.

Parks and Sanitation maintenance staff assisted in 13 Clean Sweeps throughout the City.

The Band shelter in Albemarle Park was painted by the City's Painter and by volunteers from York Alliance Church.

From April through late October, the following maintenance tasks were completed daily:

1. Emptied trashcans and removed litter throughout the park system
2. Tractor mowed, push mowed and trimmed city parks
3. Prepared ball fields for summer league and weekend tournaments
4. Maintained volleyball sand courts
5. In May, City Forester began to spray unwanted vegetation from park system, city-owned facilities, roadways and abandoned lots

Mark Simpson, owner of Ethel's BBQ, became the new concessionaire for Memorial Park Complex.

A project was coordinated by Cori Strathmeyer of the YMCA as part of an Eat, Play, Breathe initiative to motivate physical exercise into a daily routine. Volunteers assisted artists with painting hopscotch murals on the walkways throughout downtown York.

In July, graffiti removal began in the park system and throughout the City.

Completion of Phase II of the Community Playground Build at Penn Park was celebrated with a grand opening of a splash pad and rain garden on July 15th. Children from the Summer Playground Program along with residents and community leaders joined the celebration.

Phase II of the Reid Menzer Memorial Skate Park was completed late November.

Penn State York utilized Grimes Gym 3 days per week for winter sport team practices (Men's and women's basketball and women's volleyball) from August and continuing through February, 2016 while York Campus renovated their gymnasium.

A partnership was formed with the York Rescue Mission to mulch tree wells and garden spaces throughout the downtown area. Downtown Inc. paid for some mulch used to beautify these areas. Tim Fulton, of Downtown Inc. secured private funding to cover mulch used at the Foundry Boat Basin.

Self-leveling concrete floors were installed replacing porcelain tile in restrooms at the Grimes Gym.

Industrial Park drainage basins were mowed and trimmed and curb lines along undeveloped sites were trimmed back. Weed spray was applied along curb lines throughout the Industrial Park.

Keep York Beautiful secured funding from the York County Commissioners and Hively Nurseries installed their newly designed landscape at the Liberty Garden located within Kiwanis Lake Park.

In October, park restroom facilities, Penn Park Splash Pad, York Little League Fields, Memorial Park batting cages and sand volleyball courts were winterized. In November, the bathrooms, concession

stand and the softball fields in Memorial Park Complex were winterized. The sails in the Stadium were taken down and the tables and chairs in Cherry Lane are stored away for winter.

Josh Santiago accepted the position of Park Utility Technician in October. The vacated Equipment Operator II position was placed for bid with the intentions of filling it early 2016.

Discussion began about addressing the affects the Ash Bore Beetle will have on the City's roughly 128 Ash Trees located on City property and within our park system.

Loose leaf vacuuming began in October and, due to a mild fall causing leaves to drop at a slower rate, removal continued through late December. Leaf mulching in the park system occurred October through the end of December.

Tree elevations, dead tree take downs and Ash Tree removals began in the fall and continued through the end of the year.

Rotary Club held its eighth tree planting in York City. Eight Japanese Lilac's were planted in the parking lot of York City Hall and four were planted along Pacific Avenue in Lincoln Park. Due to mild temperatures in December, Rotary Club's Preserve Planet Earth Committee planted their 500th tree in Allen Park. A ceremony was held to honor the achievement and a proclamation from the Mayor's office was presented to the committee.

Maintenance repairs resumed inside Recreational Facilities. Repairs were made to the Princess Center's kitchen cabinets and floor and plastic was installed on all windows for winter. Lots Of Love painted some walls inside the building.

The downtown area was decorated for Christmas.

Snow removal equipment was prepared for the Winter Season.

Youth Programs

The Summer Playground Program had an excellent year with 200 children participating daily, June 23rd to July 31st. The program was held Monday to Thursday, 8 a.m. to 4 p.m. at the Memorial Park Complex, and at Allen, Bantz, Lincoln, and Yorktown Parks. Yorktown Park was added this year.

An evening hour program was held at Penn Park as the Recreation staff engaged the children with arts and crafts and kickball games Mondays to Thursdays, 5:30 to 7:30 p.m.

Planned activities for each week included:

Monday – children stayed at their registered park and were engaged in physical activities, games and arts and crafts. On Mondays, during the 6-week program, Police took each park bowling once.

Tuesday – children went to swim at the Graham Aquatic Center's outdoor pool. Each park individually participated in one free swim lesson at Graham Aquatic Center during the six week program.

Wednesday – children skated at Roll-R-Way Skating Rink.

Thursday – children went to Memorial Park Complex, Farquhar Park or Penn Park’s splash pad where they were exposed to various recreational opportunities which they may not have in their neighborhood park.

This year a partnership was formed with Communities In Schools to offer a Summer Playground Program with an educational component. This pilot program was funded by a grant through the York County Community Foundation. With the new educational component, the program hours were increased from normal 6 hours to 8 hours per day. Community In Schools provided staff for the morning educational component and the Summer Playground Staff provided the recreational component in the afternoon. The new format was a success and exercised both the child’s mind and body. Because of the additional 2 hours, breakfast was added ensuring each child the opportunity to receive a well-balanced meal twice a day. This concept was a one of kind program in the country and was monitored throughout for its effectiveness.

Transportation was arranged with Durham Bus Services. The York City School District’s Summer Lunch program provided lunch for children on a daily basis. Abundant Life Ministries provided breakfast each day for the children. For the third year in a row, an inner-park track competition took place at William Penn Senior High School’s track at Smalls Athletic Field. The Children enjoyed participating in running, jumping and throwing events. Overall, the weather was good with the exception of a couple rainy mornings. No programs were cancelled. Twenty-Seven Recreation Staff were hired to run the summer program. This year’s staff proved to be one of the best. A total of 4,800 children participated in the Summer Playground Program, an increase from 2014.

The Tennis For Kids Program was held at the tennis courts at Farquhar and Penn Parks. The program ran June 22nd to July 24th, each Monday, Wednesday and Friday, 9 to 11 a.m. Participating children received a free tennis racket.

Adventure Camp at Pinchot Park took place August 3rd to August 6th. Recreation Staff transported the children in recreation vans. Fifteen campers and five Recreation staff spent the day at Pinchot participating in outdoor adventures. Beth Kemply, Pinchot’s biologist, directed our campers in activities including zip lining, rope climbing, hiking, fishing, kayaking, swimming, camping, navigation with GPS, and biology and plant identification. One of the highlights of the week was that the children and Recreation Staff participated in zip lining and rope climbs at Ski Round Top.

Athletic Programs

Graham Companies Grimes Gym Youth Basketball League – Voni Grimes Gym, February and March. (4) Middle school and (4) High school age teams participated. Graham Companies donated \$3,000.

Coors Light White Rose Softball League – Memorial Park Complex, April 21 through August. (57) Teams participated, (10) Women’s and (47) Men’s.

Coors Light White Rose Fall Softball League – Memorial Park Complex, September 8 through October 29. (24) Teams participated.

Softball income	\$83,569.00 (includes Memorial Park field rentals)
	<u>+ 2,600.00</u> (from sponsor)
	\$86,169.00

Coors Light York Summer Basketball League – Grimes Gym, May 26 through August 4.
Division 1, (10) teams and Division 2, (6) teams

League income	\$4,400.00
	+ 450.00 (from sponsor)
	\$8,850.00

Coors Light Beach Volleyball League – Memorial Park Sand Courts, June to mid-August.
(80) Teams participated. League was divided into (24) Women’s fours, (14) Men’s fours, (13) Co-Ed sixes,
(9) Men’s doubles, (8) Women’s doubles, (12) Co Ed doubles.

League profit	\$4,720
	+ 450 (from sponsor)
	\$5,170

Coors Light Co-Ed Volleyball League – Voni Grimes Gym, mid-October 2014 through February 2015. (24)
Teams played in two divisions.

League profit \$1,800

Skyhoundz K-9 Frisbee competition –Memorial Park June 13 2015
(45) Dog/Human teams participated in the event.

BUILDINGS AND ELECTRICAL MAINTENANCE BUREAU

This Bureau, consisting of eleven (11) full time and two (2) part-time employees under the direction of the Superintendent, is responsible for maintenance, renovations and painting of all City-owned buildings; maintenance, modifications and installation of 103 traffic signals and controllers and maintenance of nine (9) fire alarm circuits; monitoring of 3,100 GPU street lights and maintenance of 600 street lights owned by the City; and in-house telephone and computer line maintenance. Electrical services are also provided to Recreation facilities at the Memorial Complex, and Allen Field.

Major Accomplishments

This year was very busy for traffic work. All (103) traffic control cabinets were cleaned, lubricated and had new filters installed. The Electrical Bureau responded to one hundred ninety six (196) calls for traffic signal malfunctions with several hundred additional calls about intersections people perceive to not be working properly. The Electrical staff located and marked one thousand two hundred and 4 (1,204) PA One Call reports.

4 new Gamewell auxiliary boxes were added to the system this year. Problems were experienced with Circuits 1, 5, and 8 of the fire alarm system at times during the year and work was completed to restore service to these circuits. Work continued on the fire alarm database. Trimming was also completed on circuits 7, and 9.

The Buildings and Electrical Maintenance Bureau was involved in several projects this year. We installed radio interconnect on 28 intersections in the city from city line to city line on Market and George streets. 85 feet of frozen and broken sewer line was repaired at the Market street garage. Sound proofing was installed in the Internal Affairs office. An over height vehicle alarm was built for the Market street garage. Underground electrical wiring was replaced at Colony Park. New Jockey pumps were installed for the sprinkler system at vehicle storage. The Eagle station exterior was painted. 64 repair tickets were completed for the WWTP. 53 lights were rebuilt for the Market street garage. 13 steam traps were rebuilt for Grimes gym. New Pre-emption was installed for Railroad at Broad Street. All underground lighting was rerouted and replaced for splash pad at Penn Park.

The Buildings and Electrical Maintenance Bureau assisted the Parking Bureau by repairing the gates at the King Street garage (5) times, and repairing (53) lights in the Market Street parking garage. Two new electrical panels were installed at the Philadelphia Street garage. The Buildings and Electrical Maintenance Bureau staff assisted with snow removal on surface lots and parking garages. The Department also set up the Podium and Sound System for the Mayor's office 34 times this year in different locations.

The bureau was involved with the downtown special events such as the St. Patrick's Day Parade, Halloween Parade, Street Fair, Bike Night, York fest, and New Year's Revolution and provided electrical services for performances and vendors.

WASTEWATER FACILITIES BUREAU

The Wastewater Facilities Bureau of the City of York Department of Public Works is comprised of the following divisions:

- Wastewater Treatment Plant
- Sewer Maintenance Division
- Municipal Industrial Pretreatment Program

WASTEWATER TREATMENT PLANT

The City of York regional wastewater treatment plant serves eight municipalities including:

The City of York	West Manchester Township
Manchester Township	York Township
Spring Garden Township	North York Borough
Springettsbury Township	West York Borough

This treatment plant includes reliable core treatment processes providing pollutant treatment, biological nutrient removal (BNR), sand filtration, ultraviolet disinfection and post aeration of a high-quality treated effluent, prior to release to the Codorus Creek. The plant is permitted with an organic capacity of 18 million-gallons-per-day (mgd) and a hydraulic capacity of 26 mgd. Our treatment plant is in the "large plant" category and serves as a role model for other plants in the state and the EPA region.

The plant also has sustainable features for the extraction of reusable resources from raw sewage, including:

- Anaerobic digestion that produces a Class B biosolids which is applied to Pennsylvania farmland as a

fertilizer and soil conditioner, also saving landfill space

- Microturbine co-generators that recover electricity from digester gas and shave peak power loads
- Ostara fertilizer plant that extracts nitrogen and phosphorus to produce a clean, crystalline fertilizer product for resale

The treatment plant staff includes thirteen full-time administrative and laboratory staff positions, twenty-two full-time labor positions and one part-time labor position, in order to provide 24-hour staff coverage 7-days per week.

Major Accomplishments

General Manager, Andy Jantzer, submitted his resignation from the City of York in early January, 2015.

The WWTP met all permit limits for the year while working short staffed for another year. Vacancies included; General Manager, Operations Manager, and two (2) WWTP Operators.

001 Flow Meter - calibrated and reinstalled.

Anaerobic Digester #2 cleaned and returned to service.

Anaerobic Digester #1 biogas transfer lines cleaned, new valve installed, and service ready.

Substation #3 and #4 Preventive Maintenance completed, identified repair work completed.

Anaerobic Digester #1 & #2 - Flame arrestors/pressure/vacuum systems checked - installed weights to proper set points.

Sand Filter gates and operators replaced - 10 influent gates Sand Filter bypass stop logs purchased and delivered - to replace deteriorated stop logs Sand Filter mud valves replaced, catwalks repaired.

Train 3 RSPS Utility water line replaced.

Sampling SOP updated and training completed.

3 chemists completed their wastewater operator certification testing (1 took the lab supervisor certification exam).

Primary and Train 2 basin influent gate operators replaced.

Primary sludge valves replaced (5) Train 2 RAS VFDs - 3 replaced Raw Sewage VFD - rebuilt 1 unit.

Digester #1 and #2 Mixing Valves replaced (14) Digester #1 Gas leak repaired in sample pipe via lining.

Infor/EAM CMMS installed WIMS laboratory data management software installed.

Biogas ultrasonic flow meters (5) purchased ready for phased installation.

Train 3 RSPS valves - began phased installation of replacements.

Sand Filter - manual cleaning of 3 sand filters completed - replenished sand Sand Filter cleaning SOP updated - Sodium Hypochlorite handling training provided, PPE distributed.

Train 2 Ferric Chloride tank (003a) repaired and returned to service.

Utility water pumps rebuilt Utility water strainer system purchased - to be installed in 2016.

Modified Sodium Hypochlorite system to enable feed to RAS at both Train 2 and Train 3.

Batteries on 3-10kw UPS units replaced.

Headworks bar screen modifications by HUBER completed - acceptance scheduled for 2016.

GE Operator log of activities and modification -restored functionality.

Rain garden installed to improve water quality and reduce erosion at Lightner's Run Installed block wall along Blackbridge Rd.

SEWER MAINTENANCE DIVISION

Major Accomplishments

The division recorded (167) sewer-related actions or complaints. Sluggish or blocked mains generated (22) complaints. There were (116) complaints related to actual lateral blockages. Twelve (12) of these were when a plumber was unable to restore service or reported a defect. The division restored service by using sewer-cleaning rods or a Harben. Plumbers addressed the other (104) lateral complaints. Thirteen (13) laterals were inspected with the CCTV equipment. The other complaints resulted in a general investigation or were unrelated to lateral or main malfunctions. A total of (144) trouble reports occurred while on-duty and (23) were call-outs. The call-outs were as follows: (5) main blockages, (15) lateral blockages, (3) non-sewer related issues.

The division repaired four (4) laterals during 2015. (History of repaired laterals: 2014-5; 2013-5; 2012-3; 2011-2; 2010-5; 2009-9; 2008-4; 2007-6; 2006-4; 2005-3; 2004-6).

There was (1) main repair completed by the division during 2015.

The division cleaned 187,715' of sanitary sewer during 2015 (History of feet of sanitary sewer cleaned: 2014-93,766'; 2013-353,329'; 2012-445,934'; 2011-257,091'; 2010-182,500'; 2009-245,200'; 2008-163,058'; 2007-135,567').

No major replacements or rehabilitation took place in 2015. (History: Main Sewer pipe replacement/rehabilitation: 2014-0'; 2013-356', 132' by City contractor, 234' by developer; 2012-0'; 2011-3,001'; 2010-2,707'; 2009-1,322'; 2008-817'.)

The crew televised 968' of sanitary sewer mains in 2015. (History of feet televised: 2014-19,627'; 2013-0'; 2012-0'; 2011-1,500'; 2010-6,490'; 2009-1,278'; 2008-7,817'; 2007-5,024') Storm Water Sewer CCTV footage 210'.

In 2015, (2,020) manholes were inspected during cleaning and maintenance activities.

A total of (2) sanitary sewer manhole frame and cover was replaced and adjusted to grade. The division assisted Highway replacing/adjusting (4) storm sewer manholes. Manholes frames and covers replaced by outside contractor during paving: (14) SS total. No manhole cushions were installed. (2014-7 SS, 3 SWS; 2013-14 SS, 5 SWS; 2012-1 SS, 30 SWS (replaced 3); 2011-17 SS, 19 SS due to sewer construction, 3 SWS manholes; 2010-63 SS manholes, 10 SWS manholes, 2009-35 SS manholes, 10 SWS manholes)

The chemical root control program for laterals continued in 2015. Root control was applied to (13) service laterals where homeowners indicated or the division found root problems (2014-16; 2013-13; 2012-22; 2011-21; 2010-50; 2009-29). Root control was applied to 2523' of sewer mains in problem areas (2014-0'; 2013-0'; 2012-2,643'; 2011-391').

The division continued utilizing CSL for Intermunicipal flow monitoring. This firm collects data and prepares reports from the (20) intermunicipal flow meters (1 at the WWTP) and two rain gauges. The information was used for sewer billing and collection system capacity evaluation.

The division responded to (1,531) requests for PA-One Call utility markings. (2014-1,495; 2013-1,524; 2012-1,884; 2011-1,888; 2010-1,709; 2009-1,826; 2008-2,115; 2007-2,113; 2006-2,066; 2005-1,727).

Five (5) Flood Pump Stations were inspected and maintained. All stations were operational and ready for a flood emergency.

The division continues to use a database management system to track its activities.

The Sewer Emergency Response Team continued to operate for serious sewer related backups.

The division continued to update the comprehensive sewer maps and lateral detail sheets.

The Superintendent continued to work on the mapping and attribute components of the GIS system for sanitary sewers and storm sewer system. Inventory and inclusion of the storm water outfalls to the Codorus Creek and tributaries continued as part of the City's ongoing MS4 program.

The division assisted the Highway, Parks, and WWTP as needed. The Highway Bureau assisted Sewer Maintenance on several patching and manhole projects.

The division remained fully staffed the entire year.

MUNICIPAL INDUSTRIAL PRETREATMENT PROGRAM

Purpose of the Municipal Industrial Pretreatment Program

Wastewater treatment plants are designed to treat domestic sewage; however, they also receive higher strength wastewater from industrial (non-domestic) facilities and processes. Recognizing that industrial wastewater often has different types and greater concentrations of pollutants compared to household wastewater, the United States Environmental Protection Agency (USEPA) established the National Pretreatment Program. The program's authority comes from Section 307 of the Federal Water Pollution Control Act, which is referred to as the Clean Water Act.

The goals of the pretreatment program are to:

Prevent the introduction of industrial pollutants into wastewater treatment plants that interfere or are incompatible with wastewater treatment plant processes and operations,

Prevent industrial facility pollutants from passing through wastewater treatment plants into receiving waters (i.e., Codorus Creek, streams, lakes),

Prevent the contamination of, and improve the quality of, municipal and industrial wastewater and sludges so they can be properly disposed of or used for beneficial purposes, and

Protect treatment plants, sanitary sewer systems, their workers and the safety of the public and the environment from the threats posed by industrial wastewater.^{2,3}

Established in 1981, the City of York Municipal Industrial Pretreatment Program (MIPP) is responsible for implementing the national pretreatment program for the City of York Wastewater Treatment Plant sewer service area. The MIPP is tasked with enforcing all federal pretreatment standards and requirements in addition to any local sewer use regulations.

The MIPP accomplishes this through industrial facility inspections and industrial wastewater sampling. Inspections are performed to ensure industries conduct their manufacturing processes and operate their wastewater treatment systems in compliance with pretreatment regulations, and to prevent the discharge of unwanted substances to the sanitary sewer system and wastewater treatment plant. Wastewater sampling and testing allows the MIPP to evaluate industrial compliance with both federal and local wastewater discharge regulations. Some industrial facilities may be required to treat their wastewater before discharge to the sanitary sewer to meet federal and local wastewater regulations; hence, the term "pretreatment." Wastewater test results are also used to recoup costs incurred by the City of York wastewater treatment plant to process the higher strength industrial waste- costs that would otherwise be borne by ratepayers. Personnel also investigate spills and discharges that may pose an environmental threat. MIPP has two full time staff.

Mission Statement

The MIPP is dedicated to providing effective and equitable enforcement of federal and local industrial wastewater regulations. MIPP will protect the environment, health of regional residents and workers,

² 40 CFR 401.12(f), 40 CFR 403.2

³ 1996. Pretreatment Facility Inspection. 3rd ed. California State University, Sacramento.

condition of the sanitary sewer system, and wastewater treatment plant processes. MIPP will accomplish this through the consistent application of regulations and policies, purposeful sampling and inspection activities, and keeping abreast of changes in regulations and industrial processes.

Activities Summary for 2015

The following sections summarize MIPP activities for 2015, and include core activities as well as stormwater management activities.

Core Activities

Industrial Site Visits

MIPP staff conducted over (705) industrial site visits in 2015, and collected (314) industrial wastewater samples. Thirty-four (34) inspections were conducted, which included annual inspections, compliance inspections, and facility closure inspections.

Program Administration

Twenty (20) industrial wastewater discharge permits were issued, which included permit renewals, amendments, and transfers. Permits are typically issued for a three-year period. In addition, staff also evaluated proposed industrial processes at new and existing industrial facilities, and required the submission of slug discharge control plans or the development of other industrial standard operating procedures.

Twenty-six (26) Notices of Violation were issued to (9) industries. Industries came into compliance within the required regulatory time frame.

Staff worked with various industries regarding Notice of Violation responses, compliance, self-monitoring reports, facility closures, manufacturing expansions, flow meter calibration, and permit requirements.

Various policies and standard operating procedures (SOP) were updated including, but not limited to: total toxic organics and toxic organic management plan requirements, permit application process, permit template, 2015 fees, Chapter 94, facility closure procedure and inspections, sewage facilities planning, general sampling, cyanide and oil and grease sampling, data entry, spill response measures, and slug control plans.

Changes to federal pretreatment regulations were reviewed, as well as the new dental office regulations scheduled for passage in June 2016.

Staff continued to systematically locate, or rule out, additional significant industrial users, an ongoing activity that will continue in 2016. All research materials, such as inspection sheets, site plans, land use data, state or federal environmental notifications, and news articles were added to the MIPP industrial property address file for properties not currently requiring an industrial wastewater discharge permit but which are within, or border, the City of York treatment plant sewershed.

Staff attended subdivision and land development plan review meetings for sewage facilities planning and stormwater issues.

Reporting Requirements

The MIPP met reporting requirements for 2015. The MIPP fulfills the annual pretreatment program reporting requirements of the City of York wastewater treatment plant's NPDES permit as well as the USEPA's annual pretreatment program reporting requirements. The 2014 Chapter 94 Municipal Waste Load Management Report was submitted to the Pennsylvania Department of Environmental Protection (PADEP), and the 2014 annual pretreatment report was submitted to the USEPA. Both reports were accepted. The USEPA scored the pretreatment program with a 94.4 of 100 points, which is above the 2012 USEPA Region 3 average score of 87.7 (the last year for which data is available). The pretreatment program was audited by USEPA in September 2014: at the time of this report, audit results have not yet been received.

Staff compiled and submitted the annually-required Air Information Management System (AIMS) report to PADEP. Report data are used by the Commonwealth to estimate air emissions from qualifying facilities.

Staff also coordinated completion and/or submission of the: PADEP Spill Prevention Response Plan; USEPA Spill, Prevention, Control and Countermeasure Plan; and, SARA Title III Community Right-to-Know Plan.

Sewage Facilities Planning

As preparer of the Chapter 94 report, MIPP processes sewage facilities planning modules for all developments and subdivision requiring public sewer in the City of York wastewater treatment plant sewershed. Sewage facilities planning is required under the Pennsylvania Sewage Facilities Act to ensure adequate sewage facilities are available to serve proposed developments for a five-year planning horizon. Thirteen (13) sewage facilities planning modules were processed in 2015. Additional sanitary sewer planning related issues within the sewershed were addressed by staff. Staff coordinated information with other City of York departments, engineering firms, other municipalities, and PADEP as needed.

The sewage facilities planning review process was again evaluated in 2015 to determine if past process changes continue to provide increased customer service and decreased turn-around times. Based on the ongoing time study data and comments received from customers, these goals are achieved. The time study will continue to track each step in the review process. The sewage facilities planning SOP and the frequently asked questions handout were updated to accommodate changes implemented by PADEP. The review process will be reevaluated annually.

Environmental Investigations

The pretreatment program is relied upon to provide environmental investigation assistance. Typically, a citizen complaint is lodged either directly or through the PADEP to investigate a release to the Codorus Creek, storm sewer system, sanitary sewer system, or public or private properties. In 2015 staff responded to a handful of incidents and coordinated findings with the appropriate local or state entities.

Revenue

The MIPP generated invoices to recoup the costs for industrial wastewater treatment and sampling activities. Combined with permit fees and administrative penalties, total MIPP revenue for 2015 was \$585,992.63

Information Requests

The department responded to approximately (190) information requests, including, but not limited to, Right-to-Know requests and requests for regulatory and environmental information. Staff also assisted various industries with regulatory compliance questions and technical issues.

Interdepartmental Assistance

Staff continued to aid other City of York departments with stormwater regulation and enforcement, and state and federal environmental regulatory requirements. Staff worked with wastewater treatment plant personnel regarding influent biochemical oxygen demand loadings, industrial production scheduling, data and document compilation for potential lease of the treatment plant, NPDES permit renewal, air quality permit renewal, pressure vessel guidance document, above ground storage tank compliance, chemical inventory, treatment plant sampling procedures, 5-year capital improvements plan, treatment plant stormwater inspections, and fire extinguisher inspections. Staff also drafted responses and worked with outlying municipalities regarding corrective action plans, sewer bans, and PADEP inspections.

Continuing Education and Training

MIPP staff attended industrial pretreatment conferences and received continuing education credits. The following trainings were also attended: wastewater sample data, diversity in the workplace, ageism in the workplace, sodium hypochlorite handling, and pretreatment software and data management.

Stormwater Management

The City of York holds a Commonwealth-issued general National Pollution Discharge and Elimination System (NPDES) permit for small municipal separate storm sewer system (MS4) discharges. As a natural outcome of MIPP's environmental investigation activities, familiarity with NPDES permitting, and environmental training, MIPP staff are part of a City of York inter-departmental team tasked with addressing the MS4 permit requirements.

MS4 Administration

Staff attended MS4 Task Force meetings, and drafted minutes for distribution. MIPP staff is responsible for documenting all illicit discharge events in the City of York and maintaining an illicit discharge database that meets audit requirements. Staff continued to work with other departments to meet permit requirements. MIPP prepared information for inclusion in the annual report to the Commonwealth, which included illicit discharge information, field screening activities, and staff training information.

The following standard operating procedures (SOPs) were revised: priority outfall determination and sampling, and illicit discharge determination. Staff presented at two stormwater permit compliance workshops, which were attended by engineers, municipal staff, and managers.

The City of York continued to participate in the regional Chesapeake Bay Pollutant Reduction Plan implementation: staff attended regional committee meetings coordinated by the York County Planning Commission. Staff will continue to participate in plan implementation activities in 2016.

MS4 Outfall Inventory, Dry-Weather Inspection, and Testing

Staff conducted priority outfall inspections and associated testing as required by the stormwater permit. Documentation was organized for audit compliance.

Illicit Discharge Investigations

In 2015 there were thirty-two (32) illicit discharge investigations: of those, three (3) were not illicit discharges as defined by the City of York MS4 permit, and three (3) were located in other municipalities. Although the City of York NPDES permit covers only the municipal boundaries, MIPP responds to and assists in events throughout the entire sewershed. Pollution events and watercourses do not heed municipal boundaries: tracing discharge sources may lead to locations outside the City of York. Staff contacted other city departments, municipalities, and the Pennsylvania Department of Environmental Protection and York County Conservation District for abatement or enforcement as needed. Staff also worked directly with industrial property owners to correct illicit discharges.

Continuing Education and Training

The following training sessions were attended: all-day MS4 workshop hosted by PADEP, and three PADEP stormwater webinars.

Summary

The City of York Municipal Industrial Pretreatment Program met regulatory program requirements in 2015. The pretreatment program is in good standing at the state and federal levels.

FIRE/RESCUE SERVICES

Honorable C. Kim Bracey, Mayor

David P. Michaels

Chief

I am pleased to present to you the 2015 Annual Report of the Department of Fire/Rescue Services. This report represents the state of our Department and our efforts to provide professional, courteous, and cost effective emergency response and service to our residents and visitors.

Four members of the Department were laid-off at the beginning of 2015 due to the financial condition of the city. Fortunately the laid-off firefighters were called back to work after the Department applied for and received a SAFER grant. Three members of the Department retired in 2015. Firefighter Scott Ott retired after 21 years of service, Captain Robert Behler retired after 20 years of service, and Deputy Chief Greg Halpin retired after 34 years of service.

As with every other department and bureau within the City, we faced a very challenging budget year in 2015. Much needed maintenance on department facilities was once again deferred. The Department was successful at obtaining several grants, including a grant to update training props as well as outdated fire hose. The Department also received a FEMA SAFER Grant. The grant in the amount of \$790,234 will be used to pay for four firefighter positions for a two year period.

We continue to face the challenges of the complex operations of the Department in response to the needs of our citizens. We do this while maintaining fiscal responsibility. Our financial resources remain exceptionally limited.

In 2015, the Department responded to 2,980 calls for service. Estimated fire loss for the year was \$2,391,310.00. The Department responded to several significant fires throughout the year. In the early afternoon of March 11th, crews were dispatched to 606 E. Market Street for a reported structure fire. Crews arrived to find heavy fire showing from the building and received several reports of people trapped. Crews conducted an extensive search and found that all occupants had escaped safely. The fire was confined to one building and was caused by an electrical malfunction in a third floor apartment.

On April 18th, crews were advised that a 7 year old boy had been reported missing. All on-duty crews assembled and prepared to conduct a search. Crews were assigned to search the banks of the Codorus creek. The creek was searched from Beaver St. to Richland Ave. After hours of searching, crews were happy to learn the child was found safe at a friend's house.

In the early afternoon of May 4th, crews were dispatched to the 500 block of Walnut Street for a reported structure fire. Crews arrived to find a well advanced fire involving several row homes. It took several hours to bring the three alarm fire under control. Four female juveniles were arrested for starting the fire.

In the early morning of August 6th crews were alerted to a structure fire at 450 Manor St. Crews arrived to find a working fire in a commercial building. The former Manor Club sustained major damage in the two-alarm fire of undetermined origin.

On September 13th, as crews were preparing to participate in a 9/11 remembrance ceremony, a dispatch was made for a structure fire in the 700 block of Tioga Street. Crews arrived in minutes to find heavy fire visible from 771 Tioga Street. Neighbors advised the occupants were still in the home. Crews immediately entered the home and found the two occupants. They were removed from the home. Despite all efforts, the two occupants died as a result of the fire.

The department continued to provide and install free smoke detectors to residents in conjunction with several community partners. 7,548 smoke detectors have been installed as part of the program. In addition, the Department installed 1,561 batteries in smoke detectors throughout the city.

I would like to express my thanks and appreciation to the members of the Department for their continued hard work, dedication and cooperation during the past year. I would also like to thank Administrative Assistant Trish McDowell for her valuable assistance.

Sincerely,

David P. Michaels
Chief

STATISTICS

INCIDENT TYPE REPORT – 2015

Fire

Fire, Other	1	\$0
Building Fire	126	\$1,908,165
Fires in Structure Other than in a Building	1	\$500
Cooking Fire, Confined to Container	28	\$550
Cooking Fire, Confined to Appliance	19	\$1,125
Chimney or Flu Fire, Confined to Chimney	1	\$0
Fuel Burner/Boiler Malfunction, Fire	2	\$250
Trash or Rubbish Fire, Contained	2	\$10
Mobile Property (Vehicle) Fire, Other	2	\$5,275
Passenger Vehicle Fire	29	\$99,325
Road Freight or Transport Vehicle Fire	3	\$76,500
Off-Road Vehicle or Heavy Equipment Fire	2	\$100
Natural Vegetation Fire, Other	1	\$0
Brush or Brush-and-Grass Mixture Fire	18	\$220
Outside Rubbish Fire, Other	3	\$25
Outside Rubbish, Trash, or Waste Fire	28	\$1,265
Construction or Demolition Landfill Fire	1	\$0
Dumpster or Other Outside Trash Receptacle	5	\$2,500
Special Outside Fire, Other	4	\$0
Outside Storage Fire	1	\$0
Outside Equipment Fire	6	\$260,500
TOTAL	283	\$2,356,310

Overpressure Rupture/Explosion, Overheat (No Fire)

Overpressure Rupture from Steam, Other	1
Overpressure Rupture of Steam Boiler	1
Overpressure Rupture of Boiler from Air or Gas	1
Air or Gas Rupture of Pressure or Process Vessel	1
Excessive Heat, Scorch Burns with No Fire	13
TOTAL	17

Rescue and Emergency Medical Service Incidents

Medical Assist, Assist EMS Crew	36
EMS Call, Excluding Vehicle Accident with Injury	571
Firefighter Injury, Non-Incident Response	1
Motor Vehicle Accident with Injuries	130
Motor Vehicle/Pedestrian Accident	51
Motor Vehicle Accident with No Injuries	77

INCIDENT TYPE REPORT – 2015

Rescue and Emergency Medical Service Incidents (Cont'd.)

Lock-In	1
Search for Person on Land	2
Extrication of Victim(s) from Buildings or Structures	2
Extrication of Victim(s) from Vehicle	6
Removal of Victim(s) from Stalled Elevator	6
Victims Self-Extricated from Stalled Elevator	3
Confined Space Rescue	1
High-Angle Rescue	1
Extrication of Victim(s) from Machinery	1
Water & Ice-Related Rescue, Other	1
TOTAL	890

Hazardous Condition (No Fire)

Combustible/Flammable Gas/Liquid Condition	3
Gasoline or Other Flammable Liquid Spill	9
Gas Leak (Natural Gas or LPG)	81
Oil or Other Combustible Liquid Spill	19
Toxic condition, Other	1
Chemical Hazard (No Spill or Leak)	7
Chemical Spill or Leak	1
Carbon Monoxide Incident	16
Electrical Wiring/Equipment Problem, Other	7
Heat from Short Circuit (Wiring)	6
Overheated Motor	15
Power Line Down	11
Arcing, Shorted Electrical Equipment	42
Biological Hazard, Confirmed or Suspected	1
Accident, Potential Accident, Other	1
Building or Structure Weakened or Collapsed	5

Building or Structure Struck by Vehicle	25
Vehicle Accident, General Cleanup	74
Attempted Burning, Illegal Action, Other	1
Attempt to Burn	1
TOTAL	326

INCIDENT TYPE REPORT – 2015

Service Call

Person in Distress, Other	5
Lock-Out	5
Water Problem, Other	3
Water or Steam Leak	64
Water Leak - Broken Sprinkler Line	12
Smoke or Odor Removal	5
Animal Problem	1
Animal Rescue	5
Public Service Assistance, Other	4
Assist Police or Other Governmental Agency	13
Police Matter	6
Public Service	31
Fire Watch Detail	16
Assist Invalid	1
Defective Elevator, No Occupants	1
Unauthorized Burning	6
Cover Assignment, Standby, Moveup	2
TOTAL	180

Good Intent Call

Good Intent Call, Other	7
Dispatched and Cancelled En Route	207
Wrong Location	1
No Incident Found on Arrival at Dispatch	84
Authorized Controlled Burning	6
Prescribed Fire	1
Vicinity Alarm (Incident in Other Location)	2

Steam, Other Gas Mistaken for Smoke, Other	2
Smoke Scare, Odor of Smoke	72
Smoke Scare, Smoke from Cooking (Not Fire)	146
Steam, Vapor, Fog or Dust Thought to be Smoke	13
Smoke from Barbecue, Tar Kettle	3
HazMat Release Investigation with No HazMat	36
TOTAL	580

INCIDENT TYPE REPORT – 2015

False Alarm and False Call

False Alarm or False Call, Other	1
Malicious, Mischievous False Call, Other	1
Municipal Alarm System, Malicious False	111
Direct Tie to FD, Malicious False Alarm	36
Telephone, Malicious False Alarm	7
Central Station, Malicious False Alarm	8
Local Alarm System, Malicious False Alarm	4
System Malfunction, Other	11
Sprinkler Activation Due to Malfunction	6
Smoke Detector Activation Due to Malfunction	109
Heat Detector Activation Due to Malfunction	2
Alarm System Sounded Due to Malfunction	78
CO Detector Activation Due to Malfunction	7
Unintentional Transmission of Alarm, Other	18
Sprinkler Activation, No Fire	11
Extinguishing System Activation	1
Smoke Detector Activation, No Fire	133
Detector Activation, No Fire	39
Alarm System Activation, No Fire	102
Carbon Monoxide Detector Activation, No CO	4
TOTAL	689

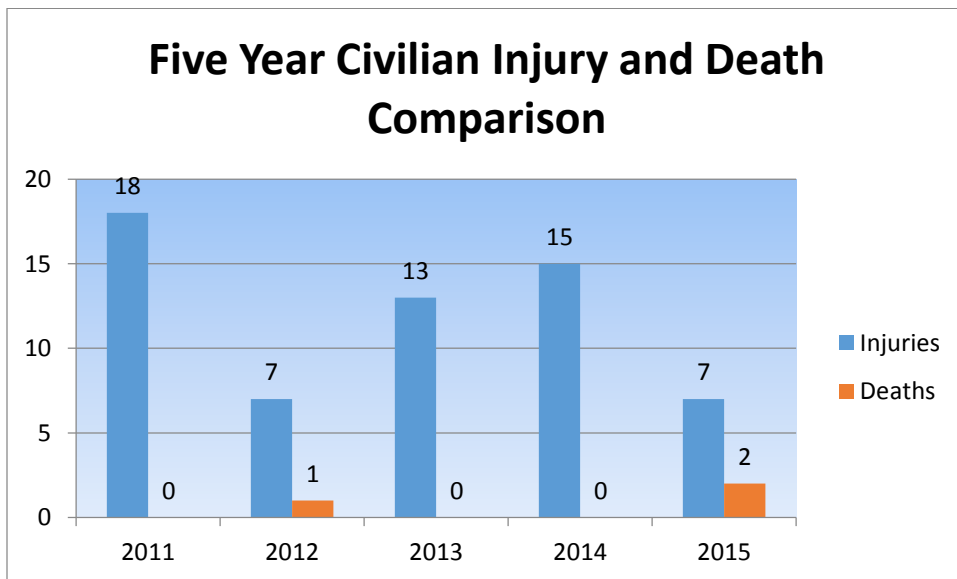
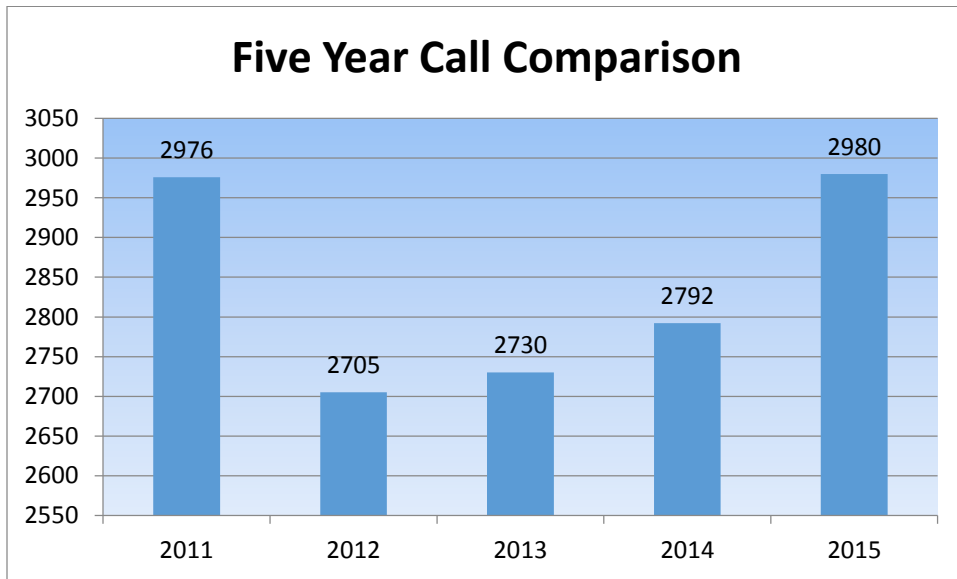
Special Incident Type

911 Citizen Complaint
TOTAL

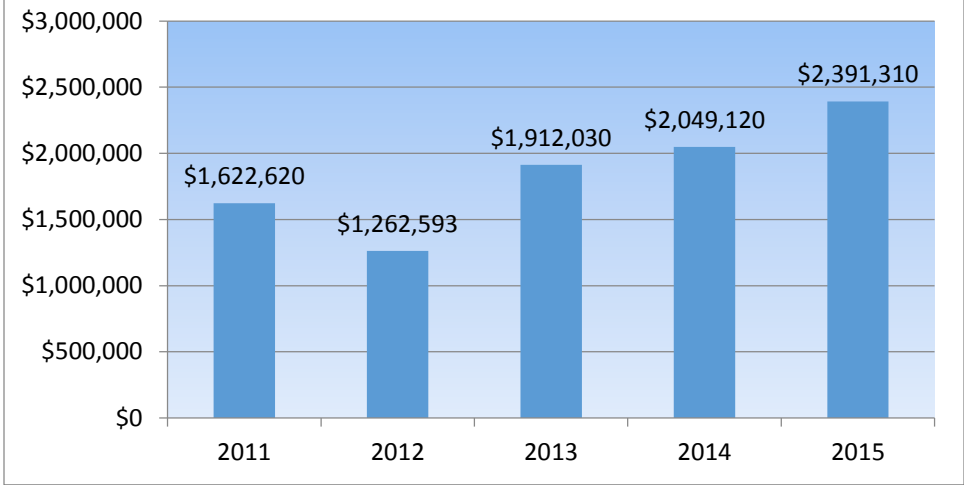
15
15

**TOTAL INCIDENT COUNT
 (INCLUDES EXPOSURE REPORTS)
 TOTAL ESTIMATED FIRE LOSS**

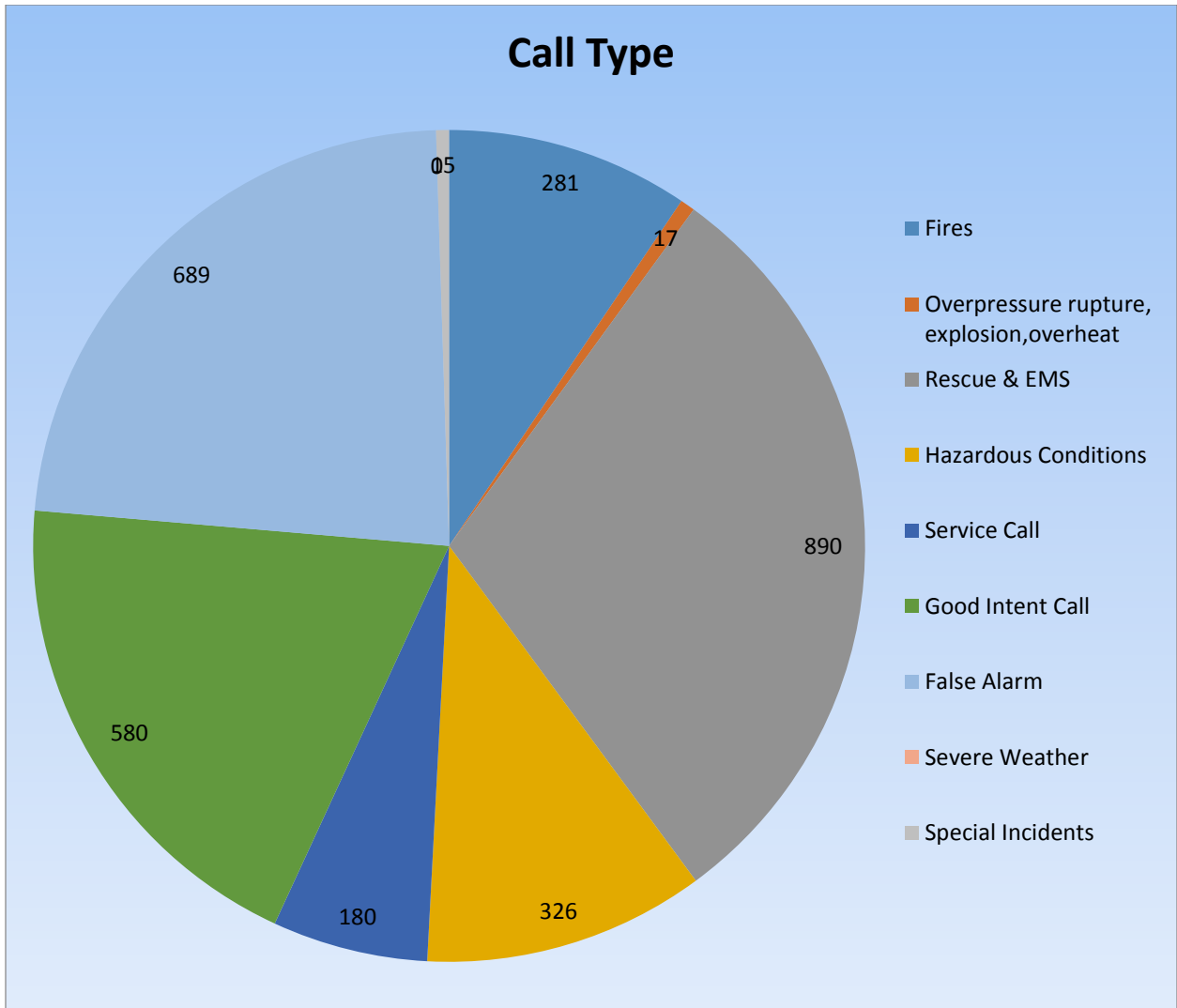
**2980
 \$2,391,310**



Five Year Property Loss



Call Type



FIRE SUPPRESSION

There are currently 48 personnel assigned to fire suppression. The firefighters/officers are assigned to four operational platoons. The Department operates three engines and one ladder truck. Each platoon is commanded by an Assistant Chief and a Captain.

Suppression personnel:

- Answer calls for emergencies
- Maintain equipment
- Attend trainings
- Perform fire prevention inspections
- Maintain facilities
- Perform pre-fire plan inspections
- Install smoke and carbon monoxide detectors
- Conduct fire safety events

In addition to performing the above duties, personnel continue to save money for the city through their work. Personnel perform vehicle maintenance, maintain ladders and small tools, service power equipment and test and maintain all department breathing apparatus. Personnel also continue to keep up with building maintenance on a limited budget.

Personnel Changes:

The following personnel retired from the department in 2015:

Firefighter Scott Ott	21 Years of Service
Captain Robert Behler	20 Years of Service
Deputy Chief Greg Halpin	34 Years of Service

The following were promoted in 2015:

David Ferguson promoted to Assistant Chief on May 4th 2015
William Sleeper promoted to Captain on May 29th 2015
Chad Deardorff promoted to Deputy Chief on June 1st 2015
Will Collins promoted to Captain on November 2nd 2015

Incidents

The Department was confronted with several major incidents throughout the year.

On March 11th at 1139 hours, crews were dispatched to 606 E. Market Street for a reported structure fire. Crews arrived to find heavy fire showing from the building and received several reports of people trapped. Crews conducted an extensive search and found that all occupants had escaped safely. The fire was confined to one building and was caused by an electrical malfunction in a third floor apartment.

On April 18th, on duty personnel were advised that a 7 year old child had been reported missing. Crews immediately assembled and a search of the Codorus Creek area was conducted. Crews searched the creek from Beaver St. to Richland Ave. After hours of searching, crews were happy to learn that the young child was found safe at a friend's house.

On May 4th at 1332 hours, crews were dispatched to the 500 block of Walnut Street for a reported structure fire. Crews arrived to find a well advanced fire involving several row homes. It took several hours to bring the three-alarm fire under control. Four female juvenile were arrested for starting the fire.

On June 12th at 1047 hours, crews were sent to the 800 block of S. Duke St. for a subject trapped in a chimney. Crews arrived and met with City PD. PD advised they had been chasing a person from a raid. The male went to the roof and went into the chimney in an attempt to hide from the police. The subject was stuck in the chimney between 802 & 804 S. Duke St. Personnel worked to free the subject with the assistance of the York County ATR team. The subject was transported to York Hospital for observation and released to police custody.

On June 12th at 2214 hours, the stations received Gamewell box 353 for 543 N. Newberry St. Personnel responded and found a serious one-vehicle accident. A vehicle had struck the telephone pole that held the Gamewell box, which caused the box to activate. One person had self-extricated but two males were heavily entrapped. The driver was extricated and pronounced dead at the scene. The passenger was extricated and pronounced dead at the hospital. An assessment showed both deceased victims had gunshot wounds which contributed to the accident and ultimately their deaths.

On July 17th, crew were advised that a dog was stuck on a roof in the 700 block of W. Poplar St. Crews responded and found the dog was actually stuck on a 3rd floor window sill. Crews used the ladder truck to reach the dog and bring it to safety.

On August 6th at 0443 hours, a dispatch was made for a structure fire at 450 Manor St. Crews arrived to find a working fire in a commercial building. The former Manor Club sustained major damage in the two alarm fire of undetermined origin.

On September 13th, as crews were preparing to participate in a 9/11 remembrance ceremony, a dispatch was made for a structure fire in the 700 block of Tioga Street. Crews arrived in minutes to find heavy fire visible from 771 Tioga Street. Neighbors advised the occupants were still in the home. Crews immediately entered the home and found the two occupants. They were removed from the home. Despite all efforts, the two occupants died as a result of the fire.

On October 15th at 0332 hours, a structure fire was reported at 363 Pattison St. Crews arrived to find all occupants were out of the house and heavy fire showing from the rear 2nd floor balcony area. The occupants advised that they were awoken to the sound of a smoke detector. They investigated and found

there was a fire. All occupants including a 9-month old baby escaped the building. It was learned that our personnel installed the smoke detectors that alerted the family.

On October 21st at 1739 hours, a dispatch was made reporting a structure fire in the 300 block of E. Poplar St. Crews arrived within two minutes to find heavy fire and smoke showing from the rear of four homes. Crews immediately noticed people throwing items from a 2nd floor front window. Crews entered the home to evacuate the residents. Crews made the 2nd floor and were searching for additional victims when the rapidly progressing fire cut off their escape route. A MAYDAY was called for firefighters who were trapped. All firefighters were able to exit the building. Two firefighters were treated for burns. The three-alarm fire damaged four homes and displaced 21 people. Three juveniles were arrested for setting the fire.

On December 30th at 0725 hours, crews were dispatched to a reported structure fire at 737 W. Princess St. As crews were responding, York County 911 advised they were receiving numerous calls. On arrival, crews were met with heavy fire involving two homes and rapidly spreading. An aggressive attack was used to contain the fire to 735 and 737 W. Princess St. The fire that caused thousands of dollars in damage was started by an electrical malfunction with a freezer.

Training:

Department members had a total of 5,384 hours of training throughout the year. Department members were trained in:

- CPR
- Haz-Mat operations
- EMS
- Confined space rescue
- Ropes and rigging
- Vehicle extrication
- Engine company operations
- Fire prevention
- Water supply
- Truck company operations
- Fire behavior
- Pump operations
- Ventilation
- College Level Courses

In 2015, the Department was recognized by the Pennsylvania Office of the State Fire Commissioner as a *Participating Department*. The recognition is achieved through Department personnel obtaining State certifications.

Smoke Detectors:

In 2015, the Department continued with the smoke detector program. On request, the Department will send personnel to install the proper number of smoke detectors in their proper locations. All smoke detectors used by the Department are obtained through donations. In 2015, the Department installed 626 detectors and 92 batteries.

In addition, the Department teamed with the American Red Cross as part of a commitment to reduce fire fatalities. The Red Cross program has a goal to reduce fire fatalities by 25% over the next four years. On October 15th, Department personnel worked with the Red Cross and other volunteers to install smoke detectors. Throughout the day, 627 smoke detectors were installed in homes. Additional smoke detectors were installed in the following days bringing the total to 775 smoke detectors. Since the beginning of the smoke detector program, department personnel have installed 7,548 smoke detectors and 1,561 batteries.

Air Packs:

Thanks to the generosity of Wellspan Health and the York Volunteer Firemen's Relief Association, the Department started the process to replace all air packs in the Department. The new air packs, the MSA G1, will offer safety to our firefighters working in hazardous and toxic environments. The air packs cost a total of \$356,288.00 and will serve the Department for years to come.

Staff Vehicle:

Thanks to the generosity of Wellspan Health, the Department was able to purchase a new staff vehicle. A 2016 Ford Explorer was purchased for a total cost of \$40,000.00.

FIRE PREVENTION

The Fire Prevention Bureau is comprised of a Captain and an Assistant Chief. The Fire Prevention Bureau enforces the International Fire Code and the Property Maintenance Code. The bureau strives to make the city a safer place through the enforcement of applicable codes.

Members of the Bureau:

- Conduct certificate of occupancy inspections
- Receive and investigate complaints
- Conduct certificate of compliance inspections
- Issue operational permits
- Review plans
- Conduct fire drills
- Provide public education
- Register and inspect vacant properties
- Maintain certifications
- Serve on the Civil Enforcement Unit
- Conduct clean sweeps

In 2015, the Fire Prevention Bureau collected \$201,475.50 in fees. Fire prevention education and training provided by staff reached 4,742 people.

The work of the Fire Prevention Bureau is often unable to be measured. Without a doubt, the inspection of properties and enforcement of codes reduces the number of fires, property loss and potential loss of life and serious injury. The work of the Fire Prevention Bureau is not only to save lives but also to improve the quality of life throughout the city. This work is accomplished by investigating complaints, issuing violations and writing citations when necessary.

In October of 2014, the duties of the Tenant-Occupied Inspection and License Program were transferred from the Fire Department as part of a settlement of a long standing contract dispute. The Department retained the Fire Prevention Bureau and continues to enforce the International Fire Code and inspect buildings throughout the City. The Bureau also administers the Vacant Property Registration Program and the Gamewell box auxiliaries.

2015 FIRE PREVENTION STATISTICS

The Department of Fire/Rescue Services performed the following fire prevention activities during the year 2015.

Inspections

Certificate of Occupancy Inspections	58
Certificate of Occupancy Re-Inspections	26
Certificate of Compliance Inspections	64
Certificate of Compliance Re-Inspections	30
TOTAL INSPECTIONS CONDUCTED THIS YEAR	178

Operational Permits

Operational Permit Letters	7
Operational Permit Reviews	22
Operational Permit Inspections	205
Operational Permit Re-Inspections	80
Operational Permits Issued	402
Operational Permit Site Inspections	327

Vacant Properties

Vacant Property Site Inspections	575
Vacant Property Letters	216
Vacant Property Registrations	201

Testing

Alarm Tests	241
Gamewell Box Tests	256
Fire Suppression Tests	54
Knox Box/Caps	588

2015 FIRE PREVENTION STATISTICS (Cont'd.)

Administration

Office Hours	1,478
Meetings	123
Training Programs	23
Training Hours	87
Incident Responses	49
Other	32

Fees Collected

Gamewell Box Fees	\$ 90,360.00
False Alarm Fees	14,125.00
Training Fees	600.00
Vacant Property Registration Fees	39,587.00
Operational Permit Fees	47,785.50
Restitution	461.00
Miscellaneous Fees	8,557.00
TOTAL FEES COLLECTED THIS YEAR	\$201,475.50

Citation/Hearings

Citations Issued This Year	158
Hearings Attended This Year	42

Violation Notices

Violation Notices Issued This Year	108
Violation Notice Re-checks Conducted This Year	733
Violations Corrected	385

Non-Inspectional Property Visits

Ownership Verifications	892
-------------------------	-----

Plan Reviews

Plan Reviews	93
Pre-Incident Surveys	2
Fire Investigations	1

2015 FIRE PREVENTION STATISTICS

Complaints

Complaint Inspections	16
Complaint Orders Issued	23
Complaint Re-Inspections	92
Complaints Corrected	37

Other

Properties Deemed	3
Properties Posted	6
Cellar to Attic Inspections	1
Cellar to Attic Re-Inspections	18

Public Education/Training

	Attendance	No. of Events
Apparatus Displays		46
Fire Station Tours	333	20
Hands-On Training Programs	2,891	67
Fire Safety House	250	2
Fire Drills	743	63
Miscellaneous Events	525	10
TOTAL ATTENDANCE/EVENTS	4,742	208

VOLUNTEERS

There are nine volunteer fire companies associated with the York City Fire Department: Eagle, Goodwill, Laurel, Lincoln, Rescue, Rex, Union, Vigilant, and Royal.

In 2015, the Department continued working to combine all volunteers into one firefighting unit. This allows each company to maintain their identity and brings all volunteer members under the same structure. The new structure should help in recruiting and maintaining volunteer firefighters.

The volunteer firefighters operate two service trucks. The service trucks provide support during fires and other emergencies. The service trucks are capable of providing breathing air for air packs, lighting, rescue equipment and can serve as a rehab unit or command post.

Fire Police continue to provide a valuable service to the city. They provide traffic and scene control at the scene of emergencies. Fire police also provide traffic control at special events throughout the city.

The York City Fireman’s Relief Association continues to provide benefits to the city. The Relief Association has purchased equipment that continues to save taxpayer’s money. In 2015, the association purchased over \$117,000 worth of equipment which includes a set of airbags to be used for rescue situations and turn-out gear for volunteer firefighters.

2015 VOLUNTEER FIREFIGHTER HOURS Trainings, Meetings, Station Manning and Incident Response

1.	723:09	Grove, Marlin	19.	33:43	Riley, Christopher
2.	240:55	Warren, Charlie	20.	32:45	Jenkins, Sharon
3.	204:47	Shaffer, Albert	21.	32:15	Welty, James
4.	181:58	Sheasley, David	22.	31:13	Shilke, Fred
5.	141:51	McDonald, David	23.	30:45	Lightner, Dean
6.	132:37	Ferguson, James	24.	26:30	Stahle, Richard
7.	84:34	Krone, George	25.	25:31	Myers, Geoffrey
8.	80:56	Witmer, Brian	26.	15:15	Culp, William
9.	69:40	Harman, Arthur H.	27.	15:00	Shilke, Bonnie
10.	53:08	Myers, Jr., Gordon	28.	14:30	Weaver, Kenneth
11.	48:49	Bowman, Osborne	29.	11:33	Wiley, Eddie
12.	42:22	Kottmyer, III, Fred	30.	9:00	Dunlap, Raymond
13.	42:15	Bowman, Robert	31.	5:42	Wiley, Theodore
14.	38:51	Bleacher, Sharon	32.	4:30	Ferguson, Kathy
15.	38:31	Harman, Arthur D.	33.	1:00	Updegraff, Michael
16.	36:45	Kottmyer, Jr., Frederick	34.	1:00	Wiley, Michael
17.	34:37	Welty, Lisa	35.	:31	Duke, William
18.	34:15	Reinhold, Harold			

Total Volunteer Hours: 2,520:43

VOLUNTEER FIREFIGHTER OF THE YEAR - 2014

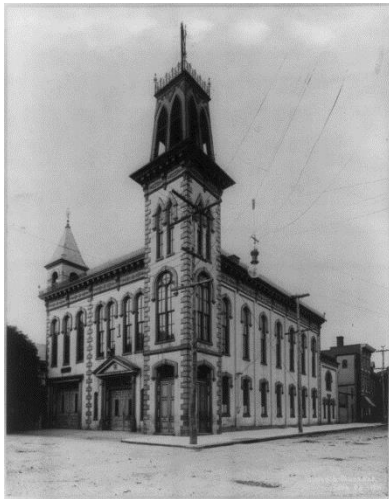
Lisa Welty was named the Volunteer Firefighter of the Year for 2014. She was appointed as a volunteer firefighter with the Eagle Fire Company in 1990 and demonstrates a sincere desire to serve her community.



Lisa is active in the Foreman's President's and Fire Chief's Association and the York City Volunteer Relief Association where she regularly attends meetings and serves on committees.

She has attended trainings and has maintained her active firefighter status. She is willing to respond to emergency calls at any time help is needed.

225TH CELEBRATION OF LAUREL FIRE COMPANY



2015 marks the two hundred twenty-fifth anniversary of the incorporation of the Laurel Fire Company No. 1. The Laurel Fire Company is the oldest fire company in York County, the organization tracing its roots back to 1770 when a number of villagers in Yorktown became aware of the necessity of making some provision to protect their property from the ravages of fire. The villagers formed the Sun Fire Brigade of Yorktown in January of 1771, purchasing a fire engine from the Sun Fire Company of Philadelphia, and erecting an engine house on North George Street in 1773.

The members of the Sun Fire Brigade reorganized as the Laurel Fire Company No. 1. The Company being officially chartered as a fire company and articles for the government of the company were adopted in 1790.

The Laurel Fire Company No. 1 has provided continuous service to the citizens of the village of Yorktown, the Borough of York and the City of York from the era of hand-drawn human operated pumping engines, to horse-drawn steam-powered pumpers to modern-day motorized firefighting apparatus.

Today, the Company, is housed in a building, which was dedicated in 1878, continues to provide exemplary service to the citizens of York.

**VOLUNTEER SERVICE UNITS
2015 ANNUAL REPORT**

During 2015, Service 99-1 and Service 99-2 responded to the following calls:

	<u>Calls</u>	<u>Hours</u>	<u>Miles</u>
Service 99-1	50	31.0	497
Service 99-2	1	0.3	34

A special thank you to the crew of Service 99 for the past years' service of **over 86.45 hours**.

We also like to thank the City of York for the repairs and maintenance on the truck. We would like to thank the career and volunteer firefighters for all of their continued help throughout the year.

Respectfully submitted,

Albert H. Shaffer

ALBERT H. SHAFFER
Captain
Service Unit Coordinator

VOLUNTEER FIRE POLICE

The City of York had twelve (12) fire police members and three (3) inactive members for the year 2015.

In the year 2015, the fire police responded to 40 calls with a total of 157.5 hours of duty. Of the 40 calls, 29 were emergency calls for a total of 53 hours and 11 special calls for a total of 104.5 hours. There were a total of 344.25 hours for meetings.

The following fire police were elected as officers to serve during 2015:

President	Paul Leiphart
Vice-President	Clarence March
Recording Secretary	Bonnie Shilke
Treasurer	Raymond Sneddon
Trustee	John Housseal
Trustee	Richard Hauck
Trustee	Fred Shilke

The line officers appointed by the Mayor of the City to serve during 2015 were:

Chief	Clarence March
-------	----------------

A special thank you goes to our advisor, Sgt. Rick Barth, and to all Chiefs and Captains of the York City Fire Department for all your help and advice given to us throughout the year.

Respectfully submitted,

Clarence "Bud" March

CLARENCE "BUD" MARCH
Chief

YORK VOLUNTEER FIREMEN'S RELIEF ASSOCIATION

TREASURER REPORT

2015 ANNUAL REPORT OF EQUIPMENT PURCHASES AND OTHER FIREMEN'S RELATED EXPENSES

2015	Expenses		
	Insurance:		
	Length of Service (LOSP)	\$ 4,686.06	
	Health and Accident (paid in 2014)	48,118.00	
	Bond (2 years)	793.00	
	Total Insurance		\$53,397.06
	Volunteer Firefighters' Supplies		77.77
	State Meetings		761.40
	Maintenance: Service 99-1 and 99-2		58.16
	Volunteer Firefighters' Equipment Maintenance		0.00
	Volunteer Equipment: Service 99-1		0.00
	Volunteer Equipment: Boots		370.00
	Volunteer Firefighters' Equipment: Turnout Pants		568.00
	Volunteer Firefighters' Equipment: Airbags		55,000.00
	Volunteer Firefighters' Equipment: Computer		1,635.21
	Volunteer Training		5,737.08
		2015 TOTAL	\$117,804.68
2014			\$ 43,956.06
2013			\$ 89,136.34
2012			\$ 25,648.43
2011			\$ 31,040.34
2010			\$ 37,998.31
2009			\$ 58,592.01
2008	SCBAs		\$498,686.98
2007			\$ 64,044.51
2006			\$ 53,980.19
2005			\$ 51,291.13
2004			\$ 60,608.90
2003			\$103,338.43
2002			\$160,304.98
2001			\$ 94,873.42
2000	(Two engines)		\$385,685.99
1999	(Includes 3-year insurance and trucks-45/ladder)		\$669,822.34
1998			\$113,923.41
1997			\$ 44,247.54
1996	(Includes 3-year insurance)		\$237,835.43
1995			\$ 53,871.98
1994			\$ 60,693.93

1993	(Includes 3-year insurance)	\$ 61,983.35
1992		\$ 24,191.05
1991		\$ 24,881.63
1990	(Includes 3-year insurance)	\$ 57,053.94
1989		\$ 38,495.84
1988		\$ 43,990.79
1987	(Includes 3-year insurance)	\$ 37,431.95
1986	(Includes Service 45)	\$128,552.57
1985		\$ 83,651.50
1984	(Includes 3-year insurance)	\$ 41,239.78
1983		\$ 9,659.30
1982		\$ 13,647.36
1981	(Includes 3-year insurance)	\$ 29,002.10
1980		\$ 30,415.33

**YORK VOLUNTEER FIREMEN'S ASSOCIATION
SUMMARY OF DEATH CLAIMS PAID IN 2015**

Year	Number	Value	
2015	19	\$228,523.94	
2014	6	\$ 72,106.40	
2013	13	\$156,097.01	
2012	16	\$192,249.85	
2011	18	\$216,487.30	
2010	11	\$157,096.10	
2009	15	\$180,230.70	
2008	14	\$168,227.45	
2007	12	\$144,104.90	
2006	10	\$120,093.60	
2005	11	\$132,084.26	
2004	14	\$168,188.00	
2003	17	\$204,157.96	
2002	12	\$144,182.15	
2001	(Based on \$12,000.00)	11	\$132,087.50
2000	19	\$152,332.51	
1999	(Based on \$8,000.00)	12	\$ 94,466.50
1998	20	\$100,202.30	
1997	25	\$125,344.30	
1996	(Based on \$5,000—7/1/1996)	22	\$ 94,178.85
1995	22	\$ 88,214.85	

1994		16	\$ 64,153.15
1993		21	\$ 84,486.30
1992		22	\$ 88,163.10
1991	(Based on \$4,000)	15	\$ 59,659.70
1990		26	\$ 91,282.95
1989	(Based on \$3,500)	17	\$ 59,615.70
1988		32	\$ 96,267.40
1987		18	\$ 54,129.86
1986		32	\$ 96,177.95
1985		25	\$ 75,241.30
1984		21	\$ 63,123.20
1983		21	\$ 63,138.05
1982	(Based on \$3,000)	30	\$ 90,206.45
1981		28*	\$ 77,134.80
1980	(Some under \$3,000)	26*	\$ 65,129.70

*Some claims for less than \$3,000

Submitted by,

Robert N. Bowman

ROBERT N. BOWMAN

Recording Secretary/Treasurer

VOLUNTEER FIREMEN'S RELIEF ASSOCIATION

President

David C. Sheasley

Assistant Treasurer

Dean A. Lightner

First Vice-President

Marlin H. Grove

Recording Secretary

David L. Bowman

Second Vice-President

James Welty

Assistant Recording Secretary

Sharon A. Bleacher

Treasurer

Robert N. Bowman

Financial Secretary

Albert H. Shaffer, Sr.

Trustees

Frederick A. Kottmyer Jr.

Lisa Welty

Osborne W. Bowman

Assistant Financial Secretary

Frederick A. Kottmyer, III

Quartermaster

Harold J. Reinhold

Insurance Representative

Sharon Bleacher

Investigating Committee

Osborne W. Bowman
Gordon F. Myers
William Culp

Insurance Representative

Sharon Bleacher

Volunteer Coordinator

Marlin H. Grove

Assistant Coordinators

Frederick Kottmyer III
Dean Lightner

EMERGENCY PLANNING 2015

The primary focus of this office is to develop and maintain resources, documents, maps and plans for the protection and safety of our community and its first responders. This past year much of the emergency planning focus was on internal office and governmental preparations. A rewrite was begun of the City Continuity of Operations Plan (COOP). This was undertaken to bring our plan up to date and reflect current organizational structures. The Pennsylvania Department of Health has directed local Health Bureaus to undertake the re-certification process for Project Public Health Readiness (PPHR). Submissions from our certification five years ago are under review and the new submission will reflect changes to staffing and core missions.

OFFICE HIGHLIGHTS

3. Major Events

Emergency Preparedness Activities: The office undertook the re-tooling of the City's COOP in conjunction with the training and certification in the current COOP processes. Additionally an effort was initiated to begin conversion of the City's vast engineering documents into a digital format. This will allow for wider access by first responders and other client groups.

Public Health Activities: In 2015 there were several staff changes with PA Department of Health and within the City Health Bureau. Changes at the state again resulted in a realignment to their requirements for the performance and annual reporting required in the PPHR and other emergency preparedness programs. These changes resulted in revisions to several existing Standard Operating Guidelines (SOG's) and ESF#8A, Public Health All Hazards Annex, in the York City Emergency Operations Plan.

- Annually the Bureau plans and executes various emergency preparedness exercises. This year the exercise was "TMI+36". This was a re-play of the Three Mile Island accident in 1979. This two day exercise involved Health Bureau staff, City EMA, York County EMA, City Hall staff and Representative Schreiber's office staff. The Bureau was charged with distribution of oral prophylaxis to all city hall personnel. They had to break down bulk shipments, repackage, inventory and distribute these items to all staff. City staff could accept or refuse the medications. Supervisors were instructed to follow City emergency attendance protocols during the exercise. An After Action Report and Improvement Plan along with all other pertinent Homeland Security Exercise & Evaluation Program (HSEEP) documents were submitted to PA Department of Health.
- Ebola emerged as a major public concern in 2014. In 2015 the Health Bureau was able to secure funding to bring on staff to specifically develop EBOLA/Novel Virus response plans and assist with public education. This office participated in the interview process and selection of this individual.
- In December a Point of Dispensing (POD) clinic was planned and held for the public. This was for the free vaccination against the shingles virus. The POD required the coordination between Family First Health, PA Department of Health, City Bureau of Health and several of our county Community Emergency Response Team (CERT) teams. An AAR/IP and exercise documents will be submitted to the PA Department of Health concerning this very successful POD.

Finally, this office and Bureau Staff are assisting/participating in the development of the plans for the York County Disaster Shelter for the vulnerable population.

Emergency Response: This office responded along with the Department of Fire/Rescue Services to several structure fires, hazardous material and other emergency calls.

- The winter months continued with several snow emergencies. One snowfall prompted the early closure of City Hall offices.
- October brought a threat to the community from Hurricane Joaquin. The storm was tracked and preliminary measures were taken should the path impact our area. Ultimately it tracked to the east causing major rain and flooding events in the Carolinas.
- Staff was brought in by the Missing Child Task-force to assist with resource coordination and mapping during the efforts to locate a missing child.

4. Community Education and Training

Community Emergency Response Team (CERT): CERT is a training program offered to citizens to provide them with basic skill sets in disaster survival, rescue and emergency preparedness. Several classes were held for the community. Staff assisted in the program presentation to nursing students at the York County School of Technology and the planning and execution of a CERT refresher day training event. This was held at the York County Fire School.

Organizations and Schools: Emergency preparedness presentations were provided to schools, colleges and organizations. This included reviews and assessments of their present emergency plans and protocols. Some of these were; Susan Brynes Health Education Center, York Academy and Harrisburg Area Community College (HACC).

This office organized and coordinated fire extinguisher training for city personnel.

In conjunction with York County EMA and Local Emergency Planning Committee (LEPC), staff is assisting with the development and execution of multi-year exercise development programs for Dentsply and York Ice Co.

3. Emergency Planning and Exercises

Special Resource Plans: These were developed for any special event in York City with an attendance of 10,000 or more people or for a unique event, as required by Pennsylvania Emergency Management Authority. Resource guides and plans were developed for ten events in 2015. In addition to city events such as the Street Fair and York Fest plans were developed for July 4th Fireworks, Firestock, and the York Fair. At the York County Emergency Management Coordinators quarterly training, staff did a presentation on the process and how the city approaches special event planning.

TMI Emergency Exercise: In April this office and Health Bureau personnel participated as part of the York County EOC staff during the Peach Bottom Nuclear Power Plant drill monitored by Federal authorities. Staff functioned as Liaison Officer under the incident command system.

Plan Development: This office participated in the both the York-Adams Metropolitan Medical Response System (YAMMRS) and the South Central Task Force's emergency exercises.

4. Resource Development

Regular updates and revisions are done to major mapping coverages. There were several updates to reflect building demolitions and new construction. The available GIS data and mapping capabilities have been expanded and enhanced through a close working relationship with York County Planning GIS operations, York County E911 GIS operations and the South Central Task Force (SCTF) GIS work group. Several of the existing map sets were updated and adjusted for inclusion on the City WEB page.

Federal Emergency Management Agency (FEMA) undertook updates and revisions to the flood mapping. Staff assisted in the crafting of the City's new flood plain ordinance. Revised mapping has been released. This mapping data is available in hard copy as well as GIS files have been added to an arsenal of emergency resource documents.

5. Training and Education

During 2015, staff attended several training and informational events.

- i. Emergency response update and training with SCTF at Harrisburg Area Community College.
- ii. Regular attendance at York County Office of Emergency Management quarterly trainings.
- iii. Completed, submitted and received from Homeland Security/FEMA, certification as a Level 1 Professional Continuity Practitioner/Planner. This certification required the successful completion of 13 sections of coursework.
- iv. Training in mustering and working with faith-based groups during an emergency.
- v. Training by United States Food & Drug Administration (USFDA) on Agra-terrorism.
- vi. Training on disaster preparedness and response as it relates to health care organizations.

6. Additional Activities

The office reviews and tracks Hazardous Material Facilities, answers "Right To Know" requests and responds to information requests on historical, environmental and engineering issues. Thirty-four (34) of these requests were processed along with thirty-one (31) requests for engineering information.

City Departments and local boards requested support during 2015. Requests were received from the Redevelopment Authority, Economic & Community Development, Public Works, Police, Business Administration, Information Systems, Mayor's Office and City Council. All requests by these departments and several associated boards and bureaus were provided services by Emergency Planning as expeditiously as possible. A final total of 73 requests were made for mapping assistance.

- vii. Civil Enforcement Units were supported with mapping and aerial photography during clean sweeps and other special operations.
- viii. The Police Department was provided with mapping and data to support Neighborhood Enforcement Units.
- ix. Multiple maps and aerials were provided to Economic & Community Development, and the Redevelopment Authority to support development projects and client presentations. (i.e. York City Revitalization & Improvement Zone (YCRIZ) and various neighborhood and business proposals) were completed.

- x. Several research requests were addressed from Business Administration pertaining to various city properties. (i.e. Street Light Assessment proposal and an examination of downtown parking opportunities)
- xi. This office assisted the U.S. Attorney's Office, ATF and York City Police in various cases and incidents in 2015.

Staff represents the City on several boards and committees. During 2015 we attended meetings by: Traffic Safety Committee, Safety Committee, York County Emergency Coordinators, and YAMMRS.

POLICE DEPARTMENT

Honorable C. Kim Bracey, Mayor

Wesley A. Kahley

Chief

Mayor Bracey,

I am honored to once again present the annual report for the York City Police Department. As always, the men and women of this agency continue to provide the highest quality service to the citizens of York while enduring many fiscal and work hardships that officers in other agencies must not endure. It is a testament to their success that our officers find ways to continually improve and excel at their assignments. As with years past, the York City Police Department has made partnerships a high priority. These partnerships, whether they be with other local, state or federal agencies or the highly valued community partnership continue to improve on the success of our mission and the quality of life for the citizens of York.

Once again the City of York recorded a decrease in Part I crimes remaining below the 2000 crimes threshold with a total of 1,744 total Part I crimes. These crimes are the most serious crimes recorded by the FBI and in 2015 we saw a 5.75% reduction from 2014. Part II crimes saw a slight increase this year recording a total of 3,678 crimes for a 1.27% increase compared to 2014. The City of York ended 2015 with a total crime report of 5,422 crimes, a 1.09% reduction from the 2014 level.

The officers of the York City Police Department worked tirelessly in 2015 to reduce assaults with firearms and were successful seeing a 12.68% reduction in this category compared to 2014. This is an amazing accomplishment in light of the amount of gun violence our city saw during December of 2015 recording 17 assaults with firearms. Decembers spike only highlights our continued need to take illegal guns off our streets, arrest our most violent criminals and partner with our community members in order to bring lasting solution to violence in our neighborhoods.

During 2015, our officers responded to approx. 43,000 calls for service, investigated 5,641 criminal incidents, made 4,413 arrests and issued 2,785 traffic citations. This year a three month federal trial was held for 12 of the persons arrested in the South Side Gang case requiring literally every officer within our agency to testify or become involved in some manner. This trial culminated with guilty verdicts on all persons for violent drug activity and RICCO statute violations. This was the largest case of its kind in the history of the Middle District of Pennsylvania.

I am most proud that the men and women of the York City Police Department continued to excel at their jobs and provide proactive policing to the citizens of York during a time period in which manpower was at an extreme low. I look forward to working for the citizens of York and the members of this agency in 2016 as much more is accomplished.

Wesley A. Kahley
Chief of Police
York City Police Dept.

FIELD OPERATIONS DIVISION

COMMANDER

Capt. Timothy Utley

UNIFORM PATROL DIVISION

A Platoon Lt. Matt Leitzel

B Platoon Lt. Glenn Knauer

NEIGHBORHOOD ENFORCEMENT DIVISION

Lt Eric Kleynen

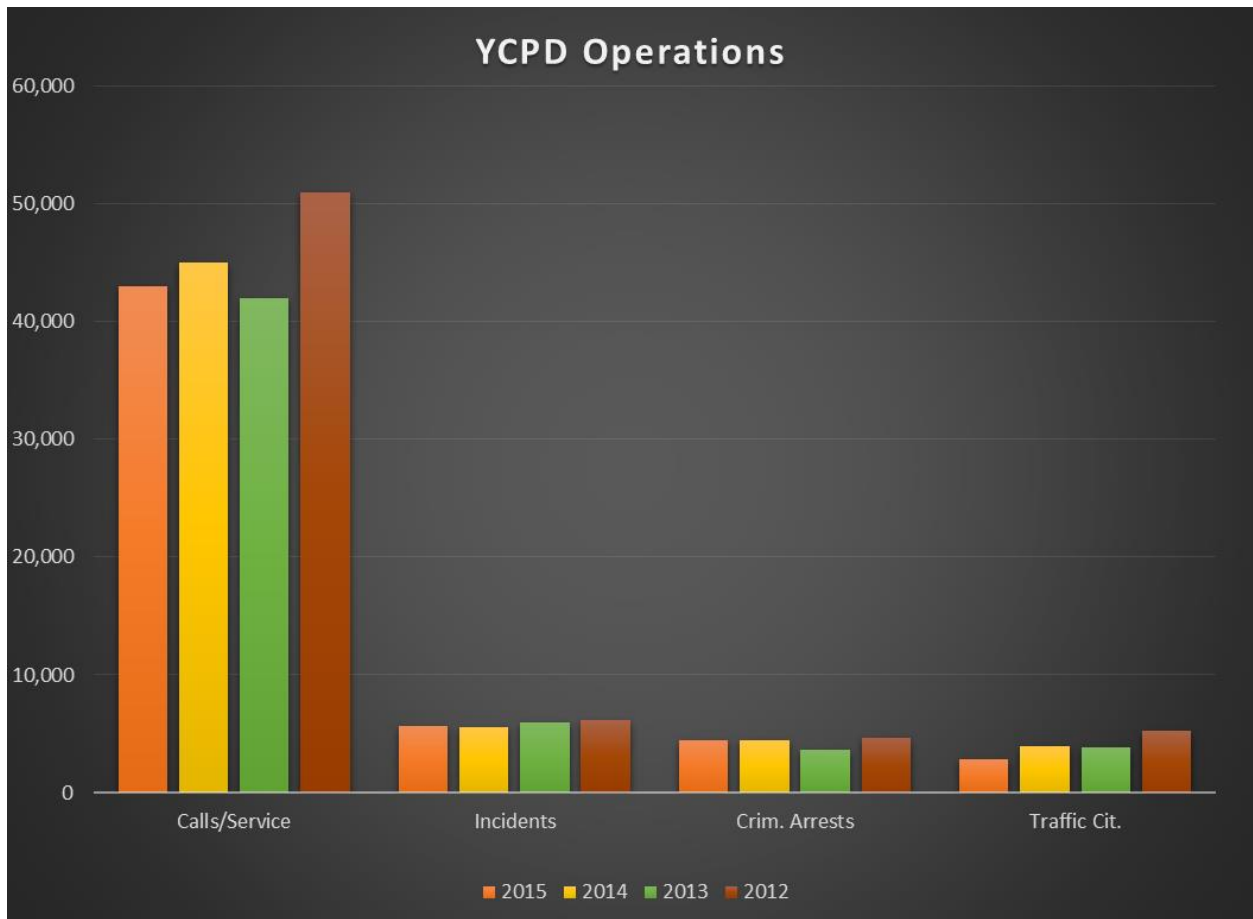
The Operations Division is responsible for providing essential police service and criminal investigations for the City of York on a 24-hour a day, 7 day a week basis. Approximately 90% of all full time personnel within the Department are assigned to the Operations Division, which includes the Uniformed Patrol Division, and the Neighborhood Enforcement Division. During 2015 members of the Operations Division responded to nearly 43,000 calls for service, investigated 5,641 criminal incidents and made 4413 arrests for criminal activity, less than a one percent increase from 2014. The Operations Division also issued 2785 Traffic Citations,

The Uniform Patrol Division meets its primary goals of crime prevention, apprehension of offenders, and order maintenance through the use of random conspicuous patrol and rapid response to calls for service. Plainclothes assignments, foot and bicycle patrols, motorcycle patrols, and surveillance operations are tools used by the Patrol Division to solve problems and combat crime. Cooperative efforts with other department divisions, law enforcement agencies and the community, aid in achieving the goals of the department. During the months of 2015 the Uniform Patrol Division was made up of two platoons with officers working 12-hour shifts and one platoon of officers working 8-hour shifts. This platoon of officers working 8-hour shifts utilized focus manpower during peak times of criminal activity in order to better enhance officer response and proactive activity. The officers assigned to the Uniform Patrol Division did an excellent job of providing services to the citizen of York during 2015.

In 2015 the Neighborhood Enforcement Unit (NEU) was comprised of a Lieutenant, one sergeant, and 15 Officers. NEU units were staffed and in place for the majority of 2015. Starting in mid-summer and continuing into the fall the units were used a large amount of the time to backfill and assist the A and B shifts with manpower shortages due to officers leaving, injuries and retirements. In the fall of 2015 the NEU units were temporarily disbanded and sent back to shifts due to the increase shortages of manpower. The only unit to stay intact was the Southwest Neighborhood or the "College" unit. As the manpower situation improves the present plan is to repopulate the NEU as it becomes possible. The NEU units combined totals for 2015 were as follows, in excess of 1200 criminal arrests, 1318 summary traffic and non-traffic arrests. The unit also seized over 36,095.00 in cash and drugs, and 29 firearms.

The Department suffered a loss with the tragic passing of Sgt. Ed Lowe, a 20+ year veteran of the Department, from a long term illness.

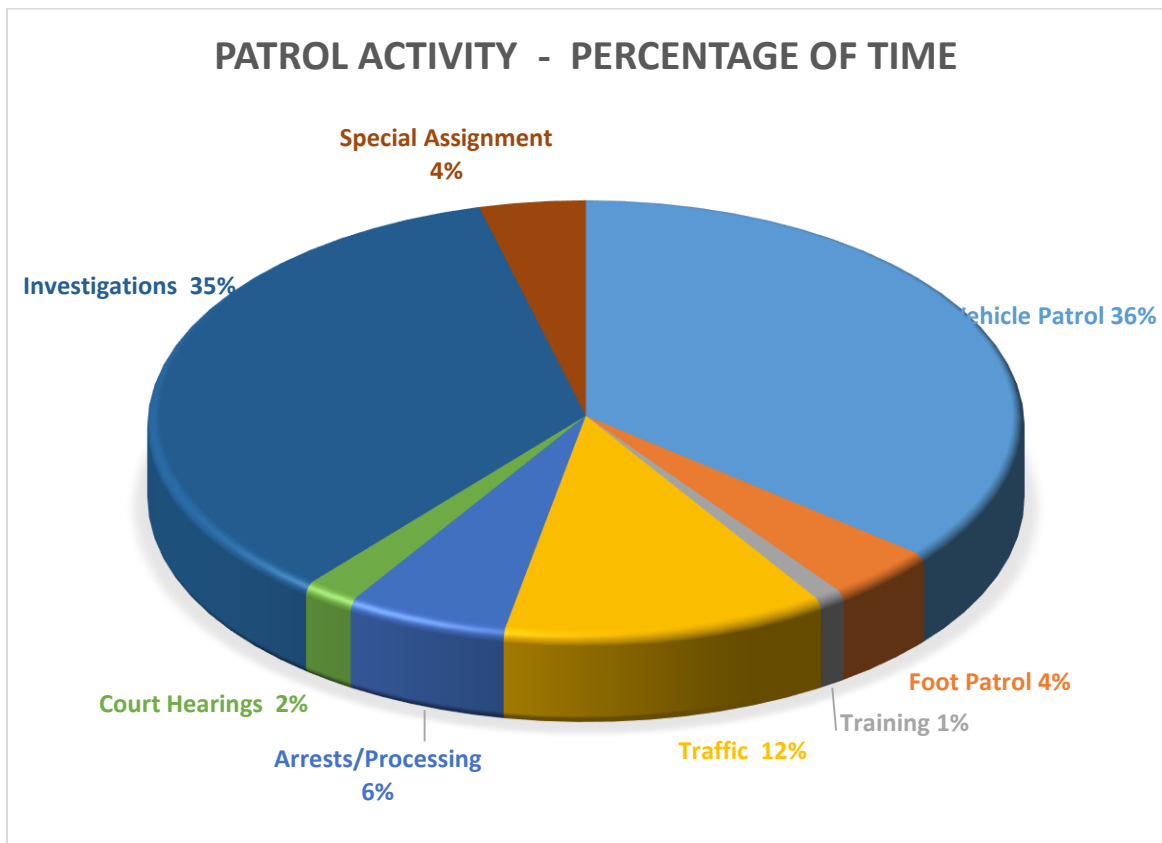
The Operations Division of the York City Police Department continues to foster cooperative relationships with local, state and federal law enforcement agencies. It also works well with community members in order to provide the best possible service to the citizens of York through cooperative problem solving methods.



2015 A Platoon (Day Shift) Annual Activity Summary

During calendar year 2015, A Platoon was staffed by one lieutenant, four sergeants and twenty patrol officers. Shift operations were also directly supported by several civilian staff positions including the Animal Enforcement Officer and several Complaint Officers. Shift personnel responded to a total of 16,591 calls for service. This was a decrease in the number of incidents handled the previous year. Officers logged 63,108 patrol miles and spent 9,490 hours conducting routine vehicle patrol. Additionally, officers recorded 3,156 hours dedicated to traffic enforcement duties, 9,030 hours conducting investigations and 1,151 hours of foot patrol typically engaging in "Take 30" details in high crime or known problem areas.

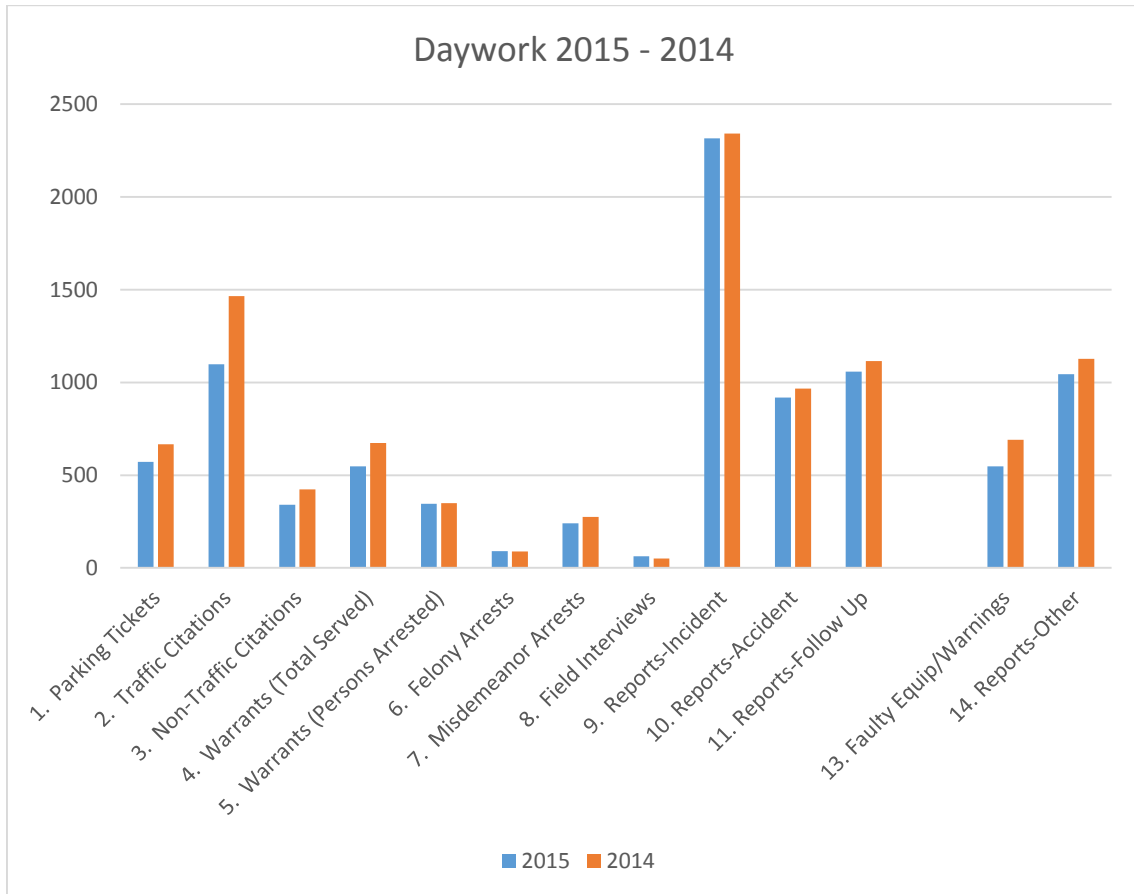
In addition to time spent engaging in enforcement activities, officers assigned to the shift attended 429 hours of court while on duty and participated in 308 hours of training.



2015 A Platoon Statistical Activity Summary

Traffic Enforcement 2015

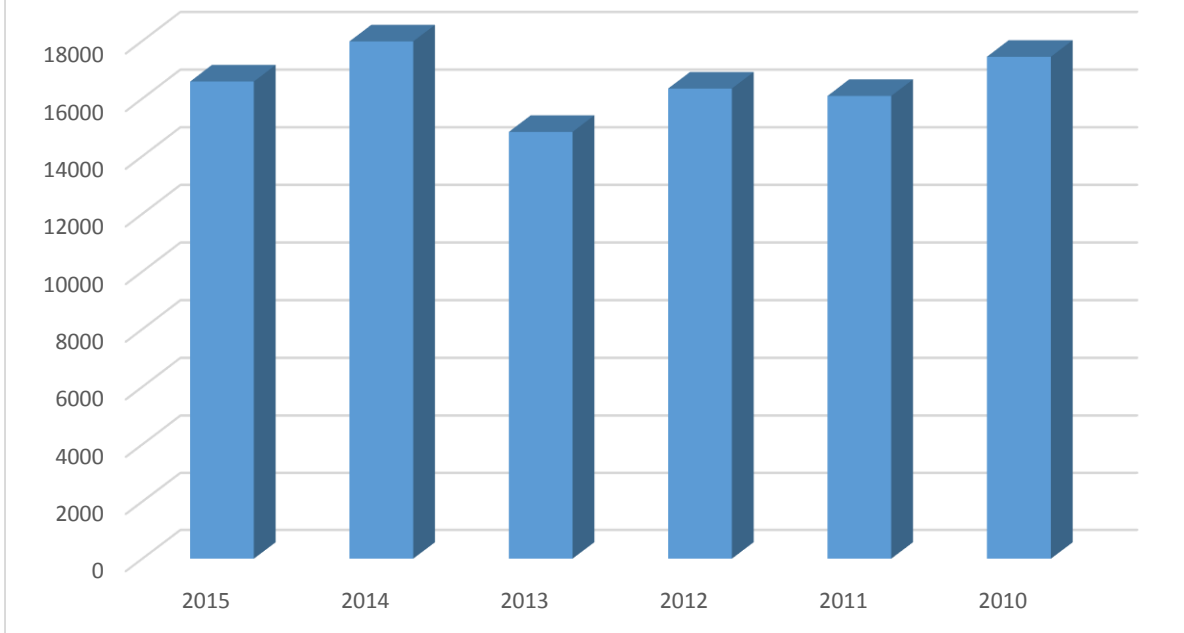
Parking Tickets.....572
 Traffic Citations.....1098
 Faulty Equipment/Warning Cards.....547



Criminal Arrests/Citations 2015

Felony Arrests.....91
 Misdemeanor Arrests.....241
 Non-Traffic Citations.....340
 Warrant Arrests (Persons).....345
 WarrantsServed.....548

Daywork Patrol - Calls for Service 2015 - 2010



Other Activity 2015

Calls for Service.....	16591
Incident Reports.....	2315
Traffic Accident Reports.....	918
Follow-up Reports/Investigations.....	1059

2015 A PLATOON STAFF ROSTER

Lt. M. Leitzel – Platoon Commander

Group 1

Sgt. J. Veater
 Sgt. N. Figge (9 months)
 Sgt. Wentz (3 Months)

PO A. Clarkson
 PO S. Ross
 PO C. Goodwin
 PO J. Knarr
 PO N. Hansel
 PO R. Kehler
 PO J. Mayer
 PO M. Rykowski
 PO K. Fogleman
 PO M. Adzema

Group 2

Sgt. R. Kohler (6 Months)
 Sgt. D. Aikey
 Sgt. McBride (6 Months)

PO S. Hansen
 PO S. Nicholas
 PO S. Hooper
 PO D. Hartman
 PO A. Henty
 PO J. Reisenweber
 PO M. Reinert
 PO J. Hatterer
 PO J. Fultz
 PO B. Eastman

B PLATOON

B Platoon provides police service to the City between the hours of 7 p.m. and 7 a.m. During 2015, the platoon was led by a Lieutenant and consisted of four Sergeants, 18 Police Officers working 12 hour shifts. These officers were augmented by a Sergeant and 4 officers who worked 8 hour shifts. Several Probationary Officers were assigned to the shift during various stages of their Field Training Program and after completion of field training. Civilian Desk/Complaint Officers worked 3p-11p. The front desk of the police Department closes between the hours of 11pm-7am Monday thru Thursday. The Desk was also closed from Friday night at 11pm thru Monday morning at 7am.

Several changes occurred throughout the year. The York City Police Department regrets to announce that Sgt. Edward Lowe passed away during the year from a lengthy illness. PO Lawrence was promoted to the rank of Sergeant and was assigned to Group 1. PO Jay was also promoted to the rank of Sergeant and was assigned to Group 2. PPO Pritchard completed his Field Training and was assigned to the Overlap Unit until he parted company with our department to join the Inspector General's Office. PO Dewitt left our department to join the Attorney General's Office. PO Howell left our department for another police agency. PO Buchkoski, PO Seitz, and PO Stevens all retired during the year. PPO Woodring and PPO Sable completed their Field Training and were assigned to the Overlap Shift.

During the year B Platoon answered 21,035 calls for service. The shift also covered 91,158 miles in patrol vehicles. In addition 2004 hours were spent to Traffic Enforcement; 10,427 hours on Investigations and 2895 hours on Foot Patrol.

Shift Activity Report

B Platoon

2015

TRAFFIC ENFORCEMENT

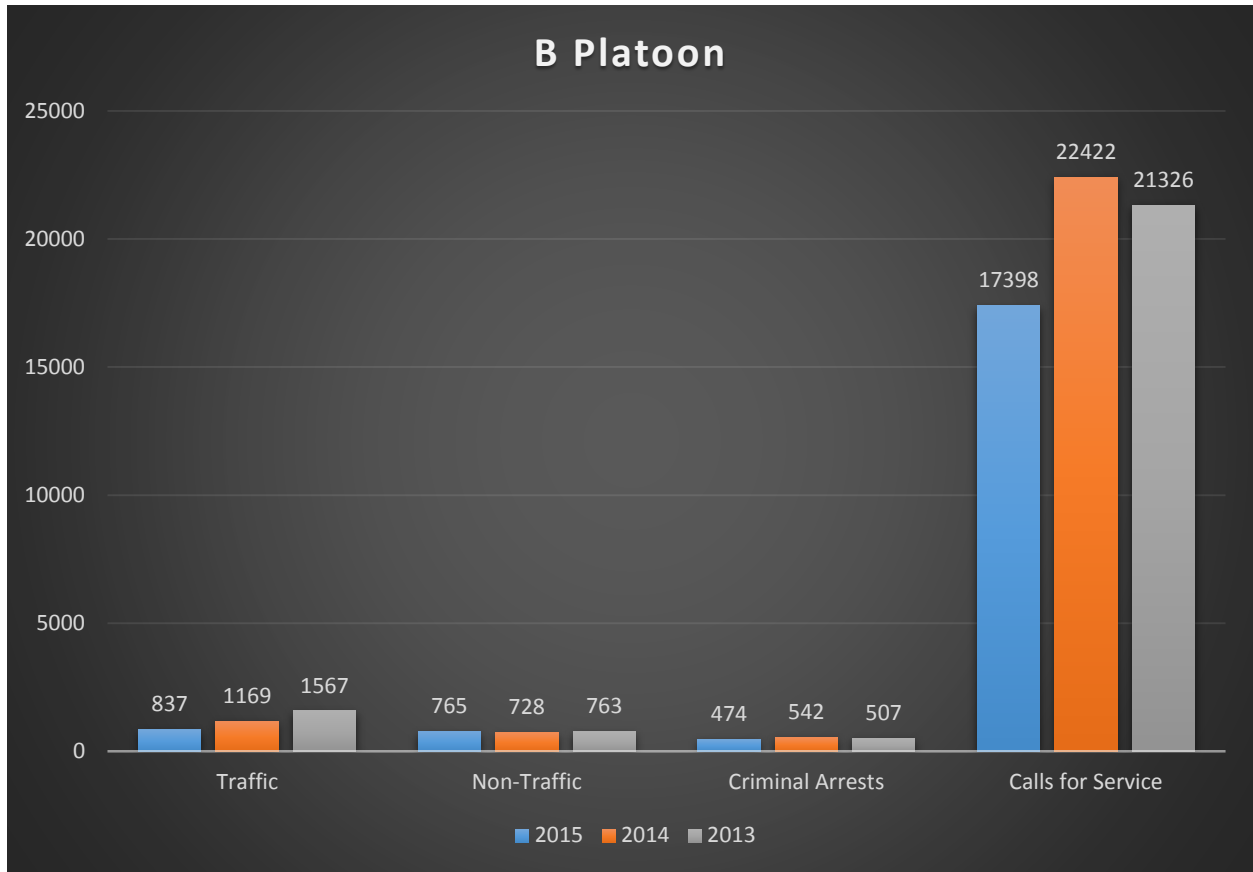
Parking Tickets.....1,286
Traffic Citations.....837
Faulty Equipment/Warning Cards.....765

CRIMINAL ARRESTS

Felony Arrests.....165
Misdemeanor Arrests.....309
Summary Arrests.....765
Warrant Arrest (Persons Arrested).....466
Warrants Served.....879

OTHER ACTIVITY

Calls for Service.....	21, 035
Incident Reports.....	2,232
Accident Reports.....	492
Follow Up Reports.....	1, 176
Curfew.....	18



Lt. G. Knauer

GROUP I

Sgt. R. Nestor
Sgt. E. Lowe
Sgt. L. Lawrence

PO J. Buchkoski
PO S. Kelly
PO M. Ebersole
PO M. Tunall
PO D. Lentz
PO J. Huncher
PO M. Adzema
PO G. Schick
PO D. Gehron
PO J. Colahan

GROUP II

Sgt. D. Millhouse
Sgt. J. Jay

PO C. Stevens
PO S. Rosier
PO S. Rosier
PO T. Seitz
PO B. Lehman
PO J. Jay
PO M. Dewitt
PO J. Gilliland
PO C. Roosen
PO C. Howell
PO C. Husted
PO P. Thorne
PO S. Haggarty

CO S. Woodyard (3p-11p)

7pm-3am

Sgt. R. Goshen

PPO Woodring
PPO Sable

PO Meeker
PO Pritchard

**Neighborhood Enforcement Unit (NEU)
School Resource Officers (SRO)**

Lt. Erik Kleynen

Sgt. Orazio Riccobono

West Unit

**PO Kyle Pitts
PO Timothy Clymer
PO Matthew Irvin**

School Resource Officers

**PO Ritchie Blymier
PO Christopher Perry**

College Unit

**PO Daniel Craven
PO Daniel Lentz
PO Christopher Martin**

South Unit

**PO Clayton Glatfelter
PO Daniel Kling
PO Vincent Monte**

Northeast Unit

**PO Corey Ames
PO Chuck Crumpton
PO Benjamin Praster**

2015 saw some minor changes for the unit. Sgt. Losty was appointed to acting inspector for internal affairs, leaving his unit without a supervising sergeant. The reduction in the supervisor position was picked up by Sgt. Riccobono and I. The Parkway unit was disbanded and PO Tiffany Vogel was transferred to investigative services, while PO Monte moved to the west unit, but was later transferred to the south unit, balancing out all. PO Blymier continued in his position as an SRO and eventually became the sole school resource officer. PO Christopher Perry finished the school year, and also moved to investigative services.

During 2015, NEU's mission did not change, although the unit personnel did. NEU continued to make the neighborhoods they worked a better place for the residents. This is done through assistance from the codes departments, fire department, PMI's, other departments and work that the officers continued to do within the neighborhoods itself: monthly meetings, quality of life details, traffic details, drug details, and of course answering radio calls for service.

Officers within the unit were tasked with getting to know the neighbors in the areas that they patrolled, as well as those persons who brought an undesirable element to the neighborhoods. This continues to be done by having walking and bicycle patrols within those units in addition to attending neighborhood meetings where concerns could be addressed.

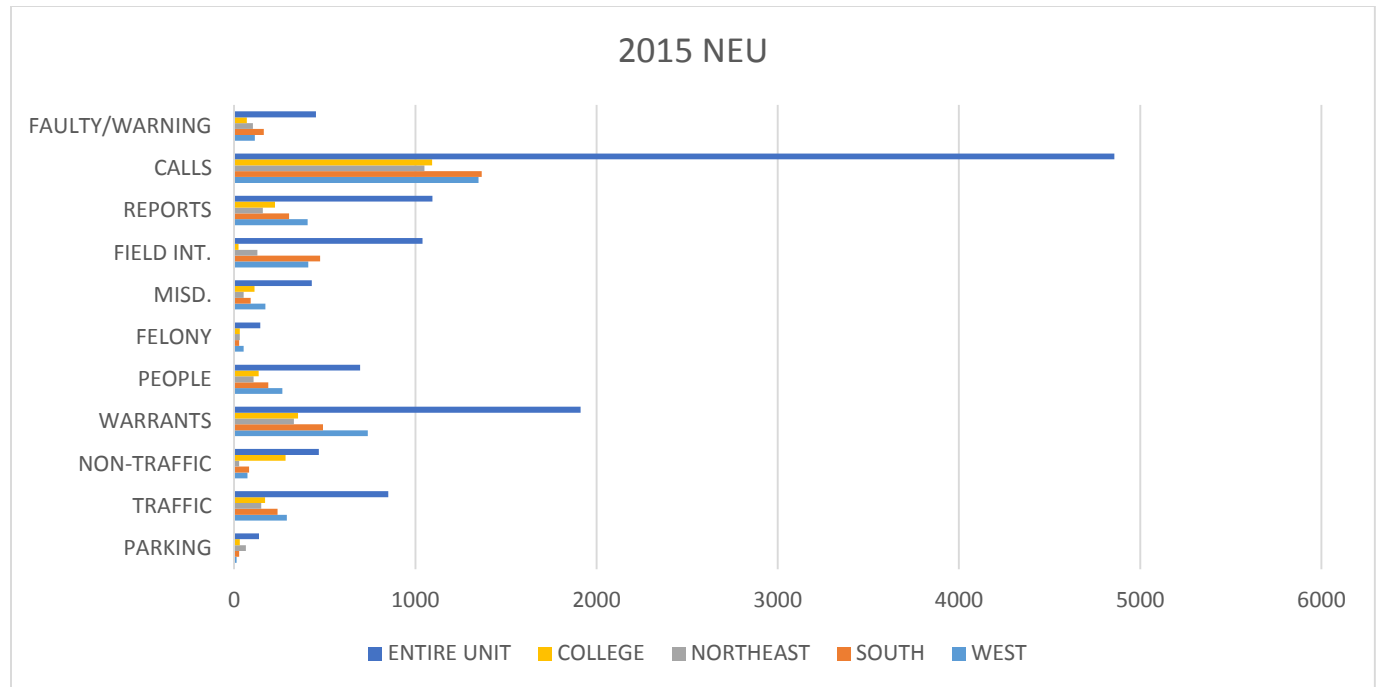
As part of our regular routine, officers working NEU would work flexible schedules based upon the needs for the neighborhoods, special events and the department. 2015 was no different. NEU was instrumental in a multi-agency investigation targeting street level drug dealers, suppliers and gang members. As a result of the work that departmental officers, detectives and NEU put into the investigation, numerous people were indicted federally.

Officers on NEU were tasked with assisting in helping to cover manpower issues that hampered departmental operations. As a result, working contracted details (Wingate), became a regular day to day business for the unit. In addition, the unit was split in two. During scheduled work days, half of the unit would work during the day, and the other half during the evening. This was

done to supplement the patrol shifts, covering vacant patrol officer positions as needed, either due to training, injury or sickness.

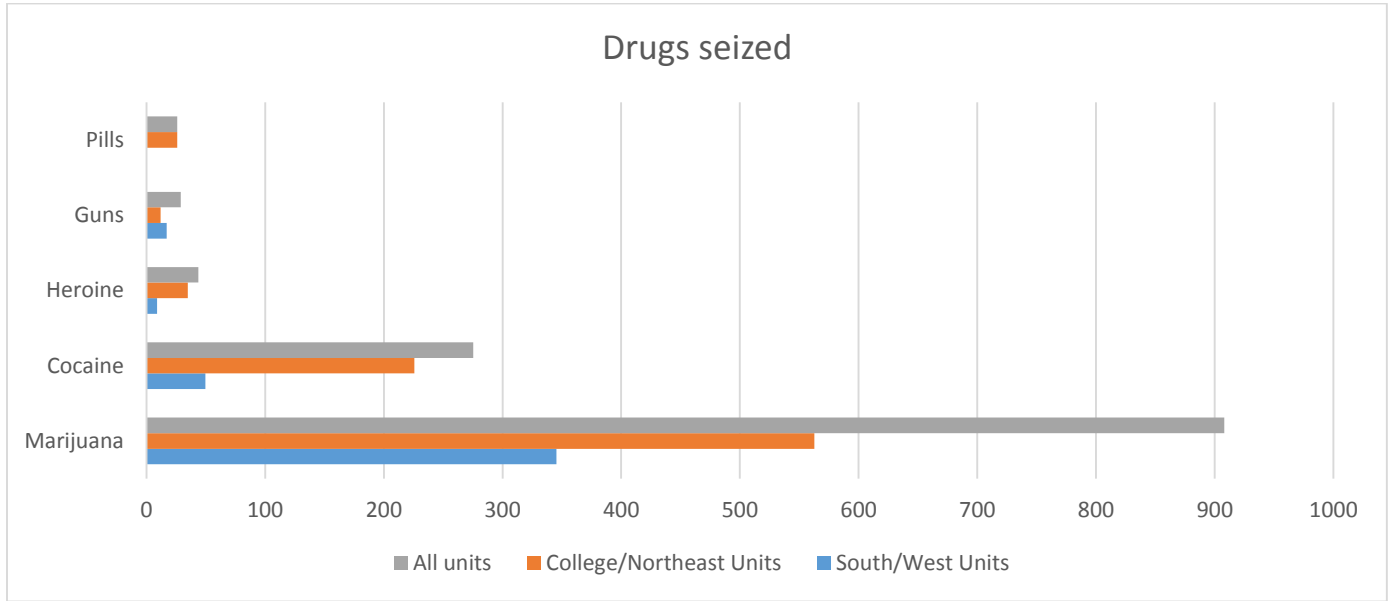
Eventually, officers were assigned to work either day or night shift due to personnel shortages. Despite the fact that they unit was cut in half, and the fact that they were assisting day or night shift based upon patrol needs rather than the unit, the measurable statistics for the unit did not change much.

TOTAL MEASURABLE STATS FOR UNIT(S)

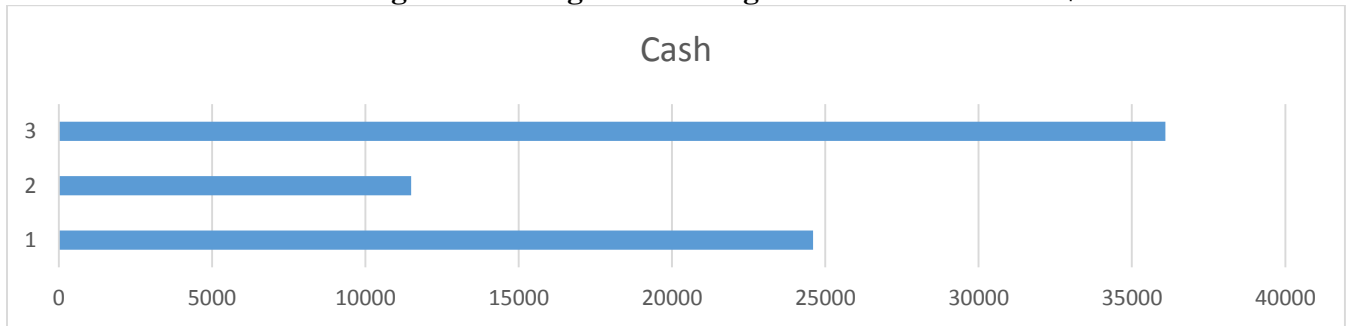


UNIT	COLLEGE	NORTHEAST	SOUTH	WEST	ENTIRE
Parking	32	65	28	13	138
Traffic	171	149	239	291	850
Non-Tr	284	28	82	74	468
Warrants	353	28	491	738	1912
People (war)	135	107	188	266	696
Felony	32	32	27	53	144
Misd.	112	53	92	172	429
F/I's	25	129	475	410	1039
Reports	226	158	304	406	1094
Calls	1093	1050	1366	1348	4857
Warnings	70	104	163	115	452

Drugs/Guns/Cash Seized

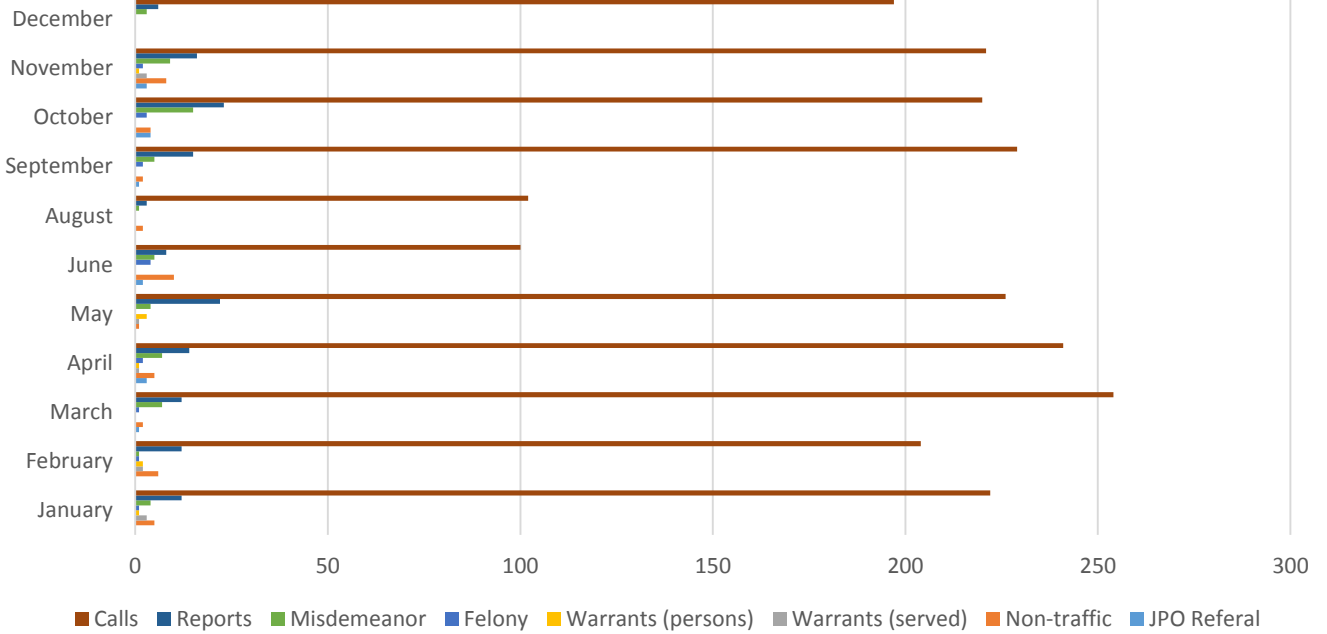


	Marijuana	Cocaine	Heroine	Guns	Pills	Cash
College/Northeast	345.56 gr	49.7gr	8.9gr	17		\$24603.00
South/West	562.62 gr	225.6gr	34.9 gr	12		\$11492.00
Total	908.18 gr	275.3 gr	43.8 gr	29		\$36095.00



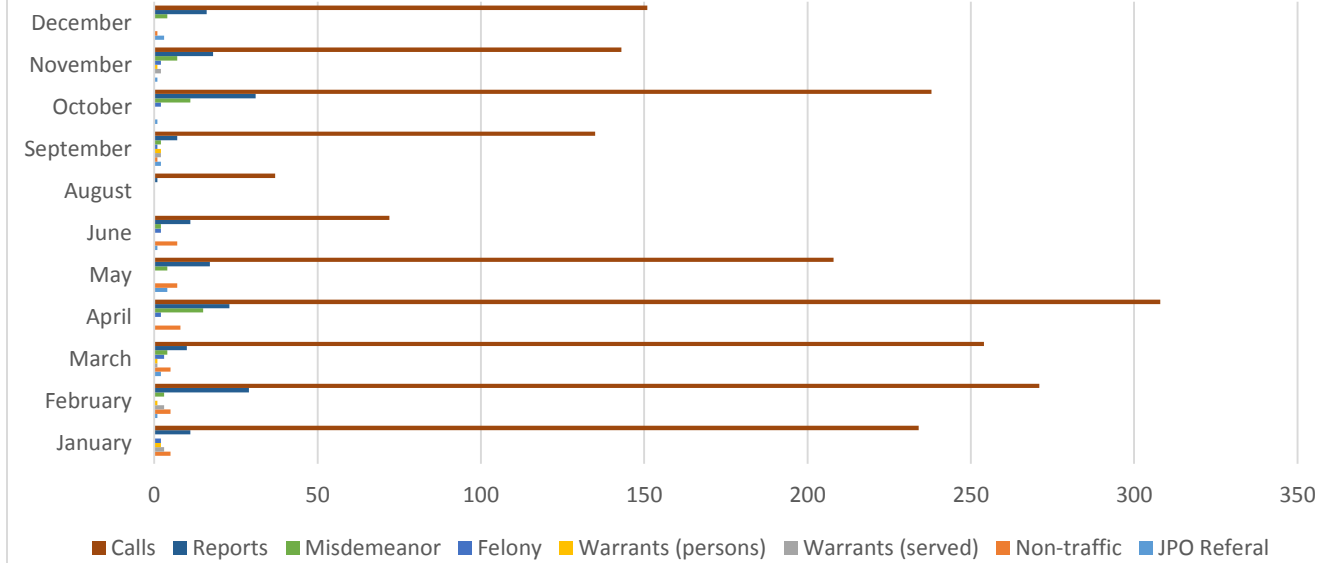
Another area that saw some changes, was within the York City Schools. Due to the fact that the school district has their own police department, they cut back to one school resource officer. PO Christopher Perry, finished the 2014 – 2015 school year and began assisting the detective bureau. PO Ritchie Blymier continues to work within the school district. In addition to conducting his normal duties in the school, PO Blymier assists the detective bureau with investigations as well as day and night shift patrols. Despite the fact that school police are present, PO Blymier's call volume changed very little.

2014 Calls for service (2SRO's)

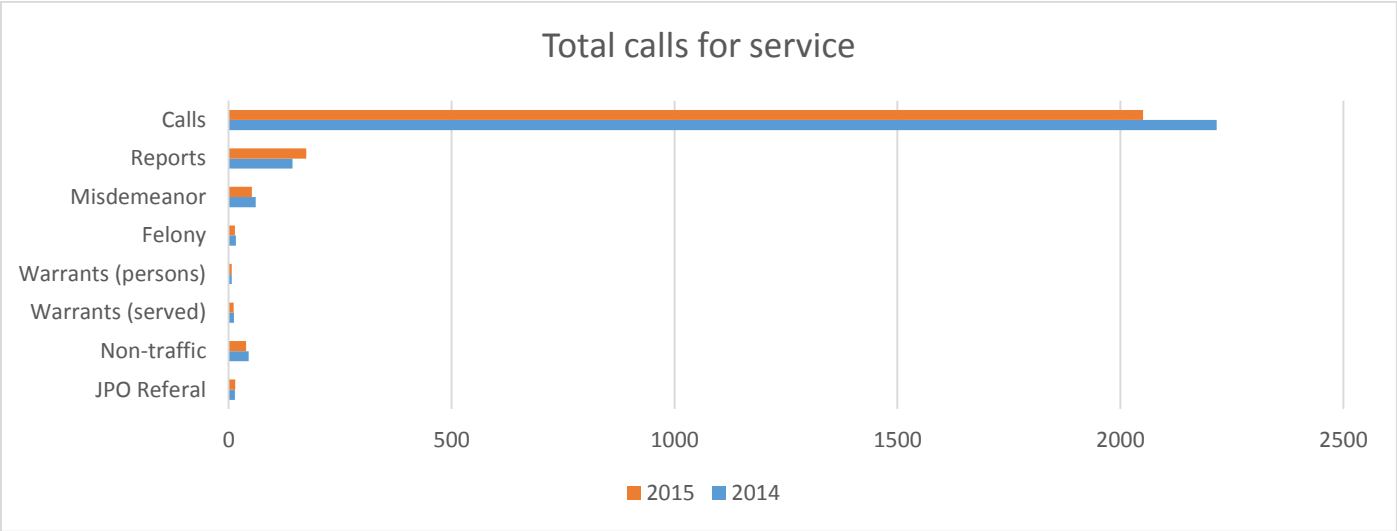


	Jan	Feb	March	April	May	Jun	Aug	Sept	Oct	Nov	Dec
JPO Referral			1	3		2		1	4	3	
Non-traffic	5	6	2	5	1	10	2	2	4	8	
Warrants (served)	3	2		1	1					3	
Warrants (persons)	1	2		1	3					1	
Felony	1	1	1	2		4		2	3	2	
Misdemeanor	4	1	7	7	4	5	1	5	15	9	3
Reports	12	12	12	14	22	8	3	15	23	16	6
Calls	222	204	254	241	226	100	102	229	220	221	197

2015 Calls for service



	Jan	Feb	March	April	May	Jun	Aug	Sept	Oct	Nov	Dec
JPO Referral		1	2		4	1		2	1	1	3
Non-traffic	5	5	5	8	7	7		1			1
Warrants (served)	3	3	1					2		2	
Warrants (persons)	2	1	1					2		1	
Felony	2		3	2		2		1	2	2	
Misdemeanor		3	4	15	4	2		2	11	7	4
Reports	11	29	10	23	17	11	1	7	31	18	16
Calls	234	271	254	308	208	72	37	135	238	143	151



	2014	2015
JPO Referral	14	15
Non-traffic	45	39
Warrants (served)	12	11
Warrants (persons)	7	7
Felony	16	14
Misdemeanor	61	52
Reports	143	174
Calls	2216	2051

INVESTIGATIVE SERVICES DIVISION

LT. TROY M. BANKERT
DIVISION COMMANDER

SHELBY PIERRE
OFFICE COORDINATOR

CRIMES AGAINST PERSONS & PROPERTY UNIT

Detective 1st Class Jeffrey Spence
Detective Anthony Fetrow
Detective George Ripley
Detective Andy Baez
PO Travis Sowers
PO Paul Dehart

SPECIAL VICTIM'S UNIT

Detective Alan Clarkson
* Reassigned to Patrol
PO Kyle Hower
PO Christopher Perry
Also serves as lead crime
scene technician
PO Tiffany Pitts

WARRANTS/MARSHAL TASK FORCE

Detective Richard Peddicord (retired)
PO Kyle Pitts

VICE & NARCORTICS UNIT

Detective 1st Class Andrew Shaffer
Detective Scott Nadzom
Detective Barton Seelig

NUISANCE ABATEMENT

Sergeant Nicholas Figge
PO William Wentz
* Promoted to Sgt. and reassigned to patrol
PO Stephen Aderhold
PO Zachary Pelton
PO Clayton Glatfelter
PO Corey Ames

FRAUD

Detective Mathew Luchko
Detective Jeremy Mayer
* Reassigned to patrol

INTELLIGENCE

PO Timothy Shermeyer

The criminal investigative process is one of the most important police responses in addressing the problem of crime. The success of the criminal investigation has direct impact on the amount of crime in a given community. The method of crime solution is now as important as the outcome, as convictions are increasingly difficult to obtain when the proper procedural rules have not been followed. This has placed severe pressures on the investigative function.

The main purpose of the criminal investigative process is to increase arrests for serious crimes that are prosecutable, ultimately leading to an increased number of convictions. Criminal investigation policies and procedures in this division are directed to the accomplishment of these goals.

The Investigative Services Division serves as an auxiliary arm of the police department. It is the duty of the detectives to detect and arrest criminals who have escaped apprehension or detection by members of the Field Operations Division.

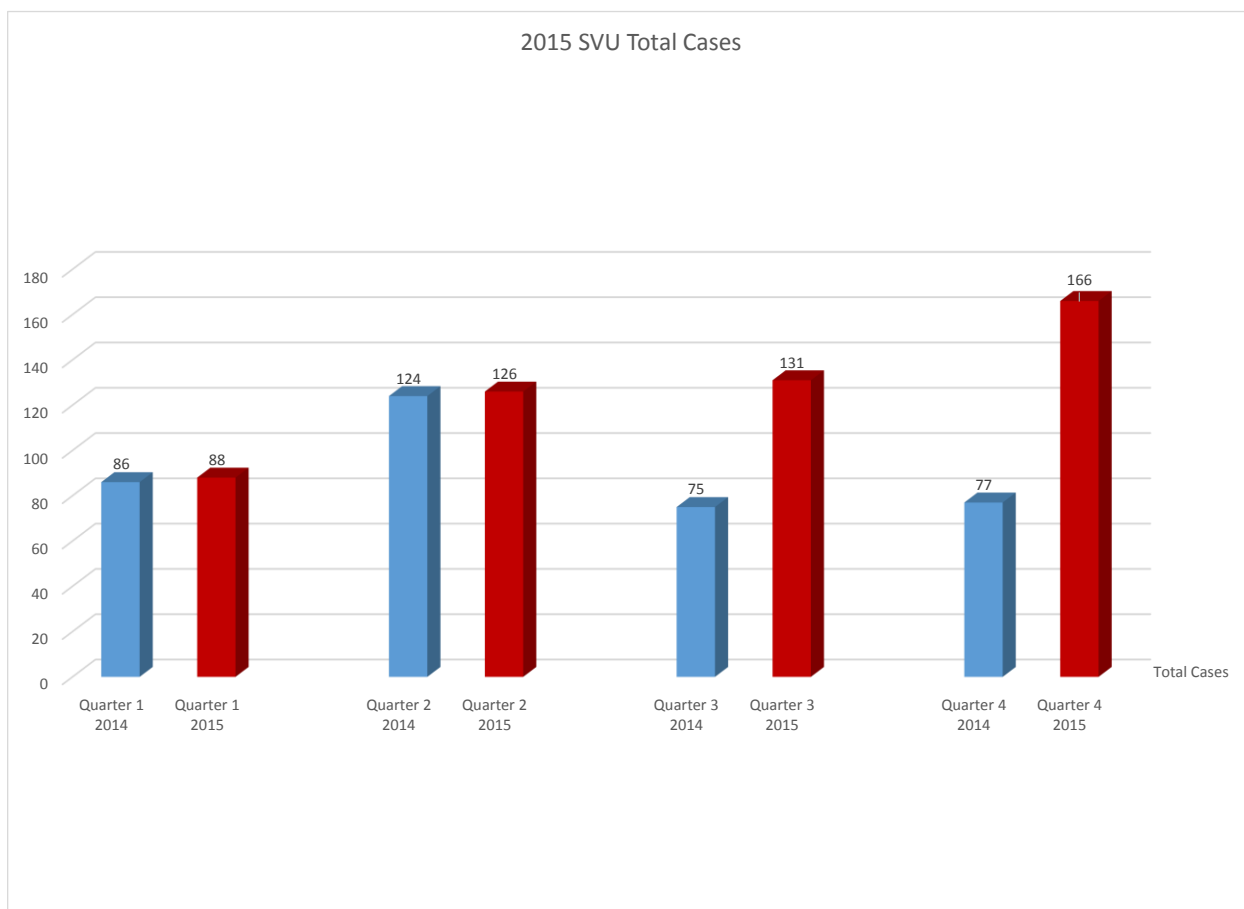
A criminal investigator is a person who collects facts to accomplish a threefold aim; namely, to identify and locate criminal suspects and to provide evidence of their guilt. Investigation is an art, not a science. Detectives do not have the same duties as that of a patrol officer. This allows detectives to focus for a long period of time on a particular case.

Detectives seek sources of information by making contacts throughout the community. They should possess a better than average knowledge of rules of evidence, human nature, psychology and a thorough understanding of modus operandi. Many of the officers assigned to the Investigative Services Division have outstanding ability to interrogate and interview suspects and witnesses. They are required to have the skill to write comprehensive and detailed reports.

The final responsibility of the follow-up investigator is the preparation of the case for prosecution. The quality of the investigative effort will directly affect the ability of the department and the District Attorneys Office to successfully conclude the case with a conviction.

Special Victim's Unit

In 2015 we changed the name of this unit from Sex Crimes and Child abuse to Special Victim's Unit (SVU). During the year, the SVU investigated 511 cases of sexual assault and child abuse with a 94 % clearance rate. The rate of increase from 2014 is 30 % which is due to increased attention on mandatory reporting, meaning many of the cases received are unfounded because mandatory reporters do not want to violate their duty to report, thereby over-reporting to which we are compelled to investigate. The investigators assigned to this unit frequently work with other agencies including the State Attorney General's Office, Pennsylvania State Police, York County Children and Youth and the Children's Advocacy Center. Of the three officers in this unit, two of them were assigned mid-year and have additional duties of Megan Law Violations and Lead Crime Scene Technician.



Vice & Narcotics Unit

During 2015, the Vice and Narcotics Unit consisted of three narcotics investigators. A considerable amount of the year was spent on the “South Side Gang” investigation. The case ended with 12 of the suspects taking a trial. The trial lasted over six weeks. Along with the Nuisance Abatement Unit, Vice & Narcotics Unit assisted the ATF and the US Attorney’s Office with locating witnesses, trial preparation and evidence collection. Ultimately the trial ended with all the subjects being convicted. As a result of the investigation the York City Police Department was awarded 80% percent of the assets seized. This resulted in over \$190,000 given to the department. Most of the money was used for both units to purchase needed equipment and supplies. Over the course of the year both units concentrated on the heroin epidemic, making it a main priority of their enforcement effort. Officers also conducted numerous community outreach speaking engagements on the heroin issue. Listed below are the drug totals for 2015.

FELONY DRUG ARRESTS	71
MISDEMEANOR DRUG ARRESTS	46
HEROIN SEIZED	\$54,165
COCAINE SEIZED	\$98,805
MARIJUANA SEIZED	7,970
GUNS SEIZED	17
CASH SEIZED	\$56,295

Nuisance Abatement

Nuisance Abatement organized 49 details utilizing officers from the Patrol Division, York City Fire and Rescue and the Codes Department. These details targeted illegal drugs, prostitution, abandoned vehicles, public urination and other “quality of life” violations. Listed below is 2015 statistical information.

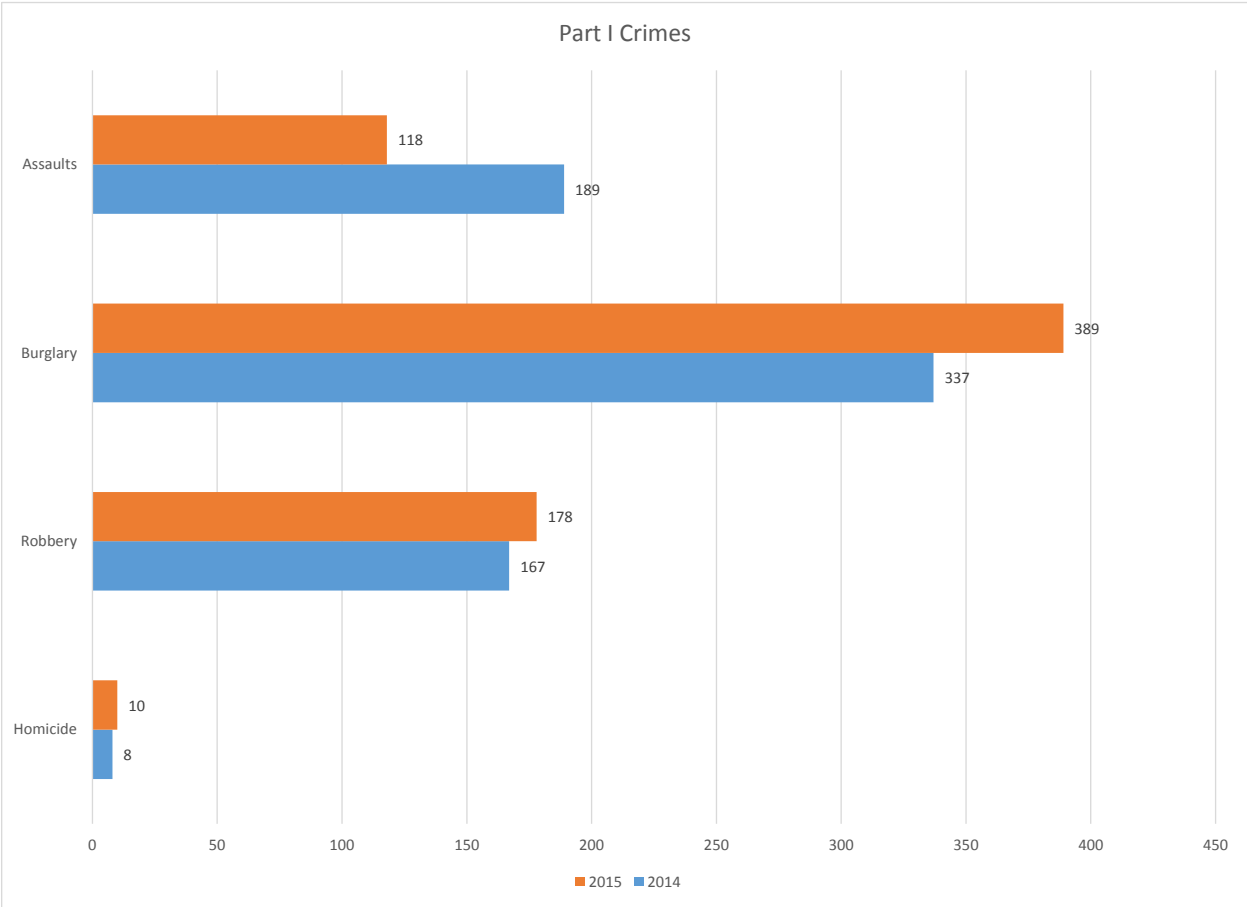
WARRANTS SERVED	285
PERSONS	108
TRAFFIC	315
NON-TRAFFIC	65
MISD./OTHER	5
FELONY/OTHER	1

Accident Reconstruction

The accident reconstruction team was re-assigned to the detective bureau in 2015. Previously it was loosely under the senior reconstructionist. A lead reconstructionist was identified and given specific duties to assist in the recommendation of training and to supervise the other officers. This is not a full time unit, rather it consists of three patrolman who are specifically trained to reconstruct an accident. They were used twice in 2015, one for an accident involving two police vehicles and another for a man who was run over by a vehicle.

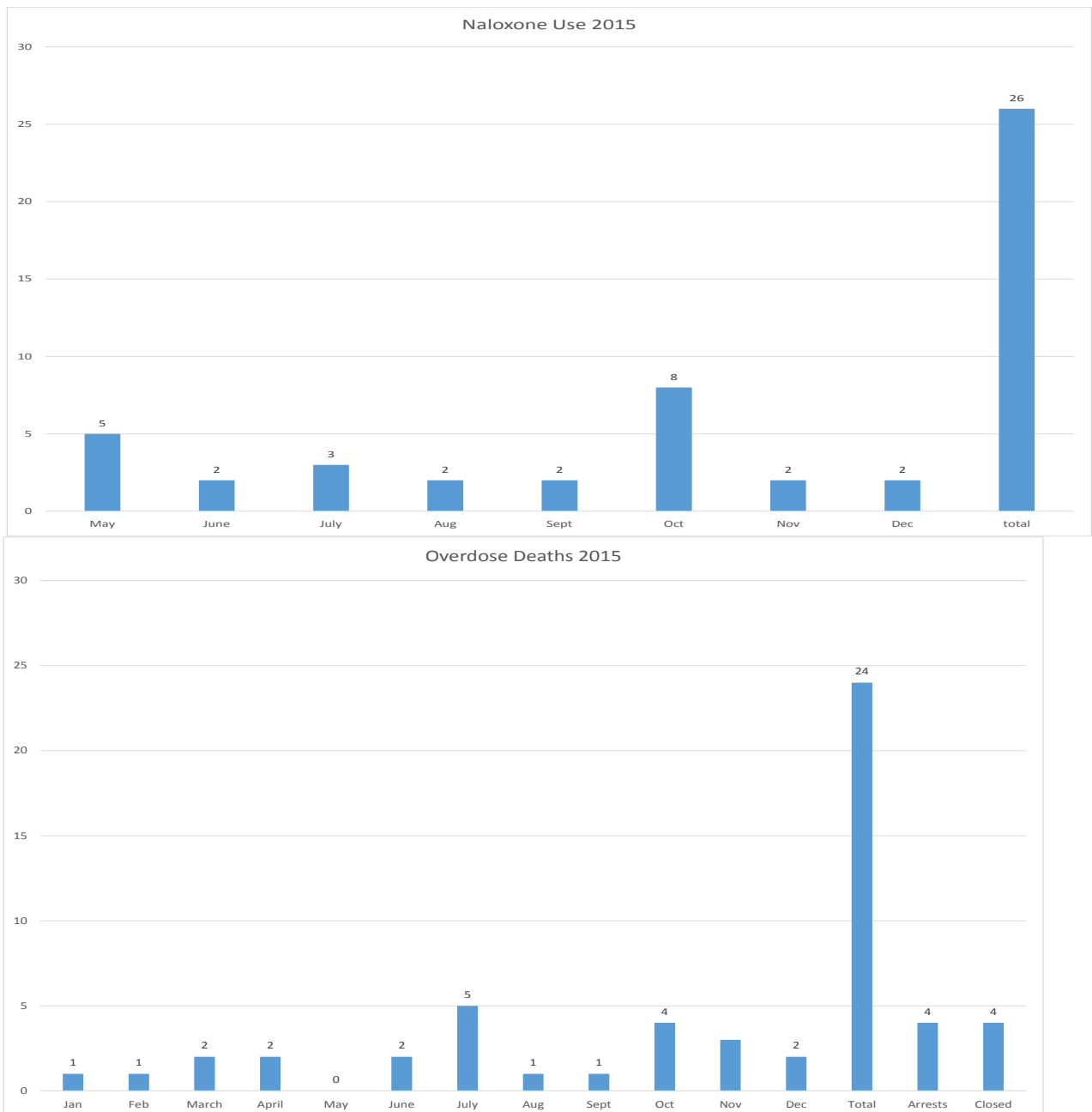
Violent/Property

Detectives involved in violent and property related crime concentrate on Part I level crimes such as robbery, burglar and assaults to include homicides. Five detectives are assigned to these type of cases, however other relatively minor cases are also handled because of its complexity that goes beyond the capabilities of the patrol division. Homicides for 2015 increased from 2014 in part because of York County District Attorney’s initiative to prosecute Drug Delivery Resulting in Death incidents, to which 3 were processed in 2015. Total assaults drastically dropped from 2014, despite a high spike in gun violence in December 2015, which we believe was the result of younger gang members positioning themselves after the 12 offender federal trial concluded in November of 2015. Burglaries had an increase but may be due to several serial burglars that were discovered and charged with several incidents. Robberies had a nominal percentage increase in 2015 and can be related to several factors including dual reporting related to assault incidents. These statistics were taken from our state mandated responsibility to participate in reporting of crimes in accordance with the Uniform Crime Report criteria. These statistics may change based upon investigation results that determine that a previously reported crime, actually did not occur, therefore reducing the statistics.



Overdose

A total of 24 people died as a result of overdose of heroin in 2015, 3 less than in 2014. Naloxone was introduced in May of 2015 which may contribute to the lower number, however, 16 of the 24 deaths came after naloxone was introduced. A total of 26 people received naloxone from officers in 2015 with only 2 of them dying despite the effort. Officer Shermeyer continues to be the leader in the county in reference to criminal charges of Drug Delivery Resulting in Death, with 6 charged in 2015 involving 3 separate incidents.



SUPPORT SERVICES DIVISION

Captain Steven M. Butler Commander

The Support Services Division is responsible for administrative and support services for the Police Department. The primary duties of the division are budget preparation and administration, and equipment procurement and distribution. The Administrative Division works closely with the City's Grant Coordinator on the financial management duties for all grants received by the police department, including JAG Grants, COPS Technology Grants, Local Law Enforcement Block Grants, Bulletproof Vest Partnership, and other sources such as Pennsylvania Commission on Crime and Delinquency.

The Support Services Division includes the Police Records, Community Services, Professional Development (Training and Accreditation), and Property Management Sections.

The Community Services Division fosters a spirit of cooperation between the members of the police department and the community through a variety of programs, academies, trainings, and services. Members of Community Services include the crime prevention coordinator, neighborhood development coordinator, resource center staff, Police Chaplains, and animal enforcement officer.

The Professional Development section has responsibilities for accreditation management, recruiting, selecting and hiring new officers and is the primary liaison for the Police Civil Service Board, as well as the responsibility for the training of all the personnel in the department.

The Police Records Division manages the department's computerized Records Management System and provides coordination between the courts and police officers for their court appearances. The Records supervisor manages contracted overtime, certain special event permits, and oversees the Parking Enforcement Supervisor.

The Property Management Division is responsible for cataloging and storing all evidence and recovered property.

RECORDS DIVISION/SPECIAL EVENTS

Sgt. Richard Barth, Supervisor

York City Police Records Division was made up of eight full time civilian employees and one sworn police supervisor – Sgt. Richard Barth. The records office was open to the public from 8am-4pm Monday thru Friday. Three Employees worked full time processing police records. A fourth was added/recalled half way through the year. Two employees provided front desk coverage which is open to the public from 7am-11pm Monday-Friday. One employee is an IT (Information Technology) specialist who handles the police department's computer and technology systems. Another employee is assigned to fleet maintenance but also performs tasks supportive to the daily functions of the Records division and Police Department as a whole.

Records Division and Front Desk

The specific detailed duties performed on a daily basis can be found in the Records Operation Manual. A brief description of duties follows.

Front desk duties include the following:

Telephone	Messages (Email and voicemail)
In Person – Walk-ins	Faulty Equipment Cards
Fax	QRT Log/QRT Callout
MDC	Towed/Impounded Vehicles
Taking and updating reports	Chaplains
Clean/NCIC Hits	Prisoner Release
Referrals and Call-Outs	Officer Calling off shift

Records Operation duties include the following:

Traffic Citations	PCCD
Non-Traffic citations	Microfilm
Call Sheets	Clery requests
Overtime Details	Records Checks
Overtime request	UCR
Pursuit forms	Clean/NCIC
Written Warnings (5-day cards)	Validations
Fax	Statistics/Analysis
Crash Reports	Records Retention
Protection from abuse	Right to Know Requests
DA's Office	Court Coordination/Subpoenas
Magistrates	*State mandated reporting

Information & Technology Services performs maintenance in the following areas:

Computers	Cameras
Phones	Metro
Fax	Telestaff
Printers	Software
Copier	Network Server

Additional Duties performed by Records Division Supervisor

Payroll

Sgt. Barth is responsible for maintaining and submitting the uniformed police payroll to the finance department on a bi-weekly basis.

Police Overtime / Special Events

In addition to organizing special events, the police department is sometimes called upon to provide traffic control and/or security during these special events. These events include races, parades, street

fairs, etc. All special events are managed through this office. Responsibilities include meeting with customers to develop a traffic control/security plan, scheduling details and assigning the details. Many events require the coordination of several agencies throughout the city. This office acts as the lynch pin between police services, fire services, parks and recreation, public works, fire police, and the event organizers. In some cases, this office will provide police supervision as the OIC for the events.

In 2015, the City of York organized 61 Special Events, some of which included:

Creek Fire Art Festival	Equality Fest
First Fridays	First Friday in Royal Square
Saint Patrick's Day Parade	Labor Day Parade
Oysterfest	Quarterback Club 5K race
Victim's Rights March & Candlelight Vigil	Foodstruck
YWCA Race against Racism	Bike Night
Yorkfest Arts Festival	York Halloween Parade and Run
Olde York Street Fair	York White Rose Run
National Street Rod Parade	YMCA Turkey Trot
YMCA Kids Triathlon	Light Up Night
The YMCA Marathon	Walk a Mile in Her shoes
July 4 th Fireworks	Cigar Box Festival

In addition to security services, and special event services, this office also handles grant money that is allocated for traffic safety. Typically, this money is used to fund traffic enforcement details and public awareness details that relate to improving traffic safety in the city.

Traffic enforcement details were funded by grants from Buckle-Up Pennsylvania and Aggressive Driver. In addition to the details generated through the grants, there were several details throughout the year filled through the use of directed patrol at the shift level. The patrol details were instrumental in addressing citizen traffic complaints received throughout the year as well as matching the "in-kind" hours required by the state agencies funding these grants.

Fire Police

The York City Fire Police assist the Police Department and Fire Department by providing traffic and pedestrian control at emergency calls and special events. The members of the York City Fire Police donate their time in all types of weather, and at all times of day. Their efforts make many of the scheduled events possible at no cost to the City. Participation had been decreasing as the ranks of the Fire Police is aging and recruitment was virtually non-existent but the organization is beginning to rebuild its membership with qualified volunteers. As such dependability has diminished as has the calls to assist the Police and Fire Departments but this situation is in the process of correcting itself.

The following Fire Police members served as Officers during 2015:

President	Paul Leiphart
Vice President	Clarence March
Recording Secretary	Bonnie Shilke
Treasurer	Raymond Sneddon

Towing Ordinance

The Records Office oversees the City's Towing Ordinance. Currently there are three companies licensed to tow vehicles. Darrah's, Louie's, and J&K Auto. This office is responsible to oversee the towing companies are licensed to operate in the city. Inspections of facilities & equipment, license renewals and required paperwork (applications) occurs on a yearly basis.

Portable Radio Maintenance

The Records Supervisor is also responsible for the maintenance and repairs of the officers' portable radios and the equipment that accompanies these radios. This includes programming radios for new hires as well as reprogramming radios for officers who are given special assignments.

Arrest Records Transferal

Arrest information that has been collected over the years for both juveniles and adults had been transferred to an off-site facility during the building reconstruction phase. Since the construction and development of a records storage room in the basement of the Police Dept., we have continued the transition of re-collecting those records and permanently storing them on shelving units in the storage area. By the end of the year we were roughly 40 % completed. Progress on the project slowed considerably as the Records division was faced with layoffs and a reduced staff.

Re-Assigned Duties

Some duties that were formerly the responsibility of the traffic safety office have been reassigned to Day work patrol services. The Records division office still assists in these areas as needed.

Parking Enforcement

In 2015, The Parking Enforcement division was restructured and transferred to fall under the command of the Police Department. The unit consists of a supervisor, five full time and one seasonal (street cleaning) enforcement officers, who ultimately report to the Records Division supervisor. Parking Enforcement Officers wrote 34,384 tickets in 2015 (which is an increase over the number in 2014) which generated approximately \$1,099,848.00 in ticket revenue. More than half of tickets come from street sweeping, one fourth come from meter violations and the other one fourth come from other violations such as double parking, No Parking Zones, inspections, registrations, etc....

Additionally PEO's spent 640.25 hours in the parking garages in 2015 covering cashier shifts that Finance Dept. could not find coverage for.

TRAINING & ACCREDITATION

Lt. Roy E. Kohler

The Training and Accreditation Division is responsible for the training of all department personnel, recruiting, hiring, and meeting the PLEAC standards for accreditation.

TRAINING

Each officer within the department received the following mandatory training:

Spring Use of Force

Fall Use of Force

Legal updates/mandatory in service

Recertification of Taser, OC, Mental Health, ASP and Stop Sticks occurred in-house.

Members of the Honor Guard attended 4 days of in-service training (1 more than 2014).
 Members of the York County Quick Response Team attended 18 days of in-service training (same as 2014).
 PO Gehron successfully completed the Basic SWAT School instructed by the MD State Police.
 Members of the York County Negotiation Team attended 12 days of in-service training.
 PO Crumpton successfully completed the basic Negotiator School in Maryland.
 PPOs Woodring and Sable completed the 21 week Field Training Program.

The training budget was not exceeded.

Department personnel attended other courses as detailed below:

OC Recertification	ASP Recertification	Taser Recertification
PLEAC Conference	Tactical Patrol Rifle	Mental Health Recert
Glock Armorer	MCSAP update	Stop Stick Recert
UCR Reporting	Internal Affairs	Taser Instructor
PELRAS	PCP Annual Conf.	Firearms Spring and Fall
Active Shooter Update	Spear	Instructor Development
EVOC	FTO	Interview and Interrogation
Police Command	Accreditation Conf	Tactical Shooting
Youth Mental First Aid	Traffic Safety School	Internet Intell
Tactical Tracking	Combat Wound FA	JNET Conf.
Taser instruction	Humane Officer Sch.	CAC Conf.
Fingerprinting I	Fingerprinting II	Evidence Collection
Below 100 Safety Init.	Crime Prevention	Suicide Prevention
Motorcycle Sch.	Civil Disorders	SWAT Sch.
Mock Crime Scenes	Firearms Evid.	Arson Investigations
Vet CIT Training	NRT Basic Sch.	CIT Training
Street Level Drugs	ARIDE	Background Invest
DUI Seminar	Child Abuse Invest.	Command Leadership

- Classes were attended by officers for EVOC.
- Our Evidence Tech officers attended numerous schools at HACC in advancement of our crime scene processing.
- Officer Eastman was sent to classes for MCSAP recertification.
- POs Gladfelter, Eastman and Ames did advanced QRT training in explosive breaching and Hostage Rescue.
- Insp. Losty completed the basic IA school and a school on background investigations.
- Capt. Butler and Lt. Bankert completed the Northwestern University Command and Staff Course.
- Eight officers attended a tactical shooting course.
- Two officers attended the initial FTO.

The department implemented a new computer filing system called PowerDMS to aid in the management of accreditation files and also aids in training dissemination and the managing of those files. The Department is working towards conducting as much training as possible via computers to reduce scheduling problems and the associated costs.

FIELD TRAINING

Two officers, Woodring and Sable, successfully completed the 840 hours of field training program.

RECRUITING/HIRING

No officers were hired in 2015

ACCREDITATION

The York City Police Department completed their annual compliance review.

PROPERTY AND EVIDENCE

Denise Conrad, Supervisor

This year showed increases in Evidence Room activity over 2014. In terms of basic data entry transactions, there were more than 14,190 Metro changes logged (over 4,000 more than last year) and 1,387 “Spillman” transactions. This includes an increase in property returned to owners, items destroyed, as well as more items being signed in and out by officers. We saw a 254 unit increase in evidence intake versus 2014. This includes a small increase in the number of firearms received as well as an increase of about \$35,000 in overall cash intake. Translated, this means everyone was busier than last year, including the evidence office.

Here are some of the relevant numbers, events and projects from 2015:

Incoming items:

Total 2015 tagged units entered by officers: 6224

Total 2015 new guns received: 109

Total 2015 cash intake: \$134,495.85

Outgoing items:

Total tagged units destroyed: 2,267

Total cash forfeited to DA’s Office in 2015: \$30,107.56

Total cash turned over to PA State Treasury Bureau of Unclaimed Property: \$1,035.32

Total cash released to owners: \$22,578.71

Total items (individual tags) returned to owners: 250

A medication drop-box was placed in the Y.C.P.D. lobby in 2015, thanks to the folks at the York County Solid Waste Authority. Members of the public may now drop off unwanted prescription medications for secure destruction. Emptying it, securely logging it in, and transporting those contents falls under the Evidence Office’s

domain. This process helps keep those drugs out of the hands of children and criminals, as well as out of our water supply. Nearly 140 pounds of medication alone were destroyed, free of charge, at the incinerator in 2015.

By far, the largest project of the year was preparing the evidence for the ATF's case against the Southside gang. An ongoing matter for the past few years, Evidence received the finalized list at the end of July which included dozens of cases not previously requested. The list of evidence, some from as early as 2002, included approximately 500 items. Those were released for the federal case in mid to late September and returned to our department in early December. Just signing them all back in took over a week to complete. Needless to say though, the case's positive outcome for the city made this all worthwhile.

In October, Spillman Summit, our digital records management system from about 2000 to 2010 went offline suddenly. Spillman information is vital to our ability to dispose of unneeded items and to track where those things are located on our shelves. Luckily we already had basic Access interfaces and data-backups prepared for Evidence and Records users. When Spillman crashed, those modules were quickly updated for immediate release, and we all were back online within a week of the crash.

One of our biggest accomplishments of 2015 was with regard to disposal of unneeded property and evidence. The evidence room really reaped the benefits of our case disposition-tracking system for the first time this year - the *Super Duper [Access] Database*, as we call it. With this tool, we've managed to dispose of more evidence than in any prior recorded year (going back 10 years). Much of 2015's count can be attributed to 2014's research and some additional manpower provided by a few 'light-duty' officers during those early months. Action lists of items to prep for disposal continue to grow- over 2000 at last check, based on our 2015 research. Dozens of additional items, including 141 firearms, are already staged for the disposal process in early 2016. We also expect the coming year to be very productive.

COMMUNITY SERVICES DIVISION

**Lt. Gene Fells
Commander**

Jacqueline Marrero – Crime Prevention Coordinator
Danny Evans – Neighborhood and Youth Outreach Coordinator
Jeri Zimmerman - Resource Center Staff

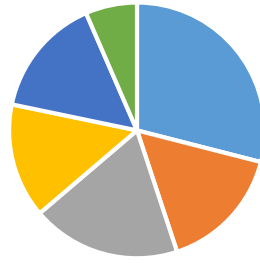
Mark McCartney – Animal Enforcement Officer

York City Police Chaplain's Corp

Pastor Darnell Bowman (Co-Captain)
Pastor Carlos Kelly (Co-Captain)

In 2015, the Community Services Division saw and responded to a sharp increase in calls/emails for safety information, crime prevention tips, neighborhood concerns and to schedule officers or staff members for all types of events. Staff members responded to over 16,000 phone calls and emails for assistance and information.

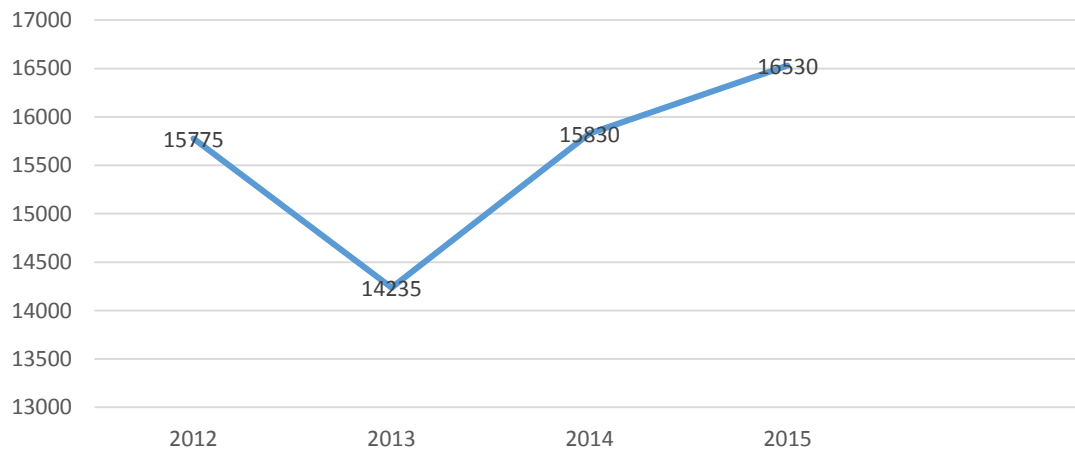
COMMUNITY SERVICES DIVISION 2015

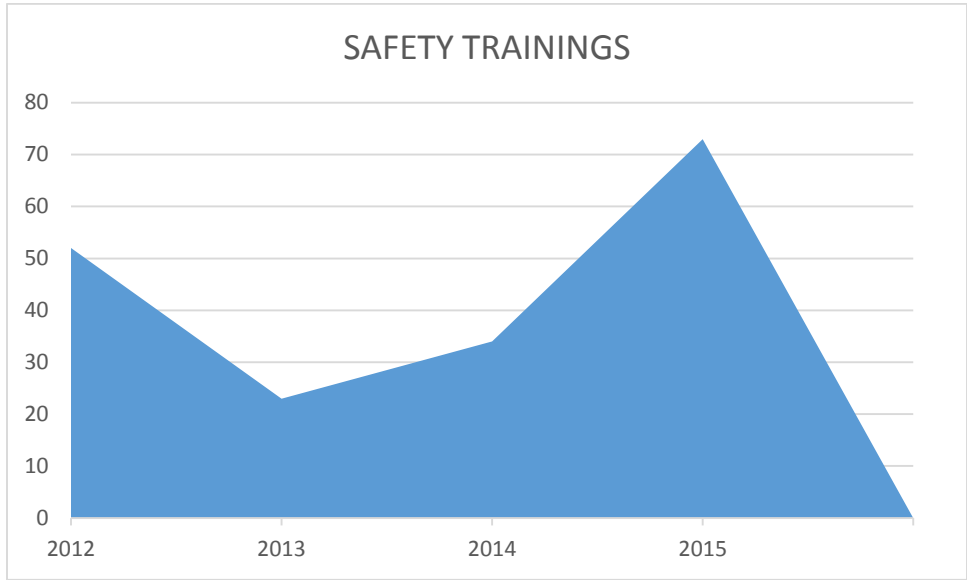


- CRIME PREVENTION TRAINING
- COMMUNITY MEETINGS
- COMMUNITY EVENTS
- FOLLOW UPS
- YOUTH PROGRAMS
- STAFF TRAINING

CRIME PREVENTION

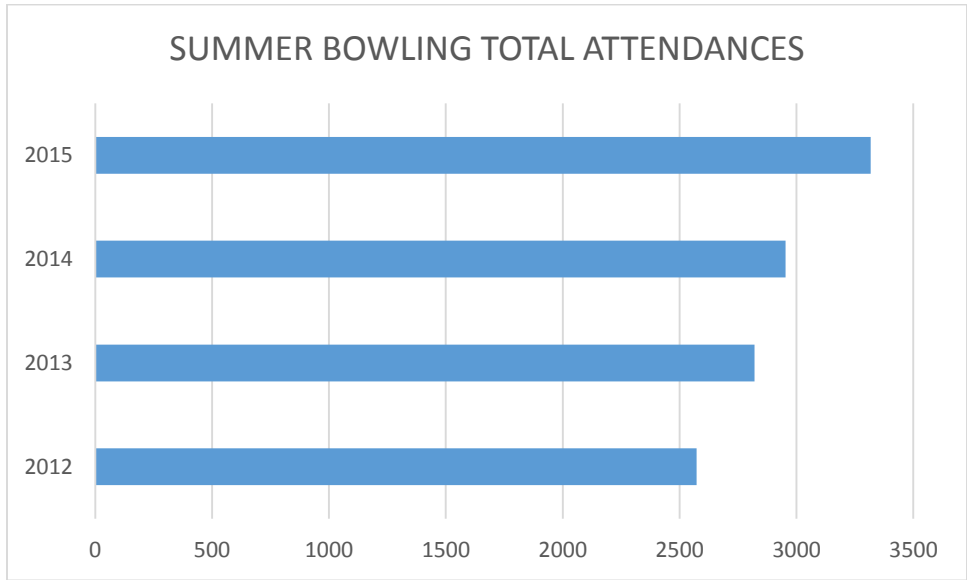
CALLS AND EMAILS FOR ASSISTANCE AND INFORMATION





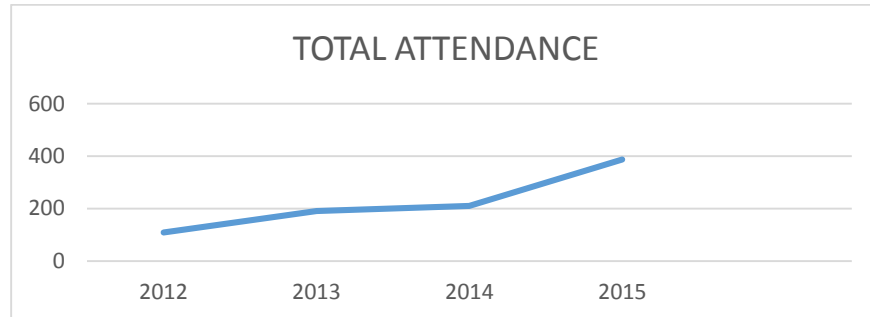
In 2015, Community Services Division increased the number of partnerships with Churches and Businesses, to provide more services to members and employees. Each Safety Training is custom made to the location and the agency requesting the presentation.

YOUTH EVENTS



YOUTH OUTREACH

382 young people attended the Youth Outreach program held at Martin Memorial Library. This afterschool interactive event, involves officers, students and video games.



YOUTH BICYCLE SAFETY TRAINING

84 young people attended a bike safety course in the City, where each child was given the opportunity to ride through an obstacle training course. 68 bike helmets were custom fit and given out, and minor repairs were made to 31 bikes.

COMMUNITY SERVICES 2015 HIGHLIGHTS

Operated two Resource Centers in the York Community

- With a total walk-in contact of 276
- 162 Referrals for services
- 363 Blankets given away
- 2 Christmas parties hosted, with 109 students
- And supported 6 other Non-profit Agencies Christmas projects

York Detention Center

- Two (2) days a week, a staff member was assigned to the center for student counseling.

Neighborhood Block Watch Groups and other meetings

- In 2015, Staff Members attended over 520 community meetings and responded to 63 Neighborhood Complaints.

Provided 53 Officer Friendly Type visits to local schools

Hosted 8 College intern students

The Department hosted 1 Adult and 1 Youth Police Academy

- 14 Class members in the Adult Academy
- 27 Class members in the Youth Academy

Worked with 30 Groups at 29 locations for National Night Out

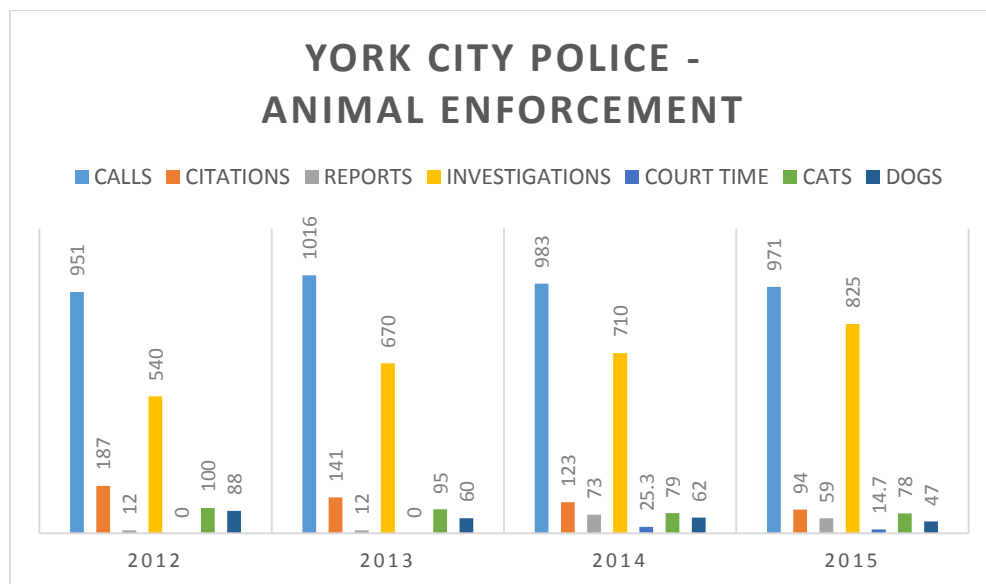
Provided Crime Prevention Resource tables at 43 Community Partnered Events

- Brochures on Safety topics in both English and Spanish

YORK CITY POLICE AT THE YORK FAIR

- Booth was staffed with 22 Volunteers, 19 Police Officers and Community Services Staff
- Booth had over 4300 contacts
- 918 Crime Prevention Quiz's Performed
- 1800 Safety and Crime Prevention Brochures and Incentives given away.
- 148 Bike Helmets fitted and given away.
- National Crime Prevention Month – October 2015
- Recognized 32 Non-profit Groups, 9 Churches and 8 Business for their Crime Prevention efforts in the York Community

Over 67% of the Police Department's staff and officers, through normal working hours, overtime or volunteering, were involved in sponsored or created partnership activities, in 2015

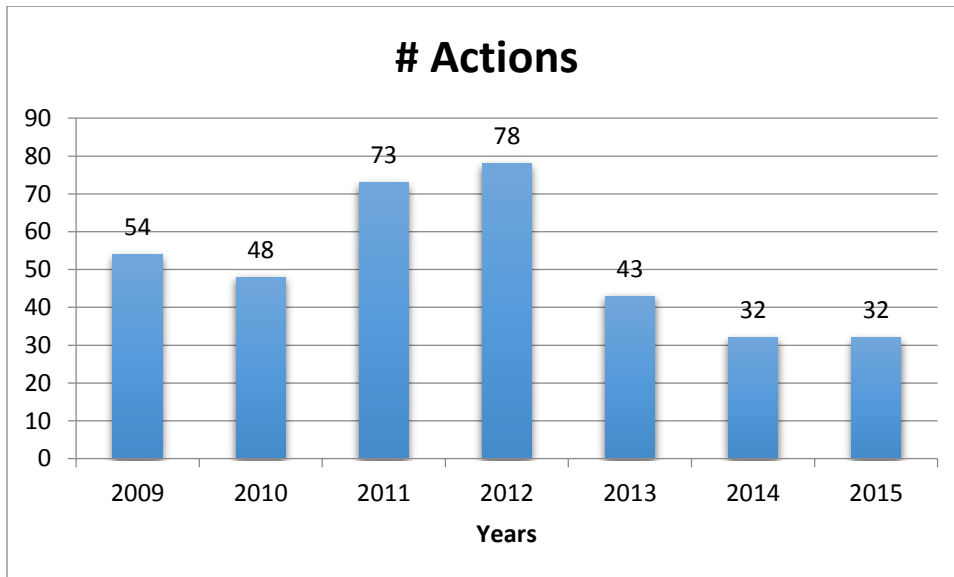


In 2015, the Animal Enforcement Officer (AEO) also responded to rescue 51 other types of Wildlife, including bats, opossums, ground hogs, chickens, squirrels, birds, raccoons,

Snapping turtles, ducks, skunks and deer. Officer McCartney (AEO) also assisted SPCA with dog abuse case that resulted in a misdemeanor arrest and made a presentation to the Citizen’s Police Academy on Humane and Dog laws.

YORK CITY POLICE CHAPLAINS’ CORPS

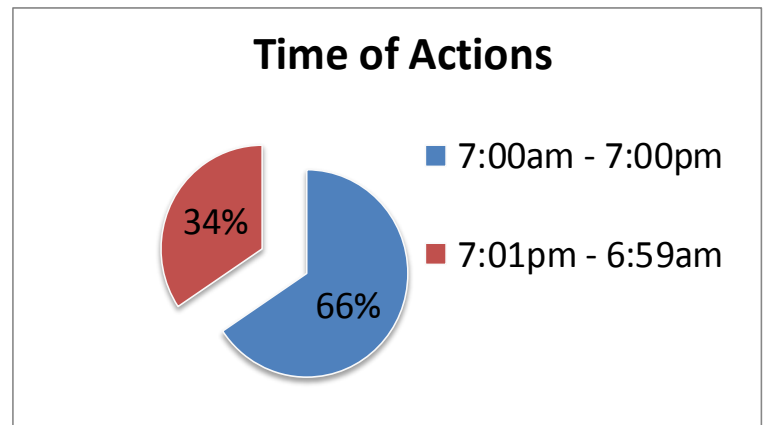
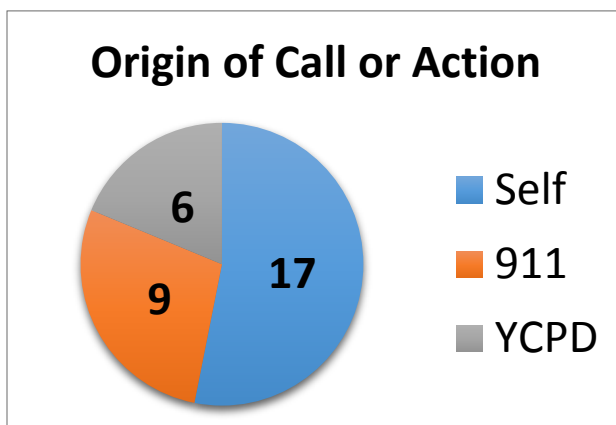
During 2014, 10 ordained ministers, representing 9 different denominations, served some part or all of the year as York City Police Chaplains. During the year, one chaplain resigned and one joined the corps for a total of nine active chaplains.



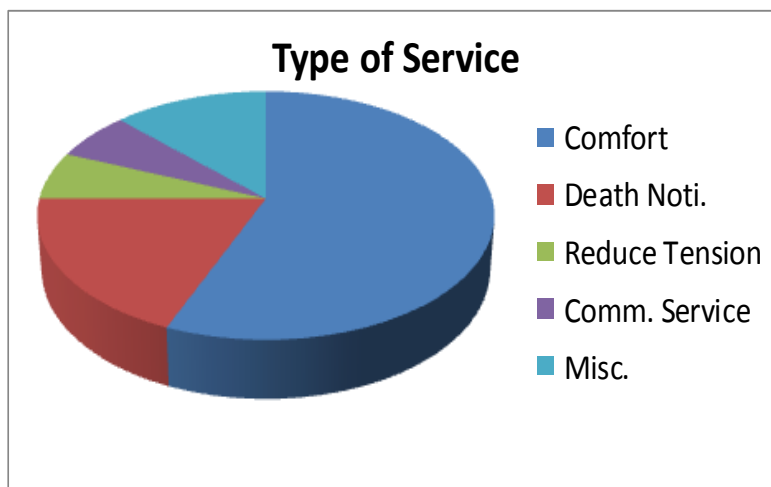
Over the course of 2015, the chaplains’ corps handled 32 cases. Since the inception of the chaplains’ corps in 1983, the corps has handled 2,548 cases. The information reveals a similar number of calls and services as the year 2014.

66% in 2015 were between 7 am and 7 pm. Specifically, 21 of the 32 calls/ministry involvements that involved the chaplains took place during that daytime period.

Of the 32 Actions handled by the chaplains in 2015, the pie chart to the left indicates their source.



7 of the 9 chaplains that worked all year reported at least one call or ministry involvement during the course of 2015. Over the years, the chaplains' have sought to help people in crisis "get back on their feet" after "having the rug pulled out from under them". The graph on the following page gives the types of ministries or services provided.



Chaplains accumulated a total of 107 hours of duty service during calls and other activities. The average time of the services was 3.15 hours.

The YCPD Chaplains' Corps began back in 1983 primarily with a focus on the needs of the community in crisis times. Over the course of time, intentional ministry to our police force personnel has risen greatly while still providing the crisis ministry to the citizenry as needed.

Areas to improve:

1. The calls from 911 (as in 2014) continue to be significantly lower than previous years, indicating that we need to improve our relationship with the officers and that they need to know more about the chaplain corps.
2. The "ride-alongs" is an area that shows improvement in 2015 and there is still room to continue growing.

INTERNAL AFFAIRS DIVISION

It is the policy of the York City Police Internal Affairs Division that every complaint or allegation of misconduct by a member of the York City Police Department is thoroughly investigated and the results of the investigation are documented by a written report. These complaints are registered and records are maintained of each complainant's disposition. Inspector Craig Losty is assigned to the Internal Affairs Division and reports directly to Chief Wes Kahley. A final report of each investigation is submitted to Chief Kahley and the corresponding Division Captain for their review, resolution and disposition.

During 2015 a total of 11 formal Citizen Complaints were registered and investigated. (Down from 13 in 2014)

Characterization of Citizen Complaint	Total for each category
Excessive Force	2
Improper Arrest/ Poor Investigation	4
Courtesy	4
Missing Property	1

Internal Affairs Division is also responsible for investigating complaints involving City of York municipal employees, including police officers that arise during the course of employment with the City. These investigations are generated from "other information sources", not the formal citizen complaints that are filed. Internal Investigations of municipal workers including police employees: 12 Internal Investigations. (Up from 11 in 2014)

Another function of the Internal Affairs Division is to conduct extensive and thorough pre-employment background investigations of City of York Civil Service Applicants that have successfully completed the initial phases of the Civil Service Board Employment selection process. Internal Affairs Division initiated 37 pre-employment background investigations of civil service police and fire applicants for potential hire by the City of York in 2015. (Up from 11 in 2014)

The Internal Affairs Division also conducts pre-employment criminal background investigations of all City of York municipal employee applicants to determine if the applicants are suitable for consideration for employment. This pre-employment criminal investigation is to verify that no persons are hired with a criminal record that the City is not aware of. In 2015 the following background investigations were conducted for various positions within the City of York: 85 Criminal background investigations for general municipal employees. (Up from 80 in 2014)

COMMUNITY RELATIONS

Honorable C. Kim Bracey, Mayor

Edquina Washington

Director

CITY OF YORK INITIATIVES

2015 MLK America's Sunday Supper: Where Do We Go From Here?

The 2015 MLK America's Sunday Supper: Where Do We Go From Here?, was held on January 18, 2015. The event is a national initiative of the organization Points of Light, in cities and states across the United States with the premise to acknowledge the legacy of Dr. Martin Luther King Jr, through providing a community meal and community discussion on an issue relevant to the current state of the community.

The event consisted of a community dinner, interactive dramatization, and a student recitation of Dr. King's "Where Do We Go From Here?" speech, while evaluating our progress as a community through the dreams of Dr. Martin Luther King, Jr. Community members donated books for Helen Thackston Charter School, to provide assistance in enhancing their library selection for middle and high school students.

Community partners and sponsors: Points of Light, Global Citizen 365, Lincoln Charter School, Helen Thackston Charter School, Logos Academy, Iglesia Ministerio Cristiano Renavado En Cristo, Inc. Harvey's Rent-All, and New Covenant Community Church – Life Center.

2015 Minority and Women Owned Business Luncheon

The 2015 Minority and Women Owned Business Luncheon: Growing Diverse Business in the City of York was held on May 5, 2015 at The Yorktowne Hotel. The fourth year of this hallmark event for our small business community, which involved the opportunity for networking, as well as workshops on marketing, financing, business start-up, and innovation, as well as advice of effective strategies for improved business growth.

Our Keynote Speaker for the event was, Mr. Carl Dorvil, a world renowned entrepreneur with a passion for social enterprises, a seasoned entrepreneur, professional speaker, and investment strategist.

Community partners and sponsors: York Traditions Bank, Union Community Bank, and Peoples Bank.

Merchant of the Month

Since 2011, local businesses have been celebrated by Mayor C. Kim Bracey and Downtown, Inc. monthly, highlighting their benefit to the city of York with a community celebration at their place of business, a parking pass for the current month, and the utilization of professional video advertisement of the services they offer to our community.

My Brother's Keeper York, PA

Mayor C. Kim Bracey and Jamiel Alexander, accepted President Obama's "My Brother's Keeper Community Challenge," August 22, 2015, joining together over 60 men in the community focused upon eliminating opportunity gaps, barriers, and challenges facing youth in our community, including boys and young men of color, to ensure that all young people in the community succeed.

Mayors Day of Recognition for National Service

Joining hundreds of Mayors across the United States on April 7, 2015, Mayor C. Kim Bracey recognized the impact and value that national service volunteers provide to the city of York, by organizing a ceremony in collaboration with the Corporation for National and Community Service, the National League of Cities, and Cities of Service.

National service volunteers from United Way of York County, Community Progress Council, SpiriTrust Lutheran, Crispus Attucks, RSVP, and the American Red Cross were recognized by Mayor C. Kim Bracey, with each personally received a token of her appreciation for the service that they provide to our community.

Weight Watchers Healthy Community Program

As a component to the Let's Move York City initiative, in 2014, the city of York was selected as a recipient of the Weight Watchers Healthy Communities Program grant from the U.S. Conference of Mayors and Weight Watchers International for \$25,000 and \$1 million in benefits split across the other two winning cities, Baltimore, MD and Racine, WI to implement the program successfully.

The program has continued to provide residents with a Body Mass Index (BMI) of 27 or above that meet certain financial requirements to attend Weight Watchers meetings at a steeply discounted rate of \$3.00 per week at three community locations within the city of York.

Residents that have participated in the initiative have loss over 300 pounds, while gaining a new way of living a healthy and happy life in the city of York.

MENTORYork

In 2011, Mayor Bracey joined the efforts of Cities of Service and AARP in developing a High Impact Service Plan for the City of York, which she coined MENTORYork. The initiative provides high school freshman with mentors committed to being involved in the lives for a period of four years, to encourage students in their successfulness. Mentors meet with students on a weekly basis and maintain contact two - four times per week via telephone and other means of communication. Mentors and students have equally gained tremendously from their involvement with the initiative.

In 2015, the first cohort of MENTORYork students graduated from William Penn Senior High School, with each entering into post – secondary education full – time. MENTORYork is a national award winning program of the U.S. Conference of Mayors, City Livability Award.

Mayor's Campaign To End Bullying

In collaboration with the U.S. Conference of Mayors, Mayors Campaign To End Bullying, Mayor C. Kim Bracey held "Ending Bullying" conferences for parents and students at Helen Thackston Charter School and Lincoln Charter School.

The events included a screening of the documentary "BULLY," which shares the harsh realities of peer to

peer bullying in school across America, followed by discussion and feedback with parents, students, and school counselors.

Teen's Fourth Friday

In September 2013, Mayor C. Kim Bracey launched "Teen's Fourth Friday," a program designed to address the needs of teenagers, while providing them with a safe and nurturing environment to receive those services. The program has occurred every fourth Friday of the month at different community organization throughout the City of York. Besides having fun and meeting new peers, youth receive invaluable information on college preparation, healthy lifestyles, positive behaviors, self – esteem, after school programming, family resources and much more during our monthly program, while also receiving a free meal. Teen's Fourth Friday is a national award winning program of the U.S. Conference of Mayors, City Livability Award.

Community partners and sponsors: YMCA of York County, YWCA of York County, Qdoba Mexican Grill, Martin Library, York Revolution, Family First Health, Justice Works Youth Care, Giant Food Stores, York City School District, Crispus Attucks Association, Kunzler Hot Dogs, Snow Palace, DiCarlo's Pizza.

2015 State of the City Address

The declaration of the past accomplishments and future direction of the city of York under the leadership of Mayor C. Kim Bracey is held annually, in the format of her State of the City Address. This year's State of the City Address was held on April 23, 2015 at LSC Design.

The following outstanding community leaders were honored at the event: **Robert Kinsley** (White Rose Hall of Fame Award), **Ron Martin** (White Rose Award), **Chantel Tremitiere** (White Rose Award), **Carla Christopher & James Sawor** (York Unity Award), **Philip Given** (York Entrepreneur Award), **Anne Clark** (York Leadership Award), **Sandy Walker**, Posthumously (York Humanitarian Award), **Paul Kicklighter** (York Recreation and Parks Volunteer Award), **Jim Waldie** (York Special Events Volunteer Award), **Mateo Maldonado** (York Scape Award), and **Stephen Busch** (York Public Arts Award).

Play Ball

Mayor C. Kim Bracey, in collaboration with the U.S. Conference of Mayors, Major League Baseball "Play Ball" initiative, York Revolution, and Mayors across the country, held *Bracey's Brawlers vs Rommie's Raiders*, on August 21, 2015, which focused upon supporting the fun nature of baseball and encouraging a widespread strengthening in the connection between communities and the National Pastime of baseball.

Legacy Builders Summer Youth Employment Program

The Legacy Builders Summer Youth Employment Program was launched by Mayor C. Kim Bracey in June 2015, to provide 25 youth ages 16 – 18, with the opportunity to gain employment in City of York government, as well as organizations within the community for a period of ten weeks.

SOLICITOR'S OFFICE

Honorable C. Kim Bracey, Mayor

Pennsylvania's Third Class City Code establishes the position of the City Solicitor. The Mayor, with the advice and consent of City Council, appoints the Solicitor. The Solicitor is the chief law officer of the City, and represents the City in all legal actions brought by or against the City. In addition, the Solicitor renders legal opinions to the Mayor, City Council, department heads, administrative boards, the Controller and the Treasurer upon request.

Two Assistant Solicitors and a Legal Assistant staff the Solicitor's Office. Donald B. Hoyt has been an Assistant Solicitor with the City of York since 1994. The other Assistant Solicitor, Jason R. Sabol, began working for the City in April, 2013.

The major function and activities of the Solicitor's Office during 2015 are summarized below.

LITIGATION

As of December 31, 2015, there are fourteen open lawsuits involving the City of York. Thirteen of these cases are defenses. Nine cases name police officers or detectives as defendants, sometimes along with the City itself or other City officials. Twelve involve the supervision of outside counsel, hired by the City's insurance companies. In those cases where outside counsel is involved, the Solicitor's Office monitors the progress of the case, coordinates contact between the counsel and other City employees, and acts as a conduit for any files or records required by the outside counsel, as well as meeting with employees involved, and participating in depositions and trials. This oversight function is especially important in cases involving law enforcement, where the City's \$100,000 deductible makes it necessary for the Solicitor's Office to carefully monitor the outside counsel's billing, and to provide them with as much assistance as is practicable.

BUSINESS PRIVILEGE TAX

The Solicitor's Office works with an outside auditor and the York-Adams County Tax Bureau, monitoring the results of audits, representing the City when an audit result is appealed, and ensuring that money due as a result of an audit is collected. The Assistant Solicitor appeared on behalf of the City at two audit appeal hearings in the Court of Common Pleas.

A case from 2014 is currently at PA Supreme Court level awaiting decision. A second case is awaiting argument at the Commonwealth Court, pending the decision of the Supreme Court in the first case mentioned.

The Assistant Solicitors also provide opinions to the City's auditor and The York-Adams Tax

Bureau regarding questions about the interpretation of the regulations.

ADMINISTRATION

The Solicitor's Office handled at least 174 administrative actions during 2015. These include responses to appeals of tax assessment decisions from the County Tax Assessment Board, review and drafting of ordinances and resolutions, responding to legal questions of City staff members, sending collection letters, appearing with members of the Human Resources Department at unemployment compensation hearings, and other miscellaneous projects, such as the Waste Water Treatment Plant. The

Solicitors also assist Human Resources with new hire investigations. The Solicitor's Office provides advice (confidential and otherwise, as determined under the circumstances) on legal matters to City employees and elected officials as requested, drafts ordinances, reviews contracts and agreements, and writes formal opinions on specific questions of law.

No new claims were filed against the City before the PHRC or EEOC in 2015. As of yet, we have not received a final determination in one case from 2014.

As of December 31, 2015, the City currently has an interest in 63 tax assessment appeals, having started the year with over 130. These appeals include the City's intervening in situations where the property owner has appealed a decision, or appealing a decision where the County Tax Assessment Board has reduced the assessment. At least 44 of these appeals were settled during the year (either by stipulation or trial).

The Solicitor's Office also assists the City in its efforts to collect unpaid taxes.

During 2015, the Solicitor's Office was made aware of eight potential lawsuits, although some of these suits date from prior years. An attorney representing a potential plaintiff usually notifies the City of an injury or damage claim, or a sends a formal notice of intent to file suit. Occasionally, the individual files a claim with one of the City's insurers and the insurer notifies the Solicitor's Office or the Solicitor's Office is otherwise made aware of a situation where there seems to be lawsuit potential.

The Assistant Solicitors attended the Blight Task Force meetings, which are normally scheduled to be held monthly. These meetings decide if a property should be preliminarily noted as in need of repair and a letter goes to the property owner. Some properties are then referred to the Planning Commission to start the process of condemning a property as outlined under the Urban Redevelopment Act. Property owners have the right to appeal the declaration of blight to the Nuisance Abatement Appeals Board.

The Solicitor's Office responded to numerous internal requests for property information (i.e. name of property owner, correct mailing address, date of death - if applicable, open estate, etc.) to the Fire Department and PPZ. Also, the Solicitor's Office tracks the bankruptcy filings affecting City properties, alerts the Finance Department of any new filing dates, and researches bankruptcy status to confirm sewer payments. Research regarding the status of an automatic stay is also performed prior to posting properties for shut-off, when a bankruptcy is believed to be involved.

RIGHT TO KNOW LAW

The Solicitor's Office processes requests for information under Pennsylvania's Right to Know law. During 2015, the Solicitor's Office received 274 Right to Know requests. One requestor whose request was denied appealed the denial of information. The City voluntarily provided the information, after review. Occasionally, there are appeals to the Office of Open Records in Harrisburg.

DISTRICT JUSTICE HEARINGS

Assistant Solicitor Jason Sabol attended 152 District Justice hearings on behalf of the City, working with Property Maintenance Inspectors, fire department officials, and the City's lead technician in defending the citations issued, resulting in guilty findings or settlement in the City's favor in approximately 72% of the cases.

Summary Conviction Appeals of District Justice decisions are held at the Court of Common Pleas twelve times each year. Appeals of decisions involving the City were heard at the 2015 Summary Conviction Appeals, involving ten cases. In those cases, nine were confirmed as guilty and one was withdrawn.

In summary, it is anticipated that the activities of the Solicitor's Office will remain the same, if not increase, in 2016, largely due to the volume of litigation, tax assessment appeals, and Right to Know requests currently being handled.
