

MEMORANDUM

Date: December 16, 2012

To: President, Vice-President, Council and Mayor

From: Jeff Naftal, Borough Manager *gn*

Subject: Reserved Handicap Parking Space Policy

Background:

The Borough's current accessible parking policy is documented in the following locations:

- Accessible (HP) Parking Policy II: This policy was adopted on July 1, 1996 and can be found as an attachment to the Accessible (HP) Parking Signs Application. It enumerates criteria for placing a HP sign, re-application and review processes, and enforcement details. Some aspects of this policy are unclear and are no longer employed.
- Section §195-24 (D3) of the Borough Code: This section of the Borough Code was amended by Ordinance #1525 on July 7, 2003. This ordinance mandates an annual review of handicapped accessible parking space allocations and limits the number of handicapped accessible parking spaces to two per numerical street block. It is unclear whether this Ordinance pertains to Accessible Parking on public residential streets since it is under Section §195-24 entitled 'Off-street parking meter zones'.

Despite these two written documents, the Borough's implementation does not in many ways match what they say. In addition, when a resident comes in to apply for a Reserved Handicap Parking Space they are not provided any documentation explaining the process. Given that, the Traffic and Parking Planning Commission (TPPC) felt that a formal written Policy was needed.

Discussion:

The Reserved Accessible Parking Policy attached to this report formalizes the Borough of Dormont's implementation of an accessible parking space program for public residential streets. It serves as a comprehensive and understandable policy detailing the application, review, installation, and enforcement processes involved in being approved for an accessible parking space on a public street in the Borough.

Some highlights of this Policy include:

1. The Policy only applies to un-metered areas on public residential streets.
2. While the Physician's Certification is retained from the current system, the TPPC and staff felt that the only criteria should be an actual physical ailment, not the inability to walk 200 feet and so that option was removed.
3. Each space approved by the Borough must be reapproved each year in January by the TPPC and Council. Council will get a listing of all spaces and one vote will be taken to reauthorize all spaces at the same time.
4. Applicants will need to show a valid Pennsylvania Drivers License with a Dormont address to ensure this benefit is only for Dormont residents.
5. A Person with Disability placard or tag must be valid for at least 6 months past the application or renewal period to ensure that this is not being done for too short a period.
6. The spaces themselves meet all State standards for handicapped accessible parking.
7. Once a space is issued, there is no right to the space by the applicant. Anyone who has a placard or tag can use the space if it is open, pursuant to State law.
8. On streets with two-side parking, no more than 2 Reserved Spaces will be permitted. On streets with one-sided parking, no more than 1 Reserved Space will be permitted.
9. A non-refundable application fee of \$50 is implemented for renters or the temporarily disabled only. Property owners are exempt from the fee. This is to ensure that the work the Borough, staff and the TPPC must do to implement a Reserved Space and then to remove that same space is not done capriciously or with a strong possibility of a short-term burden on the Borough.

Recommendation:

I recommend that Council adopt the attached Reserved Accessible Parking Policy for the Borough with implementation to begin immediately.

JN

Attachment

Cc: Traffic and Parking Planning Commission
Phil Ross, Police Chief



Reserved Accessible Parking Policy

POLICY STATEMENT

A Reserved Accessible Parking Space near a residence is a special privilege granted by the Borough of Dormont only to persons with a verifiable disability. Such a space will be granted only to those who are mobility impaired to the extent that they cannot manage without the Reserved Accessible Parking Space. This policy only applies to public residential street parking in un-metered areas.

I. Application Process

- 1) Any resident with a disability or their caregiver (hereafter referred to as The Applicant) can apply for Reserved Accessible Parking on the street of their residence. If the residence is on a corner lot, then the Reserved Accessible Parking would be on the street facing the front door of the unit.
- 2) The Applicant must file a proper application at the Borough Office on forms provided by the Borough Manager.
- 3) The Applicant must submit a Physician's Certificate on a form as provided by the Borough Manager. The certificate shall be completed based on an examination within 6 months of submission of this Application.
- 4) An incomplete or illegible application form may be denied by the Borough.

II. Renewal Application Process

- 1) Reserved Accessible Parking Spaces are reviewed on an annual basis in January of each year.
- 2) It is the sole responsibility of the applicant to renew their application by the last working day of January of each year. Borough staff will notify current authorized residents of the renewal date approaching.
- 3) A designated Reserved Accessible Parking Space may be removed if a renewal application is not completed and approved by the Borough.

III. Applicant Eligibility Criteria

- 1) The Applicant must be a resident of Dormont. With this in mind, every applicant must show a valid Pennsylvania Drivers License with a Dormont address.
- 2) The Applicant must possess a valid PennDOT issued Person with Disability (PD*) registration plate, or PD parking placard.
- 3) PD registration plates and PD placards do not exempt a resident from the requirement to purchase a residential permit parking sticker in zoned areas.
- 4) The Applicant cannot have adequate off-street parking (driveway, parking pad, garage, etc.) available at the Applicant's residence.

* Includes disabled veteran, severely disabled registration plate/decal and person with disability motorcycle plate.

- 5) If the Applicant is a caregiver, they must reside in the same residence as the person with disability.
- 6) The Applicant's PD registration plate or PD placard must be valid for at least 6 months beyond the period of filing the application or beyond the Borough's review of Renewal Applications.
- 7) The Applicant shall meet at least one of the conditions outlined in the Physician's Certificate.
- 8) If the Applicant, or their property, has physical or other limitations that are not outlined in the Physician's Certificate or other documents and the Borough believes they are severe enough to warrant a Reserved Accessible Parking Space, serious consideration will be given during the review process.

IV. Application Review Process

- 1) After the Application is verified, the Accessible Parking Coordinator, as assigned by the Borough, will perform a site inspection and include a report with the New or Renewal Application. The Accessible Parking Coordinator will contact Applicant with further details regarding the Application review process.
- 2) The Police Chief will evaluate the safety and traffic impact of designating reserved parking and include a report with the Application.
- 3) New and Renewal applications will be reviewed by the Traffic and Parking Planning Commission (T&PPC), who will make a recommendation to Borough Council for final determination regarding granting a Reserved Accessible Parking Space. Attendance of the Applicant is mandatory at this review.
- 4) The T&PPC reviews applications at its monthly Public Meeting (the second Tuesday of each Month).
- 5) Borough Council will review the Application at their monthly Business Meeting (the first Monday of each month). Attendance of the Applicant is not mandatory.
- 6) The final decision regarding the Application will be provided to the Applicant in writing.
- 7) In making the final determination regarding New or Renewal Applications, the Borough will apply the criteria contained in this policy.

V. Designation of Reserved Accessible Parking Spaces

- 1) Reserved Parking Spaces will be located and designated according to the American for Disabilities Act, Pennsylvania State Law, and Borough of Dormont Code.
- 2) Reserved Accessible Parking Spaces will be designated by a Reserved Parking Sign and blue paint on the curb.
- 3) The requested Reserved Accessible Parking space must be installed in front of the applicant's property, unless deemed unfeasible by the Borough, and then such space should be placed as near to the requested property as possible.
- 4) The shape, size, and color of the Reserved Parking Sign shall conform to the requirements set forth in Section § 212.114.(e) of the Pennsylvania Code and PennDOT Handbook of Approved Signs (Publication 236).
- 5) The installed Reserved Accessible Parking Sign shall be reflective.
- 6) Reserved Accessible Parking Signs that are damaged, disappear, or become obsolete are to be replaced as rapidly as feasible by the Borough.
- 7) Reserved Accessible Parking signs shall be positioned so as to be visible to the driver of a vehicle when parked in the space or passing by.
- 8) Reserved Accessible Parking Signs shall be positioned below all other signs.
- 9) Reserved Accessible Parking Signs shall meet all standards set by the Pennsylvania Department of Transportation.
- 10) Reserved Accessible Parking Signs that do not meet the State's and/or Borough's criteria for installation shall be removed at the direction of the Borough Manager.
- 11) The requested Reserved Accessible Parking Space shall not conflict with any parking restrictions already in place.

VI. Enforcement

- 1) Reserved Accessible Parking Signs and PD registration plates or placards do not exempt a resident from requirement to purchase a residential permit parking sticker in zoned areas.
- 2) Designating a Reserved Accessible Parking Space does not guarantee the Applicant a parking space because any vehicle with a PD registration plate or placard may use the space.
- 3) Dormont Police will ticket vehicles parked in a Reserved Accessible Parking Space without a valid PD plate or placard.
- 4) The fine for parking without appropriate requirements in a Reserved Accessible Parking Space shall be imposed as set forth in 75 Pa. C. S. § 3354.
- 5) A vehicle parked in a Reserved Accessible Parking Space shall be towed only if the parking space is posted with a sign indicating that vehicles in violation of this section may be towed.
- 6) The Borough reserves the right to remove a Reserved Accessible Parking Space at any time for any reason.

- 7) All Reserved Accessible Parking Spaces approved and implemented prior to the effective date of this policy shall be allowed to remain as located, but must be renewed annually beginning in the anniversary month of their original issuance.
- 8) There shall be no more than two Reserved Accessible Parking Spaces in any one numerical street block where parking is permitted on both sides of the street, unless for cause shown. A numerical street block shall be based on increments of hundreds (i.e., 2800 block).
- 9) There shall be no more than one Reserved Accessible Parking Space in any one numerical street block where parking is permitted on one side of the street, unless for cause shown.
- 10) In the event that an application requests a Reserved Accessible Parking Space in a location that exceeds the permitted number set forth in the previous paragraphs, the Borough shall review the application and determine if the additional space would have any adverse effect to the Borough or would adversely affect the traffic patterns or safety features thereof before approving the applied parking space.

Costs

- The applicant will be charged a non-refundable application fee of \$50 for the installation of the sign and curb markings if they are renters or only temporarily disabled. Owners of property will not be charged for the sign installation.

This policy may be amended from time to time by the Borough Council.

Policy adopted on January 7, 2013

**Application for Reserved Accessible Parking Space
(Public Residential Streets Without Meters Only)**

Instructions

Dear Resident,

Enclosed is an application for a reserved accessible parking space. The application may be filled out by the person with a disability (the Applicant) or someone assisting the person with a disability. It is important that this application is filled out completely and legibly. An application that is incomplete or illegible may be returned to the Applicant without action.

Attached to this application is a form that must be completed by the Applicant's physician certifying the nature of the disability. This form must be returned with the completed application.

Upon receipt and verification of the completed application, the Accessible Parking Coordinator of the Borough of Dormont will contact the Applicant with further instructions.

Residential streets in the Borough of Dormont are often narrow and congested and may not always lend themselves to a Reserved Accessible Parking Space. For this reason, Borough Officials carefully scrutinize all applications and conduct field inspections to determine if safety and traffic will be impacted by the placement of a Reserved Accessible Parking Space.

The Traffic and Parking Planning Commission (T&PPC) will review the application and make a recommendation to Borough Council regarding the application. Dormont Council will then review the application and approve or deny the application. The Applicant is required to attend the T&PPC review, but not the Council review. The Applicant will be notified in writing regarding the final decision of the application.

If the application is approved, a parking space will be designated as reserved as close to the Applicant's home address as possible.



**Application for Reserved Accessible Parking Space
(Public Residential Streets Without Meters Only)**

New Application: _____ Renewal Application: _____

Applicant's Name: _____
Applicant's Address: _____
Applicant's Phone Number: _____
Applicant's Vehicle Make and Model: _____

Fill out below information if this application is being completed by someone other than the applicant.

Person Completing Application: _____
Relationship to Applicant: _____
Address: _____
Phone Number: _____

To the Applicant:

- 1 Are you a resident of the Borough of Dormont?
YES NO (please circle)

- 2 Do you rent the property where you are residing?
YES NO (please circle)

- 3 Do you possess a Person with Disability* (PD) registration plate issued by the Commonwealth of Pennsylvania?
If YES - Plate Number: _____
If NO - Do you possess a PD* placard issued by the Commonwealth of Pennsylvania? _____ YES - Placard Number: _____
_____ NO

- 4 Do you have private off-street parking (driveway, parking pad, garage, etc.) at your residence? YES NO (please circle)
If YES - explain why available off-street parking is unusable.

* Includes disabled veteran, severely disabled registration plate/decal and person with disability motorcycle plate.

- 5 Are you:
 Permanently Disabled
 Disabled for one (1) year or more
 Other -

Explain: _____

- 6 Briefly explain why the Applicant is need of a reserved accessible parking space.

APPLICANT'S CERTIFICATION

I am aware that it is my responsibility to file a complete application. I understand that the application will be returned to me if it is found to be incomplete, illegible, or otherwise not filed in compliance with the instructions. The Application (New or Renewal) must be accompanied by a completed copy of the attached Physician's certification.

I understand that if I use this Reserved Accessible Parking Space in any manner other than that which I described at the time of this application, the space will be removed. In addition, I agree that the Borough of Dormont retains the right to remove this Reserved Accessible Parking Space at any time.

I further understand that it is my responsibility to promptly notify the Borough of Dormont Manager should I no longer need the Reserved Accessible Parking Space. Should I require the Reserved Accessible Parking Space, I shall submit a renewal application every year during the month of my original approval or the space will be removed.

I acknowledge that, should my request for a Reserved Accessible Parking Space be denied, that I may appeal the decision to deny my request to the Council of the Borough of Dormont by re-applying with a written appeal statement.

I further acknowledge that I have read and understand the entirety of the Borough's Reserved Accessible Parking Policy.

I certify that the information contained herein is true and correct to the best of my knowledge and belief. I understand that any false statements made herein are subject to the penalties of 18 Pa C.S. Section 4904, relating to unsworn falsifications to authorities.

Applicant's Signature

Date

Office Use Only

Application Submitted Date: _____

Site Inspected Date: _____

T&PPC Review Date: _____

Council Review Date: _____

Approved: _____ Denied: _____

Council President Initials: _____

Work Order Issue Date: _____

Manager Initials: _____



Physician's Certification

Applicant's Name _____

Applicant's Address _____

I, the undersigned physician, do hereby certify that:

1. I am a physician in good standing currently licensed to practice medicine in the commonwealth of PA.
2. The above named person (Applicant) is currently under my medical care; and
3. That the Applicant (*check all that apply*)
 - ___ a. is immobile and restricted to a wheelchair.
 - ___ b. is restricted by lung disease to such an extent that the person's forced expiratory volume for one second, when measured by spirometry, is less than one liter or the arterial oxygen tension is less than 60MM/HG on room air at rest.
 - ___ c. uses portable oxygen.
 - ___ d. has a cardiac condition to the extent that the person's functional limitations are classified in severity as Class III according to the standards set by the American Heart Association.
 - ___ e. has a cardiac condition to the extent that the person's functional limitations are classified in severity as Class IV according to the standards set by the American Heart Association.
 - ___ f. is a person in loco parentis of a person specified in one or more of the paragraphs (a-f) above.

Physician's Name _____

Corporate Name (if different) _____

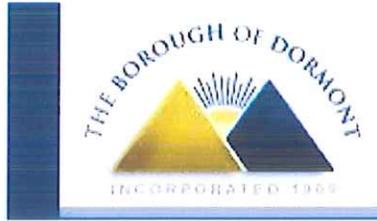
Type of Practice _____

Physician's Business Address _____

Business Phone _____

Date / /

Physician's Signature _____



MEMORANDUM

Date: December 17, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Request for Residential Handicap Parking Space

Background:

Pursuant to the Accessible Parking Policy of the Borough which was adopted on July 1, 1996, one resident made application for a residential handicap parking space on the street in front of their house. The application was heard by the Traffic and Parking Planning Commission at their regular meeting on December 11, 2012. This application is attached for Council review.

Discussion:

The applicant is Ms. Olive Rose of 1307 Hillsdale Avenue. Ms. Rose requested a residential handicap parking space in front of her house because of an inability to walk at least 200 feet without stopping for rest. There was an issue with the double garage that Ms. Rose owns but because of her physical limitations the Commission voted unanimously to recommend approval of the request. This was done under the old rules as existed prior to 2013.

Recommendation:

I recommend that Council follow the recommendations of the Traffic and Parking Planning Commission regarding the above residential handicap parking space application.

JN

Cc: Phil Ross, Chief of Police
Traffic and Parking Planning Commission Members

Attachments

**1307 HILLSDALE
AVENUE
DORMONT**

CONTENTS:

- 1: APPLICATION**
- 2: DMV REPORT/ PROOF OF
RESIDENCY**
- 3: LETTER TO APPLICANT**
- 4: SITE INSPECTION**
- 5: DIGITAL PICTURES**



Accessible (HP) Parking Signs

APPLICATION

Date M / D / YEAR /

Name Clive D. Rose

Address 1307 Hillsdale Ave Apt# _____

Home Phone 412-354-9809 Work Phone 412-344-9600

I. To the Applicant:

A. Do you possess a HP or PD plate registered to the Commonwealth of PA?

YES NO (please circle)

Vehicle Model Chery Malibu Year 1998 Plate 31787 PD

B. Are you a resident of the Borough?

YES NO (please circle)

C. Do you have accessible private off-street parking in a driveway, parking pad, or garage at your residence?

YES NO (please circle)

2. The Application and or Renewal must be accompanied by a completed copy of the attached Physician's certification.

Please check one:

New Application Renewal of Existing Sign

Signature [Signature] Date 11/16/12

Office Use Only

INSPECTED 11/24/2012 JK

Application Submitted Date 1/1 Site Inspected Date 1/1

Approved _____ Denied _____ Police Chief Initials _____

Work Order Issued Date 1/1 Manager Initials _____



BOROUGH OF DORMONT POLICE DEPARTMENT

1444 HILLSDALE AVENUE
SUITE # 1
PITTSBURGH, PENNSYLVANIA 15216
(412) 561-8900 FAX (412) 561-3516

PHILLIP A. ROSS
CHIEF OF POLICE

THOMAS R. LLOYD
MAYOR

November 27, 2012

Olive D. Rose
1307 Hillsdale Avenue
Pittsburgh PA 15216

Dear Mrs. Rose,

There will be a meeting of the Dormont Borough Traffic and Parking Commission on Tuesday December 11, 2012 at 7:00 P.M in the Borough Council Chambers concerning your application for a handicapped parking space at 1307 Hillsdale Avenue.

In order to complete the process, your attendance is required.

If you have any questions, please call Handicapped Parking Coordinator James Kolesky at 412-561-8900 x 300 or voice mail #372.

Sincerely,

James Kolesky,
Handicapped Parking Coordinator

Cc: Dormont Borough Traffic and Parking Commission

SITE INSPECTION 1307 HILLSDALE AVENUE

On 11/24/2012, James Kolesky performed a site inspection of 1307 Hillside Avenue, in regards to an application for a Handicapped Parking Space.

Kolesky observed that when you exit the front of the residence you walk directly on to a front porch. From the front porch, there is one step and a short walkway to the sidewalk that runs parallel to the 1300 block of Hillside Avenue. Parking for the 1300 Block of Hillside Avenue is located on the opposite side as the applicant's residence.

Kolesky observed that there is off street parking located in the rear of the residence. The off street parking consists of a two vehicle garage which connects to Athens Alley. The back yard of the residence is mostly flat and the garage looked to be easily accessible from the rear exit of the residence.

There are no handicapped parking spaces issued in the 1300 block of Hillside Avenue.

Please see digital pictures that accompany this site inspection.

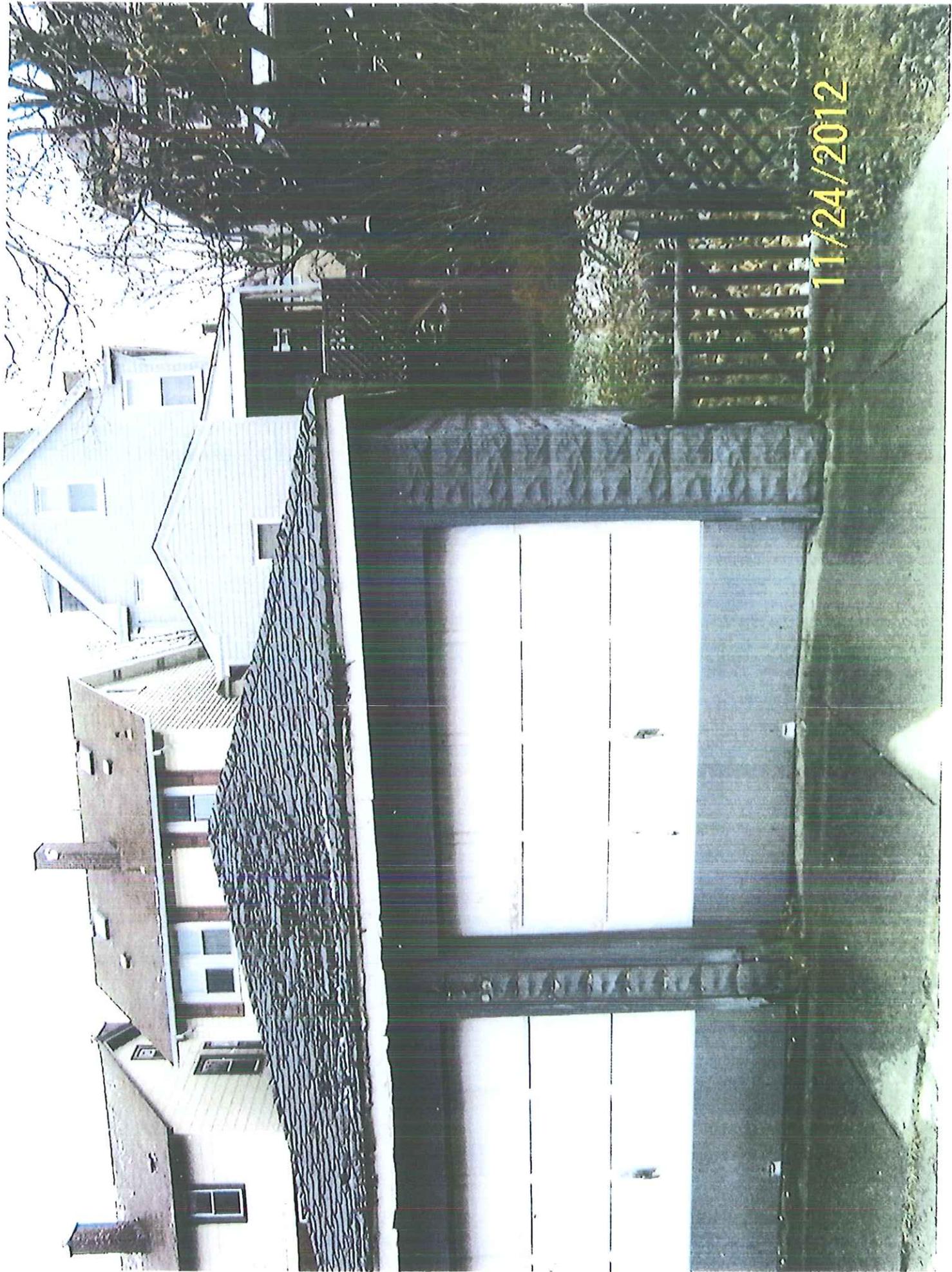
James Kolesky



Handicapped Parking
Coordinator



11/24/2012



11/24/2012



MEMORANDUM

Date: December 21, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Extension of Agreement for Annual Audit Services

Background:

Maher Duessel began working for the Borough in 1990 performing our annual audits. In 2010, the Borough changed the way the audit was done going from a complete audit as recommended by the Government Finance Officers Association (GFOA) and meeting Generally Accepted Accounting Standards to a short form permitted by the State of Pennsylvania. As discussed with Council in July and August, this short form is inadequate to provide the level of detail needed to appropriately manage the Borough's finances. Because of this, Council authorized the expansion of the audit back to full GFOA standards.

Discussion:

Maher Duessel has one audit left on their existing contract, for Fiscal Year 2012. They are already beginning work on that audit. However, as discussed with Council, there is an additional fee to provide the more detailed audit and we would need to amend the existing agreement for this last year in order to pay that additional fee of \$2,500.

Instead of amending the existing contract and then coming back later on in 2013 to approve an additional agreement for 2013 and beyond, I am proposing that we simply extend the existing contract through the 2014 audit with the 2012 audit revised costs included in the extension. The agreement that you have before you does that..

Costs for the first year are transitional as in 2012, much of the information that the auditors would need we have not be collecting. So for 2012, they will be providing more detail than the short form the last two years but not as much detail as they will provide for the 2013 and 2014 audits. Some of the extra items for those two years will include:

- Management's discussion and analysis of the Borough's finances allows me to provide the auditors and Council and residents with my perspective on how we are doing financially.
- Schedules of funding progress for all of our bonds and other post-employment benefits which will show whether the benefits and debt we have are being funded appropriately.
- Audits of combining and individual other governmental funds including our EIT and real estate tax collections.

The agreement attached is for 3 years starting with the Fiscal Year 2012 audit. Funds are budgeted in the Fiscal Year 2013 budget for the first audit and we will budget appropriately for Fiscal Year 2014 and Fiscal Year 2015 if this agreement is approved.

Recommendation:

I recommend that Council authorize me to execute a three year extension of our agreement with Maher Duessel for audit services beginning with the Fiscal Year 2012 audit.

JN

Attachment

Cc: Sherri Pruce, Bookkeeper

MaherDuessel
Certified Public Accountants

Pittsburgh
503 Martindale Street
Suite 600
Pittsburgh, PA 15212
Main 412.471.5500
Fax 412.471.5508

Harrisburg
3003 North Front Street
Suite 101
Harrisburg, PA 17110
Main 717.232.1230
Fax 717.232.8230

Butler
112 Hollywood Drive
Suite 204
Butler, PA 16001
Main 724.285.6800
Fax 724.285.6875

November 26, 2012

Mr. Jeff Naftal
Borough Manager
Borough of Dormont
1444 Hillside Avenue
Pittsburgh, PA 15216

Dear Jeff:

Enclosed are two copies of an engagement letter for the year-end audits for December 31, 2012, 2013, and 2014 for the Borough of Dormont.

If everything is in order, please have both copies signed, keep one for your files and mail the other back for our files.

Thank you for the opportunity to continue to serve the Borough of Dormont. Please call me if I can be of further assistance.

Very truly yours,



David P. Duessel
President

Enclosures

November 26, 2012

Honorable Members of Council
Mr. Jeff Naftal
Borough Manager
Borough of Dormont
1444 Hillside Avenue
Dormont, PA 15216

Dear Council and Mr. Naftal:

We are pleased to confirm our understanding of the services we are to provide the Borough of Dormont (Borough) for the years ended December 31, 2012, 2013, and 2014.

Scope of Recurring Services

For the year ended December 31, 2012, we will conduct each audit with the objective of issuing the following reports prior to April 1:

- Independent Auditor's report on the annual and financial report {DCED-CLGS-30 (financial statements)} required by the Commonwealth of Pennsylvania. Our audit will be conducted in accordance with U.S. generally accepted auditing standards. The DCED financial statements will reflect the cash basis of accounting and will include footnotes and a budget to actual schedule.
- Condensed financial statements of the Borough for publications.
- Management letter to management and the Borough Council concerning internal control matters and other comments and recommendations.

For the years ended December 31, 2013 and 2014:

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Borough as of and for the years ended December 31, 2013 and 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Borough's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Borough's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by

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generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Funding Progress
- 3) Schedule of Contributions from Employer and Other Contributing Entities
- 4) Schedule of Funding Progress – OPEB
- 5) Factors and Trends Used in Actuarial Valuation - OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies the Borough's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining and individual other governmental funds

We will also prepare the Borough's DCED-CLGS-30 Form for each of the years ended December 31, 2012, 2013, and 2014.

Audit Objective

The objective of our audit is the expression of an opinion/opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles (applicable for the year ended December 31, 2012) and in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole (applicable for the years ended December 31, 2013 and 2014). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion/opinions. If our opinion/opinions on the financial statements are other than unqualified (unmodified), we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion/opinions, we may decline to express an opinion/opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and

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performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; for the fair presentation in the financial statements of the Borough (applicable for the year ended December 31, 2012); and for the fair presentation in the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Borough (applicable for the years ended December 31, 2013 and 2014) and the respective changes in financial position and where applicable, cash flows, in conformity with the cash basis of accounting, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles (applicable for the year ended December 31, 2012) and in conformity with U.S. generally accepted accounting principles (applicable for the years ended December 31, 2013 and 2014).

You are responsible for including all informative disclosures that are appropriate for the cash basis of accounting. Those disclosures will include (1) a description of the cash basis of accounting, including a summary of significant accounting policies, and how the cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation (applicable for the year ended December 31, 2012).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Borough from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Borough involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Borough received in communications from employees, former employees, regulators, or

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Page 4

others. In addition, you are responsible for identifying and ensuring that the Borough complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information (applicable for the year ended December 31, 2013 and 2014).

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Borough or to acts by management or employees acting on behalf of the Borough.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Borough of Dormont
November 26, 2012
Page 5

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys and confirmations from financial institutions as part of the engagement, and they may bill you directly or indirectly through us for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the Borough and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Borough's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

The Borough's accounting staff will prepare schedules and reconciliations requested by the auditors. The Borough will generate trial balances, revenue and expense reports, and other customized reports requested by the auditors. The Borough and Maher Duessel will agree upon a list of schedules, reconciliations, and computer reports to the extent possible during interim procedures.

Borough of Dormont
November 26, 2012
Page 6

David P. Duessel is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Professional standards require Maher Duessel to establish policies and procedures designed to provide it with reasonable assurance that it deals appropriately with complaints and allegations. It is Maher Duessel's policy that any complaints or allegations should be reported to the managing partner (David P. Duessel), who is also the engagement partner identified within this letter, or to the quality control partner (Diane E. Edelstein).

Audit Meetings

Management will arrange for Maher Duessel to meet with the Borough's Board or an appropriate committee thereof, in connection with the audit(s). Generally, the meeting can occur in advance of and following the completion of year-end fieldwork for the audit of the Borough's financial statements.

Use and Distribution of Reports

Maher Duessel will provide draft reports to management for review and approval before issuance. Final reports for internal use and external distribution will be delivered to the Borough. The Borough's use and distribution of reports is expected to be limited to (1) filings routinely required by non-profit agencies, (2) existing and potential donors, and (3) internal use. If the Borough intends to publish or otherwise reproduce the financial statements and make reference to our firm name, the Borough agrees to provide Maher Duessel with printer's proofs or masters for our review and approval prior to printing. The Borough also agrees to provide Maher Duessel with a copy of the final reproduced material for our approval before it is distributed.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information, and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic sites with the original document.

Confidentiality

The Borough understands that the AICPA Rules of Professional conduct ordinarily preclude an auditor from disclosing confidential information obtained in the course of an audit engagement unless the client specifically consents. Professional standards also require that auditors prepare working papers to document the performance of the audit. While such working papers will remain the property of Maher Duessel, the Borough will have a right to a copy of any working papers that contain data that constitutes part of a client's records. The AICPA requires members who practice public accounting to participate in either a Quality Review or Peer Review practice-monitoring program. Maher Duessel is enrolled in such a program. The Borough grants permission for Maher Duessel to respond fully to inquiries and allow review of working papers in connections with practice monitoring program activities.

Borough of Dormont
 November 26, 2012
 Page 7

We may also be requested to make certain workpapers available to grantor agencies pursuant to authority given to them by law or regulation. If requested, access to such workpapers will be provided under the supervision of Maher Duessel personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to the grantor agencies. The grantor agencies may intend, or decide, to distribute the photocopies of information contained therein to others, including other governmental agencies.

Fees

Professional fees for the scope of recurring services will be:

	<u>2012</u>	<u>2013</u>	<u>2014</u>
Cash basis fee	\$ 12,500	\$ 12,750	\$ 13,000
Add - Footnotes	2,500	2,500	2,500
Add - Full accrual financial statements	N/A	3,000	3,290
One time accrual catch up fee	<u>N/A</u>	<u>1,000</u>	<u>N/A</u>
	<u>\$ 15,000</u>	<u>\$ 19,250</u>	<u>\$ 18,790</u>

Reimbursed out-of-pocket costs associated with the service will include printing, delivery, mileage, filing fees and other costs.

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

In the event that representation by legal counsel, during the term of this agreement or subsequently, is deemed necessary by Maher Duessel in connection with any aspect of this engagement, fees and expenses for counsel will be reimbursed to the auditor as out-of-pocket expenses.

Additional Services

Maher Duessel may provide additional services which can be either non-recurring matters or changes to the scope of recurring services, including matters such as: (1) changes to the body of compliance and other requirements applicable to the Borough; (2) changes in the nature or scope of programs that comprise the reporting entity; (3) changes in the application of accounting principles or the application of

Borough of Dormont
November 26, 2012
Page 8

new principles; (4) changes to auditing standards of a nature that results in an increase in the audit effort required; (5) management requests for procedures of a nature and extent beyond those necessitated for an audit; (6) consent letters; (7) costs related to required surcharges; and (8) matters of management responsibility (e.g. the condition of records) or other matters beyond Maher Duessel's reasonable control that impair the efficient conduct or expand the scope of effort beyond the audit procedures necessary for the scope of recurring services.

In the event that the Borough requires additional services, the Borough may request that Maher Duessel provide such additional services and pay fees based upon professional hours.

* * * * *

We appreciate the opportunity to be of service to the Borough and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Maher Duessel

BY: 
David P. Duessel - President

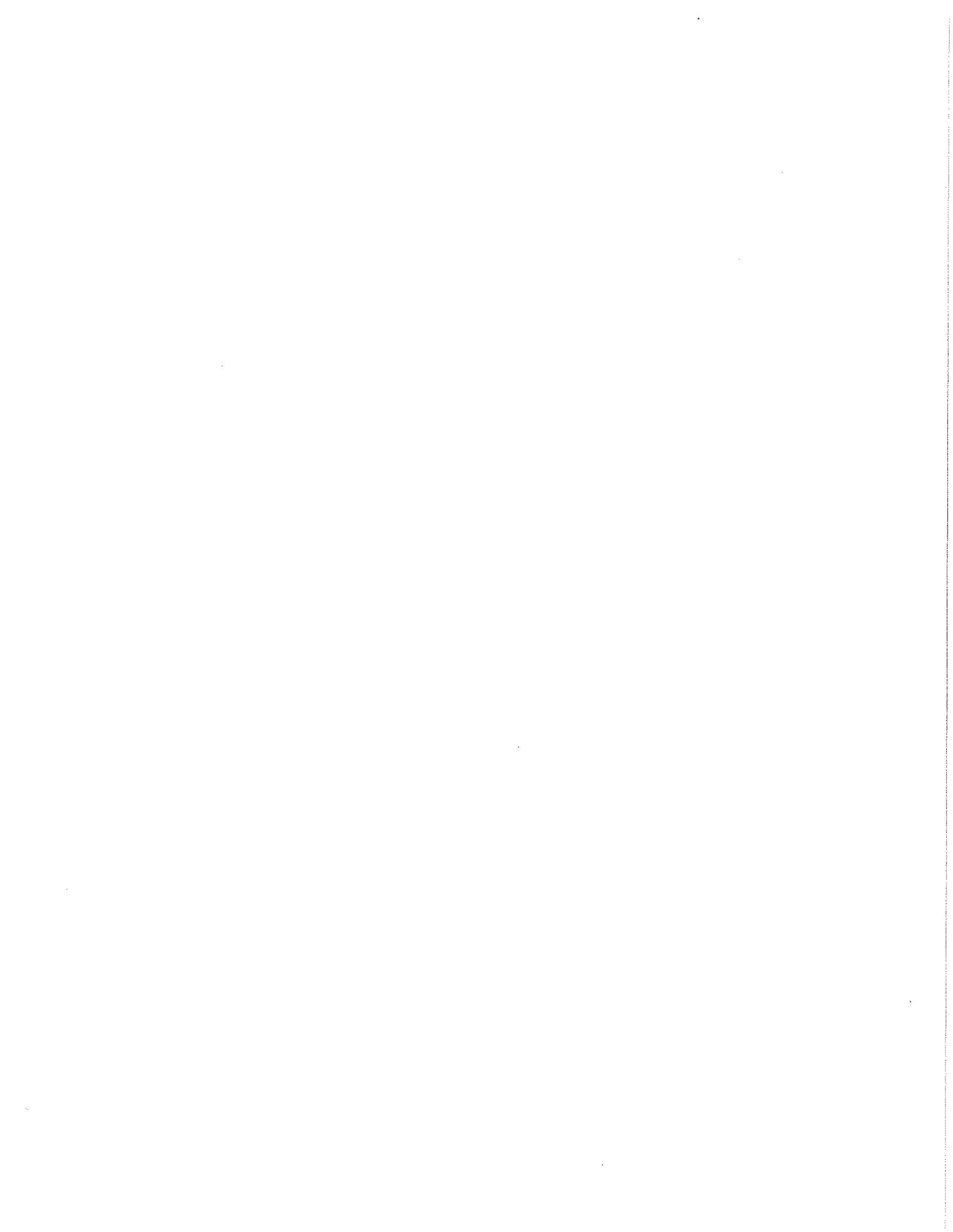
The arrangements described above are accepted by the Borough of Dormont.

BY: _____
Signature

Name of authorized signer

Title

Date





MEMORANDUM

Date: December 23, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Purchase of New Backhoe

Background:

As part of the Fiscal Year 2013 Budget, Council authorized funds for a new backhoe in the Capital Reserve Fund Budget.

Discussion:

Staff proposes to buy the new backhoe as quickly as possible to ensure uninterrupted service during this winter. With that in mind, they have gone to the vendor on the State of Pennsylvania's procurement contract. That allows us to bypass the formal bidding process and provides us with an excellent price for the new backhoe. In fact, the price came in so low that we were able to include a hydraulic hammer, a piece of equipment the streets department has wanted but been unable to afford in the past.

The total proposal, as shown on the attached includes a trade in of \$8,500 for our existing backhoe, a 1 year warranty on the full machine, and a 2 year warranty on the drive train and transmission. The cost of \$85,737 is below the \$86,000 budgeted by Council and is available in the Capital Reserve Fund budget as noted above.

Recommendation:

I recommend that Council authorize the purchase of the Case Model 580N Backhoe with optional equipment as outlined on the attached proposal for a cost of \$85,737.

JN

Attachments



DISTRIBUTORS OF CONTRACTOR AND INDUSTRIAL EQUIPMENT

TRACTOR & EQUIPMENT, INC.
For Everything Under Construction

December 14, 2011

Borough of Dormont
1362 Tennessee Avenue
Dormont, PA 15216
Attention : John

We would like to submit the following proposal per the state of Pennsylvania's "Piggyback" program, DGS contract #2420-02:

One (1) New Case Model 580N equipped as follows:

- 4WD
- 12 X 16.5, 10 PR Lug Tread Front Tires
- 17.5L X 24, 10 PR (R4) Rear Tires
- Cab with LH Door with Heat & Cloth Suspension Seat
- Uni - Directional Auxiliary Hydraulics
- Cold Start Package (Grid Heater with Dual Batteries)
- Case Mechanical Backhoe Bucket Quick Coupler
- Tool Box
- 24" Backhoe Bucket
- 82" Loader Bucket with Bolt on Edge
- Flip Over Stabilizer Pads
 - CAB with HEAT & AC - included
 - EXTENDAHOE -included
 - PILOT CONTROLS - included

Case List Price.....\$129,961
 Discount Per DGS Contract 2420-0.....-\$ 51,984
 Selling Price\$ 77,977

OPTIONS: NEW Atlas Copco PB420 Hydraulic Hammer with Top Mount +\$16,260
 ****1+1+1 = 3 Warranty Program

TOTAL.....\$ 94,237
Trade Value: Case 580 Super K.....-\$ 8,500

TOTAL BALANCE.....\$85,737

MECHANICSBURG
 6779 Carlisle Pike
 Mechanicsburg, PA 17050
 (717) 766-7671
 Fax: (717) 766-1580

EPHRATA
 44 Pleasant Valley Road
 Ephrata, PA 17522
 (717) 738-0220
 Fax: (717) 738-4317

STATE COLLEGE
 210 Rolling Ridge Road
 Bellefonte, PA 16823
 (814) 353-8400
 Fax: (814) 353-8403

VALENCIA
 1010 Pittsburgh Road
 Valencia, PA 16059
 (724) 898-1535
 Fax: (724) 898-1540

NEW STANTON
 963 S Center Avenue
 New Stanton, PA 15672
 (724) 755-0124
 Fax: (724) 755-0128

***STANDARD WARRANTY ***

Case Torque Converter, Transmission, Drive Shafts, & Drive Axles Engines,...24 Months or 2000 Hours

Full Machine12 Months – Unlimited Hours

***NOTES :**

* If at any time during the warranty period a loaner is needed, there will be no charge to the customer . Also, there will be no charge for travel time or mileage during the base warranty period .

* All pricing contained in this quote is in accordance with the guidelines set forth by the Pennsylvania Department Of General Services contract #2420-02

*This product is built in Burlington Iowa

*The estimated lead time on the new machine: AVAILABLE NOW

* Machine specifications are available at www.casece.com

Should you have any additional questions/concerns, please do not hesitate to contact me. I look forward to being favored with your valuable order.

Sincerely,

Mike Hemphill
Groff Tractor & Equipment
Account Manager
(Cell) 412-512-8829

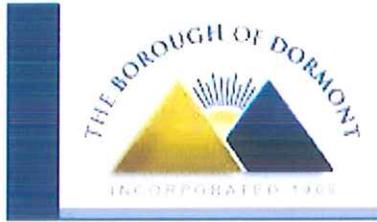
MECHANICSBURG
6779 Carlisle Pike
Mechanicsburg, PA 17050
(717) 766-7671
Fax: (717) 766-1580

EPHRATA
44 Pleasant Valley Road
Ephrata, PA 17522
(717) 738-0220
Fax: (717) 738-4317

STATE COLLEGE
210 Rolling Ridge Road
Bellefonte, PA 16823
(814) 353-8400
Fax: (814) 353-8403

VALENCIA
1010 Pittsburgh Road
Valencia, PA 16059
(724) 898-1535
Fax: (724) 898-1540

NEW STANTON
963 S Center Avenue
New Stanton, PA 15672
(724) 755-0124
Fax: (724) 755-0128



MEMORANDUM

Date: December 23, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Change Order #3 – SHACOG 2012 Capital Lining Program

Background:

The Borough participated in last year's Capital Lining Program which was bid out and is managed by SHACOG and Gateway Engineers. As part of that program, work is being done on both extended lines and manholes.

Discussion:

When the contractor for this project, Roto Rooter Services Company, began to address a point repair between Memorial Drive and Banksville Road, just to the south of the swimming pool, they found that the repair was directly under a tree. Because the area is confined between houses, the tree will need to be removed by hand in order to make the repair. Gateway has indicated that the repairs will cost \$4,600 pursuant to the attached Change Order #3. That will now put the project over budget by \$5,084. Funding for this is available in the Sewer Fund budget, Repairs/Maintenance line item. All 4 homeowners impacted by this tree removal will be notified by Gateway prior to the removal.

Recommendation:

Staff recommends that Council approve Change Order #3 for the SHACOG 2012 Capital Lining Program in the amount of \$4,600.

JN

Attachments

Change Order No. 3

Date of Issuance: December 14, 2012 Effective Date: December 17, 2012

Project: 2012 Capital Lining Program	Owner: Dormont Borough	Owner's Contract No.:
Contract: 2012 Capital Lining Program		Date of Contract: August 3, 2012
Contractor: Roto Rooter Services Company; 3731 William Penn Highway; Murrysville, PA 15668		Engineer's Project No.: C-55122-1215

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Addition of Memorial Drive Complete Tree Removal, 1 Each at \$4,600.00

Extension of Contract Time from a Completion Date of November 30, 2012 to January 31, 2013.

See attached quote from Roto Rooter Services Company.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$70,090.00

Increase from previously approved Change Orders

No. 1 to No. 2 :

\$ 3,980.00

Contract Price prior to this Change Order:

\$74,070.00

Increase of this Change Order:

\$ 4,600.00

Contract Price incorporating this Change Order:

\$78,670.00

Original Contract Times: Working days Calendar days

Substantial completion (days or date): November 2, 2012

Ready for final payment (days or date): November 2, 2012

Increase from previously approved Change Orders

No. 0 to No. 1 :

Substantial completion (days or date): November 30, 2012

Ready for final payment (days or date): November 30, 2012

Contract Times prior to this Change Order:

Substantial completion (days or date): November 30, 2012

Ready for final payment (days or date): November 30, 2012

Increase of this Change Order:

Substantial completion (days or date): January 31, 2013

Ready for final payment (days or date): January 31, 2013

Contract Times with all approved Change Orders:

Substantial completion (days or date): January 31, 2013

Ready for final payment (days or date): January 31, 2013

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: _____
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Date: _____

Approved by Funding Agency (if applicable): _____

Date: _____

PROPOSAL

Roto-Rooter Services Company
 3731 William Penn Hwy.
 Murrysville, PA 15668
 (724) 325-1382



				Work To Be Performed At			
City	Pittsburgh	State	PA	ZIP	15220	Name	Dormont Borough--Merional Drive (easement area)
Telephone Number	412-521-2788					Street	1444 Hillsdale Ave
						City	pgh
						State	PA
						ZIP	15216
						Telephone Number	

Roto-Rooter hereby proposes to furnish all the materials and to perform all the labor necessary for the completion of:

Tree Removal 1659 Memorial Dr.--Complete Tree removal and stump removal with existing roots in soil

All work will be hand done no access for machinery.

1. Roto-Rooter will perform the work described above and supply all required materials for the sum of \$ \$4,600.00 .

Option A (complete if applicable):

Customer will make payment as follows:

- 0.00 % of the cost (\$ 0.00) upon execution of this Agreement.
- 0.00 % of the cost (\$ 0.00) upon the start of the work.
- Balance of the cost upon completion of the job (\$ 4,600.00).

Option B (check if applicable):

The total sum will be billed upon completion of the work and is payable within 30 days (commercial accounts with approved credit only).

2. The approximate starting date is ASAP , and the approximate completion date is .
 Neither date is guaranteed. Unexpected conditions or problems could cause delays.

3. If a box is checked below, Roto-Rooter is providing a service guarantee on the terms described provided with this proposal.

	<u>Commercial</u>	<u>Residential</u>
Main/Branch Lines	<input type="checkbox"/> 30 Days	<input type="checkbox"/> 6 Months
Toilet Auger	<input type="checkbox"/> 24 Hours	<input type="checkbox"/> 7 Days
Plumbing Repair	<input type="checkbox"/> 90 Days	<input type="checkbox"/> 6 Months
Plumbing Replacement	<input type="checkbox"/> 90 Days	<input type="checkbox"/> 1 Year
Extended Guarantee	NA	<input type="checkbox"/> 1 Year

4. THE TERMS AND CONDITIONS PROVIDED WITH THIS PROPOSAL WILL BE BINDING ON THE PARTIES.

5. This proposal may be withdrawn by Roto-Rooter if not accepted within 0 days. This proposal constitutes the entire agreement between the parties, and no modifications will be valid unless in writing and signed by both parties.

6. Other Price is subject to change if anything extra is done and agreed upon by both parties.

Respectfully Submitted:

Signature	<u>Giovanni Gulli</u>	<u>Nov 15 2012</u>
	Printed Name	Date

ACCEPTANCE OF PROPOSAL

You may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the notice of cancellation provided for an explanation of this right.

WORK ORDER AUTHORIZATION / WAIVER I authorize the services above and agree to pay the amounts indicated. I have read and agree to the terms provided, including the limits on Roto-Rooter's responsibility and the notice of cancellation specified in those terms.

I have requested Roto-Rooter to provide services needed to meet a bona fide immediate personal emergency described in Roto-Rooter's proposal and I expressly acknowledge and waive the right to cancel the contract within three business days.

Customer authorizes the work and accepts the above terms (including the terms and conditions provided).

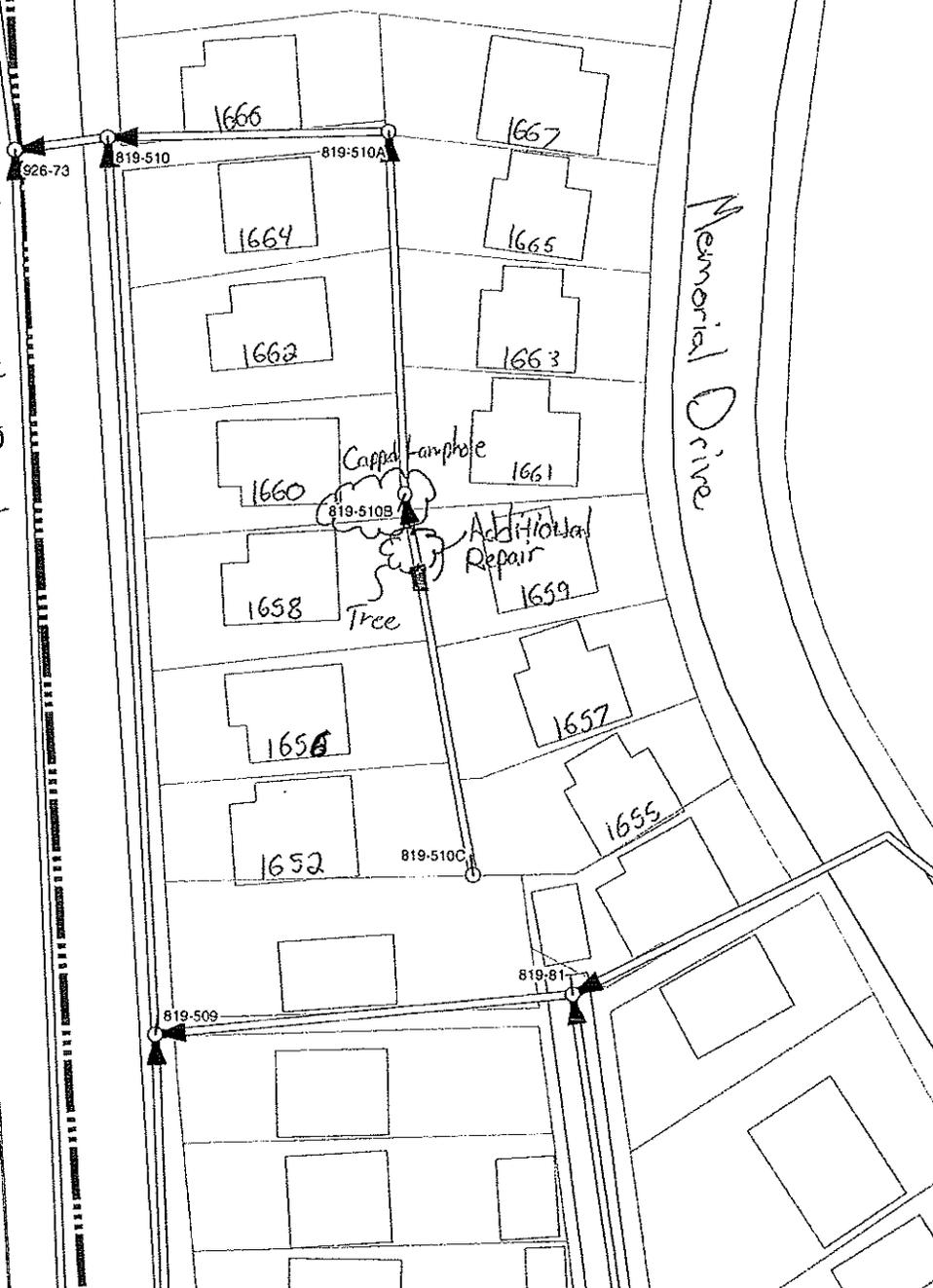
Accepted:

Signature	Printed Name	Date
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- Excavate Additional Repair
- Line upstream from repair to 819-510C
- Line downstream from repair to 819-510A
- Complete repair with PVC pipe

Banksville Road

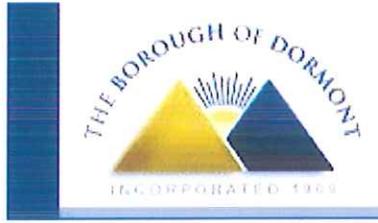
Memorial Drive



Borough of Dormont - Memorial Drive Additional Repair

1" = 50'





MEMORANDUM

Date: December 23, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *gn*
Subject: Board and Commission Reappointments

Background:

In January of each year, those seats on the various Boards and Commissions of the Borough whose terms are up must either be reappointed or their position noted as a vacancy and then filled after advertising same. Letters were sent to those members whose seats are up for renewal in January of 2013.

Discussion:

In 2013, there are 6 seats up for reappointment. They are:

Planning Commission:	Laurie Malka – 5 year term
Recreation Board:	Kevin Hensler – 5 year term
Traffic & Parking Planning Commission:	Mark Shuttleworth – 5 year term
UCC Board of Appeals:	Steve Samarin – 3 year term
Vacancy Board:	Leah Petrelli – 1 year term
Zoning Hearing Board:	Cynthia Harris – 3 year term

Of the six seats up for reappointment, 5 have notified me that they wish to be reappointed. They are Mr. Hensler, Mr. Shuttleworth, Mr. Samarin, Ms. Petrelli, and Ms. Harris. Copies of their e-mails requesting reappointment are attached to this report.

With regards to Ms. Malka, Council can reappoint her as well or can declare her seat vacant and we will advertise it on our website.

Recommendation:

I recommend that Council reappoint the following:

Kevin Hensler to the Recreation Board
Mark Shuttleworth to the Traffic & Parking Planning Commission
Steve Samarin to the UCC Board of Appeals
Leah Petrelli to the Vacancy Board
Cynthia Harris to the Zoning Hearing Board

I also recommend that Council declare Ms. Malka's seat vacant as she has not indicated a desire to be reappointed.

JN

Attachments

Jeffrey Naftal

From: K Hensler [kevhensler@hotmail.com]
Sent: Thursday, December 20, 2012 5:25 PM
To: Jeffrey Naftal
Subject: Rec Board

Dear Jeff,

I am interested in another 5 year term on the Recreation Board.

Kevin Hensler

Jeffrey Naftal

From: Mark Shuttleworth [mshuttleworth@pittsburghpenguins.com]
Sent: Thursday, December 20, 2012 12:28 PM
To: Jeffrey Naftal
Subject: Continuing to serve on traffic commission

Jeff

I received your letter and am replying to indicate my desire to continue to serve on the Traffic and Parking Planning Commission.

I am requesting to be reappointed to serve a five-year term.

Thank you and Happy Holidays!

-Mark Shuttleworth

Mark Shuttleworth

Director of Amateur Hockey

Pittsburgh Penguins

mshuttleworth@pittsburghpenguins.com

Office: 412-255-1885 | Fax: 412-255-1980

CONSOL Energy Center | 1001 Fifth Avenue | Pittsburgh, PA | 15219



Jeffrey Naftal

From: Steven Samarin [swsamarin@yahoo.com]

Sent: Tuesday, December 18, 2012 6:45 PM

To: Jeffrey Naftal

Subject: UCC Board

Dear Mr. Naftal.

I have recieved your letter and am writing to inform you that I would like to continue serving the community by remaining on the UCC Board.

Please let me know if there is anything further that I need to do.

You can contact me at swsamarin@yahoo.com or (412)889-1809.

Thank You.

Steven Samarin.

Jeffrey Naftal

From: dptrll@aol.com

Sent: Wednesday, December 19, 2012 10:00 PM

To: Jeffrey Naftal

Subject: Vacancy Board

Dear Jeff,

Thank you for your letter regarding the Vacancy Board. I am indeed most interested in reappointment. Please express my interest to serve another term to the Dormont Council. If there is anything else required please do not hesitate to contact me.

My cell phone number is 412-478-4164.

I appreciate all of the hard work you have been doing for the community and I also wish you and your family a Merry Christmas and much happiness in the coming New Year.

Sincerely,

Leah Petrilli

Jeffrey Naftal

From: cyndedawn@aol.com

Sent: Monday, December 24, 2012 8:51 AM

To: Jeffrey Naftal

Subject: Zoning Hearing Board

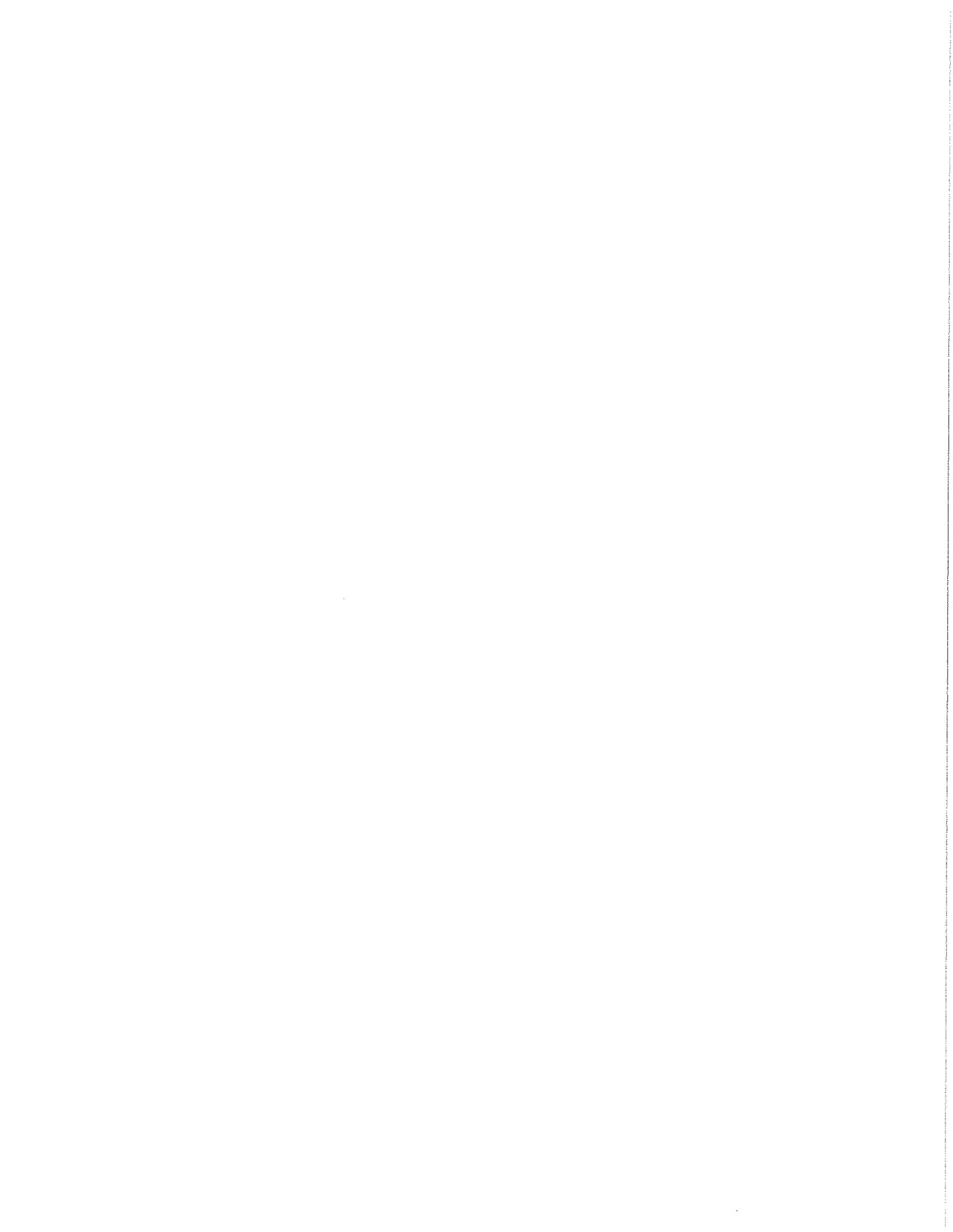
Mr. Naftal,

I am, only recently, in receipt of your letter indicating that my term on the Dormont Zoning Hearing Board will be expiring on January 7, 2013. I do apologize for not responding to you sooner, seems my mailman has been a bit dsylexic with addresses this season.

Certainly I would be interested in continuing to volunteer for the Zoning Hearing Board should Council vote for my reappointment. As a resident, it brings me great joy to see the direction the Boro is heading and personally, it has been my pleasure serving the Boro in helping to shape our future.

Please express to Council my appreciation for their continued belief in my desire to make the best decisions possible for our community.

Cynde Harris





MEMORANDUM

Date: December 24, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Planning Commission Appointment

Background:

In December, Council President McCartney resigned his seat on the Planning Commission. The term for that seat ends in 2016. Staff advertised for interested parties on our website and received two (2) applications which are attached to this report.

Discussion:

The two applications are from Mr. Matt Hamilton of 3246 Waltham Avenue and Mr. Carlos Martinez of 3222 Eastmont Avenue. Each of them has provided you with a letter of interest. I have also included their resumes for your review.

Recommendation:

Staff recommends that Council select either Mr. Hamilton or Mr. Martinez to fill the remainder of Council President McCartney's term on the Planning Commission.

JN

Attachments

November 30, 2012

Jeff Naftal
1444 Hillsdale Avenue
Borough of Dormont, PA 15216

RE: Planning Commission

Dear Jeff,

I moved to Dormont with my wife Lisa in June of 2011 from Los Angeles, California (where I was raised). My wife grew up about 60 miles south of Dormont in Hopwood, PA. We were attracted to Dormont and purchased a home at 3246 Waltham Avenue for several reasons including:

- The proximity to a walkable downtown business and cultural district framed by scenic shoreline.
- The affordable home prices, allowing our family to absorb business risk as we propel forward into new ideas and personal goals.
- Our neighborhood and sense of community among its residents.

As we began to establish our roots in Dormont, my wife and I made a point to engage in community activities including my regular attendance at Council meetings. Although the first few months were a little concerning, I am pleased at the perceived progress and civility of the current members. I would like you to consider adding me to the Planning Commission.

My background is in financial services; I have attached my resume for informational purposes. Currently, I am on an assignment with a national organization to secure Zoning/Building Permits for telecommunication tower upgrades. This project has provided me with an opportunity to understand far more about working with the Planning Commission including public hearings, building code, and zoning ordinances. Additionally, as an independent business owner and financial planner, I can offer over twelve years of experience with comprehensive planning.

I believe my household is a picture of Dormont's future and my professional history and life scenario would add value to you, the Planning Commission and our borough.

Respectfully yours,



Matt D. Hamilton
(562) 505-4692

Morgan Peabody Incorporated

Vice President, Head of Business Development 04/08 – 10/08

Sherman Oaks, CA

- Developed and implemented a value proposition to service and attract financial services professionals
- Planned and implemented lead generation events to create a pipeline representing \$14million of new revenue
- Negotiated the sale of Morgan Peabody to Securities America

Financial Network Investment Corporation

Director of Field Development

08/07 – 03/08

El Segundo, CA

Recruiter

08/06 – 08/07

Lead Resource Center Specialist

01/05 – 08/06

Trading Specialist

06/03 – 01/05

Operations Specialist

08/01 – 06/03

- Designed and implemented a national train-the-trainer program
- Directly contributed to the recruitment of over \$45million of new revenue
- Frequently requested speaker for field offices, regional education meetings and national conferences on a variety of topics including technology, operations optimization, marketing, and lead generation
- 2007 delegate for the United States business unit in Amsterdam at the ING World Ring Days
- 2006 Employee of the Year

PROFESSIONAL & CIVIC DESIGNATIONS

- FINRA (NASD) Series 7, 63, 65 and 24
- Life, Accident, and Health Agent (PA)
- Member of the American Society for Training and Development (ASTD)
- Veteran of the United States Army

December 18, 2012

Mr. Jeff Naftal
Borough Manager
Borough Hall
1444 Hillsdale Ave.
Dormont, Pa. 15216

Dear Mr. Naftal:

In response to our earlier conversation, I am submitting this letter as a demonstration of my desire to be considered for the vacant post in the Borough's Planning Commission.

For the last twenty-eight (28) years, my wife and I have resided at 3222 Eastmont Ave. During this time, we have raised three wonderful children, all of whom have attended Keystone Oaks school system.

I have remained very concerned with the development of the Borough and wish to add my experience and ideas to its betterment.

Accompanying this letter please find my professional resume. In the last fifteen years, I have directed my own, independent, engineering-consulting practice. I believe that my experience in the development of large capital investment projects, contract administration and construction management would be an asset to the Commission.

Therefore, please accept this letter as a sign of my interest and I will await your decision.

Sincerely,

Carlos Martinez
3222 Eastmont Ave.
Dormont, Pa. 15216
412-523-3289

CARLOS MARTINEZ

3222 Eastmont Ave.
Pittsburgh, PA 15216
Phone: (412) 523-3289

Email: losraz@aol.com

FedEx Ground
Pittsburgh, Pennsylvania
May 2005 to Present **On Project Basis**

Resident Project Representative: Maintaining project flow, overseeing contract requirements, approving progress payments and ensuring that the work is conducted in accordance to plans and specifications. Since April 2005, I have been involved in the development of commercial distribution facilities and package handling systems throughout the United States.

Project Engineer: Responsible for implementing medium to large capital projects required in support of field operations. Projects included substantial site and building development on existing and new sites. Coordinated and directed construction-contracting process including bid package assembly, contractor solicitation, proposal evaluation, and contract preparation.

The Environmental Quality Company, Inc.
Wayne, Michigan
May 1997 – 2004 **On Project Basis**

Project Development and Management: Coordinated the development and startup of a multimillion dollar hazardous waste disposal and treatment facility in the Province of Buenos Aires, Argentina. Assisted in the acquisition of project financing from international bank sources. Managed disbursements of funds for each phase of project and prepared bid documents. Selected construction contractors and procured equipment. Developed project quality control and assurance program and environmental management system. Coordinated investor interests with the activities of engineers and contractors. Delivered a state of the art facility and operation within budget and schedule.

Business Development: Directed research of airport storm water management systems with emphasis on management of spent de-icing fluids. Conducted research on wastewater markets. Prepared business plans leading to new industrial wastewater service ventures.

PREVIOUS PROJECTS & ASSIGNMENTS:

Detroit Salt Company, Inc.
Detroit, Michigan
November 2000 – 2005 On Project Basis
Senior Project Manager – Permit Acquisition and Site Development

Earth Sciences Consultants, Inc. (AWS)
Export, Pennsylvania
October 1996 -- May 1997 On Project Basis
Project Manager – International Business Development

Philip Environmental Services Corporation
Pittsburgh, Pennsylvania
March 1944 – October 1996
Senior Project Designer

Hoogovens Technical Services USA, Inc.
Pittsburgh, Pennsylvania
August 1992 -- January 1994 On Project Basis
Lead Structural Designer

Paul C. Rizzo Associates, Inc.
Monroeville, Pennsylvania
June 1989 -- July 1992
Lead Structural Designer

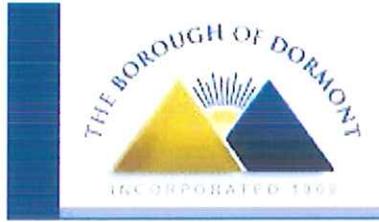
Davy McKee Engineering Group
Pittsburgh, Pennsylvania
March 1989 -- June 1989 On Project Basis
Project Estimator // Designer

Ackenheil & Associates
Pittsburgh, Pennsylvania
September 1988 -- March 1989 On Project Basis
PADOT Consultant - Structures Supervisor (Rt. 28 / I-279)

EDUCATION AND TRAINING

Allegheny College	BA Degree	Meadville, Pennsylvania
ISO 14010s	Lead Auditor Certification (in progress)	Pittsburgh, Pennsylvania
International Marketing	Workshop	University of Pittsburgh
Pittsburgh Institute of Technology	CAD Certification	Pittsburgh, Pennsylvania

COMPUTER SKILLS: Windows XP, Microsoft Office Professional Suite, Microsoft Project, AutoCAD, Construction Integration Software Systems



MEMORANDUM

Date: December 24, 2012

To: President, Vice-President, Council and Mayor

From: Jeff Naftal, Borough Manager *JN*

Subject: Streets Department - Working Foreman Promotion

Background:

The Teamsters contract which covers the Streets Department calls for there to be a Working Foreman and Assistant Working Foreman within the department who are paid \$1.75 per hour and .90 cents per hour more than their regular rate while in these positions. Before Mr. Tony Kobistek went out with a medical condition, he was the Working Foreman and Mr. John Schneider was the Assistant Working Foreman. After Mr. Kobistek stopped working, Mr. Schneider assumed the role of Working Foreman but was never formally given the title because Mr. Kobistek was technically still on the Borough's payroll. At the same time Mr. Tim Duffy assumed the role of Assistant Working Foreman. This past October, Mr. Kobistek was officially removed from his position due to his inability to return to work.

Discussion:

Functionally, the position of Working Foreman is the Streets Superintendent and those in that position have fulfilled the duties that would be associated with a Streets Superintendent. This is therefore a critical position for the Borough to maintain. Mr. Schneider has done an excellent job of running the department and deserves to be promoted to the position of Working Foreman permanently. He has been with the Borough for 34 years and knows the ins and outs of our operation. This promotion would not cost the Borough any additional money as he was earning the additional \$1.75 per hour called for in the contract, without the official title.

Mr. Schneider then intends to fill the Assistant Working Foreman position with Mr. Duffy who has been doing this job with no extra compensation while Mr. Kobistek was out of work. He has also done a good job of fulfilling this role even while not being compensated. Mr. Duffy has been with the Borough for 22 years and is able to fill in for Mr. Schneider should the need arise. When promoted there would be no additional cost to the Borough as he has been earning the additional .90 cents per hour called for in the contract, again without the official title.

Funding for these promotions is budgeted in the salary line items for the Streets Department.

Recommendation:

I recommend that Council authorize the promotion of Mr. John Schneider to Streets Department Working Foreman and of Mr. Tim Duffy to Assistant Working Foreman effective January 1, 2013.

JN

Cc: John Schneider, Streets Department
Tim Duffy, Streets Department



MEMORANDUM

Date: December 27, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Hiring of General Maintenance Workers

Background:

Council approved in the Fiscal Year 2013 Budget the hiring of an additional worker in both the Streets Department and the Parks Department. Funding for these positions was included in that Budget and approved on December 3, 2012 by Council.

Discussion:

The Streets Department has been utilizing Mr. Evan Duffy as one of the fill in part-time employees for approximately three years. They have been giving him as many hours as possible in order to maximize his value to the department. The same is true of the Parks Department which has been utilizing Mr. Joey Skrip in the same capacity for over three years.

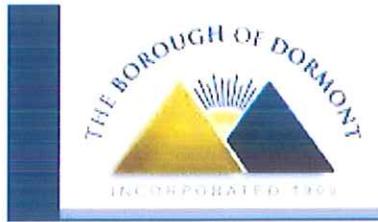
Both men have been providing dedicated service to the Borough for years without concern that they were receiving a part-time rate of pay and no benefits. Because of that, I intend to start them at Step 2 of the pay scale instead of Step 1. They will still both go through a one year probationary period. Their starting salary will be \$39,638.89.

Recommendation:

I recommend that Council approve the hiring of Mr. Evan Duffy and Mr. Joey Skrip effective January 1, 2013 at a salary of \$39,638.89 per year for each.

JN

Cc: John Schneider, Streets Foreman
T. J. Conroy, Parks Foreman



MEMORANDUM

Date: December 23, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Revised Job Description for Police Chief

Background:

In anticipation of the Police Chief's retirement in 2013, Council asked to review the job description for his position prior to finding a replacement. After meeting in Executive Session, Council has recommended a number of changes to the job description. The revised job description is attached to this report.

Discussion:

Most of the changes to the job description would be described as non-substantive corrections of typographical errors or changes to the grammar of the sentences. However, there were some changes that were substantive and those are as follows:

1. In general, all references to the Mayor and Council were evaluated and adjusted to ensure that the language complied with the State of Pennsylvania Borough Code. This is true under the "Supervisor" section and under the "Essential Duties and Responsibilities" section in particular.
2. The language under "Desired Minimum Qualifications" was changed to allow for someone to be considered for the position without a college degree but with at least seven (7) years of full-time experience, three (3) of which must have been supervisory experience.
3. The Police Chief's status as a "working Chief", that is a Chief who must be on the road, was maintained in the job description.

Recommendation:

I recommend that Council approve the revised Police Chief job description as presented with this report.

JN

Attachment

**BOROUGH OF DORMONT ALLEGHENY
COUNTY, PENNSYLVANIA**

Chief of Police

JOB DESCRIPTION

- JOB TITLE:** Chief of Police
- DEPARTMENT:** Police Department
- TERMS:** (1) Full-time daylight shift; rotation as necessary, and other hours as required
(2) Exempt position
(3) Salary position
(4) Civil Service position
- SUPERVISOR:** The Mayor and Borough Council pursuant to Borough Code Sections 46121 and 46123.1. 53 P.S. Sections 46121 and 46123.1

SUMMARY OF DUTIES

Perform a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Police Department.

SUPERVISION EXERCISED

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises, and evaluates police department operations. Identifies and plans for current and future law enforcement needs in a potentially rapid changing environment through tracking crime trends, demographic influences, projected community growth or population changes, available resources, and researching other communities' efforts at maintaining public safety.

Plans and implements a law enforcement program for the Borough in order to better carry out the policies and goals of Mayor and Council.

Reviews department performance and effectiveness, formulates programs or policies to address deficiencies.

Subject to the requirements of the Civil Service Rules of the Borough of Dormont, provides suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status for subordinate employees.

Establishes and implements the objectives of the Borough Police Department.

Develops policies and procedures for the internal operating procedures of the department

Makes recommendations to Borough Council for Borough Policy amendments in order to be in compliance with the law and to improve the operations of the Police Department..

Regulates and supervises unit commanders.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as needs arise for their specific skills.

In consultation with the Mayor, prepares, or directs the preparation of press releases to various media outlets.

Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment consistent with the collective bargaining agreement.

Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases when deemed appropriate.

Supervises and coordinates with the Mayor and Borough Manager for the preparation and presentation of an annual budget for the department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment. Prepares and administers the capital budget.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.

Performs shift supervisor or patrol functions as required by the Mayor.

Directs the training and development of department personnel.

Establishes training standards consistent with mandated requirements and the needs of the department.

Handles grievances, maintains departmental discipline, and the conduct and general behavior of assigned personnel. Enforces disciplinary action against any employee of the Borough Police Department when necessary.

Receives citizen complaints concerning law enforcement employees and public safety issues, and actively investigates, or causes to be investigated, to ensure that public safety or community confidence is not compromised and staff behave in an appropriate and professional manner.

Prepares and submits periodic reports to the Borough Council, Manager and/or Mayor regarding the Department's activities, and prepares a variety of other reports as appropriate.

Monitors the use of departmental resources.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives, and the public on all aspects of the department's activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Borough police department in a variety of local, state and other meetings and organizations.

Cooperates with county, state and Federal law enforcement officers and organizations as appropriate where activities of the police department are involved.

Controls assignments and transfers of all officers, supervisors, and employees of the police department.

Ensures that laws and ordinances are enforced in a fair and unbiased manner and that the public safety is maintained.

Performs other duties as directed by the Mayor.

PERIPHERAL DUTIES

Directs investigations of major crime scenes as deemed necessary.

Analyzes and recommends improvements to equipment and facilities, as needed.

DESIRED MINIMUM QUALIFICATIONS

Seven years experience as a full-time, sworn police officer and a minimum of three years of police supervisory experience. Evidence of successful completion of relevant police, public administration or related courses at an accredited college or university. Graduation from an accredited college or university with a degree in criminal justice, police science, public administration or a related field is preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern law enforcement principals, procedures, techniques, and equipment.

Considerable knowledge of applicable laws, ordinances, and police department rules and regulations.

Skill in the use of the tools and equipment listed below.

Ability to lead, motivate, supervise, and train subordinate personnel.

Ability to perform police work which requires good physical condition.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to receive and give verbal and written instructions.

Must be a United States citizen.

Ability to write, read, and speak the English language fluently.

Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

Must possess or be able to obtain by time of hire, a valid Pennsylvania State Driver's License without record of suspension or revocation in any state.

Ability to meet department's physical standards.

Be certified as a law enforcement officer by the Pennsylvania Municipal Police Officer's Education and Training Commission or have the ability to obtain such certification prior to appointment.

TOOLS AND EQUIPMENT

Police car, police radio, radar gun, VASCAR, handgun, shotgun and other weapons as required, side handle baton, handcuffs, pager, cellular telephone, first aid equipment, AED, personal computer, and other equipment, tools or other items as may become available and deemed helpful in the execution of police duties.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands and finger, handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibrations.

The noise level in the work environment is usually moderate.

OTHER REQUIREMENTS

The duties listed above are intended only as illustrations of the various types of work that may be performed by employees in this job classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employee agreement between the Borough of Dormont and the employee and is subject to change by the Borough of Dormont as the needs of the Borough and requirements of the job change.

SELECTION GUIDELINES

Formal application and/or resume, rating of education and experience; oral interview and reference check; job related tests may be required.



MEMORANDUM

Date: December 23, 2012
To: Vice-President, Council and Mayor
From: Willard McCartney, Council President
Subject: Borough Manager's Six Month Evaluation

Background:

Mr. Naftal's contract with the Borough included a clause that stated, "Annual salary increase shall commence January 1, 2013 based upon annual performance evaluations conducted by Council". Accordingly, during the month of December, Council conducted an evaluation of Mr. Naftal's performance.

Discussion:

That evaluation consisted of two parts. In part one of our evaluations, each Council member was asked to independently rate Mr. Naftal by completing a comprehensive performance evaluation form adopted from a standard manager evaluation form recommended by the International City/County Management Association. Using the form, the evaluator rates the manager's performance in 75 separate "areas". Possible ratings that could be assigned to each of the 75 areas were: 0- The evaluator has no experience to rate; 1- Needs Improvement; 2- Meets Expectations or; 3- Exceeds Expectations. In addition to the ratings assigned, the evaluation form provided space for written comments and objectives for next year. This independent evaluation was completed by six of the seven Borough Council members. A copy of the blank evaluation is attached to this report.

Part two of Mr. Naftal's performance evaluation consisted of a discussion of the independent assessments of each of the participating Council members during an Executive Session held the evening of December 19, 2012. Five of the seven Council members were present but all six of the written evaluations were discussed. In a summary of the rankings Mr. Naftal received the following combined ratings: No Basis or experience to rate (21); Needs Improvement (13); Meets Expectations (202) and Exceeds Expectations (156).

Recommendation:

Based on the results from the performance evaluation, Council, acting as an evaluation committee, is recommending a salary adjustment for Mr. Naftal of 3% which will raise his annual salary from its current \$75,000.00 to an adjusted annual rate of \$77,250.00. In addition to the 3% increase, the evaluation committee also is recommending a one-time bonus of \$2000.00. This bonus is based in part on the recognition by Council that Mr. Naftal's skill and approach in resolving collective bargaining issues resulted in substantial savings to the Borough as well as its overall satisfaction with Mr. Naftal's performance.

SECTION I: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

		Needs Improvement	Meets Expectations	Exceeds Expectations
A. Providing Information				
The Borough Manager provides information which is:				
	Detailed and reliable			
	Explained in a thorough manner and includes alternatives or recommendations			
	Timely			
	Helpful in preventing trivial administrative matters from being reviewed by the Council			
	Helpful and adequate to assist Borough Council in making sound decisions			
The Borough Manager:				
	Provides members of Borough Council with the opportunity to set long-term organizational goals and to establish the future direction of Borough policy			
	Keeps Borough Council informed, in a timely manner, of the things Council wants to know			
	Keeps Borough Council well informed with concise written and oral communications			
	Provides Borough Council members with information on an equal basis			
	Informs the Borough Council of administrative developments			
	Follows up in a timely manner on Borough Council requests for information or action			
B. Providing Advice				
The Borough Manager:				
	Has adequate knowledge of municipal affairs, including the Borough's laws and ordinances			
	Considers alternatives before making recommendations			
	Plans ahead, anticipates needs and recognizes potential problems			
	Has a good sense of timing in bringing issues to the Council for action			
Comments:				

SECTION II: INTERNAL ADMINISTRATION

		Needs Improvement	Meets Expectations	Exceeds Expectations
A. Implementation of Council Policies				
The Borough Manager is effective in the following areas:				
	Carrying out Council directives			
	Assigning work so that it is performed efficiently and effectively			
	Paying sufficient attention to detail to avoid error or things "slipping through the cracks"			
	Analyzing problems or issues and identify causes, reasons, and implications			
	Accurately interpreting the direction given by Council			
	Carrying out the directives of Council as a whole rather than those of any one Council member, but recognizes the concerns of the minority			
	Supporting the actions of the Borough Council after a decision is made			
	Assuming responsibility for staff performance			
	Providing members of Borough Council with periodic status reports on projects or tasks which may overlap months or years in implementation			
	Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations			

B. Financial Management				
Are you satisfied with the Borough Manager's:				
	Approach to budget preparation and review			
	Use of standard financial management procedures to meet Council's policy guidelines			
	Implementation of Council's policy regarding the expenditure of budgeted funds			
	Cost control through economical use of labor, materials and equipment			
	Information on the financial status of Borough government			
	Use of available funds and his ability to operate the Borough efficiently and effectively			
	Knowledge of financial matters			
	Information pertaining to long or short-term financing for capital projects or equipment purchases			
	Information on opportunities for federal and state grant			

	funding			
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		Needs Improvement	Meets Expectations	Exceeds Expectations
C. Personnel Management				
The Borough Manager is:				
	Successful in guiding people as a team toward common objectives			
	Effective in selecting qualified and highly competent staff members			
	Effective in maintaining professional relationships with Department Directors			
	Effective in assuring that staff members make a positive impression on citizens			
The Borough Manager:				
	Insures that the Borough's personnel policies and practices are administered by Borough Department Directors and management staff in an equitable manner			
	Develops and motivates employees so that they are increasingly effective			
	Addresses disciplinary problems and takes action when warranted			
	Monitors performance of employees and initiates corrective action as needed			
Comments:				

SECTION III: EXTERNAL RELATIONS

		Needs Improvement	Meets Expectations	Exceeds Expectations
A. Citizen Relations				
The Borough Manager:				
	Makes a positive impression on citizens and is he respected in the Borough.			
	Has appropriate visibility or identity in the community			
	Assists the Council in resolving problems at the administrative level to avoid unnecessary Council action			
	Is willing to meet with members of the community and discuss issues of concern			
	Is skillful with the news media, avoiding political positions and partisanship			
	Provides information to the public in a timely fashion on matters which will cause public reaction			
	Represents Council positions and policies accurately and effectively			
	Thinks and acts in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are important			
	Responds completely and in a timely manner to citizen complaints			

B. Intergovernmental Relations				
The Borough Manager is:				
	Effective representing the Borough's interests in dealing with other agencies			
	Participative in enough intergovernmental activity to have an impact on behalf of the Borough			
	Cooperative with the county, state and federal governments			
Comments:				

SECTION IV: PERSONAL ACCOMPLISHMENTS

		Needs Improvement	Meets Expectations	Exceeds Expectations
A. Communications				
With regard to communications, the Borough Manager is:				
	Easy to talk to and a good listener			
	Thoughtful, clear and to the point			
	Sensitive to the concerns of others			
	Candid and forthright in discussing Borough business matters with members of Borough Council			

B. Management Style				
The Borough Manager				
	Demonstrates interest and enthusiasm in performing his duties			
	Commands respect and good performance from staff			
	Shows initiative and creativity in dealing with issues, problems and unusual situations			
	Is open to new ideas and suggestions for change			
	Works well under pressure			
	Consistently puts aside personal views and implements Council policy and direction			
	Displays the ability to resolve the numerous conflicts inherent in municipal government			
	Responds well to a changing world and local conditions; is adaptive			
	Is accessible to Borough Council members			
	Conforms to the high standards of the profession; follows the "ICMA Code of Ethics			
	Exhibits a commitment to continuing education in order to encourage his professional development			
	Is receptive to constructive criticism and advice			

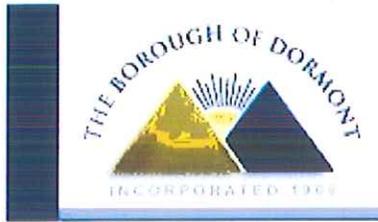
		Needs Improvement	Meets Expectations	Exceeds Expectations
C. Job Effectiveness				
The Borough Manager:				
	Demonstrates interest and enthusiasm about the Council's Vision for the Borough			
	Gives his staff the tools necessary to provide efficient, responsive Borough services			
	Coordinates the implementation of Borough goals and objectives			
	Creates a positive atmosphere for successful economic development in the Borough			
	Supports responsible infrastructure expansion and maintenance			
	Emphasizes the need for employee training and technological improvements			
Comments:				

SECTION V: NARRATIVE RESPONSES

ACHIEVEMENTS FROM THIS PAST YEAR:
<ul style="list-style-type: none">• What were the Manager's most notable accomplishments during the past year?
<ul style="list-style-type: none">• Which of the Manager's qualities were most instrumental in fulfilling the role of Borough Manager this past year?
PERFORMANCE OBJECTIVES FOR COMING YEAR:
<ul style="list-style-type: none">• What does the Manager do that you would like him to continue?
<ul style="list-style-type: none">• Is there anything that the Manager does that you would like him to do differently?
<ul style="list-style-type: none">• In what areas should the Manager focus his attention in this coming year?
<ul style="list-style-type: none">• Do you have any other general comments to share with the Borough Manager?

Rater's Signature

Date



MEMORANDUM

Date: December 26, 2012
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager 
Subject: Selection of Comprehensive Plan Consultant

Background:

A Comprehensive Plan is a document that municipalities rely on to set the future direction of their community and is the required basis for zoning, subdivision and land use regulations. They are supposed to be updated every ten (10) years but the last time the Borough's Comprehensive Plan was updated was in 1995. On October 17, 2012, the Borough advertised a Request for Proposals (RFP) for a consultant to update the Borough's Comprehensive Plan. Proposals were due by November 16, 2012.

Discussion:

The RFP called for detailed submittals with cost estimates to be sealed and opened at the end of the evaluation process. We received three (3) proposals by the deadline from:

The EADS Group – Altoona
Environmental Planning and Design – Pittsburgh
Interface Studio – Philadelphia

The evaluation of the proposals was done by Grant Shiring and Tom Bartnik who are members of the Planning Commission and me. Each of us reviewed the written proposals first. We then interviewed all three consultants and evaluated them again based on their presentations. Finally, we opened their sealed cost estimates and re-evaluated the proposals in light of their estimated costs.

We all ranked the proposals in the same way for all 3 phases of the evaluation, with Interface Studio first, Environmental Planning second, and EADS third. There were many reasons why Interface Studio came out on top. Among them are:

- **Outstanding graphic ability.** While the other 2 firms just listed recommendations and incorporated standard graphics like existing photos, charts and graphs, Interface Studio went well beyond that by employing an extensive use of graphics and illustrations to express the community's ideas. This will prove extremely beneficial when debating controversial topics and understanding complex ideas - like building façades and parking improvements - to foster community consensus.
- **Extensive toolbox of award-winning public engagement strategies.** All firms are putting social media and technology into their repertoire of public engagement strategies. But, Interface Studio appears to more effectively employ these tools and harness their full potential, not to just include them simply to stay with the times. They also incorporate on-the-ground public engagement activities to actively tap the community through personal interaction at multiple points throughout the process. The firm has been recognized by respected national organizations like APA and ASLA for this type of work.
- **Past work examples.** Interface Studios past work examples are extremely well-written and organized. The reader can follow a clear outline of specific visions, goals, objectives and recommendations that are supported by extensive research and public input. This is invaluable when attempting to implement the recommendations and delegate responsibility for certain tasks. It also helps when measuring our performance and completion of objectives. Their end product stood out compared to the other 2 firms.
- **Deliberate in their choice of projects.** Many firms do these types of projects too much; they become robots and simply go through the motions. Interface Studio convincingly stressed that they take pride in producing the best quality project and tailoring the process and end result to the place. They set a limit for the projects they take on. The evaluation committee felt that we can be assured that the Dormont Comprehensive Plan will remain a high priority for the duration of the process and the team will not set us aside and take on more clients than they can handle. They keep their current client list low to ensure the highest quality products for the clients at the time.
- **The plan created will function as a brand and marketing tool.** This is a turning point for Dormont. The physical environment (buildings, streets, etc.) is wearing out and in need of new life. To many but our residents, Dormont is the place you drive through on your way to Pittsburgh or Mt. Lebanon. But, that could and should change. Dormont has to invest in itself by retaining a top quality team with a proven track record of generating and implementing transformative community visions and initiatives that help set the community apart. Developing a community brand is what set Interface Studio far apart from the other 2 firms.

A copy of Interface Studio's Scope of Service is attached to this report. As you can see the scope of the services being provided is extensive and the items noted above, in particular the community outreach and branding and marketing do not come cheap. Therefore, we were not surprised when we opened the sealed prices and found Interface Studio to be not only more expensive than the other 2 firms but over our budget of \$80,000 as well. In fact, while their cost was more than their competitors, their hours were more than double the proposed hours of their competitors as well.

Their proposal calls for a cost of \$94,495 plus some direct costs to be determined at the end of the project for travel expenses. All three of us on the evaluation committee believe that it is in the Borough's best interest to pay the increased costs up front for the long term benefit of the Comprehensive Plan and community branding that Interface Studio will provide.

If Council selects Interface Studio, I would propose increasing the Planning Consultant line item in the Planning and Zoning Department budget to equal what the final cost for this project would be. Funds for this would come from the Contingency line item but the transfer would not occur until the project is completed. I would then come back to Council with a final cost, change order to gain Council approval for that final cost, and a request to transfer the funds necessary to pay for this project.

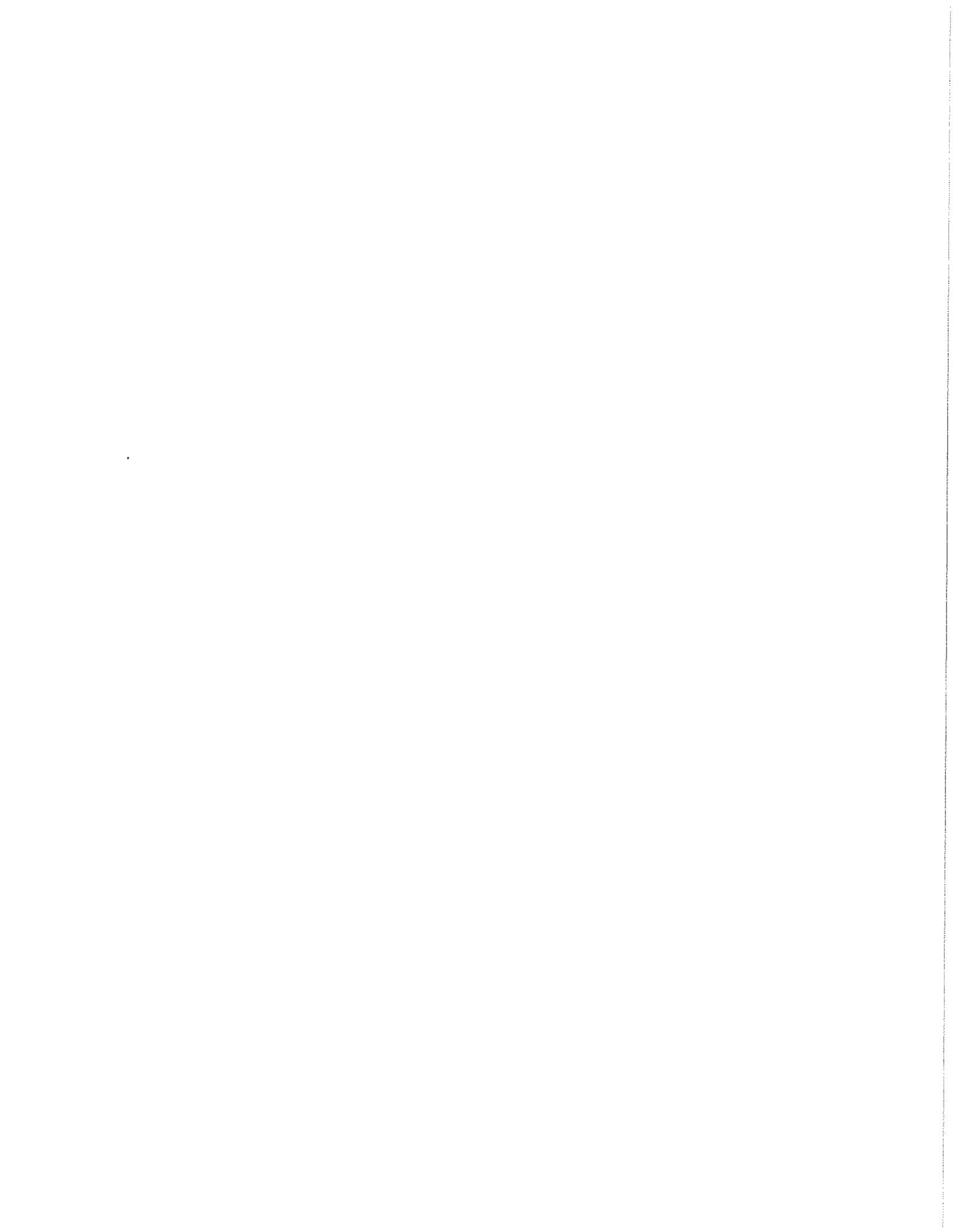
Recommendation:

I recommend that Council select Interface Studios to provide consulting services for the Comprehensive Plan update as outlined in the attached scope of services at a cost of \$94,495, subject to modification of costs when the project is completed.

JN

Attachments

Cc: Planning Commission



SCOPE OF SERVICES

The following scope of services is organized in three stages of work: Community Visioning; Plan Development; and Final Plan / Deliverables. The reality is that the process will be fluid, combining tasks from stages 1 and 2 such that the Visioning is based on the realities and opportunities facing Dormont today.

1. COMMUNITY VISIONING

Task 1.1 Creation of a Steering Committee

While Dormont is the contract agency for the project, we believe it is important to create a formal Steering Committee that can provide a wide range of insight and feedback to the team during the planning. This steering committee would be an opportunity to bring together Borough representatives, institutional leaders, service providers, school representatives, youth, merchants, neighborhood residents, and major employers. Interface Studio will work with the Borough to create this Steering Committee and prepare a 1-page introduction package to the project for new Steering Committee members.

Task 1.2 Kick-off Meeting and Collection of Base Information

On our first visit to Dormont, we hope to accomplish a number of activities including:

- > Review the proposed schedule of activities with Borough staff and finalize a plan for community engagement and visioning;
- > Participate in a kick-off meeting with a Steering Committee of key stakeholders to discuss the need for this plan, key objectives and to finalize a schedule for the project; and
- > Collect any available base information relevant to the project, including past reports and studies, available survey mapping, and GIS data.

Task 1.3 Ongoing Coordination with the Borough

Constant communication with Borough staff, Planning Commission and Dormont Council will be maintained during the planning process. It is critical that the plan for public engagement include staff and Council members as well as residents and business owners.

We expect monthly meetings/phone calls with an internal review committee of the Borough to provide updates on the plan's progress and review any work prior to public release. Periodic updates to the Steering Committee will be provided and targeted meetings with staff and Council will be organized at key moments in the planning process.

Task 1.4 Web Presence & Social Media

Interface Studio will create a web page on our site that will host a number of outreach activities. Information on the project will be posted to the page and linked to the Borough's homepage. In addition, we will create a FaceBook account for the plan as a means of providing regular updates and information on the plan.

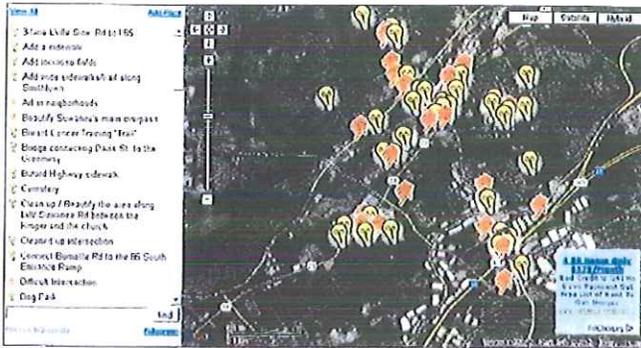
Task 1.5 Stakeholder Interviews

The team will conduct up to 20 interviews with a wide-range of Borough leaders and stakeholders. The list of interviewees will be identified by the Borough and should be representative of Dormont as a whole. The intent is to gain insight from those representing different sectors and areas of interest in the Borough and thereby educate the team about local conflicts, concerns and issues. We ask that the Borough help schedule an intensive 3-day slate of interviews during one of our visits to kick-start this process. We will be responsible for scheduling and finishing the balance of the interviews in person or by telephone. Interviews will be summarized for discussion with the Steering Committee and the Borough.

YOUR IDEAS & INSIGHTS ABOUT SUWANE

Interface Studio will create an on-line Google map that enables any user to add both "insights" and "ideas." The map will serve as an on-line catalogue of community concern and help to identify necessary improvements from the ground up. The idea is that this on-line presence will activate and tap into the interest already evident on the Borough's Facebook page. Previous uses of this tool have provided the process with hundreds of specific ideas and thousands of views by local residents.

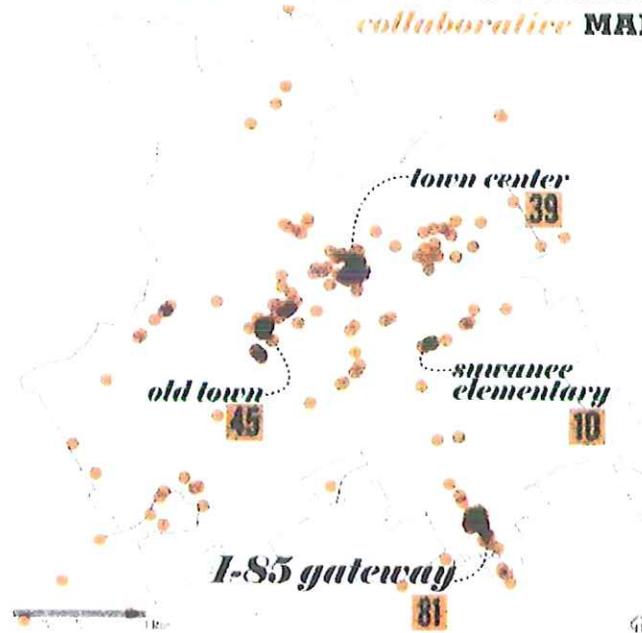
CLICK HERE TO VIEW THE MAPPING INSTRUCTIONS | CLICK HERE TO VIEW THE BROWSE INSTRUCTIONS



Above: Screen capture from Suwanee's on-line collaborative map.

Right: Results from Suwanee's collaborative map indicating priorities for improvements.

**SUWANE 20/20 VISION PLAN
TOWN CENTER OPEN HOUSE PUBLIC INPUT SUMMARY**



**WHERE YOU'D
LIKE TO
SEE SOME
IMPROVEMENTS**

Task 1.7 Focus Group Meetings

Interface Studio will work with the Steering Committee to organize focus groups to discuss the Borough and its potential future. Focus groups are small groups of about 10 participants that allow for a rich discussion of ideas and concerns. Each focus group will be facilitated by Interface Studio with an agenda of previewing existing conditions data and targeted discussion in response to specific questions generated by the team. We ask that the Steering Committee be responsible for inviting focus group participants, securing meeting space and providing light refreshments. We typically organize focus groups targeted to specific interests. We initially recommend eight (8) focus groups potentially including:

- > Resident focus group to get a community perspective on neighborhood issues.
- > Parks and recreation focus group to discuss open space, maintenance trees, trails, stormwater management, and ways in which open space can best be utilized to serve community needs.
- > Service provider focus group to discuss the range of services offered in Dormont and through the School District and to help identify gaps in those services.

- Merchants focus group to help us gather insights from business owners about their concerns and hopes for the future.
- Transportation focus group including Dormont, the County, PADOT, and other local organizations to discuss barriers and ideas toward encouraging alternative transportation options.
- Youth focus group with area teens or younger to discuss their concerns and hopes for the future of Dormont.
- Housing focus group to discuss issues regarding housing affordability, housing programs and market-rate investment.
- Artist focus group to discuss opportunities to further tap into and express Dormont's creative culture.

Task 1.8 Tapping the Insights and Talents of Youth

It's often recognized that the beneficiaries of good planning are youth. Unfortunately, youth rarely have a strong voice in planning and can be a difficult demographic to get involved. We recommend reaching out to the School District to enlist teens enrolled in the High School to help spread the word about the Comprehensive Plan, bring their parents and friends to events and document proceedings from their point of view. This is a speculative task as discussions will be needed with the relevant teachers and principals to determine if making this an extra-curricular project is feasible. If working with the schools is not a viable option, we suggest organizing a youth council of local teens to be tasked with: 1) Playing a role in project oversight; and 2) Interviewing other teens and children about Dormont's future (with guidance from us of course).

Task 1.9 Public Forums

Interface Studio will plan for open, public meetings at key intervals during the planning process. These meetings need to be well attended and Interface Studio will coordinate FaceBook updates and production of flyers. We will work closely with Borough staff to identify the best locations for meetings and develop a range of activities to make these meetings interactive and informative.

We expect a plan of this breadth will likely have four public meetings in multiple locations. Depending upon the process, we recognize that the number of meetings may increase or decrease as necessary. We tailor each public outreach effort to the project at hand and to the needs of the client.

- **1st public forum:** An introduction to the project and facilitated discussion of participant's main concerns.
- **2nd public forum:** A review of our base analysis and initial findings from the collaborative mapping and focus groups. Games will be designed to elicit responses from participants about the analysis and to discuss their vision and goals.
- **3rd public forum:** A review of the growth scenarios, goals and strategies with prioritization exercises.
- **4th public forum:** A discussion of the draft Comprehensive Plan with an emphasis on necessary action steps following completion of the plan as well as potential barriers to implementation.

Interface Studio will create effective and attractive graphic summaries of each public presentation for wide distribution either as a part of flyers and/or on-line. We also anticipate the opportunity to utilize engaged residents in facilitation. We will provide all training materials one week prior to each public meeting and run short training sessions for those that volunteer.

Task 1.10 Open House

Although meetings are often expected, we additionally encourage a more relaxed form of outreach that encourages people to explore and participate when it's convenient for them. If vacant storefront space can be secured, organizing an exhibit of information can be a



Wicker Park
The state has several spaces and...



Postcard by Interface Studio

Above: Custom postcards Interface Studio created for visioning exercises in Macon, Georgia and WPB in Chicago.



Above: A summary diagram of activities used in Chicago where we re-purposed a vacant storefront for a three week planning open house.

fun and interactive way to garner more input and support. This allows people to stop in and learn about the project on an ongoing basis. We suggest establishing a one-month open house, to be opened 2 days a week, in a visible and active location, where people are encouraged to learn more and provide insight into their concerns and ideas about Dormont.

The open houses include multiple games and tools designed to elicit public response and discussion. The tools potentially include:

- > **Postcards from the Future:** If you visited the Dormont in 2020, what would you see? This is the question we pose to people through postcards that we design and distribute in key places around town (pre-paid postage of course). This is an inexpensive way to getting a lot of vision statement and ideas from residents and business owners.
- > **Photo Suggestion Booth:** What is your one big idea for Dormont? We don't think anyone in the Borough will have any shortage of ideas so why not capture their idea (and picture) as a part of the process?
- > **Do-it-Yourself Budgeting:** Ever think you could spend money more wisely? This is the public's chance to put their money where their priorities are. We have created piggy banks, used fake money to help participants understand budgeting constraints and communicate what is most important to them.
- > **Interactive Mapping:** Using stickers and a large map (at least 10'X10'), participants are asked to identify where they live and simple set of 2-3 additional questions. After a few hundred users, the map clearly indicates some key priority concerns and opportunities. We can even put serial codes on the stickers to match the locations of where people live to their priorities.
- > **Video Confessionals:** We use video and/or sound to capture the frank opinions and ideas of local residents. Our office can edit these responses together into a short video or audio clip that can be widely distributed on local websites.

Some open house activities can also be taken on the road. Called "pop-up" meetings, our team can install short events in locations that naturally draw a lot of people (community events, malls, busy plazas, etc.) to elicit feedback in an informal manner. Besides asking some simple questions, we'll also provide material on the project to encourage their future involvement.

Task 1.11 Marketing Materials

Branding the plan is important to help people readily identify with the initiative. We will develop marketing materials during the course of the project to graphically entice involvement of the public. Postcards, posters, flyers, t-shirts and other materials on-line will tie the effort together and communicate clear messages about the Comprehensive Plan.



The Open House video Installation for Suwanee.

2. BASE ANALYSIS

Task 2.1 Review of Previous Plans

The Interface Studio team will collect and review all relevant plans for the area. We will provide a summary map that identifies all major proposed projects in Dormont based on this information.

Task 2.2 Defining Dormont

Defining Dormont refers to understanding its past, present and potential future. Places are, in large part, a product of their history. We will collect Sanborn maps and research local history to provide a historic basis that informs our understanding of the Borough's evolution. This analysis will bring to the fore how the area has changed and what characteristics have instilled a sense of continuity and place over time. Today, Dormont is nestled within a complex region. We will develop a series of maps that identify Dormont's regional location and proximity to amenities including transportation, job centers and entertainment.

Task 2.3 Demographic Review & Market Analysis

DMGS will lead the team's effort to assess demographics including existing community business sectors using analytical techniques. We will perform extensive research using a combination of local data coupled with information from the US Census Bureau, the US Department of Labor, PA State Data Center, and other reputable resources to catalogue a Dormont's key indicators. DMGS will develop a keen understanding of the Borough's social and economic "anatomy."

Among the factors to be measured will include:

- Social demographic trends
- Current small business and entrepreneurial population figures
- Business expansion and contraction rates
- Employment figures and trends within the region by sector
- Business investment and lending activity in the Borough
- Housing values and conditions (vacancy, tax delinquency, etc.)
- Critical zones of activity or investment identified through the market analysis

Extensive market research is a critical component of DMGS' strategy, so that we can provide a realistic and tailored plan to guide land use decisions. We will examine the current market conditions including surrounding communities. Residential analysis is a function of local and regional demographics that affect the demand for housing, as well as the supply and product mix in the local housing market. DMGS will identify gaps in the local and regional housing supply, the potential demand for those housing types and the regional competition for those residents.

DMGS will also analyze the types of commercial activity supported by the existing market. We examine the spending power of the local residents and the degree to which local businesses are able to capture that spending potential or to which they rely on attracting customers from a larger catchment area. This analysis identifies where the surpluses and gaps are in local retail markets, which when compared with surrounding communities provides guidance on the opportunities for development. DMGS will also consider the retail market by examining the building stock and comparing it to the available and vacant space in the larger market and comparable areas. Viable market alternatives will be presented in an effort to gain public input.

Task 2.4 Budget Analysis

DMGS will analyze Dormont's current budget along with historical trends. We will focus on providing a clear understanding of the factors that influence Dormont's budget. Emphasis will be placed on steps necessary to maintain the current high level of service in light of budgetary pressures. DMGS will explore alternative methods of funding certain programs and public infrastructure if applicable.

Task 2.5 Baseline Analysis and Graphic Production

Interface Studio will undertake a review of the Borough to become intimately familiar with its on-the-ground conditions. Previous plans and the Borough's existing GIS will play a prominent role in shaping this analysis. This portion of the analysis will afford visualization and quantification of the following variables:

- > Context maps illustrating access, proximity and views;
- > Current land use, zoning and vacancy;
- > Map of established neighborhoods;
- > Recent revitalization, investments, and proposed developments;
- > Crime statistics if made available by the Dormont Police;
- > An environmental report card based on the Borough's tree canopy, parks and environmental factors such as impervious surfaces and stormwater runoff;
- > Location of historic districts and noteworthy buildings; Community assets such as institutions, public amenities, employment centers, service providers and open space;
- > Commercial services by type;
- > Quality of Life Issues, such as trash, vandalism, and parking that similarly contribute to daily-life in the Borough.

TASK 2.6 Transportation Analysis

Transportation has a tremendous impact on the quality of life of residents and businesses. The analysis of the existing transportation conditions will focus on the mobility challenges in the Borough and opportunities to make it easier and more affordable to get around. This will involve a considerable amount of data collection and field observations, including:

- > **Vehicular Circulation:** The project team will review traffic volumes, speed limit, roadway classifications, and crash data.
- > **Pedestrian Circulation:** Information will be collected on sidewalk locations and intersection treatments for pedestrians. Additional attention will be paid to pedestrian connections to transit, schools, and other significant pedestrian generators in the city.
- > **Bicycle Circulation:** SSE will note the existing bicycling conditions in the study area. Data collected will include existing off-street bicycle paths, availability of bike parking, bicycle accident data, and future bicycle plans.
- > **Transit Circulation:** SSE will collect data with respect to the locations and amenities of the T and bus stops, the frequency of the routes, and the volume of passengers boarding and alighting at each stop. We will work closely with the Port Authority to discuss existing opportunities and challenges with respect to transit.
- > **Parking:** The existing parking requirements in the Zoning Ordinance will be reviewed. Observations will be made of on-street parking conditions in areas of high demand, the effectiveness of the enforcement of parking regulations, and loading zone locations.

Task 2.7 Asset Mapping

Effective strategies must encompass all aspects of a community's asset base. That base includes traditional assets such as land, buildings, housing options, transportation systems and utility infrastructure. Just as critical are its cultural venues, recreational options, events programming, and educational resources. Community assets, opportunities and vulnerabilities will be considered as they relate to Dormont's development history, current development potential and market statistics. Our team's approach to development of the Comprehensive Plan will leverage, preserve and enhance all aspects of the defined asset base.

From the analysis above and review of prior planning documents, we will develop an asset map that identifies all of the local resources in Dormont. We expect to "crowdsource" this map to some extent by having residents map these assets in the open house, on-

line collaborative map and public forums described in Stage 1 of this scope of services. Combined with our own research, this will yield a comprehensive picture of community resources – the fabric that binds people together and to Dormont. By understanding the assets, our team will be able to work with residents to identify any gaps in services or priorities that need to be reflected in the Comprehensive Plan.

Task 2.8 Existing Conditions Summary

All of the findings throughout the analysis will be summarized in a graphically sophisticated summary report reviewing key opportunities and challenges. This set of facts will serve as grounding for discussions during public meetings and events.

3. RECOMMENDATIONS / FINAL PLAN

Task 3.1 A Statement of Vision and Guiding Principles

A draft vision statement and principles and goals for the future of Dormont will be developed for review by the Borough and Steering Committee. This draft vision will be the result of our public engagement to date and be subject to continual refining as the process moves toward identifying strategies and trade-offs.

Task 3.2 Developing the Plan: Goals and Strategies

The community engagement will yield a range of visions, ideas, policies and recommendations. We will work with the public, Steering Committee and Borough to create a clear set of Goals, Policies, Strategies and Action Steps related to each component of the Comprehensive Plan. While the Community Engagement process will ultimately determine the key topic areas and organization of the Plan, we anticipate the Goals and Strategies will target the following:

- Physical environment covering issues of density, balanced growth, preservation and infrastructure;
- Education;
- Children and youth with an emphasis on youth programs
- Supportive services such as day cares, health services, senior services, and programs for foreign born families;
- Public safety addressing both crime and traffic safety;
- Public art and local culture;
- Economic and workforce development, including potential development incentives;
- Housing including resources for existing property owners, affordability and housing programs;
- Transportation covering traffic management, public transportation, parking and pedestrian and bicycle networks; and
- Communication to further encourage an active public dialogue long past the completion of this plan.

Task 3.3 Conceptual Area Plans

There are moments where thoughtful investment can have a significant impact on the perception and economic future of the study area. Working with the Borough and Steering Committee, the team will identify and create concept plans for 2-3 key sites. The first step will be to develop a range of land use alternatives for key sites to generate discussion and test the initial market feasibility. The final uses will be informed by discussions with the Borough, residents and brokers but also by site and environmental conditions. Nested within these concept plans will be strategies to promote Low Impact Development guidelines, offer planting strategies designed to support and enhance the area's vegetation and improve local storm-water management. The process will result in final illustrative plans that include the type of development, density, location of parking, potential physical links and other key characteristics. Site plans and renderings will be developed to help sell the vision for each development opportunity.

TASK 3.4 Future Land Use Plan

Based upon the results of the work completed above, the team will develop a future land use scenario for discussion with the Steering Committee and the public. The future land use will conform to State guidelines for comprehensive planning but specifically seek to translate the planning principles and strategies into one overall land use approach for the Borough. Neighborhood specific posters will also be created to share with neighborhood residents during public forums. The future land use scenario will help identify the necessary zoning changes required for implementation which will be documented as a part of the comprehensive plan update.

Task 3.5 Dormont NOWI – A Plan for the Next Year

This plan can and should develop recommendations with long-term objectives and investments in sight. But it is also extremely important to identify short-term strategies that can be accomplished with limited funds in the next year. Events, festivals, public art, marketing and other tactics can be employed relatively quickly and inexpensively yet can also have a noticeable impact.

Task 3.6 Preliminary Action and Implementation Strategy

A plan is only as effective as its ability to be implemented. For that reason, we place an emphasis on outlining, step by step, the phasing, necessary actions, lead agencies, partners, and funding sources for each recommendation. Based upon community input, Borough guidance and overall feasibility, the strategies will be divided into short-, mid- and long-term recommendations to help guide fund raising and staffing. This information will be organized in an Excel matrix for review and editing by the Borough and Steering Committee, as local expertise will be integral in matching recommendation ideas with appropriate funding sources and programs for implementation. Once finalized, the Borough will receive a digital copy of the Excel Matrix that can be updated over time.

Task 3.7 Preliminary Comprehensive Plan

All of the work will be edited and organized into one well-tailored, place-specific, graphic-heavy document that describes in detail the set of policies, goals and action steps developed by through the community engagement and visioning. We will provide a CD with the report in PDF format for review and 15 color hard copies. We ask that all comments on the plan be transferred to one hard copy to facilitate the editing process for creation of the final plan.

Task 3.8 Preliminary Comprehensive Plan Summary

A simple, graphically attractive summary is needed to help further spread the word about Dormont's future. We will talk with the Steering Committee and the Borough about the formatting options for this summary in terms of size, look and feel.

Task 3.9 Final Comprehensive Plan and Comprehensive Plan Summary

Interface Studio will update the draft Vision Plan and Summary, incorporating all final comments provided by the Borough, Steering Committee and public. We will provide 2 color copies and one CD with a PDF of both the Vision Plan and Plan Summary. All of the graphics and PowerPoint presentations created during the planning process will be included on the CD for future use by the Borough.

Task 3.10 Take the Show on the Road

We believe it is important to market the plan and generate additional support for the work such as it moves toward implementation. For that reason, Interface Studio will be available for up to three presentations to roll out the plan to the public, County or regional agencies and other stakeholders as determined by the Borough and Steering Committee.