

CODIFIED ORDINANCES OF ERIE

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- Art. 184. Erie Redevelopment Authority.
- Art. 185. Erie Housing Authority.
- Art. 186. Erie Municipal Park Authority.
- Art. 187. Erie Metropolitan Transit Authority.
- Art. 188. Erie City Water Authority.
- Art. 189. Erie Port Authority.
- Art. 190. Erie Civic Center Authority.
- Art. 191. Downtown Center City Authority. (Repealed)
- Art. 192. Higher Education Building Authority.
- Art. 193. Civil Service Boards.
- Art. 194. Vacant Property Review Committee.
- Art. 195. Erie County Solid Waste Management  
Council.
- Art. 196. Erie Cable TV Public Access Authority. (Repealed)
- Art. 197. Erie County Convention Center Authority.

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TITLE ONE - General Provisions  
Art. 101. Codified Ordinances.  
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Art. 105. Real Estate Registry.

ARTICLE 101  
Codified Ordinances

EDITOR'S NOTE: The provisions of this Article 101 were incorporated in the ordinance which adopted the Codified Ordinances of Erie, Pennsylvania, 1966.

<p>101.01 Codification adopted; procedure.</p> <p>101.02 Component codes; short title; citation.</p> <p>101.03 Amendments and supplements; numbering.</p>	<p>101.04 Definitions and interpretation.</p> <p>101.05 Separability of provisions.</p> <p>101.06 Sections and ordinances repealed.</p> <p>101.07 Exemptions from repeal.</p>
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CROSS REFERENCE

Compilation and codification of City ordinances - see 3rd Class Charter Law §609 (53 P. S. §41609); 3rd Class §1014.1 (53 P.S. §36014.1)

101.01 CODIFICATION ADOPTED; PROCEDURE.

(a) The ordinances of the City of Erie, Pennsylvania, of a general and permanent nature, consolidated and codified with minor nonsubstantive changes, as attached hereto and made a part hereof (Exhibit A), are ordained as the general ordinances of the City revised to November 15, 1966, and are hereby approved, adopted and enacted as the Codified Ordinances of Erie, Pennsylvania, 1966.

(b) This ordinance shall be introduced in Council, notice of introduction shall be published, and legal advertisement of the contents of the Codified Ordinances shall be

made in conformity with subsections 1014.1(b) and (c) of 1951 P. L. 662, as amended by 1957 P. L. 631. (Adopting Ordinance)

#### 101.02 COMPONENT CODES; SHORT TITLE; CITATION.

The Codified Ordinances of Erie, Pennsylvania, 1966, hereby adopted, shall be comprised of the following component parts:

- Part One - Administrative Code
- Part Three - Business Regulation and Taxation Code
- Part Five - Traffic Code
- Part Seven - General Offenses Code
- Part Nine - Streets, Utilities and Public Services Code
- Part Eleven - Public Health Code
- Part Thirteen - Zoning Code
- Part Fifteen - Fire Prevention Code
- Part Seventeen - Building Code
- Part Nineteen - Housing Code

The Codified Ordinances of Erie, Pennsylvania, 1966, may be referred to as the "Codified Ordinances"; any component code of the Codified Ordinances may be referred to by its name, such as the "Traffic Code"; sections of the Codified Ordinances may be cited by the number, such as Section 101.01. (Adopting Ordinance)

#### 101.03 AMENDMENTS AND SUPPLEMENTS; NUMBERING.

(a) The Codified Ordinances of Erie, Pennsylvania, 1966, may be amended or supplemented at any time and, when any amendment or supplement is adopted in such form as to indicate the intention of Council to make the same a part thereof, such amendment or supplement shall be incorporated in, and deemed a part of, the Codified Ordinances, so that a reference to the Codified Ordinances shall be understood and construed as including the Codified Ordinances of Erie, Pennsylvania, 1966, and any and all such amendments and supplements.

(b) All amendments and supplements enacted as a part of the Codified Ordinances shall be integrated therewith by following the form of arrangement and plan set forth in the original Codified Ordinances as follows: each Code shall be subdivided into titles; each title shall be subdivided into articles, and each article shall be subdivided into sections, which shall be numbered in accordance with the decimal numbering system. The numbering of all sections, except penalty sections, shall be consecutive within each article commencing with the first section of Article 101, which shall be numbered 101.01, the first "1" signifying Code 1, and the two figures "01" before the decimal signifying the article within the Code, and the two figures "01" after the decimal signifying the first section in Article 101 of the Code. Penalty sections shall be designated "99" and shall be the last section of the article. (Adopting Ordinance)

#### 101.04 DEFINITIONS AND INTERPRETATION.

In the construction of the Codified Ordinances, the following rules shall control, excepting those inconsistent with the manifest intent of Council as disclosed in a particular provision, section or article:

- (a) Adopting Ordinance. "Adopting Ordinance" means the ordinance of the City adopting the Codified Ordinances of Erie, Pennsylvania, 1966, in conformity with the Third Class City Code of Pennsylvania and this Article 101.
- (b) Authority. Whenever in the Codified Ordinances authority is given to an officer or an act is required to be performed, such authority may be exercised and such act may be performed, at the instance of such officer, by a deputy or subordinate, unless contrary to law or to the clear intent of any such particular provision.
- (c) Calendar-Computation of Time. The terms "month" and "year" mean the calendar month or year. The time expressed in days within which an act is to be done or a period is to expire shall be computed by excluding the first and including the last day, except if the last be Sunday, it shall be excluded. If time is expressed in hours, the whole of Sunday shall be excluded.
- (d) City and Municipality. The words "City" and "Municipality" mean the City of Erie, Pennsylvania.
- (e) Conjunctions. "And" includes "or" and "or" includes "and", if the sense so requires.
- (f) Council. The word "Council" means the Council of the City of Erie, Pennsylvania.
- (g) County. The word "County" means the County of Erie, Pennsylvania.
- (h) Gender. Words importing the masculine shall extend and be applied to the feminine and neuter genders.
- (i) General Rule. Excepting as otherwise provided in this section, words and phrases shall be construed according to the common usage of the language, provided, however, that technical words and phrases and such others as may have acquired a special meaning in the law shall be construed according to such technical or special meaning.
- (j) Joint Authority. Words giving authority to a board, commission, authority or to three or more officers or employees or other persons shall be construed as giving authority to a majority thereof, unless otherwise specifically provided.
- (k) Keeper or Proprietor. The words "keeper" or "proprietor" mean and include persons, firms, associations, corporations, clubs and copartnerships, whether acting by themselves or as a servant, agent or employee.
- (l) Land or Real Estate. The terms "land" or "real estate" include rights and easements of incorporeal nature.
- (m) Number. Words in the plural include the singular and in the singular include the plural number.
- (n) Oath. The word "oath" includes affirmation. When an oath is required or authorized by law, an affirmation in lieu thereof may be taken by a person having conscientious scruples to taking an oath. An affirmation shall have the same force and effect as an oath.
- (O) Owner. The word "owner", when applied to property, includes a part owner, joint owner or tenant in common of the whole or any part of such property.
- (p) Person. The word "person" extends and applies to associations, clubs, corporations, firms, partnerships and bodies politic, as well as to individuals.
- (q) Premises. The word "premises", when used as applicable to property, extends to and includes land and buildings.

- (r) Property. The word "property" includes real and personal, and any mixed and lesser estates or interests therein; the words "personal property" include every kind of property except real property, and the words "real property" include lands, tenements and hereditaments.
- (s) Reasonable Time. In all cases where provision is made for an act to be done or notice to be given within a reasonable time, it shall be deemed to mean such time only as may be necessary for the prompt performance of such act or giving of such notice.
- (t) Sidewalk. The word "sidewalk" means any portion of a street between the curb line and the adjacent property line, intended for the use of pedestrians, excluding parkways.
- (u) State or Commonwealth. The words "State" or "Commonwealth" mean the Commonwealth of Pennsylvania.
- (v) Street. The word "street" shall be construed to include alleys, avenues, boulevards, lanes, roads, streets and other public ways in the City.
- (w) Tenant or Occupant. The words "tenant" or "occupant", as applied to buildings or land, shall extend and be applied to any person holding a written or oral lease of or who occupies the whole or any part of a building or land, alone or with others.
- (x) Tenses. The use of any verb in the present tense includes the future.
- (y) Third Class City Code. "The Third Class City Code" means the Pennsylvania Act of June 28, 1951 (P. L. 662), as amended.
- (z) Optional Third Class City Charter Law. The "Optional Third Class City Charter Law" means the Pennsylvania Act of July 15, 1957 (P. L. 901), as amended.
- (aa) Time. Whenever any time established in the Codified Ordinances for the taking of any action expires on a Sunday or legal holiday, such time shall not expire on such day but shall expire on the next week day. (Adopting Ordinance)

#### 101.05 SEPARABILITY OF PROVISIONS.

Each section and each part of each section of the Codified Ordinances is hereby declared to be an independent section or part of a section, and notwithstanding any other evidence of legislative intent, it is hereby declared to be the controlling legislative intent that if any such section or part of a section, or any provision thereof, or the application thereof to any person or circumstances, is held to be invalid, the remaining sections or parts of sections and the application of such provision to any other person or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and it is hereby declared to be the legislative intent that the Codified Ordinances would have been adopted independently of such sections or parts of a section so held to be invalid. (Adopting Ordinance)

#### 101.06 SECTIONS AND ORDINANCES REPEALED.

The following sections of the 1941 Digest of the General Ordinances and Laws of the City of Erie and ordinances are hereby specifically repealed as either obsolete or in conflict with provisions of the Codified Ordinances. All other ordinances in conflict with the provisions of the Codified Ordinances of Erie, Pennsylvania, 1966, are hereby repealed.  
(Adopting Ordinance)

(EDITOR'S NOTE: See a copy of the original Adopting Ordinance for a list of Digest sections and ordinances repealed.)

**101.07 EXEMPTIONS FROM REPEAL.**

The repeals provided for in Section 101.06 shall not affect:

- (a) Any offense or act committed or done, or any penalty or forfeiture incurred, or any contract or right established or accruing before the adoption of these Codified Ordinances.
- (b) Any ordinance or resolution promising or guaranteeing the payment of money by or to the City, or authorizing the issuance of any bonds of the City, or any evidence of the City's indebtedness, or any contract or obligation assumed by the City.
- (c) The administrative ordinances or resolutions of Council not in conflict or inconsistent with the provisions of the Codified Ordinances.
- (d) Any right, license or franchise conferred by any ordinance or resolution of Council on any person or corporation.
- (e) Any ordinance establishing, naming, relocating or vacating any street or public way.
- (f) Any ordinance or part thereof providing for the establishment of positions, for salaries or compensation.
- (g) Any prosecution, suit or other proceeding pending, or any judgment rendered on or prior to the adopting of these Codified Ordinances.
- (h) Any ordinance levying or imposing taxes or assessments.
- (i) Any ordinance establishing or changing the boundaries of the City.
- (j) Any ordinance or resolution adopted by Council after the adoption of the Codified Ordinances. (Adopting Ordinance)





ARTICLE 103  
Official Standards

103.01 University Square.

103.02 Designation as Flagship City.

CROSS REFERENCES

City seal and flag - see 3rd Class §2402 (53 P. S. 37402)

Loyalty oath - see ADM. 143.05 et seq.

103.01 UNIVERSITY SQUARE.

The name of the streets herein described in the City are hereby changed and designated as follows:

West Sixth and West Seventh Streets between Peach and Sassafras Streets heretofore designated shall hereafter be known and designated as University Square.  
(Ord. 32-1980 §1. Passed 4-16-80.)

103.02 DESIGNATION AS FLAGSHIP CITY.

The City hereby adopts as its designated appellation the phrase "The Flagship City" in recognition of the designation of the Flagship Niagara of the fleet commanded by Commodore Oliver Hazard Perry on the waters of Lake Erie during the War of 1812 as the flagship of the Commonwealth of Pennsylvania, by the Pennsylvania Legislature Senate Bill 751. The City may henceforth use this appellation for any and all official, unofficial or ceremonial transactions, pronouncements or other acts. (Ord. 74-1990 §1. Passed 12-12-90.)

ARTICLE 105  
Real Estate Registry

- |        |                                     |        |                                 |
|--------|-------------------------------------|--------|---------------------------------|
| 105.01 | Establishment.                      | 105.05 | Acceptance of County assessment |
| 105.02 | Fee for copies of entries.          |        |                                 |
| 105.03 | Tax exempt property re-examination. |        |                                 |
| 105.04 | Re-assessment of property rezoned.  |        |                                 |
|        |                                     | 105.06 | Payment of administrative fees. |



## CROSS REFERENCES

Real Estate Registry - see 3rd Class §1515 et seq. (53 P. S. §36515 et seq.)

Power to tax - see 3rd Class §2531 (53 P. S. §37531)

Realty transfer tax - see BUS. REG. Art. 373

County assessments - see 72 P. S. §5342 et seq.

### 105.01 ESTABLISHMENT.

A registry of real estate is hereby established for the purpose of procuring accurate information in reference to the ownership of all real estate liable to municipal taxation and assessments in the City. (Ord. 1479 §1. Passed 3-22-1898.)

### 105.02 FEE FOR COPIES OF ENTRIES.

Certified copies under the hand of the City Engineer of any of the entries in the books of plans shall be furnished to any person desiring the same on prepayment of twenty-five cents (25¢) for each certified copy of entries relating to one piece of property under a single title. Applicants for such certified copies must furnish written descriptions of the properties referred to, upon blanks which shall be furnished by the City Engineer. All monies received by the City Engineer from the aforesaid fees shall be paid into the City Treasury monthly. (Ord. 1479 §3. Passed 3-22-1898.)

### 105.03 TAX EXEMPT PROPERTY RE-EXAMINATION.

(a) The Assessment Bureau is hereby required to re-examine the status of all tax exempt properties in the City on a bi-annual basis.

(b) Initially, the First, Second and Third Wards shall be re-examined within one year after the passage of this section (August 27, 1975), with the Fourth, Fifth and Sixth Wards being re-examined the following year. (Ord. 73-1975 §1, 2. Passed 8-27-75.)

### 105.04 RE-ASSESSMENT OF PROPERTY REZONED.

Within ninety days after the rezoning of any property by the City, the City Assessor shall re-assess such property in accordance with the rezoning. (Ord. 67-1976 §1. Passed 9-1-76.)

### 105.05 ACCEPTANCE OF COUNTY ASSESSMENT VALUE.

(a) The Bureau of Assessment of the City is hereby dissolved.

(b) The City of Erie hereby accepts the County of Erie's assessment figures and agrees to become subject to the provisions of the Act of 1931, June 26, P. L. 1379, as amended.

(c) The City of Erie shall use the County of Erie's assessment figures at one hundred percent (100%) of the assessed value. (Ord. 57-1979 § 1-3. Passed 6-27-79.)

105.06 PAYMENT OF ADMINISTRATIVE FEES.

(a) An administrative service fee of fifty dollars (\$50.00) shall be paid to the City of Erie at the time of settlement of all real estate transactions for real property located within the City of Erie to cover the administrative costs incurred by the City of Erie in making the record changes in the City Engineer's office, Bureau of Water and the office of the City Treasurer associated with such transfer.

(b) All real estate transactions exempt under 72 Pa. C.S.A. §8101-C and 53 Pa. C.S.A. §6902 shall be exempt under this section.

(c) The transferee of all real estate transactions covered under this section shall be responsible for making the payment to the City of Erie.

(d) Such administrative service fee shall be paid to the City Engineer's office no later than five days from the filing of the deed with the office of the Recorder of Deeds of Erie County, Pennsylvania.

(e) Whoever violates any provision of this section shall be fined not more than three hundred dollars (\$300.00) or imprisoned not more than ninety days or both.  
(Ord. 53-1986 §2. Passed 6-11-86.)

TITLE THREE - Administrative Code

- Art. 111. Council.
- Art. 112. Rules of Council.
- Art. 113. Mayor.
- Art. 114. Mayor's Office of Community Affairs.  
(Repealed)
- Art. 115. Staff Positions.
- Art. 117. Departments and Bureaus.
- Art. 119. City Treasurer.
- Art. 121. City Controller.
- Art. 123. Debt.
- Art. 125. Central Purchasing Office.
- Art. 126. Intergovernmental Cooperation in Purchasing.
- Art. 127. Discrimination and Contract Compliance.
- Art. 128. Elected Officials.

ARTICLE 111  
Council

- |        |                       |         |   |
|--------|-----------------------|---------|---|
| 111.01 | Legislative power.    | 111.05  | Control of boards, commissions,<br>advisory bodies. |
| 111.02 | Membership.           | 111.051 | Authority appointments by City<br>Council.          |
| 111.03 | Organization meeting. | 111.06  | Compensation.                                       |
| 111.04 | Rules of Procedure.   |         |   |





#### CROSS REFERENCES

Vacancy - see 3rd Class Charter Law §406(a) (53 P.S. §41406(a))

Legislative power - see 3rd Class Charter Law §407 et seq. (53 P.S. §41407 et seq.)

Rules of Council - see ADM. Art. 112

Contracts; minimum wage rates, working conditions and printed matter - see ADM.  
113.07

City Clerk to be Council Clerk - see ADM. 115.01

#### 111.01 LEGISLATIVE POWER.

The legislative power of the City shall be exercised by Council, except as may be otherwise provided by general law. (Ord. 2-1962 §101. Passed 1-12-62.)

**111.02 MEMBERSHIP.**

Council shall consist of seven members to be elected as provided by law.  
(Ord. 2-1962 §102. Passed 1-12-62.)

**111.03 ORGANIZATION MEETING.**

On the first Monday in January next succeeding the regular Municipal election, at 10:00 a.m., the members of Council shall assemble in their place of meeting at Council chambers in the Municipal Building and organize and elect a President of Council from among the members, who shall preside at Council meetings and perform such other duties as Council may by its Rules of Procedure provide. (Ord. 2-1962 §103. Passed 1-12-62.)

**111.04 RULES OF PROCEDURE.**

Council shall prepare and adopt its Rules of Procedure which may provide for the order of business to be transacted at its meetings, the time and place of its meetings, the preparation of an agenda for business to be conducted and such other matters as may be necessary and proper for the orderly conduct of its business. (Ord. 2-1962 §104. Passed 1-12-62.)

**111.05 CONTROL OF BOARDS, COMMISSIONS, ADVISORY BODIES.**

Council by ordinance may create, change, alter and abolish all boards, commissions and advisory bodies in the City government, and may create commissions and other bodies with advisory powers. Except as otherwise provided by general law, Council shall by ordinance fix the number and terms of the members of such boards, commissions and other advisory bodies and appoint the members thereof. (Ord. 14-1962 §1. Passed 5-2-62.)

**111.051 AUTHORITY APPOINTMENTS BY CITY COUNCIL.**

The City Clerk shall inform City Council of the expiration of any term of an authority member within the jurisdiction of Council, no later than three (3) weeks prior to the expiration of the term. The name of any candidate for appointment to a vacancy or re-appointment, in the case of an expired term, to an authority shall be placed on the City Council Agenda for approval by a majority of Council, prior to appointment or re-appointment.  
(Ord. 1-2000. Passed 1-26-00.)

**111.06 COMPENSATION.**

(a) The compensation of Council members is hereby fixed and established as follows; provided, however, that the increase in compensation shall not apply to the current terms of any Council member now in office or such member's replacement for the duration of a current term of office:

<u>Commencing the First Monday</u>	<u>Annual Compensation</u>
January, 1978	\$4,900
January, 1986	\$6,000

(b) The Council President shall receive additional compensation as follows:

<u>Commencing the First Monday</u>	<u>Additional Annual Compensation</u>
January, 1978	\$600.00
January, 1986	\$1500.00

(Ord. 97-1976 §1. Passed 12-15-76; Ord. 84-1984 §1. Passed 12-26-84.)

ARTICLE 112  
Rules of Council

- |        |  |        |   |
|--------|--|--------|---|
| 112.01 | Meetings.                                    | 112.10 | Order of business.                                  |
| 112.02 | Place of meetings.                           | 112.11 | President of Council.                               |
| 112.03 | Executive sessions.                          | 112.12 | Permanent standing committees;<br>liaison chairmen. |
| 112.04 | Special meetings.                            | 112.13 | Adjournment.  |
| 112.05 | Meetings open to public.                     | 112.14 | Supplementary rules.                                |
| 112.06 | Submission of ordinances and<br>resolutions. | 112.15 | Review of budget.                                   |
| 112.07 | Manner of voting.                            | 112.16 | Seminar and conference reports.                     |
| 112.08 | Minutes of meetings.                         |        |   |
| 112.09 | Agenda.                                      |        |   |



#### CROSS REFERENCES

Legislation by Council - see 3rd Class Charter Law §606 et seq.  
(53 P.S. §41606 et seq.)

Rules of Procedure - see ADM. 111.04

Contracts; minimum wage rates, working conditions and printed  
matter - see ADM. 113.07

#### 112.01 MEETINGS.

(a) Regular Meetings. Council shall hold regular meetings on the first four Wednesdays of each month with the meeting on the first Wednesday of the month commencing to 9:00 a.m. and the meetings on the second, third and fourth Wednesdays of the month commencing at 7:30 p.m. However, during the months of May, June, July and August, Council shall hold regular meetings only on the first and third Wednesdays of each month with the meetings on the first Wednesday of those months commencing at 9:00 a.m. and the meetings on the third Wednesday of the months commencing at 7:30 p.m.  
(Ord.15-2000. Passed 4-26-00.)

However, when the day for any regular meeting of Council falls upon a designated holiday, such regular meeting shall be held at the same hour at the next succeeding day not a holiday. Council may, however, upon a majority vote of the whole Council, reschedule such regular meeting so that the meeting scheduled may occur on the next regularly scheduled meeting date.  
(Ord. 44-1975 §1. Passed 6-11-75; Ord. 9-1979 §1. Passed 1-10-79.)

(b) Executive Meetings. Two executive meetings of Council shall be held during the month of January of each year with the Mayor and his representatives for establishing priorities in the City's legislative program and to discuss executive programs contemplated by the Mayor for each current year. (Ord. 78-1970 §1. Passed 12-16-70.)

#### 112.02 PLACE OF MEETINGS.

All meetings of Council, except in the case of emergencies, shall be held in the Council Chambers on the first floor of the Municipal Building. The display of placards and/or signs in the Council Chambers during such times as Council is in session is hereby banned. (Ord. 43-1969 §1. Passed 7-30-69.)

#### 112.03 EXECUTIVE SESSIONS.

Council shall hold an executive session prior to the regularly scheduled meetings, except for evening and special meetings, commencing at 8:30 a.m. and terminating not later than 9:30 a.m. Attendance shall be limited to members of Council, personnel of the Office of the City Clerk, or any other interested person granted clearance to attend by permission of the Council President and any officials of the various departments and bureaus who are requested to attend, jointly, by the President and the respective Council Liaison Chairman. (Ord. 78-1970 §2. Passed 12-16-70.)

#### 112.04 SPECIAL MEETINGS.

The Mayor or President of Council may, and upon written request of the majority of Council shall, call a special meeting of Council. In such call, the business to be considered at the special meeting shall be designated and no other business shall be considered at such special meeting. Any such call for a special meeting shall be delivered to the members of Council not less than twenty-four hours prior to the time stated for such special meeting unless all of the members of Council execute a written waiver of such twenty-four hour notice prior to the commencement of such meeting. (Ord. 8-1966 §4. Passed 3-9-66.)

#### 112.05 MEETINGS OPEN TO PUBLIC.

All regular and special meetings of Council shall be open to the public. (Ord. 8-1966 §5. Passed 3-9-66.)

#### 112.06 SUBMISSION OF ORDINANCES AND RESOLUTIONS.

Each ordinance and resolution shall be introduced in printed, typewritten or written form and shall be read and considered as provided by general law. All ordinances and resolutions shall be properly introduced by a member of Council and seconded by a member of Council. In the event that a member of Council introduces an ordinance or resolution requested by the Administrative Department of the City, the City Clerk shall, at the request of such member, note on the minutes of Council that such ordinance or resolution has been requested by the administrative branch of the City government. All resolutions submitted to Council and prepared by any individual(s), group(s) and/or organization(s) that have not been reviewed by Council and its Solicitor shall be automatically tabled for at least one meeting prior to any vote being taken on such resolution(s). (Ord. 68-1985 §1. Passed 11-13-85; Ord. 32-1992 §1. Passed 6-17-92; Ord. 49-2000. Passed 9-6-00.)

#### 112.07 MANNER OF VOTING.

The vote upon every motion, resolution or ordinance shall be taken by roll call and the yeas and nays shall be entered on the minutes. Each member of Council shall vote on every matter presented to Council unless specifically excused or prevented therefrom by provisions of general law. Unless a member of Council is excused or prevented from voting, his failure to vote nay shall be recorded as an affirmative vote. (Ord. 8-1966 §7. Passed 3-9-66.)

#### 112.08 MINUTES OF MEETINGS.

The minutes of every meeting of Council shall be signed by the President or the Acting President of Council and attested by the City Clerk. (Ord. 8-1966 §8. Passed 3-9-66.)

#### 112.09 AGENDA.

All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to Council shall be filed in the office of the City Clerk not later than Wednesday at 4:30 p.m. preceding the regular bi-monthly meeting of Council, whereupon the City Clerk shall immediately arrange an agenda of such matters according to the order of business. The City Clerk shall furnish each member of Council, the Mayor and Solicitor with a copy of same delivered or mailed at such time as will permit each member of Council to receive the same not later than twenty-four hours prior to the time of such meeting. Also, the City Clerk shall release a copy of the agenda at 9:00 a.m. on the Monday preceding the regular bi-monthly meeting of Council to newspapers, television and/or radio stations.

Any ordinance or resolution which does not appear on the agenda may only be considered by Council upon the affirmative vote of five members of Council to so waive the rules.

(Ord. 55-1987 §1. Passed 8-26-87; Ord. 26-1988 §1. Passed 4-6-88.)

#### 112.10 ORDER OF BUSINESS.

The order of business of Council, in the consideration and disposition of matters coming before it, shall be as follows:

- (a) Roll call.
- (b) Pledge of Allegiance.
- (c) Approval of minutes.
- (d) Payment of bills.
- (e) Committee reports of Council.
- (f) Citizens to be heard.

Any such person addressing Council shall step up to the front of the podium, shall give his name and address and, unless further time is granted by Council, shall limit his address to five minutes. All remarks shall be addressed to Council as a body and not to any member thereof. No person, other than a member of Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of Council, without the permission of the presiding officer. No question shall be asked a Councilman except through the presiding officer.

- (g) Ordinances in strict order of Council file numbers, including action upon vetoed ordinances, starting with the lowest Council file number and proceeding up, through and including newly introduced ordinances.
- (h) Resolutions on the agenda of Council.
- (i) Reports from officials, boards, commissions and other official bodies.
- (j) Reading of written communications to Council on any matter concerning the City's business or any matter over which Council has control.

(Ord. 45-1992 § 1. Passed 7-15-92.)



#### 112.11 PRESIDENT OF COUNCIL.

The President of Council shall be presiding officer of Council. He shall be elected annually at the first meeting in January of each year and shall be eligible for re-election. The President of Council shall assume the duties of the chair immediately after his election. He shall preserve strict order and decorum at all meetings of Council. He shall summarize every ordinance coming to vote and shall likewise announce the decision of Council on every final vote on the passage of ordinances and resolutions by signifying that Council adopts or fails to adopt the same. The presiding officer may move, second and debate measures from the chair and shall not be deprived of any of the rights and privileges of a member of Council by reason of his acting as a presiding officer. In the absence of the President, Council shall elect a temporary presiding officer from among the members present. (Ord. 79-1970 §3. Passed 12-16-70.)

#### 112.12 PERMANENT STANDING COMMITTEES; LIAISON CHAIRMEN.

(a) The Committee of the Whole shall be a permanent standing committee of Council. The President of Council shall be the presiding officer of the Committee of the Whole and the Rules of Procedure in Council shall be observed in the Committee of the Whole as far as the same may be applicable. The Committee of the Whole shall make its reports in writing and shall return the petition, resolution, account, ordinance or other papers submitted to it for consideration to Council. (Ord. 8-1966 §12. Passed 3-9-66.)

(b) Liaison Chairmen between Council and the various departments, bureaus, authorities, commissions and other offices of the City shall be appointed by the President of Council and shall have such duties and jurisdiction as are designated by the President of Council. The bureaus, authorities, commissions and other offices of the City include, but are not limited to, the Department of Public Safety, Department of Public Works, Department of Parks and Public Property, Office of Budget, Accounts and Finance, Redevelopment, Planning and Zoning, Port Commission, Industrial Development, Boards, Commissions and Authorities. The Liaison Chairman shall study and become familiar with the work and operation of the respective spheres of the municipal government to which he may be assigned so that he may be able to make proper recommendations and furnish detailed information to Council when so requested. (Ord. 78-1970 §4. Passed 12-16-70.)

(c) The proper Liaison Chairman, together with the Council President, shall review the official agenda not later than 4:00 p. m. on the Monday prior to the executive session meeting and notify the Office of the Mayor, in writing, of any department directors or bureau chiefs or other employees of the City whose presence is requested at the executive session meeting. (Ord. 78-1970 §5. Passed 12-16-70.)

**112.13 ADJOURNMENT.**

A motion to adjourn shall always be in order and shall be decided without debate. (Ord. 8-1966 §13. Passed 3-9-66.)

**112.14 SUPPLEMENTARY RULES.**

Robert's Rules of Order shall apply in any situation not otherwise covered by these Rules of Procedure and the City Solicitor is hereby designated as the official parliamentarian of Council. (Ord. 78-1970 §6. Passed 12-16-70.)

**112.15 REVIEW OF BUDGET.**

Council shall be required to review all City Budgets on a semi-annual basis and to include in this review in July and December of each year, the water and sewer budgets. This section shall be added to and made mandatory upon the duties of Council and the City Administration. (Ord. 16-1979 §1. Passed 1-31-79.)

**112.16 SEMINAR AND CONFERENCE REPORTS.**

The City Administration shall file a detailed written report, within one week of returning from any and all seminars and conferences attended by Administrative staff which are held outside the City. (Ord. 19-1994 § 1. Passed 3-2-94.)

ARTICLE 113  
Mayor

- |        |   |        |                                 |
|--------|---|--------|---------------------------------|
| 113.01 | Mayor as chief executive.   | 113.08 | Compensation of Mayor.          |
| 113.02 | Mayor as chief of administration.   | 113.09 | Office of Accounts, Finance and |
| 113.03 | Supervision of administrative officers.                                     |        |                                 |
| 113.04 | Administrative Assistant to Mayor.  |        |                                 |
| 113.05 | Personnel of Mayor's office.  |        |                                 |
| 113.06 | Appointment and removal of staff.   |        |                                 |
| 113.07 | Contracts; minimum wage rates, working conditions and printed matter; bids. | 113.10 | Computer Systems and Services   |
|        |   | 113.11 | Act 205 reports.                |
|        |   | 113.12 | Capital Improvements Revolving  |

#### CROSS REFERENCES

Powers and duties - see 3rd Class Charter Law §411 et seq.  
(53 P.S. §41411 et seq.)

Mayor may call special Council meeting - see ADM. 112.04

Boards and commissions assigned to Mayor's office - see  
ADM. 115.07(e)

Mayor's Police Court - see ADM. 197.01

#### 113.01 MAYOR AS CHIEF EXECUTIVE.

The Mayor shall be the chief executive officer of the City and shall be responsible for the enforcement of the provisions of all statutes, ordinances and regulations issued by the authority thereof in the City. He shall have direction and control of the administrative branch of the City government, which shall consist of the departments, bureaus, divisions, officers and personnel set forth in this Administrative Code, and such as shall be authorized by Council. The Mayor shall be responsible for the direction and supervision of the administrative affairs of the City in accordance with the Mayor-Council Plan A of the Optional Third Class City Charter Law and the Third Class City Code. (Ord. 2-1962 §201. Passed 1-12-62.)

#### 113.02 MAYOR AS CHIEF OF ADMINISTRATION.

The Mayor shall be authorized and empowered to promulgate administrative instruction concerning the administration and enforcement of the purpose and intent of all official ordinances, resolutions of Council and regulations issued under the authority thereof. He may, pending passage of an ordinance, distribute the work and responsibilities of the departments, bureaus and any subdivisions thereof in the administrative branch and establish temporary positions to the extent that budgetary provisions have been made for the same. (Ord. 2-1962 §202. Passed 1-12-62.)

#### 113.03 SUPERVISION OF ADMINISTRATIVE OFFICERS.

The Mayor shall direct and supervise all administrative officers and employees of the City under his jurisdiction in the performance of their duties. He may set aside any action taken by any of them and supersede any of them in the functions of their office. (Ord. 2-1962 §203. Passed 1-12-62.)

#### 113.04 ADMINISTRATIVE ASSISTANT TO MAYOR.

There is established the position of Administrative Assistant to the Mayor, of which there may be two, whose duties shall be such as are assigned to them by the Mayor for the purpose of assisting the Mayor in the performance of his administrative duties which may be properly delegated to such Administrative Assistants. (Ord. 110-1989 §1. Passed 12-27-89.)

#### 113.05 PERSONNEL OF MAYOR'S OFFICE.

There shall be assigned to the office of the Mayor such other administrative, clerical, secretarial and office personnel as may be required for the performance of the duties of that office, and as Council shall by budgetary provisions allow. (Ord. 2-1962 §205. Passed 1-12-62.)

#### 113.06 APPOINTMENT AND REMOVAL OF STAFF.

All personnel of the Mayor's office shall be appointed by the Mayor and shall serve during his term of office, unless sooner removed by the Mayor. (Ord. 2-1962 §206. Passed 1-12-62.)

#### 113.07 CONTRACTS; MINIMUM WAGE RATES, WORKING CONDITIONS AND PRINTED MATTER; BIDS.

(a) All contracts entered into by the City or any department, board, commission or agency thereof, which do not require bidding under the Third Class City Code, shall contain conditions that the person to whom the contract is awarded shall agree to pay every employee engaged in the performance of such contract, the prevailing minimum wage rates established for this locality by the Pennsylvania Secretary of Labor and Industry or his duly authorized deputy or representative and shall also provide working conditions prevalent in the locality in which the contract is being performed.

(b) It shall also be the policy of the City to promote and not engage in competition with private enterprise so that all printed matter required by the City in excess of 150 copies shall be by contracts awarded to persons or companies engaged in that business. (Ord. 2-1968 §1. Passed 1-3-68.)

(c) A copy of the inspection and statement from the departmental director setting forth that the work and/or service and/or equipment contracted for is in accordance with the terms of the contract shall be attached to any contract entered into by the City, before being approved by Council for final payment by the City Controller. A minimum of ten percent of the total contract price shall be withheld until final payment has been approved. Insofar as equipment is concerned, this shall apply only to equipment which is to be installed by the contractor. (Ord. 23-1974 §1. Passed 4-10-74.)

(d) Bidding specifications of the City shall contain fair and equitable standards in proposals seeking bids for materials, equipment and other items to provide the widest possible opportunity for suppliers to submit bids. In addition to advertising as required by law, the Purchasing Agent shall solicit sealed bids from all suppliers maintained on the official bid list which handle the commodity sought. The Purchasing Agent shall, if possible, also solicit bids from other responsible prospective suppliers whose names are obtained from publications, catalogues, etc. (Ord. 82-1976 §1. Passed 10-27-76.)

#### 113.08 COMPENSATION OF MAYOR.

The compensation of the Mayor of the City is hereby fixed and established as follows:

<u>Commencing the First Monday</u>	<u>Annual Compensation</u>
January, 1998	\$ 65,000

(Ord. 50-1996 §1. Passed 9-4-96.)

#### 113.09 OFFICE OF ACCOUNTS, FINANCE AND BUDGET.

(a) There is hereby created an Office of Accounts, Finance and Budget assigned to the Office of the Mayor to which are delegated the duties of the Director of Accounts and Finance as set forth in the Third Class City Code and the responsibility of assisting in the preparation of the City's annual budget.

(b) There is hereby transferred to the Office of the Mayor from the Office of the City Controller the personnel, property, equipment, records, functions and duties of the former Department of Accounts and Finance. All ordinances or parts thereof conflicting herewith are hereby repealed. (Ord. 2-1970 §2, 3. Passed 1-14-70.)

(c) All encumbrances shall be processed on a timely basis for actual expenses incurred and purchases made within and relative to the current year's operating budget. All bills which are not paid or encumbered within a six month period shall be deemed untimely except in the event of extenuating circumstances which, when encountered, shall be fully disclosed and explained to Council prior to the expiration of such six month period. All encumbrances shall be accompanied by requisitions or purchase orders; all contracted services shall be deemed to be included within the scope of this section. (Ord. 71-1978 §1. Passed 12-6-78.)

(d) Disciplinary action shall be taken by the Mayor for the failure of an officer of the City, a Bureau Chief, or other Administrative Official to comply with subsection (c) hereof relative to the processing of encumbrances for expenses incurred and purchases made. (Ord. 21-1976 §1. Passed 3-31-76.)

(e) The Mayor shall not overspend or otherwise create a budget deficit in any fiscal year after Council has finally adopted the annual budget ordinance, except when incidents occur beyond the Mayor's control. (Ord. 25-1988 §1. Passed 4-20-88.)

(f) Consistent with prior practice, the proposed transfer of any funds from one budget account to another shall be submitted to Council for approval. All transfers between funds shall be approved by a majority of Council. However, the Director of Finance and Administration may authorize budgetary transfers within any fund (between budget units or line items in the same budget unit) not to exceed the lesser of five thousand dollars (\$5,000) or five percent (5%) of the budget unit's total budget. Such transfers shall be authorized only when necessary to accomplish the objectives of the budget unit as originally approved. All transfers, both Council approved and administration initiated, shall be reported to Council within fifteen days of the end of each month. (Ord. 14-1991 § 1 . Passed 2-27-91.)

#### 113.10 COMPUTER SYSTEMS AND SERVICES OFFICE.

(a) There is established under the Office of the Mayor a Computer Systems and Services Office.

(b) Personnel for such office shall be as ordained by the budget duly passed by Council.

(c) The duties of such office shall include, but not be limited to: improve and maintain communication between the Systems Department and systems users; provide training for all new and present employees to access the information system and; to provide technical education for programmers and systems analysts. (Ord. 27-1984 §1-3. Passed 4-25-84.)

#### 113.11 ACT 205 REPORTS.

The Mayor or an Administrative Officer designated by the Mayor, shall be ultimately responsible for the timely filing of all reports and other documents required to be filed by the City of Erie Pension Plans in the annual application under Act 205 of 1984 of the Commonwealth of Pennsylvania (Municipal Pension Plan Funding Standard and Recovery Act). The Mayor or such designee shall on March 1 of each year notify Council in writing of the status of the application process for that year. On April 1 of each year the Mayor, or such designee, shall notify Council in writing that all required documents and reports have been filed, and shall set forth in writing the identities of reports and documents submitted and the names and addresses of Commonwealth Officials to whom they have been submitted. (Ord. 66-1989 §1. Passed 8-9-89.)

113.12 CAPITAL IMPROVEMENTS REVOLVING FUND; USES AND PROCEDURE.

(a) As part of the annual budget cycle, the Mayor shall propose to Council a six-year plan for capital improvements and reduction of pension liability. This plan shall outline the projects to receive moneys from the Fund, which are scheduled for initiation, continuation and/or completion in the next year, and the current plans for projects for the following five years. Evaluations of proposed projects, including project descriptions, cost and benefit projections, and financing requirements (including alternative and/or adjunct sources of funds) shall be provided as part of the plan. Finally, the plan shall include a report on the status of projects which received moneys from the Fund in the current year, and identify new projects and any changes in priorities for projects proposed for the ensuing or subsequent years covered in the prior six-year plan.

(b) Council shall, within forty-five days, adopt a resolution accepting the proposed six-year plan or a modification thereof, detailing the proposed expenditures, financing options and fiscal limitations. Council may amend the six-year plan at any time by resolution. Council shall adopt an ordinance appropriating the moneys required for financing approved capital projects for the ensuing year in conjunction with the adoption of the operating budget for the City. (Ord. 39-1990 §1, 2. Passed 6-27-90.)





ARTICLE 114  
Mayor's Office of Community Affairs

EDITOR'S NOTE: Former Article 114 consisting of Sections 114.01 and 114.02 was repealed by implication by the enactment of Ordinance 109-1989, passed December 27, 1989. See Section 117.06 for relevant provisions.

ARTICLE 115  
Staff Positions

- 115.01 City Clerk.
- 115.02 City Solicitor.
- 115.03 Assistant City Solicitor.
- 115.04 Appointments of assistants and employees.
- 115.05 Staff positions of commissions and boards.
- 115.06 Assignment of staff duties to administrative departments.
- 115.07 Assignments of boards and
- 115.08 Staff positions as City employees.
- 115.09 Powers and duties of boards,

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115.10 Officers' statements of duties;

#### CROSS REFERENCES

- City Clerk - see 3rd Class Charter Law §410 (53 P.S. §41410);  
3rd Class §1301 et seq. (53 P.S. §36301 et seq.)
- City Solicitor - see 3rd Class Charter Law §410(b) (53 P.S. §41410(b));  
3rd Class §1601 et seq. (53 P.S. §36601 et seq.)
- Officers and employees - see 3rd Class Charter Law §601 et seq.  
(53 P. S. §41601 et seq.); 3rd Class §901 et seq.  
(53 P. S. §35901 et seq.)
- Council to control boards, commissions, etc. - see ADM. 111.05

#### 115.01 CITY CLERK.

Council shall appoint a City Clerk as provided by law, at the time and in the manner provided by Section 1301 of the Third Class City Code. The City Clerk shall serve as Clerk to Council, keep its minutes and records, record its proceedings, maintain and compile its ordinances and resolutions as required by law and perform such functions as may be required of him by law. The City Clerk shall have such assistants and employees as Council may by ordinance provide. (Ord. 2-1962 §106. Passed 1-12-62.)

#### 115.02 CITY SOLICITOR.

The Mayor shall appoint a City Solicitor with the advice and consent of Council. The duties and responsibilities of the City Solicitor shall be those set forth in Article XVI of the Third Class City Code, and such other duties and functions consistent with the same that Council may by ordinance provide. (Ord. 2-1962 §107.A.1. Passed 1-12-62.)

#### 115.03 ASSISTANT CITY SOLICITOR.

The City Solicitor shall appoint all assistants and employees of his office whose number and compensation shall be fixed by budgetary provisions, and who, in all other respects, shall be considered employees of the City, provided that an Assistant City Solicitor shall be chosen by the City Solicitor from two names submitted to the City Solicitor by Council. (Ord. 2-1962 §107.A.2. Passed 1-12-62.)

#### 115.04 APPOINTMENTS OF ASSISTANTS AND EMPLOYEES.

The City Treasurer, City Controller, City Clerk and City Solicitor, except as provided in Section 115.03, shall each appoint all assistants and employees of his office, whose number and compensation shall be fixed as Council, by budgetary provisions, provides, and who, in all other respects, shall be considered employees of the City. (Ord. 2-1962 §108. Passed 1-12-62.)

#### 115.05 STAFF POSITIONS OF COMMISSIONS AND BOARDS.

Council may create such staff positions for any board, commission or other advisory body as may have been established and establish the compensation thereof. When any staff positions have been authorized for any such board, commission or advisory body, such staff positions shall be filled by such board, commission or advisory body. Any person so employed shall be subject to removal from his position by such board, commission or advisory body upon written notice of same delivered to and approved by Council. (Ord. 2-1962 §109. Passed 1-12-62.)

#### 115.06 ASSIGNMENT OF STAFF DUTIES TO ADMINISTRATIVE DEPARTMENTS.

Council may by ordinance assign the responsibility for performance of staff duties of any board, commission or other advisory body to any administrative department of the City, and upon such assignment the director of such department shall assign such personnel to these duties as may be required. Employees so assigned shall be governed by the department head who will assume responsibility for their job performance. He shall exercise normal departmental authority, including the responsibility for determining the fitness and ability of all such employees, and he shall be responsible for their retention or dismissal on the basis of job performance, subject only to the approval of the Mayor. (Ord. 2-1962 §110. Passed 1-12-62.)

#### 115.07 ASSIGNMENT OF BOARDS AND COMMISSIONS.

The responsibility for the performance of staff duties of the following boards, commissions or advisory bodies is assigned to the following offices or administrative departments of the City in accordance with the provisions of Section 115.06:

- (a) Assigned to the Department of Public Safety:
  - Building Code Commission;
  - Electrical Code Commission;
  - Traffic Commission;
  - Civic Smoke Abatement Board;
  - Smoke Abatement Appeals Board;
  - Board of Engineering License Examiners;
  - Plumbing Board;
  - Plumbing License Examining Board;
  - Housing Code Advisory Board;
  - Board of Health.
- (b) Assigned to the Department of Public Works, Property and Parks:
  - Shade Tree Commission;
  - Perry Memorial House Commission;
  - Municipal Golf Commission;
  - Parks and Playground Advisory Commission.



- (c) Assigned to the office of the Mayor:  
Civil Service Board A and B;  
Civil Service Board C;  
City Planning Commission;  
Zoning Hearing Board;  
The duties and functions of the former Bureau of City Planning and the property and equipment of the same are hereby transferred to the City Planning Commission in the office of the Mayor.
- (d) Assigned to the office of the City Treasurer:  
Sinking Fund Commission.
- (e) Assigned to the office of the City Controller:  
City of Erie Officers' and Employees' Retirement Board.
- (f) Assigned to Council:  
Erie Port Commission.

(Ord. 14-1962 §1. Passed 5-2-62; Ord. 64-1964 §1. Passed 12-9-64; Ord. 82-1971 §2. Passed 12-29-71.)

#### 115.08 STAFF POSITIONS AS CITY EMPLOYEES.

All staff employees of any board, commission or other advisory body shall be employees of the City and subject to all personnel requirements, duties, rules, regulations and qualifications that the City may require of other employees, and they shall be entitled to all privileges and benefits of such employees. (Ord. 2-1962 §111. Passed 1-12-62.)

#### 115.09 POWERS AND DUTIES OF BOARDS, COMMISSIONS, ADVISORY

BODIES UN

All boards, commissions and other advisory bodies shall continue to perform and exercise the duties and powers vested in or imposed upon them by ordinance or general law as heretofore. (Ord. 14-1962 §1. Passed 5-2-62.)

#### 115.10 OFFICERS' STATEMENTS OF DUTIES; INVESTIGATIONS.

Council may in its discretion require any City officer to prepare and submit sworn statements regarding his official duties in the performance thereof, and may otherwise investigate the conduct of any department, office or agency of the City government. However, no officer or employee of the City shall be terminated or otherwise disciplined for appearing as a witness and giving testimony when required by Council in the conduct of any official investigation hereunder. (Ord. 43-1963 §1. Passed 11-13-63.)

ARTICLE 117  
Departments and Bureaus

- |        |   |        |                             |
|--------|---|--------|-----------------------------|
| 117.01 | Administrative branch.                                | 117.05 | Department of Public Works, |
| 117.02 | Administrative departments.                           |        |                             |
| 117.03 | Department of Public Safety.                          |        |                             |
| 117.04 | Department of Business<br>Administration and Finance. |        |                             |
|        |   | 117.06 | Department of Economic and  |



#### CROSS REFERENCES

City departments - see 3rd Class Charter Law §415 (53 P.S. §41415);  
3rd Class §1101 et seq. (53 P.S. §36101 et seq.)  
Mayor to control administrative branch - see ADM. 113.01 et seq.

#### 117.01 ADMINISTRATIVE BRANCH.

The administrative branch of the City shall be composed of the departments and bureaus listed herein and shall be composed of the personnel authorized by Council by ordinance.

At the head of each department there shall be an administrative officer with the title of Director, and he shall have authority to direct and supervise his department, subject to supervision and control by the Mayor. Heads of departments may also serve as heads of bureaus or other subdivisions of departments. Two or more bureaus or subdivisions thereof may be headed by the same individual. At the head of each bureau or subdivision there shall be an administrative officer known as the Chief of the Bureau or Assistant Director, subject to the department director and Mayor. The work of each bureau may be distributed among such subordinate divisions or other units as may be established by department directors and approved by the Mayor. (Ord. 59-1987 §1. Passed 9-23-87.)

#### 117.02 ADMINISTRATIVE DEPARTMENTS.

The following administrative departments of the City government are established, and present bureaus, divisions, personnel, properties, functions and duties of the City government are assigned to them as follows in this article. (Ord. 59-1987 §1. Passed 9-23-87.)

#### 117.03 DEPARTMENT OF PUBLIC SAFETY.

The Department of Public Safety shall be headed by a Director of Public Safety who shall be responsible to the Mayor for the administration of the laws and ordinances of the City relating to the protection of persons and property. In the absence of the Director or the vacancy of this position or if a Director of Police Operations is appointed as provided in subsection (a) hereof, the Mayor shall exercise all such functions. It is intended by this paragraph that there shall not be both a Safety Director and a Director of Police Operations at the same time. The Director shall supervise the administration of the following Bureaus:

- (a) Bureau of Police. The Bureau of Police shall be headed by a Director of Police Operations appointed by the Mayor, assisted by a Chief of Police appointed by the Mayor who shall command the personnel and activities of the Bureau of Police.
- (b) Bureau of Fire. The Bureau of Fire shall be headed by a Fire Chief who shall command the personnel and activities of the Bureau of Fire as well as the offices of Electrician and Radio Division. (Ord. 59-1987 §1. Passed 9-23-87.)

#### 117.04 DEPARTMENT OF BUSINESS ADMINISTRATION AND FINANCE.

There shall be established a Department of Business Administration and Finance, headed by a Director of Business Administration and Finance, appointed by the Mayor, who shall serve in the capacity provided in Section 416 of the Optional Third Class City Charter Law. In addition, the Director shall supervise and direct the operations of the following Bureaus or Offices:

- (a) Accounts and Finances;
- (b) Central Purchasing;
- (c) Computer Services;
- (d) Human Relations;
- (e) Job Partnership Training Act which office is hereby established to administer the provisions of the Federal Job Partnership Training Act; and
- (f) Personnel, including Office of Contract Compliance and EEOC. (Ord. 109-1989 §1. Passed 12-27-89.)

#### 117.05 DEPARTMENT OF PUBLIC WORKS, PROPERTY AND PARKS.

There is hereby established a Department of Public Works, Property and Parks which shall unify the functions of the former Department of Public Works and the Department of Parks and Public Property under one Director appointed by the Mayor. The Director along with a Deputy Director and no more than three Assistant Directors plus the City Engineer appointed by the Mayor shall be responsible for the administration of the City's public works, parks, playgrounds, public facilities and public buildings not specifically delegated to the jurisdiction of another department as assigned to the following Bureaus:

- (a) Bureau of Engineering. The Bureau of Engineering shall be headed by the City Engineer who shall perform such services as are required by statute and City ordinance and shall further furnish engineering services to all departments of the City, prepare plans and specifications for construction work, supervise and inspect all construction and maintain City maps and engineering data and records. In addition, the Bureau of Engineering shall supervise and direct the Bureau of Traffic Engineering and its Paint and Sign Division.
- (b) Bureau of Streets.
  - (1) The Bureau of Streets shall be headed by a Bureau Chief who shall be responsible for the upkeep and repair of streets, the paving of streets, the construction and grading of streets and the lighting of streets.

- (2) The personnel, properties, functions and duties of the following former offices, divisions and bureaus are assigned and transferred to the Bureau of Streets:
- A. Bureau of Street Repairs;
  - B. Bureau of Asphalt Plant;
  - C. Bureau of Highways;
  - D. Division of Street Cleaning;
  - E. Division of Construction and Grading; and
  - F. Bureau of Street Lighting.
- (c) Bureau of Water.
- (1) The Bureau of Water shall be headed by a Bureau Chief who shall be responsible for the operation and maintenance of the water supply and distribution system of the City, except for the accounting and collection of revenues and expenditures.
- (2) There is assigned and transferred to the Bureau of Water in the Department of Public Works, Parks and Property all of the former functions of the Bureau of Water of the Department of Public Affairs.
- (d) Bureau of Sewers.
- (1) The Bureau of Sewers shall be headed by a Bureau Chief who shall be responsible for the construction, operation and maintenance of the sewer system of the City and the Sewage Treatment Plant and facilities of the City.
- (2) All of the functions, duties, personnel, equipment, plant and properties of the following former bureaus are assigned and transferred to the Bureau of Sewers:
- A. Bureau of Sewers; and
  - B. Bureau of Sewage Disposal.
- (e) Bureau of Municipal Garage.
- (1) The Bureau of Municipal Garage shall be headed by a Bureau Chief who shall be responsible for the service, storage and repair of mobile equipment of all departments, bureaus and other divisions of the City government.
- (2) All the former property, equipment, personnel and officers of the former Bureau of Municipal Garage are assigned and transferred to the Bureau of Municipal Garage. (Ord. 59-1987 §1. Passed 9-23-87.)
- (f) Bureau of Parks and Recreation.
- (1) The Bureau of Parks and Recreation shall be headed by a Bureau Chief and shall be responsible for the development, care and maintenance of all public playgrounds, golf courses, recreation areas and recreation programs of the City.
- (2) The personnel, properties, functions and duties of the following former bureaus and commissions are transferred and assigned to the Bureau of Parks and Recreation:
- A. Bureau of the Zoo;
  - B. Bureau of Parks; and
  - C. Golf Commission.
- (Ord. 4-1991 §1. Passed 1-9-91.)

- (g) Bureau of Public Buildings.
- (1) The Bureau of Public Buildings shall be headed by a Bureau Chief who shall be responsible for the care and maintenance of all public buildings and facilities of the City not specifically delegated to the jurisdiction of another department. It shall be the duty of the Chief of this Bureau to allocate space in such buildings to such departments of the City government as may require them and to care for and maintain all such public buildings and facilities.
  - (2) The personnel, properties, functions and duties of the following former bureaus are transferred and assigned to the Bureau of Public Buildings:
    - A. Bureau of Public Buildings; and
    - B. Bureau of Comfort Stations.
- (h) Bureau of Refuse Disposal.
- (1) The Bureau of Refuse Disposal shall be headed by a Bureau Chief who shall be responsible for the operation, care and maintenance of all facilities of the City for the reception, collection and disposal of garbage, trash and refuse.
  - (2) The personnel, properties, functions and duties of the following former bureaus are transferred and assigned to the Bureau of Refuse Disposal:
    - A. Bureau of Garbage Collection and Disposal; and
    - B. Bureau of Trash Disposal.(Ord. 59-1987 §1. Passed 9-23-87.)

117.06 DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT. There shall be duties of the former Office of Policy, Planning, Management and Mayor's Office of Community Affairs. This Department shall compromise the Offices of:

- (a) Fiscal Administration;
- (b) Planning;
- (c) Zoning; and
- (d) Regulation, Inspection and Licensing.
  - (1) The Bureau of Regulation, Inspection and Licensing shall be responsible for the administration of all licenses, inspection and regulatory ordinances and regulations of the City including building, housing, plumbing and business licenses. The duties and functions of the following former officers, employees, divisions or bureaus and the property and equipment of the same are transferred to the Bureau of Regulation, Inspection and Licensing; smoke control inspections and all licenses and permits. (Ord. 109-1989 §1. Passed 12-27-89.)

ARTICLE 119  
City Treasurer

- |        |                              |        |                |
|--------|------------------------------|--------|----------------|
| 119.01 | Election; powers and duties. | 119.04 | Bond required. |
| 119.02 | Personnel.                   | 119.05 | Compensation.  |
| 119.03 | Functions transferred.       |        |                |

CROSS REFERENCES

- Vacancy - see 3rd Class Charter Law §406(b) (53 P.S. §41406(b))  
Duties - see 3rd Class Charter Law §415(a) (53 P. S. §41415(a))  
To appoint office assistants and employees - see ADM. 115.04

119.01 ELECTION; POWERS AND DUTIES.

The office of the City Treasurer shall be headed by a City Treasurer elected as provided by law. He shall perform such functions and duties and have such powers relating to the collection, receiving, safekeeping and payment over of public moneys including the City, County, institution district and school district taxes as provided by general law, and shall have such other functions, powers and duties as may be assigned to him by Council. He shall be responsible for the receipt of and accounting for all moneys due the City from whatever source, the collection of taxes and assessments, liens, fines, penalties, license fees, sewer and water rents, other rentals and fees and all other revenues due the City from whatever source. Both the City Treasurer and the City Controller shall endorse all City checks prior to issuance for payment thereon. The signature facsimile stamps shall remain in the custody of the City Treasurer. (Ord. 2-1962 §401. Passed 1-12-62; Ord. 74-1992 §1. Passed 12-2-92.)



#### 119.02 PERSONNEL.

The office of the City Treasurer shall have such personnel as Council may by ordinance provide. (Ord. 2-1962 §402. Passed 1-12-62.)

#### 119.03 FUNCTIONS TRANSFERRED.

There is transferred to the office of the City Treasurer the personnel, property and equipment, records, functions and duties of the following former personnel offices and bureaus of the City:

Office of the City Treasurer;  
Office of the Collector of Taxes;  
Bureau of Income Tax Collection;  
Lien Office of the Bureau of Law.

(Ord. 2-1962 §402. Passed 1-12-62.)

#### 119.04 BOND REQUIRED.

The City Treasurer shall give bond to the City, as required by the general law, in the amount of one million dollars (\$1,000,000).

(Ord. 65-1964 §1. Passed 12-9-64.)

#### 119.05 COMPENSATION.

The compensation of the City Treasurer is hereby fixed at fourteen thousand five hundred dollars (\$14,500), commencing the first Monday of January, 1999. The compensation of the City Treasurer acting as Tax Collector, to be divided equally between the City of Erie, County of Erie and School District of the City of Erie, is hereby established at twenty-five thousand five hundred dollars (\$25,500) for an aggregate of forty thousand dollars (\$40,000) per year commencing on or after the first Monday of January, 1999. The salary of the City Treasurer acting as Tax Collector shall be increased from twenty-five thousand five hundred dollars (\$25,500) to twenty-seven thousand five hundred dollars (\$27,500) for an aggregate of forty-two thousand dollars (\$42,000) per year commencing on or after the first Monday in January, 2000; increasing to twenty-nine thousand five hundred dollars (\$29,500) for an aggregate of forty-four thousand dollars (\$44,000) on or after the first Monday in January, 2001; increasing to thirty-one thousand five hundred dollars (\$31,500) for an aggregate of forty-six thousand dollars (\$46,000) on or after the first Monday in January, 2002; and increasing to thirty-three thousand five hundred dollars (\$33,500) for an aggregate of forty-eight thousand dollars (\$48,000) on or after the first Monday in January, 2003.

(Ord. 5-1999. Passed 2-10-99.)

ARTICLE 121  
City Controller

121.01	Election; control function powers.	121.06	Personnel.
121.02	Work programs and quarterly budget allotments.	121.07	Functions transferred. (Repealed)
121.03	Budget administration.	121.08	Annual audit.
121.04	Personnel and pension systems.	121.09	Bond required.
121.05	Director and Department of Accounts and Finance assigned. (Repealed)	121.10	Compensation of City Controller.
		121.11	Vehicular Capital Reserve

CROSS REFERENCES

Vacancy - see 3rd Class Charter Law §406(b) (53 P.S. §41406(b))

Finances; control function - see 3rd Class Charter Law §420  
(53 P. S. § 41420)

To appoint office assistants and employees - see ADM. 115.04

Pension funds - see ADM. Art. 145 et seq.

**121.01 ELECTION; CONTROL FUNCTION POWERS.**

The City Controller shall be elected by law and shall be responsible for the exercise of the control function in the management of the finances of the City. The control function shall include provision for an encumbrance system of budget operation, for expenditures only upon written requisition and for pre-audit by the City Controller of all claims and demands against the City prior to payment, and for the control of all payments out of any public funds by individual warrants for each payment to the official having custody thereof. Both the City Controller and the City Treasurer shall endorse all City checks prior to issuance for payment thereon. (Ord. 2-1962 §501. Passed 1-12-62; Ord. 74-1992 §2. Passed 12-2-92.)

**121.02 WORK PROGRAMS AND QUARTERLY BUDGET ALLOTMENTS.**

The City Controller shall establish and maintain a system for work programs and quarterly allotments for operation of the budget and to develop and report appropriate unit costs of budgeted expenditures. (Ord. 2-1962 §502. Passed 1-12-62.)



121.03 BUDGET ADMINISTRATION.

The City Controller shall administer the annual budget, maintain a system of budgetary control and accounting and prepare the annual and other financial reports of the City as required by law. (Ord. 2-1962 §503. Passed 1-12-62.)

121.04 PERSONNEL AND PENSION SYSTEMS

The City Controller shall establish and administer the fiscal personnel record system of the City, including the records of the pension system of the City. (Ord. 2-1962 §504. Passed 1-12-62.)

121.05 DIRECTOR AND DEPARTMENT OF ACCOUNTS AND FINANCE  
ASSIGNED.

(EDITOR'S NOTE: This section was repealed by implication by Ordinance 2-1970, passed January 14, 1970, which transferred the duties to the office of the Mayor, as provided in Section 113.09.)

121.06 PERSONNEL.

The office of the City Controller shall have such personnel as Council shall by ordinance or budget ordinance provide. (Ord. 2-1962 §509. Passed 1-12-62.)

121.07 FUNCTIONS TRANSFERRED.

(EDITOR'S NOTE: This section was repealed by implication by Ordinance 2-1970, passed January 14, 1970, which transferred the duties to the office of the Mayor, as provided in Section 113.09.)

121.08 ANNUAL AUDIT.

All accounts of the City shall be audited in accordance with generally accepted auditing standards by an independent certified public accountant selected by resolution of Council in the month of January following the close of the fiscal year. (Ord. 11-1965 §1. Passed 2-17-65.)

121.09 BOND REQUIRED.

The City Controller shall give bond to the City, as required by general law, in the sum of one hundred thousand dollars (\$100,000). (Ord. 63-1964 §1. Passed 12-9-64.)

121.10 COMPENSATION OF CITY CONTROLLER.

The compensation of the City Controller is hereby fixed and established as follows:

<u>Commencing the First Monday</u>	<u>Annual Compensation</u>
January, 1998	\$ 38,000

(Ord. 49-1996 §1. Passed 9-4-96.)

121.11 VEHICULAR CAPITAL RESERVE ACCOUNT.

(a) The Finance Director shall create a budget account designated as the "Vehicular Capital Reserve Account" in the City General Fund Budget for the sole purpose of disbursing

funds on account for the acquisition of vehicles to be used exclusively by those City bureaus and departments funded from the City General Fund Budget.

(b) Such Account shall be first established in the 1980 General Fund Budget and annually continued and funded thereafter.

(c) The 1980 General Fund Budget, and each General Fund Budget thereafter, shall fund such Account in an amount of money not less than one mill of the total assessed valuation of all real estate taxable within the City during the fiscal year.

(d) Disbursements shall be made from this Account:

- (1) Solely for the acquisition of vehicles to be used exclusively by those City bureaus or departments funded from the General Fund Budget; or
- (2) For deposit into a special account to be established in a Federally-Insured Bank or Savings and Loan Institution. Such disbursement to this special account shall occur if there remains an unencumbered balance in the Vehicular Capital Reserve Account on the last day of any fiscal year, or if it is determined that the balance in the Vehicular Capital Reserve Account could be invested at interest from this special account. All disbursements from this special account shall be solely for investment purposes or acquisition of vehicles to be used exclusively by those City bureaus and departments funded from the City General Fund Budget.

(e) There shall be no other disbursements from this Account other than set forth in subsection (d) hereof.

(f) Neither this Account nor the special account provided in subsection (b)(2) hereof shall be pledged or used as security or collateral for any purposes unless specifically provided to the contrary by a duly enacted statute of the Commonwealth of Pennsylvania, or other existing obligation of the City. (Ord. 65-1979 §1-6. Passed 8-8-79.)



## ARTICLE 123

## Debt

- |        |  |        |                                  |
|--------|--|--------|----------------------------------|
| 123.01 | Applicable law.                        | 123.06 | Trustee for bondholders or       |
| 123.02 | Preliminary cost estimates.            |        |                                  |
| 123.03 | Bond counsel.                          |        |                                  |
| 123.04 | Financial advisor.                     |        |                                  |
| 123.05 | Sinking fund depository; paying agent. |        |                                  |
|        |  | 123.07 | Sale of bonds or notes.          |
|        |  | 123.08 | Public sale of bonds and notes.  |
|        |  | 123.09 | Private sale of bonds and notes. |

## CROSS REFERENCE

State law provisions - see 53 P. S. §6780-1 et seq.

## 123.01 APPLICABLE LAW.

All debt incurred by the City shall be subject to the substantive and procedural provisions set forth in the Local Government Unit Debt Act, Act No. 1978-52. The provisions of this article are intended to supplement the Local Government Unit Debt Act, and in the event of any inconsistency between the two, the provisions of the Act shall apply. (Ord. 103-1979 §1. Passed 12-19-79.)

## 123.02 PRELIMINARY COST ESTIMATES.

(a) Prior to the initial authorization of bonds or notes or the issuance of any guaranty to finance any project involving construction or acquisition, the City shall obtain a realistic cost estimate for the project through actual bids, option agreements or professional estimates from registered architects, professional engineers or other persons qualified by experience.

(b) The Mayor and Council shall review the realistic cost estimates and Council shall tentatively approve the project by resolution before the City incurs additional expense in connection with the initial authorization of bonds or notes or the issuance of any guaranty to finance the project.

(c) The cost of preliminary estimates, if initially paid by the City, may be reimbursed out of the net proceeds of the issue of bonds or notes as a cost of the project.  
(Ord. 103-1979 §2. Passed 12-19-79.)

**123.03 BOND COUNSEL.**

(a) The Mayor, with the advice of the City Solicitor, shall retain a special bond counsel to assist in the preparation of the offering, which bond counsel shall be an attorney duly admitted to practice law in the Commonwealth of Pennsylvania who is knowledgeable in the area of Pennsylvania municipal bond offerings and who has a record of marketable opinions in previous municipal bond offerings.

(b) The duties of the bond counsel shall include, but not be limited to, drafting or approving the bond resolutions and ordinances and matters related thereto; reviewing the prospectus, official notice of sale and other materials related to the offering; and rendering a final legal opinion regarding the offering.

(c) The fee of the bond counsel, if initially paid by the City, may be reimbursed out of the net proceeds of the issue of bonds or notes as a cost of the project.  
(Ord. 103-1979 §3. Passed 12-19-79.)

**123.04 FINANCIAL ADVISOR.**

(a) The Mayor may retain an independent financial advisor, who is qualified by experience in municipal bond offerings, to provide expert advise and assist the City in connection with managing and incurring debt.

(b) The duties of the financial advisor shall include, but not be limited to, reviewing the present status of the City debt; reviewing the feasibility of incurring additional debt for the intended purpose of the issue and issuing a written report to the Mayor and Council as to that feasibility; assisting in the preparation of the prospectus and official notice of sale; and reviewing the sealed bids in the case of public sale or the proposals in the case of private sale.

(c) The financial advisor shall give his total loyalty to the City with respect to the proposed issue of bonds or notes and shall have no financial interest in such issue other than his fee for serving as financial advisor.

(d) The fee of the financial advisor, if initially paid by the City, may be reimbursed out of the net proceeds of the issue of bonds or notes as cost of the project.  
(Ord. 103-1979 §4. Passed 12-19-79.)

**123.05 SINKING FUND DEPOSITARY; PAYING AGENT.**

(a) The Mayor shall select a sinking fund depositary which also shall serve as paying agent for the bonds or notes.

(b) The depositary and agent shall be a bank or bank and trust company authorized to do business in the Commonwealth of Pennsylvania and located in the City.

(c) The depositary and agent shall be responsible for receiving from the City an amount of funds sufficient for the payment of the principal and the interest on the notes or bonds as well as paying the principal and interest on such notes or bonds to the holders thereof as such principal and interest becomes due.

(d) Unless the depositary and agent is also serving as trustee for the bondholders or noteholders, the Mayor shall select the depositary and agent from that bank or bank and trust company which is set forth on a separate approved list compiled by the Director of Accounts, Finance and Budget and which submits the lowest responsible sealed bid pursuant to the sealed bid procedure set forth in this section. The lowest responsible bidder shall be the one who, having complied with the terms of the request for bids, offers to serve as the depositary and agent at the lowest cost to the City.

(e) The Director shall include on the approved list any bank or bank and trust company which has expressed an interest in serving as depositary and agent and which qualifies under subsection (b) hereof. The Director shall update this approved list for each issue of bonds or notes under consideration.

(f) The Director shall solicit bids for depositary and agent by sending a request for bids, by certified mail return receipt requested, to each bank or bank and trust company on the approved list not less than ten nor more than thirty days prior to the date fixed for opening bids.

(g) All bids for depositary and agent shall be received by the City Controller in sealed envelopes sufficiently labeled to indicate that they are bids for depositary and agent for the bonds or notes being sold. The bids shall be in writing, properly executed, and shall be on a bid form provided by the Director which shall contain a statement that the bid was prepared independently and without collusion with any other bidder.

(h) The sealed bids shall be publicly opened by the City Controller, or his authorized delegate, and publicly read aloud at the time and place fixed in the request for bids, unless the Mayor determines to return all bids unopened.

(i) In the event that there are two or more bids which qualify as the lowest responsible bids on identical terms conforming to the request for bids, the depositary and agent shall be selected by lot in any manner deemed fair by the Mayor.  
(Ord. 103-1979 §5. Passed 12-19-79.)

#### 123.06 TRUSTEE FOR BONDHOLDERS OR NOTEHOLDERS.

(a) The Mayor shall appoint a trustee for the bondholders or noteholders if the ordinance authorizing the issuance of the bonds or notes provides for the execution of a trust indenture appointing a trustee.

(b) The trustee shall be a bank or bank and trust company with fiduciary powers, authorized to do business in the Commonwealth of Pennsylvania and located in Erie County.



(c) The trustee shall be responsible for complying with the terms of the deed of trust, trust indenture or other agreement with the City for the protection of the bondholders or noteholders. If a trustee is appointed under this section, the trustee also shall act as the sinking fund depositary and paying agent.

(d) The Director of Accounts, Finance and Budget shall include on a separate approved list any bank or bank and trust company with fiduciary powers which has expressed an interest in serving as trustee, depositary and agent and which qualifies under subsection (b) hereof. The Director shall update this approved list for each issue of bonds or notes under consideration.

(e) The trustee shall be appointed from the approved list compiled by the Director, after consideration of factors such as previous experience as trustee, depositary and/or agent for municipal bond issues; capability to serve the City as trustee, depositary and agent; past record of earnings with respect to municipal bond issues; and the amount of the fee to be charged for serving as trustee, depositary and agent.

(f) The Director shall solicit proposals for serving as trustee, depositary and agent by sending a request for proposals, by certified mail return receipt requested to each bank or bank and trust company on the approved list not less than ten nor more than thirty days prior to the date fixed for selection.

(g) Proposals for serving as trustee, depositary and agent shall be submitted in writing to the City Controller in a sealed envelope sufficiently labeled to indicate that they are proposals for trustee, depositary and agent for the bonds or notes being sold. The proposals shall contain information as to the factors set forth in Section 123.05(e), a statement that the proposal was prepared independently and without collusion with any other bank or bank and trust company and any additional information which the bank or bank and trust company deemed relevant to the selection.

(h) The proposals shall be opened in public by the City Controller, or his authorized delegate, and publicly read aloud at the time and place fixed in the request for proposals, unless the Mayor determines to return all proposals unopened.

(i) The Mayor shall have the right to reject all proposals, which right shall be set forth in the request for proposals sent to each bank or bank and trust company on the approved list. (Ord. 103-1979 §6. Passed 12-19-79.)

#### 123.07 SALE OF BONDS OR NOTES.

(a) Council shall determine by resolution whether the bonds or notes shall be sold at public or private sale and shall state publicly the reasons for that determination.

(b) A decision to proceed by public or private sale shall be made by Council only after a public hearing following publication of notice of such hearing in at least one and not more than two newspapers of general circulation in Erie County not less than seven days prior to such hearing. (Ord. 103-1979 §7. Passed 12-19-79.)

### 123.08 PUBLIC SALE OF BONDS AND NOTES.

(a) If sold at public sale, the bonds or notes shall be sold to the highest responsible bidder or bidders, after advertising for bids. The highest responsible bidder shall be the one who, having complied with the terms of the official notice of sale, offers to take all of the bonds or notes, or any separate lot thereof on which separate bids may be made, at the lowest net interest rate to the City as computed under either the street method or the present worth method set forth at Section 709 of the Local Government Unit Debt Act, Act No. 1978-52.

(b) The Director of Accounts, Finance and Budget shall advertise the sale of bonds or notes by one public notice of either the official notice of sale, or of the availability of the official notice of sale, in at least one and not more than two newspapers of general circulation in Erie County and in at least one financial journal circulated among the underwriters of securities. Advertisements shall be published not less than ten nor more than thirty days prior to the date fixed for opening bids. The content of the advertisement of the availability of the official notice of sale shall be that set forth in Section 702(a) of the Local Government Unit Debt Act, Act No. 1978-52. The content of the official notice of sale shall be that set forth in Section 702 (b) of the Local Government Unit Debt Act, Act No. 1978-52.

(c) All bids shall be received by the City Controller in sealed envelopes sufficiently labeled to indicate that they are bids for the purchase of the bonds or notes being sold. The bids shall be in writing, properly executed, and shall be on bid forms provided by the Director which shall contain a statement that the bid was prepared independently and without collusion with any other bidder.

(d) Each bidder shall give bid security by submitting cash or a certified check or official bank check payable to the City in the amount of two percent (2%) of the principal amount of the bonds or notes to be purchased. The bid security of the unsuccessful bidder or bidders shall be returned to each unsuccessful bidder, without interest, in accordance with the written instructions of the bidder conforming to the official notice of sale, promptly upon an award of the bonds or notes or upon the rejection of all bids. The bid security of the successful bidder shall be retained by the Director and shall be applied on the purchase price when the bonds or notes are actually delivered or paid for, retained as liquidated damages if the bidder defaults or returned to the bidder with interest at the judgment rate if, after an acceptance of the proposal, the bonds or notes are not issued for any reason not constituting a default by the bidder.

(e) The sealed bids shall be publicly opened by the City Controller, or his authorized delegate, and publicly read aloud at the time and place fixed in the official notice of sale, unless Council determines to return all bids unopened.

(f) In the event that there are two or more bids which qualify as the highest and the best bids on identical terms conforming to the offering, the bonds or notes shall, with the consent of the bidders, be awarded to them jointly or absent such consent, may be awarded to any one of such bidders selected by lot in any manner deemed fair by Council.

(g) Council shall have the right to reject all bids, which right shall be set forth in the official notice of sale of the bonds or notes.  
(Ord. 103-1979 §8. Passed 12-19-79.)

#### 123.09 PRIVATE SALE OF BONDS AND NOTES.

(a) If the bonds or notes are to be sold at private sale, Council shall invite written proposals from underwriting firms by means of an advertisement for proposals in at least one and not more than two newspapers of general circulation in Erie County and in at least one financial journal circulated among underwriters of securities not less than ten nor more than thirty days prior to the date fixed for selection of the underwriter. In addition, Council shall also invite written proposals by sending a request for proposals, by certified mail return receipt requested, to an underwriting firm which has expressed interest in serving as an underwriter of bonds and notes issued by the City.

(b) Proposals to act as underwriter shall be submitted in writing to the City Controller and shall set forth sufficient information to permit Council to determine the approximate net interest cost of the offering in question, a statement that the proposal was prepared independently and without collusion with any other underwriting firm, and any additional information which the underwriter deems relevant.

(c) The proposals shall be opened by the City Controller in the presence of Council, or its authorized delegates, at the time and place fixed in the request for proposals, unless Council determines to return all proposals unopened.

(d) Council, or its authorized delegates, may request a meeting with each underwriter which submits a proposal to discuss each proposal in more detail.

(e) Prior to selection of the underwriter who shall purchase the bonds or notes at private sale, any person with any knowledge of the contents of any proposal shall not discuss those contents with any other underwriter and shall not take any other action to make those contents known to any other underwriter.

(f) In making the selection of the underwriting firm to purchase the bonds or notes, Council shall state publicly the reasons why the particular selection was made.

(g) Council shall have the right to reject all proposals, which right shall be set forth in the request for proposals. (Ord. 103-1979 §9. Passed 12-19-79.)

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ARTICLE 125  
Central Purchasing Office

125.01 Establishment and duties.  
125.02 City Purchasing Agent.

125.03 Motor vehicle and other heavy

CROSS REFERENCES  
City Controller - see ADM. Art. 121

125.01 ESTABLISHMENT AND DUTIES.

(a) There is hereby established the Office of Central Purchasing whose purpose is to control and direct all procurement activities guided by an updated City purchasing policy and procedure manual, with purchasing objectives as follows:

- (1) Centralize the Purchasing Administration.
  - A. Establish a policy such that all departments apprise the Purchasing Department at the beginning of the year of all planned projects and their scheduled implementation.
  - B. Establish a specification committee to review and recommend standards and specifications for commonly purchased items.
  - C. Establish a policy of purchasing in accordance with existing industry and government standards and specifications as well as user input.
  - D. Establish the understanding with using departments that they are responsible for specifications and purchasing is responsible for vendor selection and the business agreement.
- (2) Monitor adherence of operating departments to approved purchasing policies and procedures.
- (3) Commit to and assist in the implementation of future system improvements.
- (4) Review current requisition procedures to improve the paperflow while retaining control.
- (5) Review current voucher payment procedures.
- (6) Review City asset and inventory control procedures.
- (7) Review current procedures for the disposition of excess, surplus and salvage equipment and materials. (Ord. 2-1984 §1-3. Passed 4-11-84.)
- (8) Review procurement practices and bid specifications in order not to exclude participation by local contractors and vendors consistent with all applicable laws, including the determination of the lowest responsible bid. (Ord. 29-1990 §1. Passed 6-13-90.)

(b) The Central Purchasing Office shall, when operational, assume sole and exclusive responsibility for control of all purchases made by and for each office, department and bureau under the jurisdiction of the City of Erie. (Ord. 2-1984 §1-3. Passed 4-11-84.)

125.02 CITY PURCHASING AGENT.

(a) The Central Purchasing Office shall be headed by the City Purchasing Agent.

(b) The Purchasing Agent shall be responsible for the following:

- (1) Staff the Office of Central Purchasing with professional personnel to

administer the procurement function, receiving of bids, bid deposits and the return of same.

- (2) Create a contract administration function.
- (3) Develop an accountability procedure by reporting on performance.
- (4) Train purchasing personnel on how to achieve assigned goals and objectives.
- (5) Create a professional working environment for the Office of Central Purchasing.
- (6) Provide funds annually for formal training and education programs to aid in the professional development of all members of the Office of Central Purchasing.
- (7) Provide continual review and update the purchasing policy and procedure manual, with Mayoral concurrence, and educate appropriate department personnel.
- (8) Develop and implement a commodity forecasting and reviewing procedures.
- (9) Assist in the development of bid specifications to incorporate performance, quality, service and total life cost as well as unit price.
- (10) Review future data and word processing needs.  
(Ord. 2-1984 §4. Passed 4-11-84.)

#### 125.03 MOTOR VEHICLE AND OTHER HEAVY CONSTRUCTION TYPE EQUIPMENT PROCUREMENT.

(a) Motor Vehicles and Other Heavy Construction Type Equipment to be Manufactured in North America. The City shall procure only motor vehicles and other heavy construction type equipment which are manufactured in North America. Motor vehicles and other heavy construction type equipment are manufactured in North America if a substantial majority of the principal components are assembled into the final product in an assembly plant in North America. Contract documents for the procurement of motor vehicles and other heavy construction type equipment shall contain a provision that the vehicle or other heavy construction type equipment procured by the City shall be manufactured in North America.

(b) Exceptions. This section shall not apply where the Mayor shall state in writing that it is inconsistent with the public interest or that the cost is unreasonable.  
(Ord. 89-1991 §1. Passed 10-9-91.)

ARTICLE 126  
Intergovernmental Cooperation in Purchasing

126.01 Membership in Erie Area  
Council of Governments.

126.02 Scope of agreement.

126.01 MEMBERSHIP IN ERIE AREA COUNCIL OF GOVERNMENTS.

(a) The City of Erie shall be a Participating Municipality in the Erie Area Council of Governments, which presently also includes the County of Erie, the Borough of Wesleyville, the Township of Fairview, the Township of Harborcreek, the Township of Lawrence Park, the Township of Millcreek and the Township of Summit. City Council will designate one or more of its members, and the Mayor may designate an administrative official, to serve as the City's representatives in meetings or activities of the Council of Governments.

(b) The City may withdraw from the Council of Governments, or from the Joint Purchasing Agreement authorized herein, by majority vote of City Council, to be effective sixty days thereafter. (Ord. 35-1997 Secs. 2, 3. Passed 7-2-97.)

126.02 SCOPE OF AGREEMENT.

(a) The scope of the City's participation in the Council of Governments shall be defined by an Agreement for Intergovernmental Cooperation in the purchase of goods or services, as set forth in the proposed agreement attached to Ordinance 35-1997 as Exhibit A., which allows two or more participating municipalities to utilize the joint purchasing procedures of the Pennsylvania Intergovernmental Cooperation laws, including the "County piggy back option" or the "lead municipality option," or any other such provision. (Ord. 35-1997 Sec. 4. Passed 7-2-97.)

(b) At this time the City of Erie contemplates that the Council of Governments will have some type of existence as an association or other entity to be determined by vote of the members of C.O.G., and may hire employees and provide employment benefits, contracts for policies of group insurance including Social Security for its employees, as agreed by the members of the C.O.G. Any further expansion of the scope of the Intergovernmental Cooperation Agreement of the activities of the Council of Governments will require an affirmative vote of City Council to amend this article to be effective as to the City of Erie. The City will pay its designated membership fees or dues on an annual basis or as needed until such time as a majority of Council votes to withdraw pursuant to Section 126.01(b). (Ord. 77-1997 Sec. 1. Passed 12-17-97.)





ARTICLE 127  
Discrimination and Contract Compliance

127.01	Definitions.	127.05	Contract compliance requirements.
127.02	Application.	127.06	Pre-award conference.
127.03	Contract Compliance Officer.	127.07	Goals.
127.04	Equal Employment Opportunity Clause.	127.08	Severability.

CROSS REFERENCES

Discrimination - see 18 P.S. §4653, 4654  
Housing and redevelopment assistance, discrimination - see  
35 P.S. §1664  
Pennsylvania Human Relations Act - see 43 P. S. §951 et seq.  
Human Relations Commission - see ADM. Art. 151

127.01 DEFINITIONS.

As used in this article, certain terms are defined as follows:

- (a) "Discriminate", "discriminates" and "discrimination" means to distinguish, differentiate, separate or segregate on the basis of race, religion, color, sex, national origin or ancestry.
- (b) "Contractor" means any person, partnership, corporation, association or joint venture which has been awarded a public contract, and includes every subcontractor on such a contract.
- (c) "Subcontractor" means any person, partnership, corporation, association or joint venture which supplies any of the work, labor, supplies, equipment, materials or any combination of the foregoing under a contract with the contractor on a public contract.
- (d) "Public contract" means any contract awarded by the City whereby the City is committed to expend or does expend public funds in return for work, labor, services, supplies, equipment, materials, or any combination of the foregoing, or any lease, lease by way of concession agreement, permit or permit agreement whereby the City leases, grants or demises property of the City or otherwise grants a right or privileges to occupy or use property of the City.
- (e) "Construction contract" means any public contract for the construction, rehabilitation, alteration, conversion, extension or repair of buildings, streets or other improvements to real property.

- (f) A bona fide "Minority Business Enterprise" (MBE) means a business enterprise, whether a sole proprietorship, partnership, corporation, association or joint venture:
- (1) Wherein at least fifty-one percent (51%) of which is owned by minority group members and no part of its ownership, operation and control is in the hands of the respective prime contractor of the relevant City contract;
  - (2) Wherein minority group members share in the risks and profits of the enterprise to the extent of their individual holdings;
  - (3) Wherein minority group members participation in the business is active, as opposed to passive, and such participation is not dependent on the consent of nonminority group members who may also have holdings in the business enterprise; and
  - (4) Wherein the business enterprise has experience in the area to which it claims expertise.
- (g) A bona fide "Female Business Enterprise" (FBE) means:
- (1) A sole proprietorship where the sole proprietor is a female; or
  - (2) A business corporation where fifty-one percent (51%) of the interests in such corporation are beneficially owned by females and females occupy the majority of management and Board positions and control all decisions concerning the corporation; or
  - (3) A partnership where fifty-one percent (51%) of the partnership interests in such partnership are owned by females and females occupy the majority of management and partnership positions and control all decisions concerning the entity; or
  - (4) Any other business or professional entity where fifty-one percent (51%) of the interests are owned by females and females occupy the majority of management and Board positions and control all decisions concerning the entity.
- (h) "Minority" means Blacks, Hispanic-Americans, Asian-Americans, American Indians and American Aleuts.
- (i) "Bidder" means any person, partnership, corporation, association or joint venture seeking to be awarded a public contract and/or construction contract.
- (j) "City" means the City of Erie, Pennsylvania.
- (k) "Public funds" means any moneys expended by the City from its own general funds or from State or Federal sources.  
(Ord. 63-1985 §1. Passed 10-23-85.)

#### 127.02 APPLICATION.

This article shall apply to contracts, contractors and subcontractors who perform City contracts in an amount of ten thousand dollars (\$10,000) or more.  
(Ord. 63-1985 §2. Passed 10-23-85.)

### 127.03 CONTRACT COMPLIANCE OFFICER.

In addition to his/her current duties the City's Contract Compliance Officer shall have the authority and responsibility to:

- (a) Ascertain, within ninety days of the enactment of this article, the total number of bona fide minority owned businesses in the Erie Metropolitan Statistical area.
- (b) Establish within ninety days of the enactment of this article minimum target goals within each department for bona fide owned business participation to meet the City goals established below.
- (c) Devise within ninety days of the enactment of this article appropriate policies, regulations and procedures for insuring the participation of bona fide minority owned businesses in various City contracts.
- (d) Establish procedures for monitoring and enforcing compliance with this article in cooperation with the Office of the City Solicitor.
- (e) Submit a written semiannual report to the Mayor and Council indicating the progress made toward achieving the goals set out below. The report shall include, but not be limited to a summary of departmental and City contracts let during the relevant periods, and the extent and percentage of minority participation, and recommendations as to appropriate future goals.
- (f) Make all determinations as to compliance with the Minority Business Enterprise Program, and shall meet with such contracting parties for such purposes.  
(Ord. 63-1985 §3. Passed 10-23-85.)

### 127.04 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE.

(a) All public contracts hereinafter entered into by the City shall incorporate an Equal Employment Opportunity Clause, which shall read as follows:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment, without regard to their race, religion, color, sex or national origin. As used herein, "treated" means and includes, without limitation, the following: recruited, whether advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated. The contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officers setting forth the provisions of this nondiscrimination clause.
- (2) The contractor shall in all solicitations or advertisements for employees place by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

- (3) The contractor shall send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or worker's representative of the contractor's commitment under the Equal Employment Opportunity Clause of the City and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor shall furnish all information and reports required by the Contract Compliance Officer and shall permit access to his books, records and accounts by the contracting agency and by the Contract Compliance Officer for purposes of investigation to ascertain compliance with the program.
- (5) The contractor shall take such action with respect to any subcontractor as the City may direct as a means of enforcing the provisions of subsections (a)(1) to (8) hereof, including penalties and sanctions for noncompliance, provided, however, that in the event the contractor becomes involved in or is threatened with litigation as the result of such direction by the City, the City shall enter into such litigation as is necessary to protect the interests of the City to effectuate the City's Equal Employment Opportunity Program and in the case of contracts receiving Federal assistance, the contractor or the City may request the United States to enter into such litigation to protect the interests of the United States.
- (6) The contractor shall file and shall cause his subcontractors, if any, to file compliance reports with the City in the form and to the extent prescribed by the Contract Compliance Officer of the City. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the contractor and his subcontractors.
- (7) The contractor shall include the provisions of subsections (a)(1) through (8) of this Equal Employment Opportunity Clause in every subcontract or purchase order so that such provisions will be binding upon each subcontractor or vendor.
- (8) Refusal by the contractor or subcontractor to comply with any portion of this program as herein stated and described will subject the offending party to any and all of the following penalties:
  - A. Withholding of all future payments under the involved public contract to the contractor in violation until it is determined that the contractor or subcontractor is in compliance with the provisions of the contract;
  - B. Refusal of all future bids for any public contract with the City or any of its departments or divisions until such time as the contractor or subcontractor demonstrates that he has established and shall carry out the policies of the program as herein outlined;

- C. Cancellation of the public contract and declaration of forfeiture of the performance bond;
  - D. In cases in which there is substantial or material violation or the threat of substantial or material violation of the compliance procedure or as may be provided for by contract, appropriate proceedings may be brought to enforce those provisions, including the enjoining, within applicable law, of contractors, subcontractors or other organizations, individuals or groups who prevent directly, indirectly or seek to prevent directly or indirectly, compliance with the policy, as herein outlined.
- (9) The above outlined procedures shall not apply to any contract already in existence or let out for bid prior to the enactment of this article. (Ord. 63-1985 §4. Passed 10-23-85.)

#### 127.05 CONTRACT COMPLIANCE REQUIREMENTS.

(a) All notices to prospective bidders published on behalf of the City shall include as a part of the contract specifications the condition that all bidders will be required to comply with Erie Minority Female Business Enterprise Compliance Program regarding equal employment opportunity.

(b) All reports required herein shall be submitted in duplicate to the department, division or other agency letting the contract.

(c) Each bidder shall file as part of bid documents, contract employment reports with the City contracting agency or as may be directed by the Contract Compliance Officer. Such contract employment reports shall include such information as to the employment practices, policies, programs, and statistics of the contractor, and shall be in such form as the Minority Business Enterprise Compliance Officer may prescribe. Subcontractors shall also submit such contract employment reports to the City before approval by the City as subcontractor. (Ord. 63-1985 §5. Passed 10-23-85.)

#### 127.06 PRE-AWARD CONFERENCE.

(a) Following receipt and review of the employment information submitted by the bidders, and prior to award of a contract, the apparent successful bidder and his known major subcontractor shall be required to attend a pre-award conference if called by the Contract Compliance Officer, at which time such bidder and major subcontractors shall submit affirmative action programs to promote equal opportunity in employment.

(b) The Minority Contract Compliance Officer shall determine whether or not the apparent bidder has complied with this article and shall submit his determination and recommendation thereon to the Mayor or the Director of the department involved. (Ord. 63-1985 §6. Passed 10-23-85.)



**127.07 GOALS.**

The following goals for minority and female owned business participation shall serve as initial goals for the City to pursue during the first full fiscal year. These goals shall not be construed as absolute upper limits on the amount of City contracts such entities are able to participate in. These goals shall be applicable to all types of City contracts. The goals shall be as follows:

<u>Dollar Amount</u>	<u>MBE Goal (percent)</u>	<u>FBE Goal (percent)</u>
10,000 to 20,000	5	1
20,000 to 25,000	10	3
25,000 and up	15	5

(Ord. 63-1985 §7. Passed 10-23-85.)

**127.08 SEVERABILITY.**

If any section, subsection, clause, sentence or phrase of this article is found to be unlawful by reason of other superior laws of the United States or the Commonwealth of Pennsylvania, such a determination shall not affect the validity of the remaining portions of this article. The applicable law in determining the parties rights and liabilities under this article are the laws of the Commonwealth of Pennsylvania. (Ord. 63-1985 §8. Passed 10-23-85.)





ARTICLE 128  
Elected Officials

128.01 Mayor, Council, City Treasurer  
and City Controller terms limited.

128.01 MAYOR, COUNCIL, CITY TREASURER AND CITY CONTROLLER  
TERMS LIMITED.

(a) Council members for the City of Erie, Pennsylvania shall be elected by the voters of Erie, Pennsylvania at a regular municipal election and shall serve for a term of four years, beginning on the first Monday of January next following his/her election. Council members shall be eligible to succeed themselves for only two additional terms. This limitation on the number of terms shall apply only to consecutive terms of office.

(b) The Mayor of the City of Erie, Pennsylvania shall be elected by the voters of Erie, Pennsylvania at a regular municipal election and shall serve for a term of four years, beginning on the first Monday of January next following his/her election. The Mayor of the City of Erie shall be eligible to succeed himself/herself for only two additional terms. This limitation on the number of terms to be served by the Mayor shall apply only to consecutive terms of office.

(c) The City Treasurer of the City of Erie, Pennsylvania shall be elected by the voters of Erie, Pennsylvania at a regular municipal election and shall serve for a term of four years, beginning on the first Monday of January next following his/her election. The City Treasurer of the City of Erie shall be eligible to succeed himself/herself for only two additional terms. This limitation on the number of terms to be served by the City Treasurer shall apply only to consecutive terms of office.

(d) The City Controller of the City of Erie, Pennsylvania shall be elected by the voters of Erie, Pennsylvania at a regular municipal election and shall serve for a term of four years, beginning on the first Monday of January next following his/her election. The City Controller of the City of Erie shall be eligible to succeed himself/herself for only two additional terms. This limitation on the number of terms to be served by the City Controller shall apply only to consecutive terms of office. (Ord. 41-1989 §1. Passed 6-7-89.)



TITLE FIVE - Bureaus  
Art. 131. Bureau of Fire.  
Art. 133. Bureau of Police.

ARTICLE 131  
Bureau of Fire

EDITOR'S NOTE: Vacations and sick leave for members of the Bureau of Fire are as set forth in Section 2103 of the Third Class City Code (53 P. S. §37103).

- 131.01 Designation of engine houses.  
(Repealed)

CROSS REFERENCES

Fire Bureau - see 3rd Class §2101 et seq. (53 P.S. §37101 et seq.)  
Firemen's Pension Fund - see ADM. Art. 149  
National Fire Prevention Code adopted - see FIRE PREV. Art. 1501 et seq.

131.01 DESIGNATION OF ENGINE HOUSES.  
Repealed by Ordinance 85-1974, passed November 6, 1974.

ARTICLE 133  
Bureau of Police

INITIATIVE AND TENURE ORDINANCE

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INITIATIVE AND TENURE RULES

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#### CROSS REFERENCES

Police Bureau - see 3rd Class §2001 et seq. (53 P. S. §37001

et seq.)

Hours of work and vacations - see 3rd Class §2004 (53 P.S.  
§37004)

Municipal Police Cooperative Agreement - see ADM. Art. 135

Police Relief and Pension Association - see ADM. Art. 147

To enforce Traffic Code - see TRAF. 503.01

INITIATIVE AND TENURE ORDINANCE

## 133.01 DEFINITIONS.

As used in this article:

- (a) "Board" means the Police Initiative and Tenure Board of Erie, Pennsylvania.
  - (b) "Board members" mean the members of the Board which are designated as follows:
    - (1) The Regional Director of the Pennsylvania Crime Commission.
    - (2) The Chief of Police of the City of Erie.
    - (3) The District Attorney of the County of Erie or an Assistant District Attorney designated by him.
    - (4) The President of Gannon College, Erie.
    - (5) The ranking officer of the Pennsylvania State Police stationed in Erie County.
    - (6) A psychologist designated by the President of Edinboro State Teachers College.
    - (7) One member appointed by the Mayor with the concurrence of the majority of Council.
- If any of the above appointees is unwilling or unable to serve, another individual of similar capacity shall be appointed in his place by the remaining members of the Board.
- (c) "Officer" or "employee" means a person holding an office or position of employment in the classified service, whether permanent or temporary, who is paid from public funds.
  - (d) "Position" means an office of employment as used in this article.
  - (e) "Release" means release of the City of Erie as a municipal organization.
  - (f) "Continuous service" means service not interrupted by resignations, dismissals or layoffs.

The masculine noun or pronoun includes the feminine.

(Ord. 1-1971 §1. Passed 1-6-71.)

## 133.02 DUTIES OF THE BOARD.

The Board shall act as an administrative agency supervising and overseeing the testing and grading of all nonexempt police officers of the City who are nonexempt under the provisions of this article, for the purpose of promotions. The Board shall have the authority to retain a professional testing service for the preparation and grading of the tests involved. The Board shall additionally have the authority to hold hearings concerning suspensions and demotions subject to the provisions of this article, the Third Class City Code and the Optional Third Class City Code.

The Board shall prescribe, amend and enforce rules and regulations for carrying into effect the provisions of this article. All rules so prepared may, from time to time, be added to, amended or repealed. All rules and amendments thereto or rescissions thereof shall be approved by the Mayor and Council before they go into effect.

(Ord. 1-1971 §2. Passed 1-6-71.)

## 133.03 MEETINGS OF THE BOARD.

Meetings of the Board shall be held at the office of the Board at the call of the President or any four members and written notice of the date, time, place and object of the meeting shall be mailed to each member by the Secretary, at least five days prior to the meeting. A majority of the Board present at any meeting, for which such notice has been given, shall constitute a quorum



for the transaction of business. However, any proposed amendment to

the rules of the Board shall be spread upon the minutes and action thereof postponed for at least one week and each member immediately notified in writing by the Secretary of the substance of such proposed amendment and the time and date fixed for its final consideration. (Ord. 1-1971 §3. Passed 1-6-71.)

#### 133.04 AMENDMENT OF RULES.

No amendment to the rules of the Board shall be adopted at the same meeting at which it is proposed, and no final action shall be taken on any amendment less than seven days after it is proposed. (Ord. 1-1971 §4. Passed 1-6-71.)

#### 133.05 POLITICAL ACTIVITY.

An employee in the classified service is encouraged to exercise his franchise as a citizen and to cast his vote in accordance with his conscience and political belief. However, no member of the classified service shall either solicit or receive any contribution, subscription or service while in uniform or on duty, from any person for any political purpose. (Ord. 1-1971 §5. Passed 1-6-71.)

#### 133.06 ADMINISTRATIVE PERSONNEL RULES.

Nothing in this article shall be construed to limit the power of the Mayor or the Director of the Department of Public Safety to issue and enforce reasonable personnel rules not in conflict with the Third Class City Code, the Optional Third Class City Code or this article. (Ord. 1-1971 §6. Passed 1-6-71.)

#### 133.07 CLASSIFIED SERVICE.

Council hereby fixes the following positions in the City service as the offices of employment under the classified service, as well as the offices of Chief and Inspectors, within the Bureau of Police:

- 1 Chief
- 4 Inspectors
- 5 Captains
- 12 Lieutenants
- 14 Sergeants
- 30 Detective Sergeants
- 4 Radio Technicians
- 144 Patrolmen

The total complement shall be 214. (Ord. 1-1971 §7, 8. Passed 1-6-71.)

#### 133.08 CHANGE OF COMPENSATION.

Changing the compensation of any position in the classified service, whether by ordinance or otherwise, shall not affect the tenure of the incumbent of such office unless in the opinion of the Board such change shall also involve a change in duties requiring a different examination. (Ord. 1-1971 §9. Passed 1-6-71.)

#### 133.09 FORMS.

Application for positions shall be filed upon forms furnished by the Board and applicants must comply with the requirements of the forms in every respect. (Ord. 1-1971 §10. Passed 1-6-71)

### 133.10 CHARACTER AND FITNESS OF APPLICANTS.

Every applicant shall be of sound health and physically able to perform the duties of the position he applies for. The Board shall require an investigation to establish or confirm evidence of fitness of applicants. The burden of establishing facts relating to fitness rests upon the applicant. (Ord. 1-1971 §11. Passed 1-6-71.)

### 133.11 SCOPE AND SUBJECTS OF EXAMINATIONS.

The general scope of all examinations shall include the subjects upon which applicants are to be examined with weight given to each subject by the Board to represent its value in determining a general average. The subjects of examination may include duties of positions, educational tests, personality or psychological tests, courtesy and discipline tests, reports, discussions or theses, statements of experience, tests of knowledge of civil government, tests of knowledge of the City, tests of knowledge of laws and ordinances, ascertained merit or efficiency, seniority of service, medical examinations, physical tests or any or all of them, and such subjects may be given in the form of a written or oral test, an ocular demonstration or any or all of them according to the schedules of subject set forth in the published notices of examinations. (Ord. 1-1971 §12. Passed 1-6-71.)

### 133.12 RATINGS AND AVERAGES.

Each subject of examination shall be rated independently on a scale of 100. The rating of each subject shall be multiplied by the weight assigned to each subject. The resulting product shall be added and the total product divided by the total weights of all subjects in the examination. The resulting quotient is the general average which shall determine the order in which the name of the eligible applicant shall appear upon an eligibility register. Failure to pass the medical or physical examination where such is required shall be sufficient cause to reject the candidate for the entire examination. (Ord. 1-1971 §13. Passed 1-6-71.)

### 133.13 POINT SCHEDULE.

The following point schedule shall determine promotion to all ranks other than Chief of Police, Inspector of Police, Corporal and Detective:

Written examination	20 points maximum
Oral examination	45 points maximum
Seniority	1 point per year of continuous service in the Bureau of Police; 20 points maximum
Time in grade	1 point per year as a noncommissioned or commissioned officer; 5 points maximum
College credits	3 points for every 30 college credits; 12 points maximum
Police related courses except as	1 point for every 15 hours of class which shall be cumulative; no maximum
Northwestern University Police Institute	6 points
F. B. I. Academy	2 points
Pennsylvania State Police Academy	1 point
Distinguished Service Medal	5 points maximum

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Valor Medal of Honor	5 points maximum
Efficiency rating	20 points maximum
Point loss	1 point to be deducted from applicant's score for the aggregate of every 4 days suspended during his employment in the Bureau of Police. However, an applicant shall be allowed the elimination of 2 days suspension for each subsequent year of suspension free duty.

Each police officer shall receive retroactively and prospectively, the number of points for police related courses or other courses or college credits as outlined above which have been or are successfully completed. The costs of the courses will be paid by the City when attendance is approved by the Director of the Department of Public Safety if the individual provides evidence that a passing grade has been achieved and/or the course has been completed in the case of police related courses where grades may not be offered.

Examples of police related courses are:

- Constitutional Law
- Statutes and Case Law of Pennsylvania
- Police Patrol
- Criminal Investigation
- Police Supervision
- Police Administration (including Public Relations, Planning and Personnel)
- Police Practices (including traffic direction, accident investigation, handling
- Interpreting Police Table and Texts
- Legal Education (including evidence, arrest, search and seizure and criminal law
- Criminal Investigation (including general techniques, investigative judgment,
- (Ord. 1-1971§14. Passed 1-6-71.)

#### 133.14 EFFICIENCY RATINGS; APPEALS.

An efficiency rating for each member of the Bureau of Police in their respective divisions shall be evaluated every year by the Deputy Chief of Police of such division, except the Chief of Police shall evaluate those members who come under the direct supervision of the Chief.

The efficiency rating shall be submitted to the officer concerned and a conference held with that individual by the evaluating officer prior to submission of the rating to the Chief of Police.

If the individual rated disagrees with the efficiency rating given him by his superior, he may appeal in writing, within thirty days of his receipt of such rating, to the Inspector of the division involved. The Inspector's decision on the appeal shall be resolved within ten days. An appeal on the efficiency rating of a commissioned officer shall be forwarded to the Chief of Police within thirty days of its receipt and the decision of the Chief of Police shall be resolved on appeal within ten days. (Ord. 1-1971 §15. Passed 1-6-71.)

#### 133.15 ELIGIBILITY REGISTERS.

Eligibility registers shall be compiled from the averages computed according to the provisions of Sections 133.12 and 133.13. No person's name shall be entered on an eligibility register whose general average from an examination is less than seventy percent of complete proficiency in the subjects of examination taken as a whole. The names of eligible applicants shall be entered upon registers in the order of their average percentage, except when two or more eligible applicants have the same average percentage, priority in time of filing of their applications shall determine their respective standing.

All eligibility registers shall be posted as a public record in the office of the City Clerk. (Ord. 1-1971 §16. Passed 1-6-71.)

#### 133.16 FRAUD IN EXAMINATION.

Any person who, at any examination or in any document signed or furnished by him for or in connection with any examination by himself or in cooperation with one or more persons makes any false representation regarding himself or any of the applicants, or by impersonating anyone else or by allowing anyone else to impersonate him, or in cooperation with one or more persons, makes any false representation regarding himself or any of the applicants, or who obtained, or who uses or aids someone else in using any memorandum, printed or written, whereby an advantage is obtained over other competitors at such examination, shall, upon such finding of the Board, after having had a chance to be heard in his own defense, either be reduced to the rank of patrolman and be ineligible for examination for a period of five years from the date of such finding or be dismissed from the service.

(Ord. 1-1971 §17. Passed 1-6-71.)

#### 133.17 NOTICE OF EXAMINATION RESULTS.

Each applicant will be notified of the result of his examination by the Secretary of the Board by mail within thirty days from the date of examination. If the applicant failed to obtain an average of seventy percent, his notice shall read to that effect. If his average exceeds seventy percent and he meets all other requirements of the Board, he shall receive notice of his grade and that his name has been placed on the eligibility list and of his standing on such list. (Ord. 1-1971 §18. Passed 1-6-71.)

#### 133.18 REVIEW OF PAPERS.

All candidates shall be entitled to inspect their written examination papers in the office of the Secretary of the Board during business hours upon written application to the Board within thirty days of notification to the applicant of the results of the examination concerned.

Examination papers shall not be available to the general public.

(Ord. 1-1971 §19. Passed 1-6-71.)

#### 133.19 INJURY IN MILITARY SERVICE.

No applicant in any examination shall be disqualified by reason of wounds or injury received in the military service of the United States providing that the Board finds that the appointment of such applicant will not be prejudicial to the service nor to the duties of the position to which such appointment is sought. In all cases the applicant must substantiate his claim as to the manner and character of his wound or injury and his capacity to do the work required by the position sought to the satisfaction of the Board.  
(Ord. 1-1971 §20. Passed 1-6-71.)

#### 133.20 INJURY IN CITY SERVICE.

When an officer or employee has been injured in the performance of his duties, such injury shall not disqualify him from promotion or advancement to a higher rank or class, providing that the head of the department in which such injuries were received certifies to the nature of the same, that they were received in the line of duty and that the head of the department to which promotion is being sought certifies that the promotion or advancement would not be prejudicial to the best interest of the service nor to the requirements of the position to which promotion is being sought subject, however, to the approval of the Board. (Ord. 1-1971 §21. Passed 1-6-71.)

#### 133.21 FILLING OF VACANCIES.

Whenever a vacancy is to be filled in the classified service the Chief of Police, within thirty days of the creation of such a vacancy shall make a requisition, upon a form prescribed by the Board, for the certification to him of the name of an eligible applicant. The Board shall, unless the position is to be filled by reinstatement, certify to the Mayor, the names and addresses of the candidates standing first, second and third upon the register for the class to which the position belongs and one of these persons shall be appointed by the Mayor.  
(Ord. 1-1971 §22. Passed 1-6-71.)

#### 133.22 WAIVER OF CERTIFICATION OR REINSTATEMENT.

An eligible applicant who has been certified or tendered reinstatement may waive certification or reinstatement upon giving a reason satisfactory to the Board without losing his place upon the eligibility register. If the reasons assigned are not satisfactory to the Board, or the eligible applicant refuses to accept a tendered appointment, then his name shall be removed from the eligibility register.

All waivers shall be filed with the Board within five days from the date of certification. In the absence of such waiver, an eligible applicant shall be removed from the register and the next person certified in his place. If within thirty days from the date of certification, the eligible applicant so removed furnishes good and sufficient reason satisfactory to the Board for his failure to report, he may be restored to the end of the eligibility list. But in the absence of any such excuse, his removal from the eligibility list at the expiration of the thirty days shall be final.  
(Ord. 1-1971 §23. Passed 1-6-71.)

#### 133.23 BOARD DUTIES IN CERTIFICATION.

In certifying to a requisition it shall be the duty of the Board to inquire into the specifications of the position to be filled and to consider its duties, responsibilities and qualifications. The Board shall make certification from the list of eligible applicants which, in its judgment, most nearly conforms to the requirements of the position.  
(Ord. 1-1971 §24. Passed 1-6-71)

#### 133.24 VACANCIES DUE TO MILITARY LEAVE.

Whenever a vacancy occurs in the classified service due to an officer or employee taking a leave of absence for enlistment or because he has been ordered into the military forces of the United States of America, the Board may fill such vacancy by temporary appointment of a person on an eligible list for the position, should such a list be in existence. The duration of any such appointment shall be for the period of the leave of absence, and for not more than sixty days thereafter. The leave of absence shall be automatically terminated by death or the discharge of the employee from the military service. Within sixty days of the termination of the leave of absence by honorable discharge, the officer or employee shall be restored to his position without a loss of seniority, provided he is otherwise eligible. The name of such temporary appointees shall be retained on the eligibility register subject to Section 133.16. (Ord. 1-1971 §25. Passed 1-6-71.)

#### 133.25 TEMPORARY APPOINTMENTS.

To prevent stoppage of public business or to meet extraordinary exigencies the Mayor may make a temporary appointment to remain in force not more than thirty days and only until a regular appointment can be made under these rules. Any person whose name is on the eligibility register for a position in the classified service may accept a temporary appointment to a position in the classified service other than, or including that, for which he was examined and is eligible, without losing his place upon such register. (Ord. 1-1971 §26. Passed 1-6-71.)

#### 133.26 ASSIGNMENT TO DUTY.

All persons appointed to or promoted in the classified service shall be assigned to and perform the duties of the position to which he is appointed or promoted. In case of an emergency an employee may be temporarily assigned without extra pay to other than his regular duties, but no such assignment shall be for a period of more than sixty days without the written consent of the Board. (Ord. 1-1971 §27. Passed 1-6-71.)

#### 133.27 CHANGE OF ADDRESS.

It is incumbent upon applicants and persons whose names are placed upon an eligibility register to notify the Board of any change of address while they are applicants or awaiting reinstatement or while their names remain on such register. (Ord. 1-1971 §28. Passed 1-6-71.)

#### 133.28 EXPIRATION OF REGISTERS; TIME EXTENSION FOR MILITARY SERVICE.

No name shall remain upon the eligibility register for more than two years. However, if a person whose name is on the eligibility register enlists or has been, or may be in the immediate future, ordered into the military service, and his name is reached on the eligibility register and because of such service or prospective service he is unable thereby to accept the appointment, his name shall be retained on the eligibility register and his eligibility extended for one year after honorable discharge from the service or for the period of his original eligibility, whichever is the longer. (Ord. 1-1971 §29. Passed 1-6-71.)

### 133.29 ELIGIBILITY FOR PROMOTION.

No person shall be examined for promotion in the classified service until he has served at least one year in the Erie Bureau of Police in the rank from which promotion is sought. However, in the initial examination, a person who has served in the grade of Sergeant for a period of three years or more may take the examination for Lieutenant and/or Captain. No person who is not a Class A patrolman or higher shall be eligible. (Ord. 1-1971 §30. Passed 1-6-71.)

### 133.30 METHOD OF PROMOTION.

Promotions in the classified service shall be made on the basis of ascertained merit, examination and seniority in service. All examinations for promotions shall be competitive among such members who have served the next lower rank who desire to submit themselves to such examination. In all cases where it is practicable, vacancies in a rank higher than the lowest shall be filled by promotion.

Separate qualification tests shall be given for promotions to or within the uniformed and investigation divisions.

An eligible candidate may take one test at no charge. Should he elect to take more than one test he will be expected to reimburse the City for the actual cost of the other test or tests. (Ord. 1-1971 §31. Passed 1-6-71.)

### 133.31 CAUSE FOR DISCIPLINARY ACTION.

If an employee's conduct falls below a desirable standard, he may be subject to disciplinary action. Improper conduct subjecting an employee to disciplinary action includes, but is not limited to:

- (a) Failure to follow the orders of one's supervisor or department head;
- (b) Being absent from duty without permission or failure to report to the supervisor or department head when absent;
- (c) Being habitually absent or tardy;
- (d) Failure to perform assigned duty in an efficient manner;
- (e) Being wasteful of material, property or working time;
- (f) Inability to get along with fellow employees so that performance is hindered and not up to required levels;
- (g) Drinking on duty or arriving on duty under the influence of alcohol or narcotics;
- (h) Conduct which is unbecoming a police officer; or
- (i) Any criminal offense. (Ord. 1-1971 §32. Passed 1-6-71.)

### 133.32 SUSPENSIONS.

Suspensions shall be authorized and handed down for proven infractions of the departmental discipline code. Any authorized suspension shall be noted in the offending officer's service record and shall result in a loss of points as indicated in Section 133.13 when that officer is considered for promotion or demotion. Suspensions of more than one day but less than eleven days may be recommended by any immediate superior officer of the rank of Sergeant or higher, but may not be imposed without the approval of the Director of the Department of Public Safety.

A suspension of more than three days or an accumulation of five or more days of suspension in a sixty-day period may be appealed to the Board within thirty days of the



date of suspension. The Board shall have the authority to overrule any suspension determined to be capricious or unjust, to order the officer in question reinstated with or without loss of pay and to order or not order the suspension removed from the officer's service record. Any suspension in excess of ten days shall be governed by the provisions of the Third Class City Code. (Ord. 1-1971 §33. Passed 1-6-71.)

#### 133.33 DEMOTIONS.

No officer or noncommissioned officer holding rank as a result of examination under this article shall be demoted without recourse to a formal hearing by the Board after the demotion. The Board may order the reinstatement of the officer with or without loss of pay and the decision of the Board shall be final. (Ord. 1-1971 §34. Passed 1-6-71.)

#### 133.34 CHARGES FOR DISCHARGE.

Charges for discharge shall be filed in writing with the Board and shall state specifically the facts alleged to constitute the cause for discharge. The Board shall investigate the charges and render a report and recommendation thereto to Council. An employee in the classified service may request, in writing to Council, an investigation and hearing upon the charges as provided in the Third Class City Code. (Ord. 1-1971 §35. Passed 1-6-71.)

#### 133.35 HEARINGS.

The Board, upon notification of a request for investigation and hearing, shall cause copies of the written charges to be served personally upon the officer against whom charges are filed or shall have the same mailed to his address as shown by the records of the Board, and shall notify him of the time and place of investigation of the charges. Investigations of charges or punishment may be broad in their character and evidence may be heard upon any facts and circumstances pertinent or applicable to such charges or punishment. No such investigation shall be held less than five days after the serving or mailing of notice. (Ord. 1-1971 §36. Passed 1-6-71.)

#### 133.36 CONTINUANCES.

The Board may, in its discretion, grant continuances of investigation of charges at the request of the officer so charged, but in case any such circumstance causes the postponement of a hearing beyond thirty days, a waiver of salary during such continuance beyond the thirty-day period shall be required. (Ord. 1-1971 §37. Passed 1-6-71.)

#### 133.37 FINDINGS AND DECISION.

The findings and decision of the Board following an investigation of charges shall be preserved by the Secretary and notice of the findings and decision shall be sent to the department head or employing officer for enforcement. (Ord. 1-1971 §38. Passed 1-6-71.)

#### 133.38 RESIGNATIONS.

Any employee who has resigned in writing may, within thirty days, with the consent of and after investigation by the Director of the Department of Public Safety and the Board, withdraw his resignation and be restored to the position vacated if it is still vacant or filled by a temporary employee. If the position is not vacant, he may, with the consent of

the Director of the Department of Public Safety and the Board, have his name placed at the top of the eligibility list for the class of position from which he resigned.  
(Ord. 1-1971 §39. Passed 1-6-71.)

#### 133.39 LEAVES OF ABSENCE.

The Director of the Department of Public Safety may grant leaves of absence to any officer who has been in the classified service for not less than six months for such period as he sees fit not exceeding one year. An immediate report of such leave of absence and the reasons therefor shall be made to the Board. No leave of absence shall exceed one year, except as provided by other laws. (Ord. 1-1971 §40. Passed 1-6-71.)

#### 133.40 REINSTATEMENTS AFTER LEAVES OF ABSENCE.

Upon the expiration of a leave of absence, an officer shall report to the Director of the Department of Public Safety and be reinstated in his former position, unless the position in the meantime has been filled by certification from an eligibility register in which case he shall be reinstated only when a vacancy in the position of the same class, rank and character of work and approximate salary exists, and in order of his seniority or certifications.  
(Ord. 1-1971 §41. Passed 1-6-71.)

#### 133.41 METHODS OF REINSTATEMENT.

Whenever a vacancy occurs in any position of the classified service, the Board shall, before any new certification is made from an eligibility register, reinstate in the same class in which he was formerly employed, any person who has been appointed under its rules and who had been temporarily separated from the classified service, and his seniority of service shall be governed by the date of his original appointment, subject however, to re-examination if deemed advisable by the Board. (Ord. 1-1971 §42. Passed 1-6-71.)

#### 133.42 RETIREMENT.

Retirement from the Bureau of Police shall be mandatory at age sixty-five or at such age that the officer becomes eligible for full Social Security benefits through either age or disability.  
(Ord. 1-1971 §43. Passed 1-6-71.)

#### 133.43 LAYOFFS AND REINSTATEMENT.

Whenever it becomes necessary through lack of work or funds or for other good cause to reduce the force in any employment the person who was last certified to such employment shall be the first laid off. Persons laid off in accordance with the foregoing procedure shall be entitled to have their names placed at the top of a reinstatement list, according to the seniority of their certification. Such reinstatement lists shall take precedence over eligibility lists.  
(Ord. 1-1974 §44. Passed 1-6-71.)

#### 133.44 ABOLITION OF OFFICE.

When any office is abolished the incumbent of that office shall be placed on a reinstatement eligibility list for such position should the same be recreated within a period of two years. However, the abolishment of any office filled by promotion shall constitute a demotion of such incumbent to the next lower office then in existence.  
(Ord. 1-1971 §45. Passed 1-6-71.)

#### 133.45 DISTINGUISHED SERVICE MEDAL; MEDAL OF HONOR.

After five years service, a police officer of any rank shall be eligible for the departmental Distinguished Service Medal. Requirements for this award include exemplary conduct during the nominee's service tenure, the receipt of laudatory commendations from his superiors or outside agencies he may have assisted and above average dedication to and performance of his assigned duties. Nominations for the departmental Distinguished Service Medal or the Medal of Honor shall be studied by the Board, the nominee interviewed and the nomination approved or rejected. Presentation shall be made by the Mayor.

A police officer of any rank or tenure shall be eligible for the departmental Medal of Honor. It shall be conferred for conspicuous acts of personal bravery in the performance of duties. Nominations for the departmental Medal of Honor shall be studied by the Board, the nominee interviewed and the nomination approved or rejected. Presentation shall be made by the Mayor. (Ord. 1-1971 §46. Passed 1-6-71.)

#### 133.46 SPECIAL TRAINING.

Selection of appointees to the FBI Academy or other special courses financed by the City shall be confined to the commissioned and noncommissioned officer ranks and shall be awarded to the commissioned or noncommissioned officer who scores highest in the proficiency tests related to the specific course to be attended; i. e., general police procedure, investigation, traffic, etc. (Ord. 1-1971 §47. Passed 1-6-71.)

#### 133.47 ENACTMENT AND IMPLEMENTATION.

Within one year of the enactment of this article (Ordinance 1-1971, passed January 6, 1971) all officers subject to classification shall be examined for the grade they presently hold. Those receiving a passing grade within two consecutive examining periods shall retain their positions. An officer failing to receive a passing grade within two consecutive examining periods shall be demoted to the next lowest grade and shall be examined for this position within one year of his demotion. If vacancies do not exist within that next lowest grade, the individual may be assigned to a grade below that to which he would have been assigned, but shall receive the salary of that position to which he would have been assigned had a vacancy been existent. (Ord. 1-1971 §48. Passed 1-6-71.)

#### 133.48 SEVERABILITY.

The provisions of this article are severable and if any provision, sentence, clause, section or part thereof is held illegal, invalid, unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity, unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of the article or their application to other persons and circumstances. It is hereby declared to be the legislative intent that this article would have been adopted if such illegal, invalid or unconstitutional provision, sentence, clause, section or part had not been included therein and if the person or circumstances to which the article or any part thereof is inapplicable had been specifically exempted therefrom. (Ord. 1-1971 §49. Passed 1-6-71.)

## INITIATIVE AND TENURE RULES

### GENERAL PROVISIONS

#### 133.51 ESTABLISHMENT OF BOARD.

See Section 133.01(b) for Police Initiative and Tenure Board composition.

#### 133.52 PURPOSE OF THESE RULES.

These rules set forth the principles and procedures that are to be followed by the Police Initiative and Tenure Board in its personnel program to the objective that the Bureau of Police and its sworn employees may have the assurance that personnel shall be dealt with on an equitable basis and that the residents of the City may derive the benefits and the advantages which can be expected to result from a competent Police Bureau.

It is the purpose of these rules to clarify the provisions of the Police Initiative and Tenure Ordinance and to establish uniform procedures which will govern all administrative actions concerning all the various personnel activities and transactions assigned to the Board by this article. These rules shall:

- (a) Assure that personnel problems shall be treated consistently;
- (b) Assure that each supervisor and each sworn employee is aware of his responsibilities in making the Police Initiative and Tenure Ordinance work;
- (c) Clarify the interpretations the Mayor, Council and the Board intend for the various enabling provisions of this article. (Ord. 42-1971 §1. Passed 6-30-71.)

#### 133.53 DEFINITIONS.

The following definitions set forth the meanings to be given to the terms used in these rules and regulations, except where the context in which their use clearly indicates that another meaning is intended.

- (a) "Applicant" means any sworn employee of the Bureau of Police who is applying to take a promotional examination.
- (b) "Appointment" means the act of assigning a sworn employee to a vacant position in the Bureau of Police. Appointment may be either promotional, temporary, emergency, demotion, reinstatement or re-employment.
- (c) "Ascertained merit" means the quality of an employee's performance, as measured by a job performance evaluation made pursuant to Section 133.124.
- (d) "Candidate" means any sworn employee who has applied for a promotional examination and who has had his application approved by the Police Initiative and Tenure Board and has entered into the examination process.
- (e) "Certification" means the act of the Board, through its President, of submitting to the Chief of Police names of persons who are eligible for promotion to vacant positions in the Bureau of Police above the rank of patrolman and requiring sworn employees.
- (f) "Classification" means the grouping of positions in the Bureau of Police into ranks, so that one job description can be used for all of the positions, so that they can all be paid at the same rate of pay, and so that one promotional examination can be developed for fairly testing the merit and fitness of persons seeking promotion to the rank.

- (g) "Continuous service" means employment with the Bureau of Police uninterrupted by either resignations, dismissals or lay-offs. In computing continuous service, time spent under suspension from the Bureau of Police and time spent on authorized leave of absence, except authorized military leave of absence, shall not be counted in computing the length of continuous service, provided that the length of such leave of absence or suspension exceeds thirty calendar days.
- (h) "Eligible" means any candidate for promotion who has successfully passed all parts of the promotional examination and whose name appears on an eligible list.
- (i) "Eligible list" means a list, prepared by rank by the Board, showing the names and addresses of both present and former sworn employees who can properly be considered by the Mayor for appointment to vacancies in ranks above the rank of patrolman. Eligible lists may be either promotional, lay-off, reinstatement or military.
- (j) "Examination part" means a subject upon which the candidates are to be examined, in promotional examinations, with weight given to each part by the Board to represent its value in determining a general average representative of the candidates ability to perform in such rank.
- (k) "Fitness" means soundness in health and the physical ability of an applicant to perform the duties of the ranks for which he has applied.
- (l) "Minimum passing score" means the raw, unconverted score of any part of an examination determined by the Board to be the lowest possible score a candidate can attain and still continue in the examination process.
- (m) "Position" means the set of duties and responsibilities within the Bureau of Police that are to be performed by a single sworn employee. All positions are classified in one of the various ranks established by Council. Positions may be either vacant or filled by the appointment of a sworn employee.
- (n) "Police Initiative and Tenure Board" means the Board of seven members specified by Section 133.01 and hereinafter referred to as the Board.
- (o) "Police Initiative and Tenure Ordinance" means Ordinance No. 1-1971 adopted January 6, 1971 (Sections 133.01 to 133.48) as amended by Ordinance 42-1971 adopted June 30, 1971 (Sections 133.51 to 133.124) and referred to together as this article.
- (p) "Promotion" means the act of being appointed to a position in a rank higher than the rank presently held, after competition in a promotion examination and certification from a promotion eligible list.
- (q) "Rank" means a position or group of positions identified by Council as being so similar in makeup that they can be described by one job description, appropriately paid one salary rate and properly examined for by one promotional examination.
- (r) "Sworn employee" means a member of the Bureau of Police appointed to a position, the duties of which require the person to take the oath of office of a police officer.
- (s) "Status" means a condition that accrues to a sworn employee by virtue of filling certain requirements established by law, ordinance or these rules. A sworn employee can either have temporary status, emergency status, probationary status or tenure.
- (t) "Tenure" means that a sworn employee has met all of the requirements of the rank to which his position is assigned and he can only be removed involuntarily from that rank for cause and he has full rights of appeal.  
(Ord. 42-1971 §1. Passed 6-30-71.)

#### 133.54 POSITIONS COVERED BY THESE RULES.

The classified service shall comprise all positions requiring sworn personnel in the Bureau of Police now existing or hereafter created. The classified service is divided into exempt and nonexempt service.

- (a) The exempt service shall consist of the Chief of Police and the Inspectors.
- (b) The nonexempt service shall comprise all other ranks, now existing or hereafter created, not specifically included in the exempt service.  
(Ord. 42-1971 §1. Passed 6-30-71.)

#### 133.55 STATUS OF PRESENT SWORN EMPLOYEES OF THE BUREAU OF POLICE.

Each present sworn employee who held an office or position above the rank of patrolman in the nonexempt classified service on January 6, 1971, the effective date of the Ordinance, shall, within one year of the date of that Ordinance, be examined with a qualifying examination for the rank he held on that date.

Those sworn employees attaining a passing grade on the qualifying examination shall be given tenure in the rank held, effective January 6, 1971, as provided in these rules.

The qualifying examination for each rank shall be developed in accordance with the general examination provisions established by these rules, except that:

- (a) Any candidate who passes a regular promotion examination for a rank shall be deemed to have passed the qualifying examination for that rank and for any lower rank.
- (b) The qualifying examination shall be held separately from the regular promotional examination for the same rank.
- (c) The written part of the qualifying examination shall test only those knowledges required for the rank held by the sworn employee.
- (d) Before the identity of the qualifier is known, the Board shall establish the passing grade for the qualifying examination, based on a detailed analysis of the overall knowledge level of the present incumbents, and this passing grade need not be seventy percent of the total possible score.
- (e) Each sworn employee of the Bureau of Police shall be allowed to take two such qualifying examinations, within one year after January 6, 1971, before being demoted in accordance with Section 133.47. When a candidate fails two consecutive qualifying examinations and is demoted to a lower rank, the Board may consider his last qualifying test as suitable for examining him for the rank to which he was demoted and may qualify him for that rank, based upon his score on this test, without requiring him to submit to another qualifying examination. In no case will a sworn employee be demoted more than one rank through his failure to pass a qualifying examination. If there are no vacancies in the next lower rank, the demoted employee will be assigned to the position occupied by which each sworn employee is eventually promoted as a replacement for the demoted member and he shall be given tenure in that rank. (Ord. 42-1971 §1. Passed 6-30-71.)

#### 133.56 CLASSIFICATION OF POSITIONS.

The ranks in the Bureau of Police and the line of promotion shall be as below listed, or as amended either by addition or deletion by Council.

- (a) Chief of Police.
- (b) Inspector.

- (c) Captain.
- (d) Lieutenant.
- (e) Sergeant and Detective Sergeant.
- (f) Patrolman.

The ranks of radio technician and corporal are not in the line of promotion and shall be filled by promotion from patrolman. Because special skills are required by the duties of radio technician, the Board may authorize the Chief to appoint civilian radio technicians from outside the Bureau of Police.

The Chief shall submit to the Board a written job specification for each rank. The job specification shall consist of a title; a written explanation, in paragraph form, of the generalized description of duties and responsibilities of all positions in the rank; a fairly comprehensive, but not necessarily complete, listing of specific duties performed by representative positions in the rank; and a statement of knowledges, skills and abilities that should be possessed by persons holding positions in the rank.

Whenever a new rank is created by Council, the Chief shall submit to the Board a written job specification for the new rank before any examination is announced for any rank. (Ord. 42-1971 §1. Passed 6-30-71.)

#### 133.57 CHANGES IN COMPENSATION.

The changing of the compensation paid all positions in any rank shall not affect the status of any incumbent with tenure in that rank.

If Council increases the compensation for certain positions in a rank, but not all positions in that rank, the Chief shall provide the Board with a job specification for its specific positions whose compensation is increased. The Board shall review the duties of these positions and, if they determine that the change in duties requires a different examination, they shall determine that a new rank has been created and that a new examination shall be held, pursuant to these rules. (Ord. 42-1971 §1. Passed 6-30-71.)

#### 133.58 CHANGES IN DUTIES.

Whenever the Chief of Police feels that the changes in the duties of a specific position or positions are such to warrant the creation of a new rank, he shall submit a complete position description for the position or positions in question to the Board. The Board shall compare the new position description with the existing specification for the present rank. If the Board feels a new rank is justified, it shall request Council to create such a rank by ordinance. (Ord. 42-1971 §1. Passed 6-30-71.)

#### 133.59 AMENDMENT TO THESE RULES.

The rules may be amended, including rescinded in whole or in part, by the following procedure:

- (a) Text of the proposed amendment shall be presented in full at a legally held meeting of the Board. Tentative approval shall be by the majority of the members of the Board present and voting.
- (b) If so tentatively approved, the text of the amendment shall be spread in full upon the minutes of the meeting and the Board shall schedule a second meeting, for adoption, which shall be at least one week after the first meeting. Each member of the Board shall be immediately notified in writing by the Secretary of the substance of the proposed amendment and the time and date fixed for its final consideration.

- (c) At the second meeting, legally constituted, adoption of the amendment shall be by a majority vote of the members present and voting.
- (d) If so adopted, the amendment shall be delivered to the Mayor for his consideration. He shall approve or disapprove within thirty calendar days after the amendment is delivered to him. In the event that he has not disapproved the amendment within that time limit, the amendment shall be considered to be approved.
- (e) At the same time that the amendment is sent to the Mayor, a copy of the amendment shall be sent to Council. They shall approve or disapprove within thirty calendar days after the amendment is delivered to them. In the event that they have not disapproved the amendment within that time limit, the amendment shall be considered to be approved.
- (f) On approval by both the Mayor and Council or upon the passage of the thirty day time limit without disapproval, the amendment shall become effective.  
(Ord. 42-1971 §1. Passed 6-30-71.)

#### ORGANIZATION

##### 133.60 POLICE INITIATIVE AND TENURE BOARD DUTIES.

The Board shall be responsible to the Mayor and Council for the administration and technical direction of the Police Bureau's personnel program and shall:

- (a) Administer and enforce the provisions of these rules.
- (b) Administer such promotion examinations as they deem necessary to provide an adequate supply of competent eligibles to meet the promotion needs of the Police Bureau.
- (c) Provide such forms and procedures that are necessary and appropriate for carrying out the personnel program.
- (d) Represent the public interest in the improvement of personnel administration in the Police Bureau.
- (e) Advise Council and the Mayor on problems concerning personnel administration within the Police Bureau.
- (f) Prepare and submit an annual report to Council regarding the work of the Board.
- (g) Prepare and recommend such amendments to these rules as may be necessary or advisable to carry out the intent and purpose of the Police Bureau's personnel program. (Ord. 42-1971 §2. Passed 6-30-71.)

##### 133.61 ORGANIZATION OF THE BOARD.

At its first official meeting, the Board shall elect, from amongst its members, a President, a Vice President and a Secretary. The terms of office of the President, the Vice President and the Secretary shall run concurrently and shall be for a period of one year. All official documents of the Board, including minutes of meetings, announcements of examinations, certifications, eligible lists, etc. shall be considered effective when signed by the President and attested to by the Secretary. (Ord. 42-1971 §2. Passed 6-30-71.)

##### 133.62 MEETINGS OF THE BOARD.

See Section 133.03 for Board meetings.



### 133.63 QUORUM.

Four members present shall constitute a quorum for the transaction of business for any meeting for which proper notice has been given. (Ord. 42-1971 §2. Passed 6-30-71.)

### 133.64 VOTING.

All business transacted shall be by a majority vote of the members present and voting. The vote, or abstention, of each member in each vote taken shall be recorded by name in the minutes of the meeting. (Ord. 42-1971 §2. Passed 6-30-71.)

### 133.65 MINUTES OF MEETINGS.

The Secretary shall prepare the minutes of each meeting and shall forward copies to the members with the notice of the next meeting or at an earlier date. The minutes of each meeting shall be approved with or without corrections by majority vote at the next succeeding meeting. (Ord. 42-1971 §2. Passed 6-30-71.)

## PROMOTION EXAMINATIONS

### 133.66 ANNOUNCEMENTS.

Bureau-wide notice of all vacancies in the nonexempt service, by rank, shall be given at least two weeks in advance of the last date for filing applications, by posting of an official announcement on all Bureau bulletin boards and by placing a copy of such announcements in the mailbox of each sworn employee of the Police Bureau. The Chief of Police shall be responsible for seeing that each employee on leave away from the Bureau be mailed a copy of the announcement at his temporary address.

This official announcement shall contain a clear statement of the following information:

- (a) The name of the rank for which the examination is being held.
  - (b) The minimum requirements to compete for the promotion.
  - (c) The various parts that will make up the examination and the weights that will be assigned to each part.
  - (d) How each competitor's final score will be computed.
  - (e) The passing mark required, if any, on each part of the examination.
  - (f) If a written test is to be a part, a listing of printed materials suggested for study purposes and on which a majority of the written test questions will be based.
  - (g) The subject matter areas that will be tested by the written test, and the traits that will be rated by the oral interview when such parts are used.
  - (h) As much as possible, a statement of the date, time and place where the various parts of the examination will be held.
  - (i) The last date and time for filing applications and place of filing.
- (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.67 FILING OF APPLICATIONS.

Each person who wishes to compete in a promotion examination must file a written application in the form prescribed by the Board. The application must be filed with the Secretary of the Board before the time limit fixed by the announcement. (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.68 ELIGIBILITY FOR EXAMINATIONS.

The minimum requirement for eligibility to compete in a promotion examination shall be as follows:

- (a) To compete for the rank of sergeant, each applicant must have completed at least two and one-half years of service as a sworn member of the Police Bureau.
- (b) To compete for any rank above sergeant, each applicant must have completed at least one year of service in the rank next lower than the rank for which he is competing, except that in the first promotion examination given under these rules, an applicant who has completed three years of service in the rank of sergeant may compete for both the ranks of lieutenant and captain.

Eligibility for any examination shall be determined as of the last date for filing applications for that examination. (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.69 REJECTION OF APPLICATIONS.

The Board shall reject the application of any applicant when it has determined:

- (a) That the application was not filed with the Secretary of the Board within that period specified by the official announcement.
- (b) That the application was not filed on the prescribed form.
- (c) That the applicant does not meet the eligibility requirement set forth in the official announcement.
- (d) That the applicant, after sufficient notification, did not promptly present himself at the time and place designated for each part of the examination.
- (e) That, upon official request of the Chief of Police, the applicant has a work record with the Police Bureau not consistent with the standards expected of potential promotable applicants. The Board shall require that the Chief of Police substantiate a request of this nature with evidence of written reprimands, with completed performance evaluation sheets or with formal records of suspensions and other disciplinary action.

Whenever an applicant is rejected, written notice of such rejection and the reasons for the action shall be given to the applicant. (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.70 PROMOTION EXAMINATIONS.

All promotions to positions in the nonexempt service shall be made on the basis of the relative merit and fitness of the applicant, which shall be ascertained by a promotion examination which shall be prepared by, or under the direction of, the Board.

The Board shall have the authority to retain a professional testing service for the preparation and grading of the tests involved.

All examinations shall be competitive, shall be fair and impartial and shall relate to those matters which will fairly test the capacity and fitness of the applicants to discharge competently the duties of the rank for which they are competing.  
(Ord. 42-1971 §3. Passed 6-30-71.)

### 133.71 PARTS OF AN EXAMINATION.

The Board shall determine separately for each examination which one or ones of the following parts shall make the examination:

- (a) A written test.
- (b) An oral test or interview.
- (c) A medical examination.

- (d) A psychiatric examination.
- (e) A rating of job performance (efficiency).
- (f) A rating of total past service with the Police Bureau and time in grade (seniority).
- (g) A rating of formal police training, college courses and awards.

A promotion examination may take into consideration such factors as education, experience, aptitude, knowledge, motivation and drive, physical fitness and any other qualifications and attributes which, in the judgment of the Board, enter into a determination of the relative fitness of the applicants. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.72 CONCEALMENT OF CANDIDATES' IDENTITIES.

The identity of every candidate taking a promotion written test shall be concealed from the Board by the use of a numbered identification sheet. This identification sheet shall be filled in and signed by the candidate and sealed into an identification envelope before he commences the written part of the examination. The identification envelopes shall not be opened until all written test papers have been completely rated and the Board has determined the minimum passing score for the examination. Any applicant whose written test answer paper carries his name or any other unauthorized identifying mark, and any applicant who reveals his identification number to any member of the Board or to any person or persons assisting the Board shall be disqualified and the applicant so notified. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.73 DETERMINING EACH PART OF THE EXAMINATION.

Any part of the promotion examination for any rank may be either qualifying, that is, scored only on a pass or fail basis, or ranking, that is, scored on a numerical basis. For each examination, the Board shall determine whether each part is to be scored on a qualifying or ranking basis and shall so specify in the official announcement. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.74 WEIGHTS OF PARTS.

In any examination in which there is more than one ranking part, the Board shall determine the weight to be assigned to each part. The weight shall be stated as, or equated to, a percentage so that the total of the weights for all ranking parts shall equal 100 percent. Each part and the weights assigned shall be specified in the official announcement of the examination. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.75 RATING THE RANKING PARTS OF AN EXAMINATION.

The Board may, at its discretion, require that each candidate pass separately any of the parts of the examination, except seniority and formal police training, etc., in order to compete in subsequent parts of the examination.

Each ranking part of the examination, except seniority and ratings for formal police training, college courses and awards, shall be rated independently on a scale of zero to 100 with 100 for maximum possible attainment, or for the highest score attained, and seventy for the required minimum passing score, and zero for the lowest possible score or the lowest score attained. Seniority and formal police training, etc. will be rated on a scale of seventy for the lowest possible score and 100 for the highest possible score. (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.76 FRAUD IN EXAMINATION.

See Section 133.16 for fraud in examination.

### 133.77 THE WRITTEN TEST.

Whenever the Board decides that a written test shall be part of the examination, it shall make sure that the test questions sample fairly the knowledge required for successful performance in the rank under examination. (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.78 DETERMINING THE MINIMUM PASSING SCORE.

For each written test, the Board shall determine the minimum passing score either:

- (a) After the candidates' answer sheets are scored and before any candidates' identity is known to the Board; or
- (b) Before the examination is announced.

The minimum passing score determined or the decision to set the minimum passing score after scoring, shall be stated in the announcement of the examination.

When the minimum passing score of a part is determined after the candidates' answer papers are scored, the Board shall determine the appropriate minimum passing score, using appropriate scientific techniques and procedures, and taking into consideration the overall quality of the candidates competing, the parts of the examination to follow and the number of vacancies anticipated in the rank during the life of the list. This passing score on a written test shall be determined before the candidates' identification envelopes are opened. (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.79 CONVERTING RAW SCORES.

Whenever the Board establishes a minimum passing score which is other than seventy percent of the number of questions, it shall convert the scores of the candidates to a scale of seventy to 100, so that the minimum passing score equals seventy and, either the maximum possible attainment on the test or the highest score attained for any candidate, equals 100. The scores of failing candidates on the written test need not be converted and shall be reported to the candidate in terms of raw scores and the candidate should also be notified of the minimum passing score. (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.80 REVIEW OF PAPERS.

Any candidate who competes in a written part of an examination, as provided by these rules, shall have the right to review his answer sheet and a copy of the examination which shows the correct answer to each question. This review shall be held within seven calendar days after the administration of the written test and shall be held under the supervision of a member of the Board.

Every candidate reviewing test papers is expressly forbidden from copying any substantive part of any question used on the test, excepting that he may take brief notes that will enable him to research source documents. All such notes taken by the candidates during the review period shall be reviewed and approved by a Board member before the candidate is allowed to take such notes with him. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.81 WRITTEN TEST APPEALS.

A candidate shall be allowed to appeal the answer to a written test question to the Board within fourteen calendar days from the date of the test. A candidate shall be allowed to present any documentation to the Board to support his appeal. The Board shall consider all such appeals and, if it deems justified, make necessary corrections in what will be considered the correct answer(s) to each question. This shall be done before the final scores are assigned the candidates and the passing score determined. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.82 ORAL INTERVIEWS.

Whenever the Board decides that an oral interview shall be part of the examination process, it shall prescribe the rating members of the Oral Interview Board. The Oral Interview Board members may be selected either from within or without the Bureau, except that no member of the Police Bureau shall serve on an Oral Interview Board unless he is in a rank higher than the rank being examined and a majority of the Board must be involved in work with the police profession. In addition, only one member of the Board may serve as an Oral Interview Rater on any single examination. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.83 RATING THE ORAL INTERVIEW.

The traits to be rated on the oral interview shall be set forth in the announcement and each trait shall be rated on a form and in a manner prescribed by the Board. On all oral interviews, a score of seventy shall be established as the minimum passing score for the oral interview and shall reflect performance that is just barely acceptable for consideration for promotion to the higher rank. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.84 MEDICAL EXAMINATION.

The Board may determine the fitness of applicants to compete for promotion by either requesting a certification from the Chief of Police as to the fitness of the applicants or by requiring medical examination by a qualified doctor.

Whenever the Board determines that a medical examination shall be part of the examination process, it shall employ the doctor or doctors who will examine the applicants. All costs of medical examinations conducted by a doctor specified by the Board shall be borne by the Board. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.85 REJECTION FOR UNFITNESS.

Any applicant who is rejected as being unfit by the Board's doctor may, at his own expense, submit a report to the Board from a doctor of his own choice. The decision of the Board, after reviewing both reports, shall be final. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.86 PSYCHIATRIC EXAMINATION.

The Board may determine the emotional stability and mental health of an applicant by either requesting a certification from the Chief of Police as to the character and mental health of the applicant, or by requiring that each applicant submit to a psychiatric examination.

Whenever the Board determines that a psychiatric examination shall be a part of the examination, it shall employ the doctor or doctors who will examine the applicant. Such doctor shall be either a psychiatrist who is Board eligible or Board certified by the American Board of Psychiatry and Neurology or a clinical psychologist, certified under the program administered by the Pennsylvania Psychological Association, affiliated with the American Psychological Association. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.87 REJECTION FOR CHARACTER.

Any applicant who is rejected as being unfit by the Board's doctor may, at his own expense, submit a report to the Board from a doctor of his own choice. The decision of the Board, after reviewing both reports, shall be final. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.88 SENIORITY.

The Board shall include in each examination a rating for seniority, which shall include a rating for total continuous service in the Police Bureau and may include a rating for total continuous service in the rank from which promotion is sought.

A rating for seniority shall be initially computed in the form of additional points as follows:

- (a) One point for each year of continuous service in the Police Bureau, up to a maximum of twenty points.
- (b) Plus, one additional point for each year of continuous service in any rank, above the rank of patrolman, from which promotion is sought, up to a maximum of five points.

These point totals for each candidate shall be converted to a scale of seventy to 100 and added to the scores of passing candidates in accordance with the weights assigned in the announcement. The converted score seventy shall be for the least allowable years of seniority and 100 for the highest allowable years. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.89 EFFICIENCY RATING.

When the Board decides that a rating for efficiency shall be part of the examination, it shall use the ratings developed by the performance evaluation system, established by Section 133.124 of these rules. The ratings of efficiency shall be on a scale of one to 100, with a rating of seventy reflecting a candidate whose job performance is just barely acceptable, that is, an applicant whose performance on his present job is at the level where he is not so bad as to require demotion, but if he were a new applicant for the rank, he would not be appointed. (Ord. 42-1971 §3. Passed 6-30-71.)

#### 133.90 FORMAL POLICE TRAINING, COLLEGE COURSES AND AWARDS.

Whenever the Board determines that a rating for formal police training, college course work or awards will be used as a part of the examination, it shall initially use the point schedule set forth in Section 133.13. These points, for each candidate, shall be converted to a scale of seventy for no points and 100 for the highest number of points accumulated by a candidate. The converted rating for formal police training, college courses and awards shall only be added to the scores of passing candidates in accordance with the weights assigned in the announcement. (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.91 GENERAL AVERAGE SCORE.

In order for a candidate's name to appear on an eligible list, he must attain a passing score on each part which candidates are required to pass separately, and also a general average score of at least seventy percent on all ranking parts of the examination.

An applicant's general average score shall be computed by multiplying his score, on each ranking part of the examination by the weight assigned in the official announcement for that part, and dividing this quotient by 100, the sum of the weights of all the ranking parts of the examination. (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.92 POSTPONEMENT AND CANCELLATION OF EXAMINATIONS.

Any examination or any part thereof may be canceled or postponed by the Board and each applicant shall be notified of the cancellation and the reason for the action. (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.93 NOTIFICATION OF RESULTS.

Each candidate who competes in any part of an examination shall be given written notice on his score on that part. Each candidate who passes the entire examination shall be given written notice, which shall include his score on each part and his rank on the eligible list. Such notice shall be given after the eligible list is officially established, but, at the discretion of the Board, may be given to all candidates simultaneously at an earlier date. (Ord. 42-1971 §3. Passed 6-30-71.)

### 133.94 PROBATIONARY PERIOD.

The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective judgment of how the employee adjusts to his new rank and for rejecting any employee whose performance does not meet the required work standards.

Every employee receiving a promotion, except employees reinstated or demoted, shall first attain probationary status and serve a probationary period of six months, starting from the date of appointment. Two weeks before an employee's probationary period is ended, the Chief of Police shall certify to the Board, in writing, whether or not the employee shall be given tenure or shall be returned to his old rank and a new certification sought. Employees who fail their probationary period and are returned to their old rank have no appeal for this action.

An employee who successfully passes his probationary period shall be given tenure in the rank and shall only be removed from that rank in accordance with the provisions of the these rules. An employee promoted retains tenure in his old rank until he successfully passes his probationary period. (Ord. 42-1971 §3. Passed 6-30-71.)

## ELIGIBLE LISTS, CERTIFICATIONS AND APPOINTMENT

### 133.95 ELIGIBLE LIST.

The Board shall establish and maintain such eligible lists for each rank as are necessary to meet the needs of the Police Bureau. Each such list shall contain the names and address of each applicant who passed the examination, his final average scores and his rank on the list. (Ord. 42-1971 §4. Passed 6-30-71.)

### 133.96 TYPES OF ELIGIBLE LISTS.

The Board shall maintain by rank, as required, the following eligible lists:

- (a) A lay-off list, containing the names of persons who have been involuntarily reduced in rank or laid off. The names of persons shall appear on the list in reverse order of the date of lay-off.
- (b) A reinstatement list, containing the names of all persons who have resigned in good standing and who have requested return to the Bureau. Such names shall appear on the list in the order of their date of resignation, the most recent resignation ranked last.
- (c) A military list, containing the names of all persons certified for promotion but who could not accept promotion because of being in the military service or preparing to go into the military service. Such names shall appear on the list on the basis of the date of their first certification with the person most recently certified ranked last.
- (d) A promotional list, containing the names of all persons eligible for promotion as determined by the examination procedures established by these rules. Such names shall appear on this list in the order of their final examination score as determined by these rules. (Ord. 42-1971 §4. Passed 6-30-71.)

### 133.97 RANK ORDER ON THE ELIGIBLE LIST.

The order of names of passing candidates on the promotion list shall be determined as follows:

- (a) First, by the general average score, in descending order of scores.
- (b) Second, in the event of a tie, the tie shall be broken by placing first, the name of the eligible who filed his application first.
- (c) Third, if two or more eligibles with tied scores filed their application on the same date, the tie shall remain unbroken, the names on the eligible list shall be marked "tied" and they shall be certified together. (Ord. 42-1971 §4. Passed 6-30-71.)

### 133.98 CORRECTION OF ELIGIBLE LIST.

Whenever the Board determines that a manifest error in scoring or averaging a candidate's papers has occurred, the final average score and rank on the eligible list shall be corrected forthwith by the President by his signing a corrected list. Such corrected list shall, upon signature, replace the previous list which it corrects. All certifications from which no promotion has been made shall be withdrawn and new certifications made in accordance with the corrected list. However, the correcting of an eligible list shall not invalidate any appointment made prior to the discovery of the manifest error. (Ord. 42-1971 §4. Passed 6-30-71.)

### 133.99 POSTING OF THE ELIGIBLE LIST.

All eligible lists shall be posted as a public record in the office of the City Clerk and in the Police Bureau. (Ord. 42-1971 §4. Passed 6-30-71.)



#### 133.100 DURATION OF ELIGIBLE LISTS.

A promotional eligible list shall be in effect for at least six months and, at the discretion of the Board, may be extended for no more than eighteen additional months.

A lay-off list shall be in effect indefinitely or until all laid off personnel are returned to their rank. A person's name shall remain on a military list for a period of one year after the date of his honorable discharge from the military service. A person's name shall appear on a reinstatement list for a period of thirty days from his resignation.

The Board shall determine that an eligible list is exhausted whenever all persons thereon, who are willing to accept appointment, have been appointed.  
(Ord. 42-1971 §4. Passed 6-30-71.)

#### 133.101 PROMOTIONAL APPOINTMENTS.

Whenever a position, covered by these rules, is to be filled by promotion, the Chief of Police shall make requisition to the Board for eligibles for appointment to the rank for which the vacancy exists. Such requisition shall be upon the form provided by the Board. If certification is required, the Board shall certify eligibles promptly.  
(Ord. 42-1971 §4. Passed 6-30-71.)

#### 133.102 ORDER OF LISTS IN CERTIFICATION.

Eligibles shall be certified, in order, from eligible lists for the ranks in the following order:

- (a) First, from the lay-off list (See Section 133.116).
- (b) Second, from the reinstatement list (See Section 133.114).
- (c) Third, from the military list (See Section 133.105).
- (d) Fourth, from the promotion list.

(Ord. 42-1971 §4. Passed 6-30-71.)

#### 133.103 CERTIFYING NAMES TO FILL A VACANCY.

The Board shall certify the names of the three eligibles who stand highest on the appropriate eligible list or lists for the rank of the vacancy to be filled. If there are fewer than three names on a list other than the lay-off list, then names standing highest on the next list in order of priority shall be certified until three names are certified or until all lists for that rank are exhausted. All employees on lay-off lists shall be restored to their rank before certifications from other lists are commenced.

The names of all eligibles which remain in an unbroken tie with the third highest eligible certified shall also be certified.

All certifications shall be signed by either the President or the Secretary of the Board.

In the event that there are less than three names remaining on all lists for the rank, the Board shall certify those names remaining. The Mayor may appoint one of the eligibles certified or, at his option, may ask the Board to establish a new eligible list.  
(Ord. 42-1971 §4. Passed 6-30-71.)

#### 133.104 CANCELLATION OF APPOINTMENT.

The Board may cancel the previous promotion of an employee from an eligible list when it has determined that the employee has practiced any fraud in the examination process, as set forth in Section 133.16.  
(Ord. 42-1971 §4. Passed 6-30-71.)

### 133.105 WAIVER OF CERTIFICATION.

An eligible who has been certified or tendered reinstatement from a lay-off or reinstatement list may waive such certification or reinstatement upon giving a reason satisfactory to the Board, without losing his place on the eligible list. If the reasons assigned are not satisfactory to the Board, or the eligible refuses to accept a promotion tendered, then his name shall be removed from the eligibility list.

All waivers of certification must be filed with the Board within five days from the date of certification. In the absence of such waiver, an eligible applicant who refuses to accept a promotion tendered, shall be removed from the list and the next person certified in his place. If, within thirty list. But in the absence of any such excuse, his removal from the eligible list at the expiration of such thirty days shall be final.

Persons on authorized leaves of absence shall be notified of their certification for promotion and shall be given the opportunity to either return from leave to accept the promotion or to waive certification. If the employee decides to waive certification, he must notify the Board of such decision within a reasonable time as determined by the Board. However, the five day notification provision need not be adhered to in cases of employees on authorized leaves of absence.

Employees in the military service through authorized military leave shall be considered to have waived certification for the duration of time he is in service. Any employee in military service, who has waived certification because of his military service shall, at the expiration of the promotional eligible list upon which his name appears, have his name placed on a military eligible list. Employees shall be ranked upon such list in accordance with the date of their first waiver of certification with the employee who waived first ranked first, etc. An employee in military service, who was never certified, even though ranked on an eligible list, shall not have his name placed on the military list when the promotion list expires. (Ord. 42-1971 §4. Passed 6-30-71.)

### 133.106 PROMOTION DECISION.

The Chief of Police shall select from the eligibles certified to him and recommend to the Mayor the eligible to be promoted. The Mayor shall make all promotion appointments. The Chief shall make such recommendation within seven calendar days from the receipt of the certification. Any certification from which no promotion has been made for a period of thirty calendar days from the date it was signed shall be invalid. If the Chief of Police still desires to fill the vacancy, he must request a new certification. (Ord. 42-1971 §4. Passed 6-30-71.)

### 133.107 TEMPORARY APPOINTMENTS.

A temporary appointment may be made by the Mayor to fill a vacancy in a permanent position which results from a regular employee being on an authorized leave of absence.

Each temporary appointment shall be made, if possible, from the appropriate eligible list and shall be for a specific period. The acceptance of such a temporary appointment by an eligible shall not affect his standing on the eligible list, nor his eligibility for promotional appointment. (Ord. 42-1971 §4. Passed 6-30-71.)

### 133.108 EMERGENCY APPOINTMENTS.

In accordance with the provisions of Section 133.25, emergency appointments may be made by the Mayor in cases of riots, conflagration or other emergency which threatens the property or the general welfare of the City. An emergency appointment shall continue only during the period of such emergency and shall, under no condition, continue longer than thirty calendar days. No person shall be given emergency appointments which aggregate more than thirty days in any period of six consecutive months. (Ord. 42-1971 §4. Passed 6-30-71.)

### 133.109 DEMOTIONS.

A position may be filled by a demotion of an employee upon his own initiative or, with his concurrence, and with the approval of the Board and the Mayor. This voluntarily demoted person shall receive the same status in the new rank that he had in the rank from which he was demoted.

A position may also be filled by the involuntary demotion of any employee for inability to perform the duties of the position, such determination to be made by the Mayor upon recommendation of the Chief of Police or in accordance with the provisions of Section 133.55 of these rules. (Ord. 42-1971 §4. Passed 6-30-71.)

### 133.110 RE-EMPLOYMENT.

A position may also be filled by the re-employment of a person returning from authorized leave of absence or military leave of absence. (Ord. 42-1971 §4. Passed 6-30-71.)

## PERSONNEL POLICIES

### 133.111 LEAVES OF ABSENCE WITHOUT PAY.

An employee who has tenure may be granted a leave of absence, without pay, by the Director of the Department of Public Safety for a period not to exceed one year for any reasons determined by him to be sufficient and in the best interests of the City.

When any employee returns from authorized leave, in accordance with the provisions of these rules, he shall return to his original position with full seniority as if he had not been on leave.

Except under unusual circumstances, leave of absence without pay shall not be granted in order for an employee to take other employment not in the City service. All employees on leave without pay are subject to the provisions of these rules.

All positions vacated by authorized leaves of absence shall only be filled by temporary appointment as provided by these rules. (Ord. 42-1971 §5. Passed 6-30-71.)

### 133.112 LEAVES OF ABSENCE FOR MILITARY REASONS.

Whenever a vacancy occurs by virtue of an employee taking a leave of absence because of his enlistment or because he has been ordered into the military force of the United States, the Board may, based upon the anticipated duration of the leave, either fill the vacancy by temporary appointment or through certification.

If the vacancy is filled by a temporary appointment, the duration of any such appointment shall be for the period of such leave of absence, and for not more than sixty days thereafter. Such leave of absence shall be automatically terminated by the death or discharge

of the employee from the military service. Within sixty days of the termination of the leave of absence by honorable discharge, the employee shall be restored to his position, without a loss of seniority, provided he is otherwise eligible. The person temporarily appointed shall, as much as possible, be taken from an eligible list for the rank and any such temporary appointment shall not prohibit the employee from being certified for other vacancies and promoted.

In the case where the vacancy is filled by a promotion from an eligible list, and the employee on leave is honorably discharged from the service and, within sixty days thereafter, presents himself to the Director of Public Safety for resumption of his duties on the Police Bureau he shall, if a vacancy exists, be appointed to that vacancy. If no vacancy exists, then the employee returning from an authorized military leave shall have the right to bump the employee in that rank with the least seniority in that rank, provided either are not temporary or probationary employees who shall be bumped first. In administering the bumping provisions of this section, the same procedure as outlined under lay-off shall apply, except that no employee shall be separated from the Police Bureau because of a returning military serviceman and Council shall approve a new patrolman position if necessary.

No leave of absence shall be granted for military service to exceed the period of time of the employee's original enlistment period or to exceed the time of the employee's original call-up period. Any employee who elects voluntarily to remain in the military service after his initial period of enlistment or call-back shall be deemed to have resigned from the Police Bureau. (Ord. 42-1971 §5. Passed 6-30-71.)

#### 133.113 RESIGNATION IN GOOD STANDING.

Any employee in the classified service wishing to leave the City service in good standing shall file with the Chief of Police, at least two weeks before leaving, a written resignation stating the date resignation shall become effective and the reason for leaving. (Ord. 42-1971 §5. Passed 6-30-71.)

#### 133.114 REINSTATEMENT.

An employee who has resigned in good standing and who, within thirty days from the date of his resignation, has requested reinstatement, may have his name placed on a reinstatement list and within thirty days be reinstated.

This period of thirty days, or less, shall be considered as a temporary separation from the Police Bureau. Any resignation from the Police Bureau in excess of thirty days, shall not be considered to be a temporary separation. (Ord. 42-1971 §5. Passed 6-30-71.)

#### 133.115 RESIGNATION NOT IN GOOD STANDING.

Any employee in the classified service who resigns without giving the Chief of Police two weeks advance written notice of his resignation shall be considered to have resigned not in good standing. An employee resigning not in good standing shall not be eligible for reinstatement. (Ord. 42-1971 §5. Passed 6-30-71.)

#### 133.116 LAY-OFF PROCEDURE.

The Mayor may lay-off an employee in the classified service whenever such action is made necessary by reason of shortage of work or funds, the abolition of a position in accordance with Section 133.44, or because of change in organization. No employee with tenure shall be laid off while there is a temporary or probationary employee in the rank from which the employee with tenure is to be laid off. (Ord. 42-1971 §5. Passed 6-30-71.)

#### 133.117 ORDER IN LAY-OFFS.

In a lay-off, each rank shall be considered separately. The order in which employees shall be laid off within any single rank shall be as follows: first, temporary employees; second, probationary employees; third, employees with tenure.

The order of lay-off for any one of the three above kinds of employees shall be in reverse order of total continuous service within the rank in which the lay-off is occurring. (Ord. 42-1971 §5. Passed 6-30-71.)

#### 133.118 BUMPING RIGHTS.

Any employee with tenure, who is laid off, shall displace an employee in the next lower level rank. The determination of the employee to be displaced shall be in accordance with the order in lay-off. This bumping procedure shall be carried through the ranks so that only the least senior employees in the lowest rank are actually separated from the Bureau. (Ord. 42-1971 §5. Passed 6-30-71.)

#### 133.119 DEMOTION FOR INABILITY TO PERFORM.

When the Mayor has determined that an employee with tenure is unable to successfully perform the duties of his position, he may demote that employee to a position in a lower rank, the duties of which he is able to perform. The employee demoted shall have tenure in the new rank.

Generally speaking, demotion should only be made when the employee cannot perform the duties of his job for physical or mental reasons. If the reasons are disciplinary in nature, then a proper form of disciplinary action should be taken.

Every person so demoted, except those demoted in accordance with Section 133.55 of these rules, shall have the right to have his case investigated by the Board and to have a hearing in accordance with the provisions of these rules. (Ord. 42-1971 §5. Passed 6-30-71.)

#### 133.120 SUSPENSIONS.

Suspensions shall be authorized and given for proven infractions of the Bureau's discipline code. Any authorized suspension shall be noted in the offending officer's service record and may result in a loss of points as indicated in Section 133.13 when that officer is considered for promotion or demotion and formal police training is a part of the examination. Suspensions of more than one day but less than eleven days may be recommended by any immediate superior officer of the rank of sergeant or higher, but may not be imposed without the approval of the Director of the Department of Public Safety.

A suspension of more than three days or an accumulation of five or more days of suspensions in a sixty day period may be appealed within thirty days of the date of suspension to the Board which shall have the authority to overrule any suspension determined to be capricious or unjust, to order the officer in question reinstated with or without loss of pay, and to order or not to order the suspension removed from the officer's service record. Any suspension in excess of ten days shall be governed by the provisions of the Third Class City Code. (Ord. 42-1971 §5. Passed 6-30-71.)

### 133.121 DISMISSALS.

Any employee, with or without tenure, may be dismissed by the Director of the Department of Public Safety for good cause which shall be clearly stated in writing by the Director. With regard to an employee with tenure, no dismissal shall take effect until at least ten days from the day a written statement of reasons therefore is submitted to the Board and to the employee in question. Hearings on charges for discharge shall be held in accordance with the provisions of the Third Class City Code.

Although dismissals and other disciplinary actions may be based on other causes, any one or more of the following shall be sufficient:

- (a) Incompetency or inefficiency in the performance of duties.
- (b) Conviction of a criminal offense or of a misdemeanor involving moral turpitude subsequent to his original appointment.
- (c) Willful violation of any of the provisions of the rules and regulations of the Bureau of Police or of these rules.
- (d) Willful violation of any lawful and meaningful regulation, order or direction made or given by a superior officer, where such violations have amounted to insubordination or serious breach of proper discipline or have resulted in a loss or injury to the public or injury to a fellow employee.
- (e) Wantonly offensive conduct or language toward the public or fellow officers, or abusive public criticism of a superior or public official without first taking up such complaints through proper channels.
- (f) Carelessness or negligence in the use of City property.
- (g) Repeated failure to pay or make reasonable provisions for the payment of just debts.
- (h) Attempting to induce any officer or employee of the City to commit an act in violation of any lawful or reasonable regulation.
- (i) Hindering the regular operation of the Police Bureau or its divisions because of excessive absenteeism or by falsely claiming to be sick when physically able to work.
- (j) Failure to notify the Chief of Police, within one working day, of any suspension or the revocation of the employee's valid operator's or chauffeur's licenses. (Ord. 42-1971 §5. Passed 6-30-71.)

### 133.122 HEARINGS.

Any employee with tenure may make an appeal to the Board and request a hearing if he:

- (a) Has been suspended in accordance with the provisions of Section 133.120 of these rules.
- (b) Feels that any other provisions of these rules have been interpreted or administered to his detriment.

Any such appeal or request for hearing to the Board shall be in writing and shall set forth the action complained of and the remedy sought by the appellant. Such request shall be filed within ten working days of the date the action causing the grievance took place.

Any employee with tenure appearing before the Board may be represented by counsel or by a member of a recognized employee organization and may present witnesses and such other testimony to the Board as may support his case.

The President of the Board shall have the right to administer oaths and to subpoena records and require the attendance of witnesses at such hearings. Technical rules of evidence shall not apply at such hearings.

All decisions of the Board as to matters properly appealed to them shall be final.

These hearings shall in no way be construed to include the hearings on charges for discharge before Council, as set forth in the Third Class City Code. (Ord. 42-1971 §5. Passed 6-30-71.)

#### 133.123 DATES OF HEARINGS.

The Board shall convene a hearing within fifteen days of receiving a written request, therefore, except that by mutual consent of the parties involved, hearing dates may be postponed beyond fifteen days.

The Board shall deliver its final decision to the Director of the Department of Public Safety within ten days after the conclusion of the hearing. (Ord. 42-1971 §5. Passed 6-30-71.)

#### 133.124 JOB PERFORMANCE RATING PROCEDURE.

Job performance rating reports, relative to conduct, capacity and performance of all Police Bureau employees, shall be made no later than January 1, 1975, by the Police Bureau at least once a year on forms and in the manner prescribed by the Board.

In the case of probationary employees, the job performance rating shall be made approximately two weeks before the end of the probationary period and shall be a basis for the Chief of Police certifying to the Board the probationer's suitability or lack of suitability for the rank, in accordance with the provisions of Section 133.94.

Job performance ratings shall be administered under the general direction of a Division Inspector. The employees of each division shall be initially rated by their immediate supervisor, with such ratings reviewed by the Division Inspector. No ratings made by the employee's immediate supervisor shall be changed by the Inspector, except with the concurrence of the supervisor. All differences of opinion between the employee's immediate supervisor and the Division Inspector shall be resolved by the Chief of Police in a conference attended by both.

The final job performance ratings shall be shown to the employee concerned and there shall be a conference between the employee and his immediate supervisor to discuss the ratings.

Any sworn employee of the Bureau shall have the right to appeal his job performance rating within thirty days of receipt of such rating. All such appeals shall go to the Division Inspector who shall review the appeal and then make a recommendation of the disposition of the appeal which shall be forwarded to the Chief of Police within ten days of the receipt of such appeal. The decision of the Chief of Police shall be final on all appealed job performance ratings and such decisions shall be rendered within ten days of receipt of the recommendation from the Division Inspector. (Ord. 42-1971 §5. Passed 6-30-71.)

ARTICLE 135  
Municipal Police Cooperative Agreement

135.01	Implementation of Agreement.	135.06	Effectiveness.
135.02	Duration.	135.07	Authority.
135.03	Purpose.	135.08	Conflict.
135.04	Expenses.		
135.05	Additional organizational structure or property not required.		

135.01 IMPLEMENTATION OF AGREEMENT.

The City shall enter into a Municipal Police Cooperative Agreement with the County of Erie and various municipalities throughout Erie County, under the terms of which the police officers of each municipality are granted authority to officially act as police officers of the other municipalities, subject to the terms of the Agreement, when performing duties in the other municipalities and establishing procedures for the police department for each municipality to render aid and assistance to one another.  
(Ord. 70-1992 Sec. 1. Passed 12-2-92.)

135.02 DURATION.

The duration of this Agreement shall be indefinite, subject to termination by any municipality as provided for in this Agreement.  
(Ord. 70-1992 Sec. 2. Passed 12-2-92.)

135.03 PURPOSE.

The purpose and objective of the Agreement is to foster improved governmental cooperation between the City and the County of Erie and the various municipalities throughout Erie County, in order to improve law enforcement in the County, by providing police officers with the authority to exercise official duties in the other municipalities, thereby alleviating problems of arrests being determined improper or unlawful by reason of jurisdictional or boundary issues.  
(Ord. 70-1992 Sec. 3. Passed 12-2-92.)



**135.04 EXPENSES.**

Each municipality shall be responsible for all expenses incurred by reason of action taken by its police pursuant to the Agreement, with the exception of those expenses which shall be borne by the Commonwealth in accordance with 42 Pa. C.S.A. Sec. 8951, et seq. (Ord. 70-1992 Sec. 4. Passed 12-2-92.)

**135.05 ADDITIONAL ORGANIZATIONAL STRUCTURE OR PROPERTY NOT REQUIRED.**

No additional organizational structure shall be necessary to implement the Agreement, nor shall any property, real or personal, be acquired, managed or disposed of, in order to effect the purpose of the Agreement. (Ord. 70-1992 Sec. 5. Passed 12-2-92.)

**135.06 EFFECTIVENESS.**

The effectiveness of this article is conditioned upon the City executing the aforesaid Agreement and enacting an ordinance implementing the Agreement. (Ord. 70-1992 Sec. 6. Passed 12-2-92.)

**135.07 AUTHORITY.**

This action is taken pursuant to the authority granted the City by the Intergovernmental Cooperation Act, 1972, July 12, No. 180, Sec. 1, et seq., 53 P.S. Sec. 481 et seq., as amended. (Ord. 70-1992 Sec. 7. Passed 12-2-92.)

**135.08 CONFLICT.**

All ordinances and parts thereof conflicting herewith are hereby repealed. (Ord. 70-1992 Sec. 8. Passed 12-2-92.)

## TITLE SEVEN - Employment Provisions; Pensions

- Art. 141. Salaries, Vacations and Sick Leave.
- Art. 143. Residence Requirements; Loyalty Oath.
- Art. 144. City Owned Vehicles.
- Art. 145. Officers' and Employees' Retirement System.
- Art. 147. Police Relief and Pension Association.
- Art. 149. Firemen's Pension Fund.

## ARTICLE 141

## Salaries, Vacations and Sick Leave

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>141.01 Time of salary payments;<br/>maximum.</li> <li>141.02 Length of vacations.</li> <li>141.03 Vacations not cumulative.</li> <li>141.04 Department directors to schedule<br/>vacations.</li> <li>141.05 Holidays occurring during<br/>vacations.</li> </ul> | <ul style="list-style-type: none"> <li>141.06 Computation of vacation pay.</li> <li>141.07 Annual sick leave.</li> <li>141.08 Cumulative provisions to three</li> </ul> |
|  | <ul style="list-style-type: none"> <li>141.09 Medical certificate required.</li> <li>141.10 Holidays for hourly and shift</li> </ul>                                    |
|  | <ul style="list-style-type: none"> <li>141.11 Employee lists.</li> </ul>  |

## CROSS REFERENCES

- Officers and employees - see 3rd Class Charter Law §601 et seq. (53 P.S. §41601 et seq.); 3rd Class §901 et seq. (53 P.S. §35901 et seq.)
- Compensation - see 3rd Class Charter Law § 607(c) (53 P.S. §41607(c))

141.01 TIME OF SALARY PAYMENTS; MAXIMUM.

(a) All salaried officers and employees of the City, except elected officials, shall be paid the compensation or pay established by ordinances of the City for their respective positions or job classifications upon computations of pay or compensation made every two weeks.

(b) All salaried officers and employees shall be paid the salary or compensation due them for the preceding work period on every second Friday beginning April 6, 1962, and every second Friday thereafter. (Ord. 5-1962 §1, 3. Passed 2-7-62.)

(c) (EDITOR'S NOTE: This subsection (c) relating to maximum salary was repealed by Ordinance 70-1981, passed September 9, 1981.)

#### 141.02 LENGTH OF VACATIONS.

(a) Employees of One to Five Years. On and after January 1, 1965, and on and after the first Monday of January of each year thereafter, all officers and employees of the City, other than those employed by the Bureau of Fire and the Bureau of Police, who shall have been continuously employed by the City for a period of one year, but whose total continuous employment is less than five years, shall be entitled to two calendar weeks' vacation with pay during the year 1955 and annually thereafter.

(b) Employees of Five Years. On and after the first Monday of January 1957, and on and after the first Monday of January of each year thereafter, all officers and employees of the City, other than those employed by the Bureau of Fire and the Bureau of Police, who shall have been continuously employed by the City for five full consecutive years shall be entitled to three calendar weeks' vacation with pay during the year 1957 and annually thereafter. (Ord. 43-1957 §1, 2. Passed 4-30-57.)

(c) Employees of Eighteen Years. On and after January 1, 1962, all officers and employees of the City, including those employed in the Bureau of Fire and the Bureau of Police, who shall have been continuously employed by the City for a period of eighteen years and upwards, shall be entitled to one additional day's vacation with pay for each additional year of such continuous employment. However, the total vacation period shall not exceed four calendar weeks annually. (Ord. 80-1961 §1. Passed 12-29-61.)

#### 141.03 VACATIONS NOT CUMULATIVE.

Vacation periods provided for in Section 141.02 shall not be cumulative. (Ord. 43-1957 §3. Passed 4-30-57.)

#### 141.04 DEPARTMENT DIRECTORS TO SCHEDULE VACATIONS.

The vacation schedules of all employees of the City entitled to vacations as provided herein shall be prepared and arranged by the directors of the departments having supervision of such employees. (Ord. 43-1957 §4. Passed 4-30-57.)

#### 141.05 HOLIDAYS OCCURRING DURING VACATIONS.

Any employee having a vacation period within which one of the following holidays occurs on a regularly scheduled work day shall be entitled to one additional day's vacation with pay: New Year's Day; Memorial Day; Fourth of July; Labor Day; Thanksgiving Day; Christmas Day; Good Friday; General Election Day, and, in the event of a death in the immediate family, meaning wife, husband, child, parent, brother, sister, mother-in-law or father-in-law, the employee shall be granted up to a maximum of four additional consecutive working days off with pay at the straight time rate. Any nonwork days included in the maximum of four days shall be included in the total of the days but not compensated for. (Ord. 17-1938 §1. Passed 4-1-58.)

#### 141.06 COMPUTATION OF VACATION PAY.

The vacation wages will be computed on an eight-hour day for a full work week at the prevailing wage rate of the employee during his vacation, but any employee who shall qualify by reason of a full continuous year's employment but whose employment by the City is on an hourly basis for less than eight hours per day, shall have his vacation pay determined on the average hours per day worked during the prior year at the prevailing rate for his employment. (Ord. 43-1957 §6. Passed 4-30-57.)

#### 141.07 ANNUAL SICK LEAVE.

Subject to the conditions hereinafter stated, all hourly wage and salaried employees of the City, other than those employed in the Bureau of Fire and the Bureau of Police, who have been continuously employed by the City for not less than one year, shall be entitled to sick leave when unable to work because of illness or incapacity resulting from injury or other causes, for a period or periods not exceeding ten days in the aggregate in any year, without diminution of the wages or salary fixed by ordinance or resolution.

(Ord. 8642 §1. Passed 5-29-51.)

#### 141.08 CUMULATIVE PROVISIONS TO THREE YEARS.

Sick leave shall be cumulative for a period not exceeding three years and not exceeding a maximum of thirty days for such accumulation for any employee entitled thereto who shall not have taken such sick leave within the prior three-year period.

(Ord. 75-1961 §1. Passed 12-26-61.)

#### 141.09 MEDICAL CERTIFICATE REQUIRED.

In order to be entitled to wages or salary during the period of leave on account of illness or incapacity, an employee shall, if required by the official in charge of the department wherein the employee is employed, furnish the official with a certificate issued by a duly registered physician certifying the nature of such employee's illness or incapacity, the period of time the employee has been or may normally be expected to be incapacitated and whether, in the physician's opinion, such illness or incapacity is of such nature as to require the employee to be absent from his work during such time. (Ord. 8642 §2. Passed 5-29-51.)

#### 141.10 HOLIDAYS FOR HOURLY AND SHIFT EMPLOYEES.

All hourly wage employees of the City, including all hourly wage and salaried employees who work on shifts or are otherwise employed in any department or bureau of the City wherein it is necessary that the work must go on at all times, shall be entitled to the following holidays in each year: New Year's Day; Memorial Day; Fourth of July; Labor Day; Thanksgiving Day; Christmas Day; Good Friday; General Election Day; and, in the event of a death in the immediate family as defined herein, being the husband, wife, child, parent, brother, sister, mother-in-law or father-in-law, the employee shall be granted up to a maximum of four additional consecutive working days off with pay at the straight time rate. Any nonwork days included in the maximum of four days shall be included in the total of the days but not compensated for, without diminution of the wages or salary fixed by ordinance or resolution.

However, any such hourly wage or salaried employee in any such all-time work basis department or bureau shall be required to work on any or all of the aforesaid holidays or other days on which he is entitled to leave, if the official in immediate charge of such department or bureau notifies such employee that he is required to work on any such day or days, but in such case, the employee shall be entitled to one additional day's pay at his regular wage or salary rate for each holiday or other days on which he is entitled to leave.

(Ord. 18-1958 §1. Passed 4-1-58)

141.11 EMPLOYEE LISTS.

(a) The office of the Director of Personnel shall furnish and submit to Council on or before May 1, 1975, a list of all present City employees, excluding policemen and firemen, indicating: the department in which employed, the job classification and current salary.

(b) Thereafter, on a bi-weekly basis, the office of the Director shall furnish and submit to Council a current list of lay-offs, salary increments, transfers, reclassifications, terminations (voluntary or involuntary) and newly hired employees with their job classifications occurring within the preceding two week period.  
(Ord. 31-1975 §1, 2. Passed 4-16-75.)

ARTICLE 142  
Eligibility for Board or Commission Membership

142.01	Definitions.	142.05	Text of oath or affirmation.
142.02	Eligibility.	142.06	Exceptions.
142.03	City residence required.	142.07	Noncompliance.
142.04	Loyalty oath of affirmation required.	142.08	Appointments.

142.01 DEFINITIONS.

As used in this article, certain terms are defined as follows:

- (a) "Employee" means any person presently employed or who may become employed by the City of Erie in any capacity whatsoever.
- (b) "Residence" means the inhabitancy of a permanent dwelling place by an appointee with his family, if any. The requirement of residence shall not be met by such appointee renting a room in the City of Erie, for the purpose of establishing a mailing address, a voting address or an address for other purposes while, in fact, he maintains his actual or family residence elsewhere.  
(Ord. 13-1987 §1. Passed 4-8-87.)

142.02 ELIGIBILITY.

Any person who is appointed to any board, commission or authority of the City of Erie, under the jurisdiction of Council, shall not be an employee of the City of Erie during the period of such appointment.  
(Ord. 13-1987 §1. Passed 4-8-87.)

142.03 CITY RESIDENCE REQUIRED.

All persons appointed to any board, commission or authority, under the jurisdiction of Council, shall be residents of the City, as that term is defined above, at the time of appointment and shall maintain such residence in the City during the term of such appointment. This shall not apply to persons appointed by Council to the Erie Civic Center Authority, the Erie Sewer Authority, the Erie Airport Authority and the Board of License Examiners.  
(Ord. 64-1996 §1. Passed 11-13-96.)

#### 142.04 LOYALTY OATH OF AFFIRMATION REQUIRED.

All appointees to any board, commission or authority under the jurisdiction of Council, are hereby required to swear or affirm and sign the oath or affirmation of allegiance and support hereinafter set forth before the City Clerk.

(Ord. 13-1987 §1. Passed 4-8-87.)

#### 142.05 TEXT OF OATH OR AFFIRMATION.

The oath or affirmation shall contain the following words and shall be signed at the bottom or end thereof:

“I, \_\_\_\_\_ hereby swear, or affirm, allegiance to, and support of the Government of the United States of America and its Constitution, the Government of the Commonwealth of Pennsylvania and its Constitution and the City of Erie. I hereby declare that I am not and will not knowingly become a member of any organization which advocates or supports the overthrow of the Government of the United States of America, the Commonwealth of Pennsylvania or the City of Erie by force or violence.”

(Ord. 13-1987 §1. Passed 4-8-87.)

#### 142.06 EXCEPTIONS.

Notwithstanding the provisions found in Sections 142.02 and 142.03, any person who is currently serving on any board, commission or authority, and who is either an employee of the City of Erie or a nonresident, may continue to serve the term of his appointment until its expiration. Additionally, any City employee who serves on any board, commission or authority as either an ex-officio member or nonvoting member may continue to do so. This provision also applies to their successors.

(Ord. 13-1987 §1. Passed 4-8-87.)

#### 142.07 NONCOMPLIANCE.

Any appointee found to be in violation of any provision contained in this article shall be removed from the board, commission or authority that he serves.

(Ord. 13-1987 §1. Passed 4-8-87.)

#### 142.08 APPOINTMENTS.

No appointee shall serve on any board, commission or authority under the jurisdiction of Council for more than two consecutive terms. Notwithstanding this provision any appointee presently serving a second or successive term shall continue to serve until the expiration of his or her term. However, at the end of such term such individual shall not be reappointed. Further, this provision shall not prohibit an individual from later serving on a board, commission or authority under the jurisdiction of Council.

(Ord. 36-1994 §1. Passed 4-20-94; Ord. 51-1998. Passed 9-23-98.)







**143.05 LOYALTY OATH OR AFFIRMATION REQUIRED.**

All officers and employees of the City are hereby required to swear to or affirm and sign the oath or affirmation of allegiance and support hereinafter set forth, before the Mayor or the City Clerk. (Ord. 8588 §1. Passed 10-1-50.)

**143.06 TEXT OF OATH OR AFFIRMATION.**

The oath or affirmation shall contain the following words and shall be signed at the bottom or end thereof:

"I, \_\_\_\_\_, hereby swear, or affirm, allegiance to, and support of the Government of the United States of America and its Constitution, the Government of the Commonwealth of Pennsylvania and its Constitution and the City of Erie. I hereby declare that I am not and will not knowingly become a member of any organization which advocates or supports the overthrow of the Government of the United States of America, the Commonwealth of Pennsylvania or the City of Erie by force or violence."  
(Ord. 8588 §2. Passed 10-1-50.)

**143.07 NONCOMPLIANCE.**

Any officer or employee failing or refusing to take the oath or affirmation provided for in Section 143.06 shall be immediately suspended from his employment with the City and, after being given a hearing or the opportunity to be heard before the Mayor and Council, within ten days after such suspension, shall, upon being found guilty of failing or refusing to swear to or affirm and sign the oath or affirmation, be discharged from his employment with the City. (Ord. 8588 §3. Passed 10-1-50.)

ARTICLE 144  
City Owned Vehicles

144.01 Definition.  
144.02 Use.

144.03 Penalty.

144.01 DEFINITION.

“City vehicle” means any automobile, truck, motorcycle or other driveable machinery in the possession and under the control of the City. (Ord. 56-1981 Sec. 1. Passed 7-22-81.)

144.02 USE.

City vehicles shall be maintained in a central pool and be assigned on an as needed basis to City employees in the furtherance of their employment with the City. City vehicles shall not be used by employees for travel between their residences and their job with the following exceptions.

- (a) The Mayor;
- (b) The Director of Public Works, Parks and Public Property;
- (c) The Bureau Chief of Streets;
- (d) The designated individual of HAZMAT in Public Works, Parks and Public Property;
- (e) The Chief of Police;
- (f) The Deputy Chief of Detectives;
- (g) The Bureau of Police Drug Task Force (confiscated or procured vehicles);
- (h) The Fire Chief;
- (i) The Assistant Fire Chief (HAZMAT);
- (j) Police Officers assigned to K-9 duty;
- (k) Motorcycle Patrolmen when assigned to motorcycle duty;
- (l) Those individuals temporarily assigned a vehicle as the result of a special or temporary assignment by the Office of the Mayor in which the use of a City vehicle is needed to carry out the assignment (not to exceed one week), and
- (m) The Chief Fire Inspector. (Ord. 12-1997 Sec. 1. Passed 3-12-97.)

144.03 PENALTY.

Any officer or employee who violates the provision of this article shall be subject to a suspension of one day upon a first offense and up to five days suspension for subsequent violations. (Ord. 56-1981 Sec. 3. Passed 7-22-81.)

ARTICLE 145  
Officers' and Employees' Retirement System

- |        |  |        |                                  |
|--------|--|--------|----------------------------------|
| 145.01 | Definitions.   | 145.13 | Receipt and investment of funds; |
| 145.02 | Establishment of System.                                     |        |                                  |
| 145.03 | Retirement Board establishment,<br>membership, duties, term. |        |                                  |
| 145.04 | Right to retire; pension on<br>retirement.                   |        |                                  |
| 145.05 | Total disability pension.                                    |        |                                  |
| 145.06 | Contributions to Fund by members.                            |        |                                  |
| 145.07 | Refunds; employees with<br>insufficient years of service.    |        |                                  |
| 145.08 | Refunds; re-entry into City service.                         | 145.14 | Appropriations by Council.       |
| 145.09 | Refund of contribution on death.                             | 145.15 | Persons entitled to benefits.    |
| 145.10 | Laborers on per diem wage.                                   | 145.16 | Computation of time of service.  |
| 145.11 | Mandatory retirement. (Repealed.)                            | 145.17 | Pension exempt from attachment   |
| 145.12 | Duties of heads of departments and<br>offices.               |        |                                  |

145.18 Pension for widows and widowers

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145.22 ~~W~~Withdrawal of contribution.

145.23 ~~S~~Sick leave buy back.

145.24 ~~W~~Water authority employees

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- 145.19 Service increments.
- 145.20 Credit for certain military service.
- 145.21 Increase allowance after

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#### CROSS REFERENCES

Employees' pension fund - see 3rd Class §4340 et seq. (53 P.S. §39340 et seq.)

City Controller to administer - see ADM. 121.04

#### 145.01 DEFINITIONS.

The following words and phrases, unless a different meaning is plainly required by the context, shall have the following meanings:

- (a) "Person" means an officer or employee of the City.
- (b) "Employee" means a person in the service of the City, who is either or who is not now adequately protected under all circumstances by pensions authorized by the laws of this Commonwealth and in force at the time of the passage of this article (Ordinance 52-1963, passed December 18, 1963). This definition, however, shall not apply to any persons hired after the effective date of this amendment (Ordinance 26-1992, passed May 20, 1992) whose employment is less than full-time for the City.
- (c) "Officer" means a person elected or appointed to City service. This definition, however, shall not apply to any persons newly elected or appointed to City service on less than a full-time basis after the effective date of this amendment (Ordinance 26-1992, passed May 20, 1992), such as members of Council.
- (d) "Board" means the Officers' and Employees' Retirement Board.
- (e) "Fund" means the Officers' and Employees' Retirement Fund.
- (f) "Compensation" means retirement allowance or compensation.
- (g) "He" means the masculine and feminine pronoun.
- (h) "Joint coverage member" means a City employee who shall have become a member of the Retirement System subsequent to the last date permitted by the City for statement of preference concerning social security coverage, or who, having become a member on or before such date, shall have filed with the Retirement Board a written statement that he elects social security coverage under an agreement with the Federal Secretary of Health, Education and Welfare entered into by the Commonwealth.

- (i) "Single coverage member" of the Retirement System means a City employee who shall have become a member of the Retirement System on or before the last date permitted by the City for statement of preference concerning social security coverage, and who either shall have filed with the Retirement Board a written statement that he does not elect social security coverage under any agreement with the Federal Secretary of Health, Education and Welfare entered into by the Commonwealth, or shall not have filed with the Retirement Board any written statement.
- (j) "Years of service" includes any time not exceeding six years spent by the employee on active duty with the armed forces of the United States, providing that he received an honorable discharge or a certificate of satisfactory service and that he pays to the Board an amount equal to three percent of his last monthly salary or wage prior to entering on active duty for each month he is not employed by the City because of his active duty with the armed forces.  
(Ord. 52-1963 §1. Passed 12-18-63; Ord. 26-1992 §1, 2. Passed 5-20-92.)

#### 145.02 ESTABLISHMENT OF SYSTEM.

There is hereby established and created under the provisions of the Act of 1945, May 23 (P. L. 903), and its amendments, a Retirement System for Officers and Employees for the retirement and pensioning of officers and employees other than firemen and policemen, under the conditions and subject to the qualifications following. (Ord. 52-1963 §2. Passed 12-18-63.)

#### 145.03 RETIREMENT BOARD ESTABLISHMENT, MEMBERSHIP, DUTIES, TERM.

(a) There is hereby established the Officers' and Employees' Retirement Board which shall consist of the Mayor, the City Controller, the Business Administrator, such Administrator having the same functions as the Director of Finance as set forth in the Third Class City Code, and if members of Council participate in the Fund and are members of the Fund, a member of Council chosen by Council, two employees to be chosen by the employees contributing to the Retirement Fund; and a retired City employee receiving a City pension, such appointment to be made by the Mayor from any name or names submitted by the Erie City Retirees Association, subject to confirmation by Council. Where a retired City Employee Association exists, nominations for appointment shall be accepted by the Mayor and Council. It shall be the duty of the Board to register all persons employed by the City, as provided for by ordinance, other than firemen and policemen, and to administer the collections and distributions of the Fund herein provided for, and make such reasonable rules in the premises as the Board may deem necessary to carry into effect the provisions of this article.  
(Ord. 30-1992 §1. Passed 12-16-92.)

(b) The two employees chosen by the employees contributing to the Retirement Fund shall serve a term of four years. In the event that an employee so elected is unable to complete his/her term and a vacancy exists, then an employee shall be elected by the members contributing to the Retirement System to fill such unexpired term.

- (1) All regular nominations and elections shall be held in the month of September in the odd-numbered years, with the first election to take place in September 1989.
- (2) Nominations shall be held not less than fifteen days prior to such elections with proper notice being given to eligible voting members of the Officers' and Employees' Retirement System.
- (3) Nominations shall be from the floor with acceptance of such nomination by personal attendance or by formal written notice submitted at the time of nomination at the nominating meeting.
- (4) Elections shall be by secret ballot or by voting machine, with provisions affording all eligible voting members the opportunity to vote.
- (5) Eligible voting members shall have the opportunity to vote for two individuals, with the individual receiving the highest number of votes cast within the blue collar employees to be declared elected and the individual receiving the highest number of votes within the white collar employees to be declared elected. (Ord. 50-1989 § 1. Passed 6-21-89.)
- (6) Those individuals so elected shall take office at the first meeting of the Officers and Employees Retirement Board held in January of the year following such election. (Ord. 80-1992 §2. Passed 12-16-92.)

#### 145.04 RIGHT TO RETIRE; PENSION ON RETIREMENT.

(a) Retirement After Twenty Years of Service.

- (1) Age fifty-five. Every person now or hereafter elected or appointed to an office of, or employed by, the City, at the age of fifty-five years and upwards who shall have so served as an officer or employee for a period of twenty years or more, shall, upon application to the Board, be retired from service, and shall during the remainder of his life receive the compensation fixed by the provisions of this article and subject to the qualifications hereinafter contained.
- (2) Under age fifty-five. If any person has served twenty years and voluntarily retires, he shall, by continuing his contributions until the age of fifty-five years, be entitled at the age of fifty-five to the above compensation. (Ord. 52-1963 §4. Passed 12-18-63.)



- (3) Amount of pension. During the lifetime of any such person, he shall be entitled to receive as compensation annually from the Fund fifty percent of the amount which would constitute the highest average annual salary or wages which he earned during any five years of his service for the City, or which would be determined by the rate of monthly pay of such person at the date of retirement, whichever is the higher. Average annual salary or wages or rate of monthly pay shall include contributions "picked-up" under Section 145.06. Such compensation shall be paid in monthly payments. (Ord. 28-1994 §1. Passed 3-2-94.)
- (b) Discharged Employees.
- (1) Twelve years of service. Where an officer or employee shall have served for twelve years or more, and his tenure of office or employment shall be terminated either voluntarily or involuntarily, before the expiration of twenty years of service, he shall, in such event, after attaining the age of sixty years, during the remainder of his life be entitled to receive such portion of the full compensation as the period of his service up to date of its termination bears to the full twenty-year period of service. (Ord. 28-1970 §4. Passed 4-8-70.)
- (2) Twenty years of service. Where an officer or employee has served for twenty years or more, and his tenure of office or employment shall be terminated without his voluntary action, then he shall be entitled to full compensation for the remainder of his life, after attaining age fifty-five, and conditioned upon his continuing his contributions into the Fund at the same rate as when he was dismissed until he attains age fifty-five.
- (c) Joint Coverage; Member's Pension; Forty Percent Offset. The compensation to be paid joint coverage members according to the provisions of subsections (a) and (b) hereof payable after the age and upon that portion of annual compensation on which social security benefits are payable, shall be reduced by an amount equal to forty percent of the primary insurance amount of social security paid to the member. Such reduction shall be subject to the following provisions:

- (1) Offset at social security age. Upon attainment of the age at which social security benefits are paid to a beneficiary receiving compensation according to provisions of subsections (a) and (b) hereof, or upon retirement of a contributor after attaining that age, his eligibility to the old age insurance benefits and the primary insurance amount of social security, upon which the reduction in the compensation shall be based, shall be computed by the Board in the manner specified in the Federal Social Security Act, except that in determining such eligibility and such amount, only wages or compensation for services performed in the employ of the City shall be included.
- (2) No offset on disabled pensioners. The reduction shall not apply to compensation for total and permanent disability payable under Section 145.05.
- (3) Offset once determined remains fixed. Whenever the amount of the reduction from the compensation shall have been once determined, it shall remain fixed for the duration of the compensation, except that any decrease in the primary insurance amount under the Social Security Act shall result in a corresponding decrease in the amount of the reduction from the compensation.
- (4) Compensation amount fixed. The total sum, including social security benefits, to be received upon retirement by an employee who is a member of the System at the time of the agreement, shall not be less than the compensation that would be paid by the Retirement System in the absence of the agreement.

- (5) Election to receive compensation without reduction. Any employee member of this Retirement System may elect to receive compensation without the reduction provided for in subsection (c) hereof, provided he shall make a lump sum payment to the Retirement Board equal to the difference between the amount of the accumulated fund to his credit in the Fund as of the last date for which salary or wages was paid and the amount which would have been to his credit in such Fund if contributions had been made on that portion of his salary or wages on which social security allowances are payable at the same rate as made on that portion of his salary or wages in excess thereof from the time that such salary or wages became subject to social security coverage. Such election shall be made in writing in the form prescribed by the Retirement Board and shall be accompanied by the lump sum payment herein required.

Any such employee member may make the election herein provided at any time prior to July 1, 1964, and not thereafter. Such employee member shall, in addition to any lump sum payments required, pay to the Board contributions on his entire salary or salary or wages thereafter received at the rate provided in Section 145.06 for monthly salary or wages in excess of that on which social security allowances are payable. (Ord. 52-1963 §4. Passed 12-18-63.)

#### 145.05 TOTAL DISABILITY PENSION.

(a) Should an officer or employee, however, become so permanently disabled as to render him unable to perform the duties of his position or office after ten years of service, he shall be entitled to full compensation during such disability. Proof of such disability shall consist of the sworn statement of three practicing physicians, designated by the Board, that the employee is in a condition of health which would permanently disable him from performing the duties of his position or office. Such person shall thereafter be subject to physical examination at any reasonable time upon order of the Board. Upon his refusal to submit to any such examination, his pension shall cease.

(b) New employees hired by the City on and after October 22, 1975, shall not be entitled to include credit for certain military service under Section 145.20 toward the service required for a total disability pension.

(c) For new employees hired by the City on and after January 1, 1976, the service required for a total disability pension shall be fifteen years rather than ten years and such employees shall not be entitled to a total disability pension where such total disability is caused by a pre-employment disability. (Ord. 19-1976 §1. Passed 3-17-76.)

**145.06 CONTRIBUTIONS TO FUND BY MEMBERS.**

All officers and employees of the City shall pay into such Fund monthly an amount equal to three percent of their monthly wages or salaries, except as hereinafter provided concerning laborers, which shall be applied to the purpose of this article. All the aforesaid officers and employees of the City who are also covered by the Social Security Act and its amendments shall pay into such Fund monthly an amount equal to three and one-half percent of that portion of monthly compensation on which social security allowances are payable, and five percent of any monthly compensation in excess of that on which social security allowances are payable.

If any compensation is granted to a person who has not been a contributor to the Fund, as herein provided, for an aggregate period of twenty years, such person shall be required to pay to the Board for the benefit of the Fund monthly an amount equal to three percent of his compensation until such time as his contribution shall have been extended to a period of twenty years. This period includes contributions to any former funds.  
(Ord. 52-1963 §6. Passed 12-18-63.)

Each contributor shall, from and after January 1, 1969, pay into the retirement fund, a monthly sum, in addition to his or her retirement contribution, which shall be equal to one percent of his or her salary. (Ord. 65-1968 §1. Passed 11-27-68.)

Effective January 1, 1994, contributions to fund by members shall be picked-up by the City under Section 414(h)(2) of the Internal Revenue Code. Contributions picked-up under this section shall be considered employee contributions for all other purposes.  
(Ord. 28-1994 §2. Passed 3-2-94.)

**145.07 REFUNDS; EMPLOYEES WITH INSUFFICIENT YEARS OF SERVICE.**

If for any cause any person contributing to the Fund who has served less than twelve years shall cease to be in the service of the City, he shall become entitled to the total amount of the contributions paid into the Fund by him without interest. Any person who has served for a period of less than twenty years and who has not reached the age of fifty-five years, and who voluntarily retires from such service, shall be entitled only to the return of his total contributions paid into the Fund by him without interest.  
(Ord. 52-1963 § 7. Passed 12-18-63.)

**145.08 REFUNDS; RE-ENTRY INTO CITY SERVICE.**

If for any cause any person contributing to the Fund shall cease to be in the service of the City before he shall have become entitled to any compensation, the total amount of the contributions paid into the Fund by him shall be refunded in full without interest. However, if any such person shall have returned to him the amount contributed as aforesaid and shall afterward re-enter the service of the City, he shall not be entitled to the compensation designated unless he shall return to the Fund the amount withdrawn within two years from the date of re-entry into the service of the City, in which event the required period of service under this article shall be computed from the time he first entered the service of the City, otherwise the date of his period of service shall commence upon re-entry.  
(Ord. 19-1973 §1. Passed 3-14-73.)

**145.09 REFUND OF CONTRIBUTION ON DEATH.**

In the event of the death of any person after he becomes entitled to any compensation and has not elected to retire, the total amount of contributions paid into the Fund by him shall be paid over to his designated beneficiary, and if no beneficiary has been designated, to his estate, without interest. Where an officer or employee who has been granted compensation under the provisions of this article dies before he has received, in compensation, payments equal to the total amount of his contributions to the Fund, the difference between the amount of the compensation payments and his contributions to the Fund shall be paid to his designated beneficiary or estate in lieu of such designation, without interest. (Ord. 52-1963 §9. Passed 12-18-63.)

**145.10 LABORERS ON PER DIEM WAGE.**

No person holding a position in the City as a laborer at a per diem wage shall be compelled to pay or contribute toward the Fund herein provided for, but he shall have the option or choice of so doing, and shall, only upon electing to contribute to the Fund, become entitled to the compensation provided by this article. However, he shall be required to contribute three percent of his wages and the same percentage upon any amount of compensation he received after his retirement, until such time as his contribution shall have been extended to a period of twenty years.

All the aforesaid laborers of the City who are also covered by the Social Security Act and its amendments shall pay into such Fund weekly an amount equal to three and one-half percent of that portion of weekly compensation on which social security allowances are payable and five percent of any weekly compensation in excess of that on which social security allowances are payable. Further, however, if within ninety days from the date he first entered the service of the City such laborer shall exercise his option or choice and does contribute toward the Fund an amount computed from the date of his employment, the required period of service under this article shall be computed from the time he first entered the service of the City. Otherwise, his period of service shall be computed from the date he made his application to contribute into the Fund. (Ord. 52-1963 §10. Passed 12-18-63.)

**145.11 MANDATORY RETIREMENT.**

(EDITOR'S NOTE: This section was repealed by Ordinance 86-1986, passed December 10, 1986.)

**145.12 DUTIES OF HEADS OF DEPARTMENTS AND OFFICES.**

The head of every department and office employing persons entitled under the provisions of this article to receive compensation shall certify to the Board all persons so employed and the amount of salary or wages which is paid to each employee, together with dismissals, resignations or terminations of service, and from the records of their office or department shall furnish such other relative information as the Board shall require.  
(Ord. 52-1963 §12. Passed 12-18-63.)

**145.13 RECEIPT AND INVESTMENT OF FUNDS; PAYMENTS.**

It shall be the duty of the Board to receive and retain and, when deemed advisable, to invest the funds payable in accordance with the provisions of this article and to pay over by warrant or check the amount due to such officers and employees.  
(Ord. 52-1963 §13. Passed 12-18-63.)

**145.14 APPROPRIATIONS BY COUNCIL.**

Council shall annually set aside and appropriate, out of all taxes and income of the City, to the Board, a sum sufficient to maintain the compensation due under this article.  
(Ord. 52-1963 §14. Passed 12-18-63.)

**145.15 PERSONS ENTITLED TO BENEFITS.**

The benefits conferred by this article shall apply to all persons employed in any capacity by or holding positions in the City in accordance with the provisions of this article and by general law. (Ord. 52-1963 §15. Passed 12-18-63.)

**145.16 COMPUTATION OF TIME OF SERVICE.**

The time of service herein specified need not be continuous, and for all employees and officers other than laborers at a per diem wage such time shall be computed from the time of the first or original service to the City. (Ord. 52-1963 §16. Passed 12-18-63.)

**145.17 PENSION EXEMPT FROM ATTACHMENT OR EXECUTION;  
NONASSIGNABLE.**

The compensation herein mentioned shall not be subject to attachment or execution and shall be payable only to the beneficiary designated by this article and shall not be subject to assignment or transfer. (Ord. 52-1963 §17. Passed 12-18-63.)

**145.18 PENSION FOR WIDOWS AND WIDOWERS OF CITY EMPLOYEES.**

(a) From and after January 1, 1969, the widow or widower of an employee who retired or is eligible to retire on pension after January 1, 1960, shall, during his or her lifetime, be entitled to receive a pension calculated at the rate of fifty percent of the pension that the employee was receiving at the time of his or her death, or would have been receiving had he or



she been retired. The widow or widower of a City employee killed in the line of duty during the course of his or her employment with the City of Erie shall receive a pension equal to twenty-five percent of the annual compensation such employee was receiving at the time of his or her death. (Ord. 25-1970. Passed 3-18-70.)

(b) Should the widow or widower remarry, the right of such dependent to a pension under this section shall cease. If an officer or employee is not survived by a widow or widower or is survived by a widow or widower who subsequently becomes deceased or remarries, and the officer or employee is survived by children under the age of eighteen years, a pension calculated at fifty percent of the pension the member was entitled to under the provisions of this article at the time of his death, shall be payable to and divided equally among his surviving children under the age of eighteen years.

(c) From and after the effective date of this subsection (Ordinance 28-1970) and subject to subsection (b) above, if an officer or employee has served for twelve years or more, and his or her tenure of service is terminated by death, his or her widow or widower shall be entitled to receive one-half of such portion of the full pension for twenty years service as the period of his or her service up until the time of death bears to the full twenty-year period of service. (Ord. 28-1970. Passed 4-8-70.)

#### 145.19 SERVICE INCREMENTS.

In addition to the retirement allowance which is authorized to be paid from the Pension Fund by this section, notwithstanding the limitations therein placed upon such retirement allowances and upon contributions, every contributor shall become entitled to the payment of a service increment in accordance with and subject to the conditions hereinafter set forth.

- (a) Service increments shall be the sum obtained by computing the number of whole years after having served twenty years, required by this section, during which a contributor has been employed by the City and paid out of the City Treasury and multiplying the number of years so computed by an amount equal to one-fortieth of the retirement allowance which has become payable to such contributor in accordance with the provisions of this section.
- (b) Each contributor, who so chooses to become entitled to the service increments provided by this section shall, from and after January 1, 1969, the effective date of this amendment, pay into the Retirement Fund, a monthly sum in addition to his or her retirement contribution, which shall be equal to one-half of one percent of his or her salary.
- (c) Any current or former City employee who, since January 1, 1988, continued employment after turning age sixty-five shall be entitled to have his or her service increment calculation increased if it had previously been halted at age sixty-five, so that the entire span of such employee's service is calculated for any service increment entitlement. (Ord. 29-1992 §1-3. Passed 6-3-92.)





- (d) Service increment contributions shall be paid at the same time and in the same manner as retirement contributions, and may be withdrawn in full, without interest, by persons who leave the employment of the City, subject to the same conditions by which retirement contributions may be withdrawn, or by persons who retire before entitled to any service increment.
- (e) All persons who are now contributors to the Retirement Fund and all those employed by the City after the effective date of this amendment, if required to become contributors to the Retirement Fund, shall be subject to the provisions of this section. (Ord. 65-1968 §3. Passed 11-27-68.)

#### 145.20 CREDIT FOR CERTAIN MILITARY SERVICE.

(a) Any employee of the City who is a member of the Officers and Employees Retirement Fund, who is a contributor and who has served in the Armed Forces of the United States subsequent to September 1, 1940, and who was not a member of the Officers and Employees Pension Fund prior to such military service, shall be entitled to have full credit for each year of active service or fraction thereof, not to exceed five years of such service and not including reserve duty, for the period for which the member desires credit at the rate of three percent (3%). The credit shall be based upon his or her entrance pay at the time of his or her initial employment by the City and the members payment to the Fund of an additional amount as the equivalent to the contributions of the City on account of such military service at the rate applicable at the time of his or her initial employment by the City.

(b) Any member of the Officers and Employees Retirement Fund who wishes to take advantage of this article shall exercise a written option to buy his or her service time within six months of the effective date of Ordinance 11-1971, passed February 10, 1971 or six months after beginning or resuming City employment, whichever is later and shall pay the total sum due to the Pension Fund within twenty-four months of the date the member exercises his option.

(c) For new employees hired by the City on and after January 1, 1976, the contribution shall be at the rate of six percent (6%) based upon his or her entrance pay and the employee's payment to the Fund of an additional and like amount as the equivalent of the contribution by the City. (Ord. 19-1976 §2. Passed 3-17-76.)

#### 145.21 INCREASE OF ALLOWANCES AFTER RETIREMENT.

(a) Persons receiving allowances from the Officers and Employees Retirement System of the City by reason of and after the termination of twenty years service of any member of such Fund whose monthly pension is less than two hundred dollars (\$200.00) shall have their pension benefit increased by fifteen dollars (\$15.00) per month but in no event will such increase be more than that which is sufficient to bring their total City monthly pension benefit to two hundred dollars (\$200.00) effective on the first day of the month following passage of this section (March 14, 1973).

(b) Persons receiving allowances from the Officers and Employees Retirement System of the City by reason of and after the completion of twelve years service and before the completion of twenty years service shall have the allowance set forth in subsection (a) hereof computed on the same basis as the computation for service up to date of termination bears to the full twenty year period of service,

(c) Widows of retired participants whose monthly pension is less than one hundred dollars (\$100.00) will have their pension benefit increased by seven dollars and fifty cents (\$7.50) per month but in no event will such increase be more than that which is sufficient to bring their total City monthly pension to one hundred dollars (\$100.00). (Ord. 18-1973 §1. Passed 3-14-73.)

(d) The Board may, subject to the approval required under subsection (e) hereof, increase the compensation of any member of the Fund by reason of and after the termination of the services of such member of the Fund. Such increases shall be in conformity with a uniform scale, which shall be based on the Consumer Price Index for all urban consumers calculated by the Bureau of Labor Statistics of the United States Department of Labor, but the total of any such allowance shall not at any time exceed one-half of the current salary being paid to nonuniformed employees of the highest pay grade.

(e) The Board may recommend the increase described in subsection (d) hereof to Council at any time. Provided that the provisions of Section 305 of the Act of December 18, 1984 (P.L. 1005, No. 205), known as the "Municipal Pension Plan Funding Standard and Recovery Act" have been satisfied, Council, by ordinance, may approve this increase subject, however, to the approval of the Mayor. (Ord. 80-1992 §3. Passed 12-16-92.)

#### 145.22 WITHDRAWAL OF CONTRIBUTION.

No person contributing to the Fund while in the service or employ of the City shall be allowed to withdraw his/her contribution from the Retirement System. (Ord. 36-1989 § 1. Passed 5-17-89.)

#### 145.23 SICK LEAVE BUY BACK.

Any employee receiving either Workers Compensation or long term sickness and accident benefits shall return to the Fund their contributions for the period of such disability or illness. (Ord. 73-1989 §1. Passed 9-6-89.)

#### 145.24 WATER AUTHORITY EMPLOYEES ELECTION.

(a) (1) An employee of a water authority created by a city that commenced operations after September 30, 1991, who satisfies the requirements of subsection (a)(2) hereof, may file a written election with the Board and the Water Authority to remain, or return as, a member of the retirement system established pursuant to this Act. The qualified employee shall file the written election within one year after the effective date of this section, which was August 10, 1992, or within one year after becoming an employee of the water authority, whichever is later.



- (2) In order to qualify for the option under subsection (a)(1) hereof, an employee shall satisfy both of the following requirements when becoming an employee of the Water Authority:
  - A. Be an employee of the City that established the water authority; and
  - B. Be an active member of the City's retirement system established pursuant to this Act.
- (3) For any employee who files an election under subsection (a)(1) hereof, the affected water authority shall:
  - A. Deduct from the employee's salary an amount equal to the employee contribution that would have been deducted had the employee continued to be a City employee and shall pay the deducted amount to the Fund; and
  - B. Pay to the Fund an employer contribution equal to the employer normal cost plus anticipated administrative expenses and amortization, pursuant to the Act of December 18, 1984, (P.L. 1005, No. 205), known as the "Municipal Pension Plan Funding Standard and Recovery Act", as subsequently amended and applied to the payroll of the employee.

(b) All employees who elect to remain in the retirement system shall be treated as City employees in determining the City's annual allocation of general municipal pension system State aid pursuant to Section 402(e) of the "Municipal Pension Plan Funding Standard and Recovery Act". (Ord. 80-1992 §4. Passed 12-16-92.)

ARTICLE 147  
Police Relief and Pension Association

- |        |   |        |                                      |
|--------|---|--------|--------------------------------------|
| 147.01 | Police Pension Fund established;<br>source of funds.                          | 147.09 | Probationary period option.          |
| 147.02 | Appropriations by Council.  | 147.10 | Additional monthly deductions.       |
| 147.03 | Custody and management of Fund;<br>Board of Managers; regulations;<br>report. | 147.11 | Provisions for widows and            |
| 147.04 | Monthly pension pay.  |        |                                      |
| 147.05 | Eligibility.  |        |                                      |
| 147.06 | City Treasurer to make monthly<br>deductions.                                 |        |                                      |
| 147.07 | Pension nonattachable,<br>nontransferable.                                    |        |                                      |
| 147.08 | Membership mandatory; pay<br>deductions.                                      | 147.12 | Provisions for minor children.       |
|        |   | 147.13 | Qualifications.                      |
|        |   | 147.14 | Benefits for disability or death not |
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|        |   | 147.15 | Service increments.                  |
|        |   | 147.16 | Credit for certain military service. |
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147.18 Withdrawal of contributions

**CROSS REFERENCES**

Police pension funds - see 3rd Class §4301 et seq. (53 P. S. §39301 et seq.)  
Bureau of Police - see ADM. Art. 133

**147.01 POLICE PENSION FUND ESTABLISHED; SOURCE OF FUNDS.**

Under the provisions of the Third Class City Code, Article 43(a), there is established a Police Pension Fund. Such Fund shall consist of the dues paid into the Fund by members of the Police Relief and Pension Association as hereinafter provided; all appropriations by Council for the purpose of pensioning police officers, all rewards, fees, gifts, testimonials and emoluments that may be presented, paid or given to any member or to the Fund on account of police services, except such as may under the law be payable to the City; all bequests, legacies, gifts or donations made to the Fund or to the City in trust, for the benefit of the Fund; all lost, abandoned, unclaimed or stolen money or property in the possession of the Bureau of Police for the space of one year and for which there shall be no lawful claimant. and all income resulting from activities conducted by or under the supervision of the Bureau of Police, by and with the approval of Council, except money obtained from entertainment sponsored by the Haas Memorial Lodge No. 7, Fraternal Order of Police.  
(Ord. 8565 § 1. Passed 6-20-50.)

**147.02 APPROPRIATIONS BY COUNCIL.**

Council shall annually set aside, apportion and appropriate to the Police Relief and Pension Association a sum of money not less than one-half percent and not more than three percent of all City taxes collected by the City during the then current fiscal year, other than taxes levied to pay interest on or extinguishing the debt of the City, or any part thereof. Council may exceed the limitations imposed by this section if an additional amount is deemed to provide sufficient funds for payments to widows of members retired on pension or killed or who died in the service. (Ord. 16-1970 §1. Passed 2-25-70.)





147.03 CUSTODY AND MANAGEMENT OF FUND; BOARD OF MANAGERS;  
REGULATIONS; REPORT.

(a) The Police Relief and Pension Association, incorporated under the laws of the Commonwealth of Pennsylvania by the Court of Common Pleas of Erie County, Pennsylvania, is designated the official and authorized organization to hold, receive and distribute the funds or money of the Police Pension Fund for the purpose of pensioning police officers of the City.

(b) Notwithstanding anything to the contrary in the by-laws of the Association and in accordance with the provisions of the Third Class City Code, Act of 1931, P. L. 932, as amended and supplemented, which provides that such Fund shall be under the direction and control of Council and applied under such regulations as Council may by ordinance prescribe, the Police Pension Fund shall be administered by a Board of Managers consisting of the following:

- (1) Eight members of the Bureau of Police to be elected by the members of the Bureau for terms of four years with the first election to be held within thirty days of the effective date of this section on a date to be set by the President of the Police Relief and Pension Association. In case a vacancy occurs among the managers elected by the members of the Bureau, a successor shall be elected for the unexpired term.
- (2) The Mayor.
- (3) The City Controller.
- (4) The President of Council or his designee,

(c) The Board shall keep full and accurate accounts of all transactions and shall have power to make reasonable rules and regulations for the transaction of its business and the application of its funds and to set the time and place of its meetings subject to the rules and regulations in this article or any amendments thereto which may hereafter be enacted.

(d) No expenditures except incidental expenditures necessary to the transaction of the business of the Board and except as hereinafter set forth for the purpose of pensions as contemplated in this article shall be paid out of the Pension Fund.

(e) The Board shall make an annual report to the Mayor and to Council on the second Wednesday of February of each year of all receipts and disbursements of the Fund and such matters as should properly be embodied in such a report.

(f) The Board is authorized to invest any money accumulated in the Fund only in such investments as are authorized under and pursuant to the laws of the Commonwealth of Pennsylvania for fiduciaries. (Ord, 25-1976 §1. Passed 4-7-76.)

147.04 MONTHLY PENSION PAY.

The monthly pension payable herein shall be in an amount equal to one-half of the monthly pay, including annual salary, longevity increments, holiday pay and contributions "picked-up" under Sections 147.06, 147.11 and 147.15(b) but excluding compensation for overtime, shift differential, clothing allowance and cleaning allowance, received by the member at the time of his retirement, payable until death. (Ord. 27-1994 §1. Passed 3-2-94.)



**147.05 ELIGIBILITY.**

(a) Every police officer of the City who shall have served continuously for a period of twenty years on active duty as a police officer and who shall have attained the age of fifty years shall, upon application, be entitled to be honorably discharged and retired on pension, providing that the officer so applying shall have contributed to the maintenance of the Police Pension Fund during the period of twenty years, to the extent of all dues and assessments made or levied by the Police Relief and Pension Association. The minimum requirement of fifty years of age for eligibility for pension contained herein shall apply only to those police officers of the City who become employed as such after the effective date of this subsection (a). (Ord. 18-1963. Passed 6-26-63.)

(b) Twelve Years of Service. Where an officer has served for twelve continuous years or more, and his tenure of office or employment shall be terminated before the expiration of twenty years of service, he shall, in such event, after attaining the age of fifty years, during the remainder of his life, be entitled to receive such portion of the full pension as the period of his service to the date of its termination bears to the full twenty-year period of service; provided, however, that there shall be no credit for military service until any member has actually served continuously for a period of twelve years. The continuity of twelve years of service shall not be affected by interruptions for suspension or leave of absence. (Ord. 76-1984 §1. Passed 12-12-84.)

**147.06 CITY TREASURER TO MAKE MONTHLY DEDUCTIONS.**

Monthly, during the member's employment in the Bureau of Police, the City Treasurer shall deduct four percent (4%) from the salary and compensation, including annual salary, longevity increments and holiday pay but excluding compensation for overtime, shift differential, clothing allowance and cleaning allowance of each officer who is a member of the Police Relief and Pension Association, which sum shall be applied to the purpose of this article. The City Treasurer is authorized to make such deduction and to pay the same to the treasurer of such Association. (Ord. 37-1976 §2. Passed 5-12-76.)

Effective January 1, 1994, contributions to fund by members shall be picked-up by the City under Section 414(h)(2) of the Internal Revenue Code. Contributions picked-up under this section shall be considered employee contributions for all other purposes. (Ord. 27-1994 §2. Passed 3-2-94.)

**147.07 PENSION NONATTACHABLE, NONTRANSFERABLE.**

The pension mentioned in this article shall not be subject to attachment or execution, and shall be payable only to the beneficiary designated in this article, and shall not be subject to assignment or transfer. (Ord. 8565 §7. Passed 6-20-50.)

**147.08 MEMBERSHIP MANDATORY; PAY DEDUCTIONS.**

Each policeman of the City shall hereafter be required to become a member of the Association immediately upon receipt of his appointment as a police office. Upon the commencement of his service as a policeman, the secretary shall notify the City Treasurer of each new police appointment and of the fact that such appointed policeman has commenced his service with the Bureau of Police. The Secretary shall thereon demand that the City Treasurer thereafter make regular monthly deductions from the policeman's pay to the extent of all dues, fees and assessments levied in accordance with the bylaws of the Association. The effective date of membership in the organization shall be the date on which the policeman's dues and/or initiation fee shall first be deducted by the City Treasurer from the policeman's salary. (Ord. 82-1952 §1. Passed 10-28-52.)

#### 147.09 PROBATIONARY PERIOD OPTION.

Any policeman who shall heretofore have served a probationary period of six months may, at his option, include such six-month period in his term of membership in the Association, subject to compliance with the following terms and conditions:

- (a) The policeman shall be a member of the Association in good standing on the effective date of this section (Ordinance 82-1952, passed October 28, 1952).
- (b) The policeman shall exercise such option by paying to the treasurer of the Association within one year of the effective date of this section (Ordinance 82-1952, passed October 28, 1952) all dues, fees and assessments levied by the Association against its members during such six-month probationary period of the Policeman.
- (c) The option provided in this section shall in any event be limited to a maximum period of six months. (Ord. 82-1952 §2. Passed 10-28-52.)

#### 147.10 ADDITIONAL MONTHLY DEDUCTIONS.

Monthly, during the employment of every police officer who is a member of the Police Relief and Pension Association in the Bureau of Police, the City Treasurer shall deduct an additional one percent from the salary or compensation of each officer who is a member of the Association, which sums shall be applied to the purposes of this article. The City Treasurer is authorized to make the deduction and to pay the same to the treasurer of the Police Relief and Pension Association. (Ord. 37-1963 §1. Passed 10-9-63.)

#### 147.11 PROVISIONS FOR WIDOWS.

- (a) The widow of a member of the Bureau of Police and the Police Relief and Pension Association who has retired or is eligible to retire on pension on or after January 1, 1962, and dies on or after August 1, 1963, shall, during her lifetime or so long as she does not remarry, be entitled to receive the pension the member was receiving or would have been receiving had he been retired at the time of his death.
- (b) The widow of a member of the Bureau of Police and the Police Relief and Pension Association who is killed in the service in the line of duty on or after the passage of this section (February 25, 1970) shall receive annually during her lifetime or so long as she does not remarry, a pension equal to fifty percent of the annual compensation the member was receiving at the time of his death. (Ord. 16-1970 §1. Passed 2-25-70.)
- (c) The provisions of subsections (a) and (b) hereof providing for benefits to a widow shall be equally applicable to the widower of a member of the Bureau of Police and the Police Relief and Pension Association. (Ord. 61-1974 §1. Passed 7-24-74.)
- (d) Effective January 1, 1994, contributions to fund by members shall be picked-up by the City under Section 414(h)(2) of the Internal Revenue Code. Contributions picked-up under this section shall be considered employee contributions for all other purposes. (Ord. 27-1994 §2. Passed 3-2-94.)

#### 147.12 PROVISIONS FOR MINOR CHILDREN.

(a) In the event that a member of the Bureau of Police and of the Police Relief and Pension Association who has retired on pension or is eligible to retire on or after January 1, 1962, dies on or after August 1, 1963, and is not survived by a widow or widower or is survived by a widow or widower and the widow or widower subsequently deceases or remarries and the member is survived by children under the age of eighteen years, the pension the member would have been receiving had he or she been retired at the time of his or her death shall be payable to

and divided equally between his or her surviving children under the age of eighteen years.

(b) In the event that a member of the Bureau of Police and the Police Relief and Pension Association is killed in the service in the line of duty on or after the passage of this section (February 25, 1970) and is not survived by a widow or widower, or the widow or widower does survive him or her but subsequently dies or remarries, then the amount of pension payable to the widow or widower under Section 147.11(b) shall be payable to and divided equally among the surviving children under the age of eighteen years. (Ord. 61-1974 §1. Passed 7-24-74.)

#### 147.13 QUALIFICATIONS.

The qualifications of the widows and widowers and/or children entitled to the pension shall be determined as provided hereinbefore. (Ord. 61-1974 §1. Passed 7-24-74.)

#### 147.14 BENEFITS FOR DISABILITY OR DEATH NOT IN LINE OF DUTY.

(a) Any police officer who has less than ten years of service and who is totally disabled due to injuries or mental incapacities not in line of duty and is unable to perform the duties of a police officer, shall be entitled to a pension of twenty-five percent of his annual compensation. For such injuries or mental incapacities incurred after ten years of service, the pension shall be fifty percent of his annual compensation.

(b) The disability pension shall be payable to the police officer during his lifetime and if he shall die, the pension payment that he was receiving shall be continued to be paid to his widow if she survives. If his widow subsequently dies or remarries or if the police officer is not survived by a widow, the pension shall be payable to and divided equally between his surviving children under the age of eighteen years.

(c) If any police officer who has less than ten years of service dies due to causes not in the line of duty, his widow shall be entitled to a pension of twenty-five percent of his annual compensation. For such death after ten years of service, the aforesaid pension shall be fifty percent of his annual compensation.

(d) The aforesaid death pension shall be paid to such police officer's widow if she survives. If the widow subsequently dies or remarries or if the police officer is not survived by a widow, such pension shall be payable to and divided equally between his surviving children under the age of eighteen years. (Ord. 16-1970 §1. Passed 2-25-70.)

#### 147.15 SERVICE INCREMENTS.

(a) In addition to the monthly pension payable under Section 147.04, at his retirement, a member shall receive a service increment which shall be the sum attained by computing the number of whole years after having served the minimum years required by Section 147.16 and multiplying the number of years so computed by an amount equal to one-fortieth of the retirement allowance which has become payable to such contributor in accordance with the provisions of this article. In computing the service increment no employment after the contributor has reached the age of sixty-five years shall be included, and no service increment shall be paid in excess of one hundred dollars (\$100.00) per month. Pursuant to an Act 111 Arbitration Award of November 15, 1991, which increased the pension service increment cap from a maximum of one hundred dollars (\$100.00) per month to three hundred dollars (\$300.00), no service increment shall be paid in excess of three hundred dollars (\$300.00). All other pension benefits shall be pursuant to the provisions of the Third Class City Code. (Ord. 14-2000. Passed 4-19-00.)

(b) Each contributor from and after the effective date of this amendment (Ordinance 8-1971, passed February 3, 1971) shall pay into the retirement fund, a monthly sum in addition to his or her retirement contribution which shall be equal to one-half of one percent of his or her salary, provided that such payment shall not exceed the sum of one dollar (\$1.00) per month, and provided that such service increment contribution shall not be paid after a contributor has reached the age of sixty-five years. (Ord. 8-1971 §1. Passed 2-3-71.)

Effective January 1, 1994, contributions to fund by members shall be picked-up by the City under Section 414(h)(2) of the Internal Revenue Code. Contributions picked-up under this section shall be considered employee contributions for all other purposes. (Ord. 27-1994 §2. Passed 3-2-94.)

(c) Persons who are contributors on the effective date of this amendment (Ordinance 8-1971, passed February 3, 1971) who have already reached the age of sixty-five years shall have his or her service increment computed on the years of employment prior to the date of reaching his or her sixty-fifth birthday.

(d) Service increment contributions shall be paid at the same time and in the same manner as retirement contributions, and may be withdrawn in full, without interest, by persons who leave the employment of the City, subject to the same conditions by which retirement contributions may be withdrawn, or by persons who retire before becoming entitled to any service increment.

(e) All members of the police force who are now contributors to the Retirement Fund and all those employed by the City after the effective date of this amendment, (Ordinance 8-1971, passed February 3, 1971) if required to become contributors to the Retirement Fund, shall be subject to the provisions of this section. (Ord. 8-1971 §1. Passed 2-3-71.)

#### 147.16 CREDIT FOR CERTAIN MILITARY SERVICE.

Any member of the Police Pension Fund who is a contributor and who has served in the Armed Forces of the United States subsequent to September 1, 1940, and who was not a member of the Police Pension Fund prior to such military service, shall be entitled to have full credit for each year or fraction thereof, not to exceed five years of such service. Credit shall be given only upon payment to the Police Pension Fund by the member of an amount equal to that which the member would have paid had he or she been a member of the Police Pension Fund during the period for which the member desires credit, and the member's payment to such Fund of an additional amount as the equivalent of the contributions of the City on account of such military service. Present members of the Police Pension Fund electing to have full credit for military service in the Armed Forces of the United States subsequent to September 1, 1940, shall make such election in writing on or before January 31, 1974, and within six months of employment for new members, and present members shall pay the total sum to the Police Pension Fund on or before July 31, 1974, and new members shall pay the total sum to the Police Pension Fund within one year of the date of their employment. (Ord. 115-1973 §1. Passed 12-12-73.)

147.17 INCREASE OF ALLOWANCE IN COST OF LIVING AFTER RETIREMENT.

(a) Persons receiving allowances of any kind from the Police Pension Fund by reason of and after the termination of the service of any member of such Fund, shall have his or her allowances of any kind increased by the percentage increase in the cost of living index for the month of October, 1970, and subsequent Octobers thereafter as compared with the cost of living index for the month of October, 1969. The increase shall become effective initially on the first day of the month after the passage of this section (September 1, 1971), and on the first day of January of each and every year thereafter, provided, however, that the total of any such allowance shall not at any time exceed one-half of the current salary being paid a patrolman of the highest pay grade.

(b) The cost of living index referred to above shall be that published by the United States Department of Labor, Bureau of Labor Statistics, which index shows the changing average cost of living based on the Consumer Price Index, U. S. City Average, all items, for the years 1957-1959 base. (Ord. 58-1971 §1. Passed 9-1-71.)

(c) Effective January 1, 1981, any individual who shall be hired by the Bureau of Police shall not receive the automatic cost of living increase to pension benefits as provided in subsection (a) hereof.

Those individuals hired after January 1, 1981 and who retire thereafter shall in future years receive such increases to their allowances under the Pension Plan as Council shall determine and authorize on an annual basis; however, no individual shall receive both the cost of living increase and the annual increase authorized by Council. (Ord. 3A-1981 §1. Passed 2-11-81.)

147.18 WITHDRAWAL OF CONTRIBUTIONS PROHIBITED BY ACTIVE EMPLOYEES.

No person contributing to the Police Pension Fund while in the service or employ of the City shall be allowed to withdraw his/her contributions from the Pension Fund. (Ord. 71-1989 §1. Passed 9-6-89.)



ARTICLE 149  
Firemen's Pension Fund

- |        |  |        |                                      |
|--------|--|--------|--------------------------------------|
| 149.01 | Fund created; source of funds.                     | 149.12 | Emergency reserve.                   |
| 149.02 | Transfer of funds.                                 | 149.13 | Repayment before retirement.         |
| 149.03 | Existing obligations assumed.                      | 149.14 | Pension computation.                 |
| 149.04 | Board of Managers.                                 | 149.15 | Service increments.                  |
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| 149.08 | Contribution by City.                              | 149.19 | Credit for certain military service. |
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| 149.10 | Retirement and final discharge; vesting of rights. |        |                                      |
| 149.11 | Compensation for life.                             |        |                                      |
|        |  | 149.21 | Life insurance.                      |
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#### CROSS REFERENCES

Firemen's pension fund - see 3rd Class §4320 et seq. (53 P.S. §39320 et seq.)  
Bureau of Fire - see ADM. Art. 131

#### 149.01 FUND CREATED; SOURCE OF FUNDS.

Under the provisions of the Third Class City Code, Article 43(b), there is hereby established a Firemen's Pension Fund. Such Fund shall, in part, consist of the dues and monthly charges paid into such Fund by members of the Fire Bureau as hereinafter provided; all appropriations by Council for the purpose of pensioning firemen; all gifts, donations and emoluments that may be presented, paid or given on account of fire-fighting services; all bequests, legacies, gifts or donations made to such Fund or to the City, in trust, for the benefit of such Fund, and all income resulting from activities conducted by or under the supervision of the Fire Bureau with the approval of Council. (Ord. 70-1965 §1. Passed 12-22-65.)

#### 149.02 TRANSFER OF FUNDS.

All pension funds in any form and from whatever source received now in the custody of the Erie Fire Department Relief and Pension Association shall, on the effective date of this article (Ordinance 70-1965, passed December 22, 1965), be transferred to the Fund hereby created. (Ord. 70-1965 §1. Passed 12-22-65.)

#### 149.03 EXISTING OBLIGATIONS ASSUMED.

All responsibilities and liabilities of the Erie Fire Department Relief Association, Inc., to members retired or on active duty, under laws and regulations pertaining thereto on and prior to December 22, 1965, are assumed and will be honored by the new Fund hereby established. All employees who became members after December 22, 1965, shall be governed exclusively by the laws and regulations pertaining to the new Fund hereby established. (Ord. 7-1966 §2. Passed 2-23-66.)

#### 149.04 BOARD OF MANAGERS.

The Pension Fund herein established shall be under the direction and control of the Board of Managers consisting of the Mayor, Business Administrator, such Administrator having the same functions as the Director of Accounts and Finance as set forth in the Third Class City Code, the Director of the Department having charge of the Fire Department or in cities where the Mayor is also the Director of the Department having charge of the Fire Department, then the Director of Public Safety, City Controller and the Chief of the Bureau of Fire, ex officio, and two members of the Fire Department to be chosen by the members of the Department. Of the first managers chosen by the members of the Bureau of Fire, one shall be chosen for a term of two years and one for a term of four years. Biennially thereafter, one manager shall be chosen for a term of four years to take the place of the one whose term expires. In case of vacancy among the managers chosen by the members of the Bureau, a successor shall be chosen for the unexpired term. (Ord. 73-1980 §1. Passed 8-27-80.)

#### 149.05 REGULATIONS FOR APPLICATION OF FUND.

(a) The Fund shall be applied, under such regulations as the Board of Managers shall prescribe, for the benefit of such members of the Fire Bureau as shall receive honorable discharge therefrom by reason of service, age or disability and the families of those who may be killed in the service. All such pensions as shall be allowed to those who are retired by reason of disability, service or age shall be in conformity with a uniform scale, together with service increments as hereinafter provided. Benefits allowed from such Fund to families of those who are killed in service shall take into consideration the member's widow and his minor children under eighteen years of age, if any survive. (Ord. 70-1965 §2. Passed 12-22-65.)

(b) Incidental expenses incurred in administering the Fund shall be paid by and from the Fund. (Ord. 63-1978 §1. Passed 11-15-78.)

#### 149.06 ANNUAL REPORT; INVESTMENT OF FUND.

The Board of Managers shall make an annual report to Council on the first Monday of January of each year of all receipts and disbursements of the Fund and such matters as should properly be embodied in such a report. The Board of Managers is hereby authorized to invest any money accumulated in the Fund only in such investments as are authorized under and pursuant to the laws of the Commonwealth for fiduciaries and which may be further restricted to investments authorized under the Board's rules and regulations. (Ord. 70-1965 §2. Passed 12-22-65.)

#### 149.07 FORFEITURE OF RIGHTS IN FUND; NOTICE AND HEARING.

The Board may terminate and forfeit the rights of any member entitled to receive a pension and admitted participation therein for one or more of the following reasons: conviction of a felony or misdemeanor, becoming an habitual drunkard or failing to comply with some general regulation relating to the management of the Fund made by the Board and which provides that a failure to comply therewith shall terminate the right to participate in the Pension Fund. Any such termination shall be only after due notice and hearing as prescribed by regulations of the Board. (Ord. 70-1965 §3. Passed 12-22-65.)

#### 149.08 CONTRIBUTION BY CITY.

Council shall annually set aside, apportion and appropriate to the Fund, a sum of money not less than one-half of one percent nor more than three percent of all City taxes levied by the City, other than taxes levied to pay interest on or extinguish the debt of the City or any part thereof.

Council may exceed this limitation if an additional amount is deemed necessary to provide sufficient funds for payments to widows of members retired on pension or killed or who die in the service; provided, however, that the City shall annually pay into such Fund not less than one-half of one percent of all City taxes levied by the City, other than taxes levied to pay interest on or extinguish the debt of the City or any part thereof.  
(Ord. 80-1968 §1. Passed 12-18-68.)

#### 149.09 CONTRIBUTION BY FIREMEN.

Each member, including probationary members, of the Bureau of Fire shall pay into the Fund monthly by payroll deductions, an amount equal to four percent (4%) of the pay of such member and an additional amount of one percent (1%) to provide sufficient funds for payments to widows of members retired on pension or killed or who die in the service. No person contributing to the Fire Pension Fund while in the service or employ of the City shall be allowed to withdraw his/her contributions from the Pension Fund.  
(Ord. 72-1989 §1. Passed 9-6-89.)

Effective January 1, 1994, contributions to fund by members shall be picked-up by the City under Section 414(h)(2) of the Internal Revenue Code. Contributions picked-up under this section shall be considered employee contributions for all other purposes.  
(Ord. 26-1994 §1. Passed 3-2-94.)

#### 149.10 RETIREMENT AND FINAL DISCHARGE; VESTING OF RIGHTS.

(a) Every member employed after December 22, 1965, who shall have served continuously as a fireman for a period of twenty years and upwards and who shall be not less than fifty years of age may be retired or elect to retire on pension from active duty. Every member employed on or prior to December 22, 1965, whose age and service complies with the requirements of the Constitution and/or Bylaws of the Erie Fire Department Relief Association, Inc., as constituted on such date, may be retired or elect to retire on pension from active duty in accordance with the provisions of such Constitution and/or Bylaws. All members of the Bureau of Fire shall retire at the age of sixty-five years.  
(Ord. 6-1972 §1. Passed 2-16-72.)

(b) Twelve Years of Service. Where a member shall have served for twelve continuous years or more and his tenure of employment shall be terminated before the expiration of twenty years of service, he shall, in such event, after attaining the age of fifty years, during the remainder of his life be entitled to receive such portion of the full pension as the period of his service to the date of its termination bears to the full twenty-year period of service; provided, however, that there shall be no credit for military service until any member has actually served continuously for a period of twelve years. The continuity of twelve years of service shall not be affected by interruptions for suspension or leave of absence.  
(Ord. 5-1987 §1. Passed 2-11-87.)

**149.11 COMPENSATION FOR LIFE.**

Every member retired as set forth in Section 149.10 shall, during the remainder of his life, receive the pension compensation fixed by the provisions of this article.  
(Ord. 70-1965 §6. Passed 12-22-65.)

**149.12 EMERGENCY RESERVE.**

Every member retired as set forth in Section 149.10 shall be subject to service, from time to time, as a firemen's reserve in cases of emergency until unfitted for such service, at which time he shall be finally discharged by reason of age and/or disability.  
(Ord. 70-1965 §6. Passed 12-22-65.)

**149.13 REPAYMENT BEFORE RETIREMENT.**

If for any cause any member of the Fire Bureau contributing to the Pension Fund shall cease to be a member before he becomes entitled to a pension, the total amount of the contributions paid into the Pension Fund by such member shall be refunded to him in full without interest. If any such member shall have returned to him the amount contributed, and shall afterward again become a member, he shall not be entitled to the pension designated until twenty years after his re-employment, unless he shall return to the Pension Fund the amount withdrawn within two years from the date of his re-entry into the service of the Bureau, in which event the period of twenty years shall be computed from the time the member first became a member of the Fire Bureau, excluding therefrom any period of time during which the member was not employed by the Fire Bureau. In the event of the death of a member of the Fire Bureau not in the line of service before the member becomes entitled to the pension aforesaid, the total amount of contributions paid into the Pension Fund by the member shall be paid over to his estate. (Ord. 38-1982 §2. Passed 5-26-82.)

**149.14 PENSION COMPUTATION.**

Payments of pensions shall not be a charge on any fund in the Treasury of the City or under its control save the Firemen's Pension Fund herein provided for. The basis of the pension of a member shall be determined by the monthly salary including contributions "picked-up" under Section 149.09 of the member at the date of retirement, or the highest average annual salary, including contributions "picked-up" under Section 149.09, which he received during any five years of service preceding retirement, whichever is higher, whether for disability, or by reason of age or service, and except as to service increments provided for in Section 149.15, shall be one-half the annual salary of such member at the time of retirement, computed at such monthly or average annual rate, whichever is the higher. In the case of the payment of pensions to members for permanent injury incurred in the service and to families of members killed or who die in the service, the amount and commencement of the payment of pensions shall be fixed by regulations of the Board and such regulations shall not take into consideration the amount and duration of Workmen's Compensation allowed by law.  
(Ord. 26-1994 §2. Passed 3-2-94.)



#### 149.15 SERVICE INCREMENTS.

In addition to the pension which is authorized to be paid from the Firemen's Pension Fund and notwithstanding the limitations therein placed upon such pensions and upon contributions, every contributor who shall become entitled to the pension shall also be entitled to the payment of a service increment.

- (a) Service increments shall be the sum attained by computing the number of whole years after having served the minimum required by this act during which a contributor has been employed by such City and paid out of the City treasury and multiplying the number of years so computed by an amount equal to one-fortieth of the retirement allowance which has become payable to such contributor in accordance with the provisions of this section. In computing the service increment, no employment after the contributor has reached the age of sixty-five years shall be included in the computation and no service increment payment shall exceed the maximum monthly benefit as set forth in the Collective Bargaining Agreement between the City and the bargaining unit representing the members of the Bureau of Fire. (Ord. 2-1999. Passed 1-20-99.)
- (b) Each contributor, from and after January 1, 1969, the effective date of this amendment, shall pay into the Pension Fund a monthly sum in addition to his pension contribution, which shall be one dollar (\$1.00) per month. Such service increment contribution shall not be paid after a contributor has reached the age of sixty-five years.
- (c) Any person who is a member of the department on the effective date of this amendment who has already reached the age of sixty-five years shall have his service increment computed on the years of employment prior to the date of reaching his sixty-fifth birthday.
- (d) Service increment contributions shall be paid at the same time and in the same manner as pensions, and may be withdrawn in full, without interest, by persons who leave the employment of such City, subject to the same conditions by which retirement contributions may be withdrawn, or by persons who retire before becoming entitled to any service increment.
- (e) All members of the Bureau of Fire who are now contributors to the Pension Fund and all those employed by the City after the effective date of this amendment, if required to become contributors to the Pension Fund, shall be subject to the provisions of this section.  
(Ord. 80-1968 §1. Passed 12-18-68.)

#### 149.16 PROVISIONS FOR WIDOWS.

The widow of any member who has retired on pension on or after January 1, 1960, or is killed in the service, or who dies in the service on or after January 1, 1968, or would have been eligible for a pension at the time of his death shall, during her lifetime or so long as she does not remarry, receive pension payment of the amount payable to the member or which would have been payable had he been retired at the time of his death.  
(Ord. 80-1968 §1. Passed 12-18-68.)

#### 149.17 PROVISION FOR CHILDREN.

In the event the aforesaid member is not survived by a widow, or is survived by a widow who subsequently dies or remarries, and such member is survived by a child or children under the age of eighteen years, the aforesaid widow's pension shall be paid equally to such children until they reach their eighteenth birthday.  
(Ord. 80-1968 §1. Passed 12-18-68.)

**149.18 PENSION PAYMENTS NOT RETROACTIVE.**

All pensions payable hereunder shall not be retroactive as to payment but shall take effect on the effective date of this article (Ordinance 70-1965, passed December 22, 1965). (Ord. 70-1965 §11. Passed 12-22-65.)

**149.19 CREDIT FOR CERTAIN MILITARY SERVICE .**

Any member of the Firemen's Pension Fund who is a contributor and who has served in the Armed Forces of the United States subsequent to September 1, 1940, and who was not a member of the Firemen's Pension Fund prior to such military service, shall be entitled to have full credit for each year or fraction thereof, not to exceed five years of such service. Credit shall be given only upon payment to the Firemen's Pension Fund by the member of an amount equal to that which the member would have paid had he or she been a member of the Firemen's Pension Fund during the period for which the member desires credit, and the member's payment to such Fund of an additional amount as the equivalent of the contributions of the City on account of such military service. Any member of the Firemen's Pension Fund who wishes to take advantage of this article shall exercise a written option to buy his or her service time by October 1, 1974, or six months after beginning City employment, whichever is later, and shall pay the total sum due to the Pension Fund within twenty-four months of the date the member exercises his option. (Ord. 46-1974 §1. Passed 6-5-74.)

**149.20 INCREASE OF ALLOWANCES AFTER RETIREMENT.**

(a) Persons receiving allowances of any kind from the Firemen's Pension Fund of the City by reason of and after the termination of the services of any member of such Fund shall have his/her allowances of any kind increased by the sum of approximately twelve dollars and fifty cents (\$12.50) per month, effective on the first day of the month following passage of this section; provided, however, that the total of any such allowance shall not at any time exceed one-half of the current salary being paid firemen of the highest pay grade. The exact amount to be distributed to each person shall be determined by the Board of Managers of the Pension Fund. For this purpose, the City shall contribute to the Fund the sum of fifteen thousand dollars (\$15,000) for the fiscal year 1980 to provide for the aforesaid increase; provided, however, that the total of any such allowance shall not at any time exceed one-half of the current salary being paid firemen of the highest pay grade. Such increase shall be in conformity with a uniform scale set forth by the Board. (Ord. 18-1980 §1. Passed 2-20-80.)

(b) On and after January 1, 1974, persons receiving allowances of any kind from the Firemen's Pension Fund of the City by reason of and after the termination of the services of any member of such Fund shall have his or her allowances of any kind increased to a minimum amount of two hundred dollars (\$200.00) per month. (Ord. 11-1974 §1. Passed 3-13-74.)



#### 149.21 LIFE INSURANCE.

The Board of Managers is authorized to offer and underwrite life insurance for its members, whether or not such members are receiving allowances of any kind. Such insurance shall be voluntary only, and shall be in such amounts and at such premiums as the Board may authorize. Payments for premiums may be deducted from the pay of members of the Fund actively employed by the City; premium payments for those members receiving allowances of any kind may be deducted from such allowances, on a monthly basis. Council ratifies and affirms the authority of the Board where the Board has authorized such a life insurance program for prior years. (Ord. 28-1981 §1. Passed 4-1-81.)

#### 149.22 PENSION BENEFITS FOR MEMBERS WHO BECOME TOTALLY DISABLED OR DIE NOT IN THE LINE OF DUTY.

(a) Any firefighter who has less than ten years of service and who is totally disabled due to injuries or mental incapacities not in line of duty and is unable to perform the duties of a firefighter shall be entitled to a pension of twenty-five percent (25%) of his annual compensation. For such injuries or mental incapacities incurred after ten years of service, the pension shall be fifty percent (50%) of his annual compensation.

(b) This disability pension shall be payable to the firefighter during his lifetime and if he/she shall die the pension payment that he/she was receiving shall continue to be paid to the surviving spouse if he/she survives. If the spouse subsequently dies or remarries or if the firefighter is not survived by a spouse, the pension shall be payable to and divided equally between his/her children under the age of eighteen years.

(c) If any firefighter who has less than ten years of service dies due to cause not in line of duty, the surviving spouse shall be entitled to a pension of twenty-five percent (25%) of his/her annual compensation. For such death after ten years of service, the aforesaid pension shall be fifty percent (50%) of his/her annual compensation.

(d) The aforesaid death pension shall be paid to such firefighter's spouse if he/she survives. If the widow/widower subsequently dies or remarries or if the firefighter is not survived by a widow/widower, such pension shall be payable to and divided equally between his/her surviving children under the age of eighteen years.

(e) Proof of such disability mentioned in subsections (a) and (b) hereof shall consist of the sworn statement of three practicing physicians, designated by the Board of Managers, that the firefighter is in a condition of health which would permanently disable him/her from performing the duties of a firefighter. Such person shall thereafter be subject to physical examinations at any reasonable time upon order of the Board. Upon his/her refusal to submit to any such examination, his/her pension shall cease. (Ord. 49-1983 §1. Passed 9-14-83.)



TITLE NINE - Commissions

- Art. 151. Human Relations Commission. (Repealed)
- Art. 153. Port Commission. (Repealed)
- Art. 155. City Planning Commission.
- Art. 157. Building Code Commission.
- Art. 159. Electrical Code Commission.
- Art. 161. Plumbing Board.
- Art. 163. Traffic Commission. (Repealed)
- Art. 165. Shade Tree Commission.
- Art. 167. Municipal Golf Commission. (Repealed)
- Art. 169. Perry Memorial House Commission. (Repealed)
- Art. 171. Recreation Advisory Commission. (Repealed)
- Art. 173. Aggregate Pension Board.

ARTICLE 151

Human Relations Commission

EDITOR'S NOTE: Former Article 151 consisting of Sections 151.01 to 151.09 and 151.99, was repealed by Ordinance 85-1994, passed November 9, 1994.

ARTICLE 153  
Port Commission

EDITOR'S NOTE: Article 153 (Port Commission) is hereby repealed by Ordinance 48-1974, passed June 12, 1974, and the Port Commission of the City established thereunder is hereby abolished, effective following creation and organization of the Port Authority of the City and the planned assumption by such body of the operating control of the Port of Erie, on or about July 1, 1974.

All of the functions, responsibilities, leases and assets of the Port Commission are hereby transferred, assigned and set over to the Port Authority of the City, subject to its liabilities, such assets and liabilities for convenience to be computed as of June 1, 1974, and adjusted as of the effective date of the transition from Commission to Authority as specified herein.

Ordinance 46-1973, passed June 13, 1973, established, organized and created the Port Authority of the City of Erie. The Authority shall be governed and regulated by and carry out the purposes and provisions of Act No. 298, approved December 6, 1972.

Ordinance 10-1974, passed March 13, 1974, reconfirmed the establishment and creation of the Port Authority of the City of Erie.

CROSS REFERENCES  
State law provisions - see 55 P.S. §571 et seq.

(NOTE: The next printed page is page 115.)

ARTICLE 155  
City Planning Commission

155.01 Recommendations to public authorities; approval of plans.

CROSS REFERENCES

City Planning Commission - see 3rd Class §4001 et seq.  
(53 P.S. §39001 et seq.); 3rd Class Charter Law  
§410(b) (53 P. S. §41410(b))

155.01 RECOMMENDATIONS TO PUBLIC AUTHORITIES; APPROVAL OF  
PLANS.

The City Planning Commission may make recommendations to any public authorities, corporations or individuals in the City, with reference to the location of any buildings, structures or works to be erected or constructed by them. No improvement, redevelopment or revitalizing project shall be constructed or otherwise undertaken, in whole or in part, by any agency, authority or department, without first acquiring approval of the City Planning Commission that such project complies with the comprehensive and detailed planning and programming for the improvement, redevelopment and revitalizing of the City and, secondly, without acquiring Council's approval thereof by ordinance. (Ord. 16-1962 §1. Passed 5-9-62.)



ARTICLE 157  
Building Code Commission

157.01	Establishment; purpose.	157.05	Duties.
157.02	Title.	157.06	Organization.
157.03	Appointment; membership.	157.07	Majority of members necessary.
157.04	Recommendations.		

CROSS REFERENCES

Adoption of building codes - see BLDG. Art. 1701 et seq.  
Power to enact building ordinance - see 3rd Class §4130 et seq.  
(53 P.S. §39130 et seq.)

157.01 ESTABLISHMENT; PURPOSE.

There is established a Building Code Commission consisting of eleven members to review, prepare and report to Council for consideration such ordinances as the Commission shall consider wise for the regulation of erection, alteration, additions to, demolition, removal from one location to another, arrangement, use and occupancy of buildings and structures in the City. (Ord. 6073 §1. Passed 8-16-27.)

157.02 TITLE.

The Commission so appointed is hereby known as the Building Code Commission. (Ord. 6073 §2. Passed 8-16-27.)

157.03 APPOINTMENT; MEMBERSHIP.

The Building Code Commission shall be appointed by Council and shall be composed of the following:

- (a) The Building Administrator.
- (b) The City Solicitor.
- (c) One member recommended by the Northwest Pennsylvania Chapter of American Institute of Architects.
- (d) One member recommended by the Erie Construction Council, Inc.
- (e) One member recommended by the Greater Erie Chamber of Commerce.
- (f) One member recommended by the Erie Engineering Society's Council.
- (g) One member recommended by the Erie County Agents Association.
- (h) One member recommended by the Home Builders Association of Northwestern Pennsylvania.
- (i) The Chief Fire Inspector.
- (j) One member recommended by the Erie Industrial Conference Committee.
- (k) One member recommended by the Manufacturer's Association of Erie.
- (l) One member recommended by the National Electric Contractors Association.

- (m) One member recommended by the Greater Erie Board of Realtors.
- (n) One member recommended by the Erie Chapter of Pennsylvania Society of Professional Engineers.
- (o) One member recommended by the Central Labor Union and Industrial Union Council. (Ord. 17-1973 §1. Passed 3-14-73.)

#### 157.04 RECOMMENDATIONS.

Members of the Building Code Commission shall be recommended by the above mentioned organizations to the Mayor and Council in writing by the secretary of such organizations. (Ord. 6073 §4. Passed 8-16-27.)

#### 157.05 DUTIES.

The duties of the Building Code Commission shall be as follows:

- (a) Review, prepare and submit to Council legislation regulating the construction, maintenance, alteration and inspection of the buildings in the City;
- (b) Investigate for approval or disapproval by Council new methods of construction;
- (c) View all plans, specifications and methods of construction submitted to it by the Inspector of Buildings, by any other department of the City or by Council, and report thereon. (Ord. 6073 §5. Passed 8-16-27.)

#### 157.06 ORGANIZATION.

The Building Code Commission shall meet and organize immediately upon being appointed by Council. The stenographer in the Department of Public Safety shall act as secretary. (Ord. 6073 §6. Passed 8-16-27.)

#### 157.07 MAJORITY OF MEMBERS NECESSARY.

The Building Code Commission shall be considered in existence when a majority of the members eligible to appointment shall have been appointed by Council. (Ord. 6073 §7. Passed 8-16-27)



ARTICLE 159  
Electrical Code Commission

159.01	Establishment; purpose.	159.05	Duties.
159.02	Title	159.06	Organization.
159.03	Membership.	159.07	Majority of members required.
159.04	Recommendations to Council.		

CROSS REFERENCES

Electrical Code - see BLDG. Art. 1711

Electric power lines - see S.U. & P.S. Art. 921

159.01 ESTABLISHMENT; PURPOSE.

There is established an Electrical Code Commission, consisting of eleven members, to review, prepare and report to Council for consideration such ordinances as the Commission shall consider wise for the installation, alteration, addition or extension in any electrical wiring, device or material, and for the safeguarding of persons and of buildings and their contents from hazards arising from the use of electricity for light, heat, power, radio, signaling and for other purposes within the City. (Ord. 32-1963 §1. Passed 8-21-63.)

159.02 TITLE.

The Commission so appointed shall be known as the Electrical Code Commission. (Ord. 32-1963 §2. Passed 8-21-63.)

159.03 MEMBERSHIP.

Members of the Electrical Code Commission shall be appointed by Council and shall be composed of the following:

- (a) City Building Inspector;
- (b) City Electrician;
- (c) An electrical engineer;
- (d) A representative of the electric utilities company;
- (e) A representative of the International Brotherhood of Electrical Workers;
- (f) A representative of the National Electrical Contractors' Association;
- (g) A representative of the Electrical Contractors' Association of Erie;
- (h) A representative of the Keystone Electrical Inspection Service;
- (i) A representative of the independent electrical contractors;
- (j) A representative of the Greater Erie Safety Council;
- (k) A representative of the Department of Fire Underwriters.

(Ord. 32-1963 §3. Passed 8-21-63; Ord. 11-1964 §1. Passed 3-11-64.)

**159.04 RECOMMENDATIONS TO COUNCIL.**

Members of the Electrical Code Commission shall be recommended to Council, in writing, by the organizations referred to in Section 159.03.  
(Ord. 32-1963 §4. Passed 8-21-63.)

**159.05 DUTIES.**

The duties of the Electrical Code Commission shall be to review, prepare and submit to Council recommendations for legislation regarding the installation, alteration, addition or extension of electrical wiring, devices or materials, and for the safeguarding of persons and of buildings and their contents from hazards arising from the use of electricity for light, heat, power, radio, signaling and for other purposes within the City.  
(Ord. 32-1963 §5. Passed 8-21-63.)

**159.06 ORGANIZATION.**

The Electrical Code Commission shall meet and organize immediately upon being appointed by Council. (Ord. 32-1963 §6. Passed 8-21-63.)

**159.07 MAJORITY OF MEMBERS REQUIRED.**

The Electrical Code Commission shall be considered in existence when a majority of the members eligible to appointment shall have been appointed by Council.  
(Ord. 32-1963 §7. Passed 8-21-63.)

ARTICLE 161  
Plumbing Board

161.01	Establishment; duties.	161.04	Secretary.
161.02	Membership.	161.05	Chief Plumbing Inspector to attend meetings.
161.03	Compensation.		

CROSS REFERENCES  
Plumbing Code - see BLDG. Art. 1721

161.01 ESTABLISHMENT; DUTIES.

There is established a Plumbing Board, to review, prepare and recommend to Council and the Mayor, for their consideration, such changes, improvements and regulations as the Board shall consider wise for the regulation and governing of the plumbing and house drainage in the City.

The Chief Plumbing Inspector shall present to the Board all disputes, grievances or violations of the State Code, or any section thereof, or any matter pertaining to the installation of the plumbing or building drainage in the City, and the Board, after careful consideration, shall present to Council a recommendation for its approval.

(Ord. 7641 §1. Passed 4-4-33.)

161.02 MEMBERSHIP.

Council shall appoint a Plumbing Board, consisting of eleven members, hereinafter referred to as the Board, to consist of the following:

- (a) Three members recommended by the Master Plumbers' Association.
- (b) Three members recommended by the Journeyman's Plumbing Union.

The above six members shall be approved by the organizations with which they are affiliated, and the Secretaries of such organizations shall notify the Mayor and Council in writing of such approval.

- (c) One member to be selected and recommended by the above six members of the Plumbing Board. The person as selected shall not be a member of either organization.
- (d) One member, being a licensed Architect, recommended by the Erie Chapter of the American Institute of Architects appointed by the Mayor.
- (e) One member, recommended by the Erie Home Builder's Association appointed by the Mayor.
- (f) Two members being either Journeymen or Master Plumbers appointed by Council.

(Ord. 74-1994 §1. Passed 9-21-94.)

161.03 COMPENSATION.

All of the members of the Plumbing Board shall serve without compensation.  
(Ord. 7641 §6. Passed 4-4-33.)

161.04 SECRETARY.

The Plumbing Board shall meet and organize immediately upon being appointed by Council, and the stenographer of the Department of Public Safety shall act as secretary.  
(Ord. 7641 §5. Passed 4-4-33.)

161.05 CHIEF PLUMBING INSPECTOR TO ATTEND MEETINGS.

The Chief Plumbing Inspector shall attend any meeting on request of the Plumbing Board, when notified to do so by the secretary of the Board.  
(Ord. 7641 §2. Passed 4-4-33.)

ARTICLE 163  
Traffic Commission

(EDITOR'S NOTE: Former Article 163 was  
repealed by Ordinance 28-2000, passed June 7, 2000.)



ARTICLE 165  
Shade Tree Commission

- 165.01 Establishment.
- 165.02 Membership; compensation.
- 165.03 Term; vacancies.
- 165.04 State authorization.
- 165.05 Powers of Commission.
- 165.06 Duties and responsibilities of private property owners.
- 165.07 Abuse or mutilation of trees or plants.
- 165.08 Abatement of hazardous
- 165.09 Noncompliance; City to do work;
- 165.10 Administration and enforcement.
- 165.11 Live plant material required.
- 165.99 Penalty.

CROSS REFERENCE  
Shade Tree Commission - see 3rd Class §3801 et seq.  
(53 P. S. §38801 et seq.)

165.01 ESTABLISHMENT.

There is established in the City a Commission to be known as the Shade Tree Commission. (Ord. 50-1960 §1. Passed 5-31-60.)

165.02 MEMBERSHIP; COMPENSATION.

The Shade Tree Commission shall be composed of five residents of the City who shall be appointed by Council and who shall serve without compensation. (Ord. 32-1965 §1. Passed 7-7-65.)

165.03 TERM; VACANCIES.

Of the initial appointees to the Shade Tree Commission, one commissioner shall serve for a term of one year; one for a term of two years; one for a term of three years; one for a term of four years and one for a term of five years and, after the expiration of the term of any commissioner, a successor shall be appointed by Council to serve for a term of five years. Vacancies in the office of Commissioner shall be filled by Council for the unexpired term. (Ord. 32-1965 §2. Passed 7-7-65.)

165.04 STATE AUTHORIZATION.

The Shade Tree Commission is established under the provisions of the Third Class City Code, Article 38, as amended, and the Commission shall exercise the powers, functions and duties vested in Shade Tree Commissions created by cities of the Third Class under that statute and such additional powers, functions and duties as may be vested in the Commission by ordinance of Council. (Ord. 50-1960 §4. Passed 5-31-60.)



**165.05 POWERS OF COMMISSION.**

The Shade Tree Commission shall have the following authority in addition to the powers vested in it by the provisions of Section 3804 of the Third Class City Code:

- (a) Plan for Planting, Maintenance and Care. To formulate plans for and to supervise the planting, maintenance and care of trees along the rights of way, streets and lands of the City best suited to satisfy the problems common to utilities, traffic, industry, weather and the protection and preservation of properties in the City and the public at large.
- (b) Protection from Disease. To develop an effective program to protect trees within the City from damage by insects, pests or disease, and to provide for the spraying of trees with insecticides and fungicides, to include both trees along the lands, ways, streets and public properties of the City and, with the consent of the property owners, trees on private lands.
- (c) Budget. To develop and recommend to Council a budget to provide for an effective program of tree protection and restoration and other activities necessary to carry out the purposes of the Shade Tree Commission.
- (d) Professional Assistants. To determine the need for a professional forester, arborist, tree warden or other assistants and such other employees as may be required to provide for an adequate and continuous shade tree program in the City and the administration and enforcement of this article.
- (e) Public Education. To develop a sound educational program as it pertains to the public's understanding of and cooperation with the program of the Shade Tree Commission.
- (f) Program of Protection and Replacement. To encourage proper pruning, protection and replacement of all trees within the City and to develop an effective program to accomplish the same.
- (g) Inspections. To conduct inspections of trees within the City and, with the consent of the property owners involved, to enter on private property to make such inspections, in order to determine whether such trees are hazardous to persons or property by reason of insect infestations or disease.
- (h) Removal of Trees or Branches. To arrange for the removal of trees or limbs of trees on streets and lands of the City found to be hazardous to persons or property or so affected by disease or by insect infestations as to endanger the life or health of other trees in the City.
- (i) Additional Duties. To perform such other duties and responsibilities in connection with shade trees in the City as are properly within the powers of the City and consistent with the program set forth herein.
- (j) Rules and Regulations. To issue rules and regulations governing the planting, maintenance, care and removal of shade trees in furtherance of the powers granted the Shade Tree Commission by statutes of the Commonwealth and the ordinances of the City. Such rules and regulations shall be approved by the Commission and submitted to Council for approval. Upon approval by Council, short notice of the contents of same shall be publicly advertised and copies of the same made available for public distribution for twenty days before such rules and regulations become effective. Upon such approval and notice, the rules and regulations shall have the same effect as this article.

- (k) Variations. The Shade Tree Commission shall have the power to grant variations and exceptions from the strict application of the terms of this article and any rules and regulations issued thereunder upon the written application of the property owner involved and the showing of a good and sufficient reason therefor. In granting such variations and exceptions, the Shade Tree Commission may impose such conditions as it deems necessary to insure compliance with the purposes of this article. (Ord. 11-1961 §3. Passed 3-14-61.)

#### 165.06 DUTIES AND RESPONSIBILITIES OF PRIVATE PROPERTY OWNERS.

The owners and the occupiers of properties abutting the streets and highways of the City shall be permitted to plant, maintain and remove trees on the lands abutting their properties between the front property line of such property and the traveled portion of such streets and highways only in accordance with the following terms and provisions of this article and any rules and regulations of the Shade Tree Commission of the City adopted in accordance herewith:

- (a) Maintenance of Trees. The owners and occupiers of properties in the City abutting upon the streets and highways of the City shall be responsible for the care and maintenance of all trees located between the front property line of such property and the traveled portion of such streets and highways in the area between the extensions of the side boundary lines of such properties. Such owners shall be responsible for the performance of the following duties in connection with trees located or maintained in such locations:
- (1) Trimming. The owner and occupier shall trim his trees so as not to constitute a hazard to the public traveling along the public ways or to adjoining property owners and shall keep all overhanging branches trimmed so as to provide a minimum clearance of nine feet above the level of the highway or sidewalk at such location.
  - (2) Treatment. The owner and occupier shall be responsible for the treatment of trees which are so insect-ridden or diseased as to constitute a hazard to other trees in the City.
  - (3) Removal. The owner and occupier shall remove all trees which are dead, unsafe, hazardous or so insect-ridden or diseased as to be incapable of effective treatment.
  - (4) Planting. The owner and occupier shall plant a tree to replace any existing tree that is removed in such location.
  - (5) Trimming or removal to prevent hazards. The owner and occupier shall, upon the order of the Shade Tree Commission, remove or trim any tree which constitutes a hazard to traffic, or blocks the view of traffic controls or signals, or obscures the public illumination provided for such area.
- (b) Planting Shade Trees. Trees shall be planted in the areas between the property lines and the street in accordance with the provisions of this article and any rules and regulations of the Shade Tree Commission issued under the authority thereof. Such planting may not be done until a permit for the same has been secured from the office of the Shade Tree Commission. All such planting shall be done in strict accordance with the rules and regulations of the Shade Tree Commission and the terms and conditions of the permit issued therefor, which shall include the following:

- (1) Type of tree. No tree shall be planted on any location regulated by this article except of a variety approved by the rules and regulations of the Shade Tree Commission.
  - (2) Size of tree. All trees planted in the locations regulated by the terms of this article shall be not less than one inch in diameter of trunk one foot above the ground. All trees from one to three inches in diameter of trunk one foot above the ground shall be protected and supported by tree guards.
  - (3) Spacing. All trees shall be planted at least thirty feet distant from any existing tree or any additional trees to be planted.
  - (4) Location, plan or sketch. All trees shall be planted according to a sketch or plan issued with the permit showing the exact location of the proposed planting.
- (c) Removal of Trees. No person or property owner shall remove trees from the locations regulated by the terms of this article without having first filed an application and securing a permit for same from the office of the Shade Tree Commission. Such permit will be granted under the following circumstances:
- (1) Replacement of tree. Every tree removed must be replaced by another tree conforming to the provisions of this article and the rules and regulations of the Shade Tree Commission.
  - (2) Removal of stump. Where, in the judgment of the Shade Tree Commission, the removal of the tree should include removal of stump, the permit shall require the stump to be removed.
  - (3) Rules and regulations. The Shade Tree Commission is authorized to issue rules and regulations prescribing the manner in which dead trees shall be cut down or removed for the purpose of protecting the safety of lives and property of the public who may be endangered by the existence of such tree or the operations necessary for its removal.
- (d) Regulations for Maintenance and Care of Trees. The Shade Tree Commission is authorized to prescribe rules and regulations regulating and controlling the trimming, cutting, spraying or other treatment of trees in locations regulated by the provisions of this article, which regulations may require the securing of a permit before conducting such operations and the terms and conditions under which such operations may be carried on. (Ord. 11-1961 §4. Passed 3-14-61.)

#### 165.07 ABUSE OR MUTILATION OF TREES OR PLANTS.

With respect to the areas defined and regulated in Section 165.06, no person shall:

- (a) Damage, cut, carve, transplant or remove any tree or plant or injure the bark;
  - (b) Pick the flowers or seeds of any tree or plant;
  - (c) Attach any sign, rope, wire or other contrivance to any tree or plant;
  - (d) Dig in or otherwise disturb grass areas, or in any other way injure or impair the natural beauty or usefulness of any area;
  - (e) Cause or permit any wire charged with electricity to come in contact with any tree or plant or allow any gaseous, liquid or solid substance which is harmful to such trees or plants to come in contact with them.
- (Ord. 11-1961 §5. Passed 3-14-61)

**165.08 ABATEMENT OF HAZARDOUS CONDITIONS; APPEALS.**

The Shade Tree Commission is authorized and empowered to issue written orders to the owner or occupant of any property abutting the public streets or highways in the City where trees are located on the land abutting the front property line of the property, between the front property line thereof and the traveled portion of such street or highway, to remove, abate or correct any dangerous or hazardous condition, infestation or disease of any tree located thereon. Such order shall be in writing and issued by authority of the Commission and shall be served upon the person concerned, either personally or by registered or certified mail, or in the event that no owner or occupant can be found, by posting a copy of same on the premises. The order shall provide a time limit for compliance as determined by the Commission.

Any person or party affected by such order shall have the right of appeal therefrom to the Director of Parks and Public Property or such officer designated by him or by Council to hear and determine such appeals. Such appeals shall be made in writing within seven days from the service of the order of the Commission, and the appeal officer designated herein shall, upon review of the written appeal, affirm, modify or revoke the order of the Commission and deliver notice thereof to the person appealing within seven days from the filing of the appeal, together with a date for compliance with the order as affirmed or modified.  
(Ord. 11-1961 §6. Passed 3-14-61.)

**165.09 NONCOMPLIANCE; CITY TO DO WORK; COST A LIEN.**

Whenever any person or party to whom an order is directed shall fail to comply with any order issued by the Shade Tree Commission or its agent or the appeal officer designated herein, under the authority of this article, for the removal, abatement, correction or replacement of any tree or condition of any tree subject to the provisions of this article, within the time provided for such actions, the City is authorized to undertake such action through its agents or employees or to contract with others for such purpose, and the charges and costs of same shall be charged against the property which abuts the location where such condition exists.

The officer or agent of the City charged with the performance of such duties under the terms of this article shall, upon completion of the work, certify the cost of same to the City Treasurer who shall bill the owner of the property involved for the amount thereof as a special assessment. In the event of nonpayment of the assessment within thirty days from the date of notice of same, the City Treasurer shall forward the same to the City Solicitor who shall promptly enter the same as a lien against the property involved.

The undertaking of such work by the City, and the entering of an assessment and lien in the event of nonpayment of the assessment, shall in no way operate to relieve any person violating any of the provisions of this article or the rules and regulations of the Shade Tree Commission, issued under the authority of this article, or failing to comply within the period stated in any order of the Shade Tree Commission, from the penalties provided herein for the violation of the provisions hereof. (Ord. 11-1961 §7. Passed 3-14-61.)

**165.10 ADMINISTRATION AND ENFORCEMENT.**

The powers, functions and duties of the Shade Tree Commission and the administration and enforcement of this article are assigned to the Department of Public Works, Property and Parks and such personnel of that Department as the Director shall designate until such time as Council specifically establishes personnel assigned to such duties under the direction of the Shade Tree Commission. (Ord. 11-1961 §8. Passed 3-14-61.)

**165.11 LIVE PLANT MATERIAL REQUIRED.**

All foliage placed on public property of the City shall consist of live natural plant life, unless some extenuating factor, such as excessive cost, meteorological conditions or other valid reasons, would make this requirement impractical and beyond normal realization. (Ord. 65-1972 §1. Passed 9-27-72.)

**165.99 PENALTY.**

Whoever violates any provision of this article or any rules and regulations of the Shade Tree Commission, or fails to comply with any order of the Shade Tree Commission issued in accordance with the terms hereof, within the period specified, shall be fined not more than three hundred dollars (\$300.00) and, in default of payment thereof, imprisoned not more than thirty days. (Ord. 11-1961 §9. Passed 3-14-61.)

ARTICLE 167  
Municipal Golf Commission

EDITOR'S NOTE: Former Article 167 consisting of Sections 167.01 to 167.07 was repealed by Ordinance 82-1990, passed December 12, 1990. See Section 117.05(f) for relevant provisions.



ARTICLE 169  
Perry Memorial House Commission

(EDITOR'S NOTE: Former Article 169 was repealed by Ordinance 28-2000, passed June 7, 2000.)





ARTICLE 171  
Recreation Advisory Commission

(EDITOR'S NOTE: Former Article 171 was repealed by Ordinance 28-2000, passed June 7, 2000.)



ARTICLE 173  
Aggregate Pension Board

173.01	Aggregation of the three Municipal Pension Plans.	173.05	Earnings.
173.02	Composition.	173.06	Interfund loans.
173.03	Term of office.	173.07	Rules and regulations.
173.04	Investments.		

CROSS REFERENCES

Municipal Pension Plan Funding Standard and Recovery Act - see  
53 P.S. §895.101 et seq.

173.01 AGGREGATION OF THE THREE MUNICIPAL PENSION PLANS.

The assets of the three Municipal Pension Plans are hereby transferred to the City of Erie, as Trustee. These assets are to be managed by a single pension trust fund. This single pension trust fund shall be the funding mechanism for all three pension plans existing prior to the date of this aggregation. The aggregation of the pension plans shall be done in strict compliance with Act 205. (Ord. 76-1987 §1. Passed 11-25-87.)

173.02 COMPOSITION.

The Aggregate Pension Board shall be comprised of twelve members. The membership of the Board shall be as follows: the Mayor; the City Controller; the Director of Business Administration; one representative of the Erie City Retirees Association; one representative elected by the members of each of the three pension plans, total of three; one representative elected by the members of the four Collective Bargaining Units, total of four; and one representative selected by Council from among the Council members. The Mayor shall serve as the Chairman. (Ord. 19-1988 §1. Passed 3-9-88.)

173.03 TERM OF OFFICE.

With the exception of the Mayor, City Controller, Director of Administration and Council representative, all of the members of the Aggregate Pension Board shall serve for a term of four years. Except that in the initial election of the three pension plan representatives one shall be elected for a two year term, one for a three year term and one for a four year term. Also, in the initial election of the four Collective Bargaining Representatives one shall be elected for a one year term, one for a two year term, one for a three year term and one for a four year term. All subsequent elections after the initial election shall be for four years. (Ord. 76-1987 §1. Passed 11-25-87.)

#### 173.04 INVESTMENTS.

The Aggregate Pension Board shall establish investment guidelines and be responsible for the investment of all assets of the Board. The assets of the aggregated Pension Trust Fund shall be invested in investment securities which are authorized investments pursuant to any applicable law for any of the associated plans. (Ord. 82-1989 § 1. Passed 10-4-89.)

#### 173.05 EARNINGS.

Investment earnings shall be allocated to each associated pension plan in proportion to the most recently determined participation value. (Ord. 76-1987 §1. Passed 11-25-87.)

#### 173.06 INTERFUND LOANS.

The Aggregate Pension Board shall have the power to make loans to any of the associated Pension Plans, to avoid the necessity of the Plans selling their assets. The Board shall charge interest at the prevailing rate of its investment. (Ord. 76-1987 §1. Passed 11-25-87.)

#### 173.07 RULES AND REGULATIONS.

The Aggregate Pension Board shall establish rules and regulations necessary to carry out its duties as established herein. All rules and regulations shall be approved by Council prior to taking effect. (Ord. 76-1987 §1. Passed 11-25-87.)

TITLE ELEVEN - Authorities and Boards

- Art. 180. Erie Recreation Board. (Repealed)
- Art. 181. Erie Sewer Authority.
- Art. 182. Erie Parking Authority.
- Art. 183. Erie Municipal Airport Authority.
- Art. 184. Erie Redevelopment Authority.
- Art. 185. Erie Housing Authority.
- Art. 186. Erie Municipal Park Authority.
- Art. 187. Erie Metropolitan Transit Authority.
- Art. 188. Erie City Water Authority.
- Art. 189. Erie Port Authority.
- Art. 190. Erie Civic Center Authority.
- Art. 191. Downtown Center City Authority. (Repealed)
- Art. 192. Higher Education Building Authority.
- Art. 193. Civil Service Boards.
- Art. 194. Vacant Property Review Committee.
- Art. 195. Erie County Solid Waste Management Council.
- Art. 196. Erie Cable TV Public Access Authority. (Repealed)
- Art. 197. Erie County Convention Center Authority.

ARTICLE 180  
Erie Recreation Board

(EDITOR'S NOTE: Former Article 180 was repealed by Ordinance 28-2000, passed June 7, 2000.)



ARTICLE 181  
Erie Sewer Authority

EDITOR'S NOTE: The Erie Sewer Authority was created under the provisions of Act of May 2, 1945 (P.L. 382), as amended, and by Ordinance 98-1952, passed December 19, 1952. The Authority owns the municipal sewer systems and sewage treatment works in the City of Erie, which are operated by the City under lease from the Authority. (Ord. 57-1954. Passed 6-1-54.)

Ordinance 66-1971, passed October 20, 1971, extends the Sewer Authority term to fifty years.

CROSS REFERENCES

Sewers - see 3rd Class §3201 et seq. (53 P.S. §38201 et seq.);  
S.U. & P.S. Art. 931 et seq.



ARTICLE 182  
Erie Parking Authority

EDITOR'S NOTE: The Erie Parking Authority was created under the provisions of the Parking Authority Law, Act of June 5, 1947 (P.L. 458), as amended, and by Ordinance 8687, passed August 21, 1951. The Authority acquires, constructs, improves, maintains and operates parking projects and establishes a permanent coordinated system of parking facilities. Ordinance 57-1967, passed November 22, 1967, extended the term of existence of the Erie Parking Authority for a period of fifty years. Ordinance 24-1995, passed March 22, 1995, extended the term of existence of the Erie Parking Authority for a period of fifty years.

CROSS REFERENCES

Power to acquire land - see 3rd Class §2403(54) (53 P.S. §37403(54))

ARTICLE 183  
Erie Municipal Airport Authority

EDITOR'S NOTE: Under the provisions of The Municipal Authorities Act 164, approved May 2, 1945 (P.L. 382), as amended; and Ordinance 8602, passed November 28, 1950, amended by Ordinance 44-1989, passed June 7, 1989, the Erie Municipal Airport Authority was created. Under provisions of Ordinance 76-1956, passed July 3, 1956, the City leases the Airport from the Authority for a term ending in 1970.

CROSS REFERENCES

Aeronautics - see 3rd Class §4201 et seq. (53 P.S. §39201 et seq.)

ARTICLE 184  
Erie Redevelopment Authority

EDITOR'S NOTE: The Erie Redevelopment Authority was created under the provisions of the Urban Redevelopment Law, Act 385, approved May 24, 1945 (P.L. 991), as amended, and Ordinance 82-1955, passed July 26, 1955. The purpose of the Authority is to acquire blighted areas and to plan for their sound economic and social redevelopment.

CROSS REFERENCE  
Urban Redevelopment Law - see 35 P. S. §1701 et seq.

ARTICLE 185  
Erie Housing Authority

EDITOR'S NOTE: Under the provisions of Act 493, approved May 20, 1949, the Housing and Redevelopment Assistance Law, and of Ordinance 8577, passed July 25, 1950, the Housing Authority of the City of Erie undertakes to develop and administer housing projects in the City.

CROSS REFERENCE  
Housing Authorities Law - see 35 P. S. §1541 et seq.

ARTICLE 186  
Erie Municipal Park Authority

EDITOR'S NOTE: Under provisions of Municipal Authorities Act of May 2, 1945 (P.L. 382), and Ordinance 25-1964, passed May 20, 1964, Council established the Erie Municipal Park Authority to own and operate a zoological park, playgrounds and recreation facilities within the City. Council, by Ordinance 36-1964, passed July 22, 1964, conveyed title of the Public Zoo and park properties at Glenwood Park to the Authority. Ordinance 37-1964, passed July 22, 1964, provides that the City lease the zoo and park properties from the Authority for a term of thirty-nine years.

CROSS REFERENCES  
Parks and playgrounds - see 3rd Class §3701 et seq. (53 P.S. §38701 et seq.)  
Locations of City parks and playgrounds - see S.U. & P.S. Art. 555

ARTICLE 187  
Erie Metropolitan Transit Authority

EDITOR'S NOTE: Under the provisions of the Municipal Authorities Act of 1945, approved May 2, 1945 (P. L. 382), as amended, and Ordinance 38-1966, passed August 10, 1966, the Erie Metropolitan Transit Authority was created. The Authority is designed to acquire, hold, construct, improve, maintain and operate, own or lease all facilities necessary or incidental to the operation of a mass transportation system in the City and its environs within the County of Erie.

CROSS REFERENCE

Contracts with transportation companies - see 3rd Class §1913  
(53 P.S. §36913)

ARTICLE 188  
Erie City Water Authority

EDITOR'S NOTE: The Erie City Water Authority was created under the provisions of the Municipal Authorities Act of 1945, approved May 2, 1945 (P.L. 382), as amended, and Ordinance 40-1966, passed August 17, 1966. The purpose of the Authority is to acquire, hold, construct, improve, maintain, operate, own and lease facilities for the operation of a water system in the City and its environs within the County of Erie. Ordinance 90-1989, passed October 18, 1989, amended Ordinance 40-1966, to revise the Water Authority purposes and to increase the membership from seven to nine members and amended their qualifications, appointment and succession. The lease of the Water Bureau of the Department of Public Works to the Erie City Water Authority was approved by Ordinance 91-1990, passed December 26, 1990.

CROSS REFERENCES

Water supply - see 3rd Class §3501 et seq. (53 P.S. §38501 et seq.)  
Water sprinkling - see GEN. OFF. Art. 723  
Water connections - see S.U. & P.S. 935.04 et seq.

ARTICLE 189  
Erie Port Authority

EDITOR'S NOTE: The Port Commission was abolished by Ordinance 48-1974, passed June 6, 1974, effective following creation and organization of the Port Authority of the City and the planned assumption by such body of the operating control of the Port of Erie, on or about July 1, 1974.

All of the functions, responsibilities, leases and assets of the Port Commission are hereby transferred, assigned and set over to the Port Authority of the City, subject to its liabilities, such assets and liabilities for convenience to be computed as of June 1, 1974, and adjusted as of the effective date of the transition from Commission to Authority as specified herein.

Ordinance 46-1973, passed June 13, 1973, established, organized and created the Port Authority of the City of Erie. The Authority shall be governed and regulated by and carry out the purposes and provisions of Act No. 298, approved December 6, 1972.

Ordinance 10-1974, passed March 13, 1974, reconfirmed the establishment and creation of the Port Authority of the City of Erie .

CROSS REFERENCES  
State law provisions - see 55 P.S. §571 et seq.

ARTICLE 190  
Erie Civic Center Authority

EDITOR'S NOTE: The Erie Civic Center Authority was created under the provisions of the Municipal Authorities Act of 1945, approved May 2, 1945 (P. L. 382) as amended, and Ordinance 69-1976, passed September 15, 1976, as amended by Ordinance 72-1982, passed September 8, 1982. The purpose of the Authority is to acquire, hold, construct, improve, maintain and operate, own, lease, either in the capacity of lessor or lessee, all facilities necessary or incidental therefor for the operation of a Civic Center Complex in the City.

CROSS REFERENCE  
Municipal Authorities Act - see 53 P.S. §301 et seq..

ARTICLE 191  
Downtown Center City Authority

(EDITOR'S NOTE: Former Chapter 191 was  
repealed by Ordinance 28-2000, passed June 7, 2000.)



ARTICLE 192  
Higher Education Building Authority

EDITOR'S NOTE: The Erie Higher Education Building Authority was created under the provisions of the Municipal Authorities Act of 1945, approved May 2, 1945 (P.L. 382), as amended and Ordinance 64-1985, passed November 13, 1985. The purpose of the Authority is to undertake any project for any college, university or institution of higher learning at such locations within or outside the City.

CROSS REFERENCES  
Municipal Authorities Act - see 53 P.S. §301 et seq.

ARTICLE 193  
Civil Service Boards

EDITOR'S NOTE: There are no sections in Article 193.  
This article has been established to provide a place for cross  
references and any future legislation.

CROSS REFERENCES

- Examination of appointees - see 3rd Class §4401 (53 P.S. §39401)
- Appointment of examining boards - see 3rd Class §4402 (53 P. S. §39402)
- Examination regulations - see 3rd Class §4404 (53 P.S. §39404)
- Selection of appointee from lists - see 3rd Class §4406 (53 P. S. §39406)
- Suspension and discharge - see 3rd Class §4408 (53 P. S. §39408)
- Review of eligibility lists - see 3rd Class §4410 (53 P. S. §39410)

ARTICLE 194  
Vacant Property Review Committee

194.01	Creation.	194.04	Meetings.
194.02	Membership; appointment.	194.05	Powers and duties.
194.03	Quorum.		

CROSS REFERENCES

Erie Redevelopment Authority - see ADM. Art. 184  
Blighted property removal - see 35 P.S. Sec. 1712.1

194.01 CREATION.

There is hereby created a Vacant Property Review Committee.  
(Ord. 37-1994 Sec. 1. Passed 4-20-94.)

194.02 MEMBERSHIP; APPOINTMENT.

- (a) The membership of the Vacant Property Review Committee shall be as follows:
- (1) One City Councilperson;
  - (2) The Executive Director of the City Redevelopment Authority;
  - (3) The Chairperson of the City Planning Commission;
  - (4) The Mayor or her designee; and
  - (5) Three adult citizens of the City to be appointed by Council for a two year term.

- (b) All of the above-mentioned members of the Committee shall be voting members.

(c) In addition to the voting members mentioned above, the Committee shall include the following nonvoting members:

- (1) Supervisor, City Housing Office;
- (2) Manager, City Code Enforcement Office;
- (3) Chief, City Fire Department;
- (4) Chief, City Police Department;
- (5) Director of Tax Claim Bureau, County of Erie.

(Ord. 37-1994 Secs. 2, 3, 5. Passed 4-20-94.)

194.03 QUORUM.

Four shall be the minimum number of voting members required to be present at any meeting to constitute a quorum.

(Ord. 37-1994 Sec. 4. Passed 4-20-94.)

## 194.04 MEETINGS.

(a) The Vacant Property Review Committee shall meet at least once each month on a date to be determined at its first meeting.

(b) At its first meeting the Committee shall elect a chairperson and promulgate procedural rules and regulations consistent with this article.  
(Ord. 37-1994 Secs. 6, 7. Passed 4-20-94.)

## 194.05 POWERS AND DUTIES.

(a) The Vacant Property Review Committee shall make a good faith effort to utilize the informal mechanism already in place whereby appropriate officers and/or employees of the City and County of Erie coordinate efforts to facilitate the private sales of properties located within the City which real estate taxes are in arrears for two or more years.

(b) The Committee shall otherwise take all reasonable steps to facilitate the identification, rehabilitation (where feasible) and/or disposition of blighted property as that term is defined in Pennsylvania P.L. 991, No. 385.  
(Ord. 37-1994 Secs. 8, 9. Passed 4-20-94.)



ARTICLE 195  
Erie County Solid Waste Management Council

EDITOR'S NOTE: In accordance with the Intergovernmental Cooperation Law, Act of July 12, 1972, (P.L. 762), and Ordinance 52-1985, passed September 11, 1985, the City of Erie elects to become a party to the Erie County Solid Waste Management Council. Its purpose is to foster a cooperative effort to resolve problems, determine policies, and formulate and implement plans relating to solid waste management. Ordinance 87-1988, passed September 21, 1988 changed the quorum to consist of a simple majority of the total voting memberships.

CROSS REFERENCES

Refuse Disposal Bureau - see ADM. 117.05(c)  
Garbage and rubbish - see S.U. & P.S. Art. 951  
Landfills - see S.U. & P.S. Art. 957

ARTICLE 196  
Erie Cable TV Public Access Authority

(EDITOR'S NOTE: Former Article 196 was repealed by Ordinance 28-2000, passed June 7, 2000.)

