



CITY OF ALLENTOWN

No. 30589

RESOLUTION

R36 – 2023

Introduced by City Council on February 1, 2023

Appoints Mandy Tolino as Director of Parks and Recreation

Resolved by the Council of the City of Allentown, That


WHEREAS, Section 503 of the Home Rule Charter requires City Council approval of Department Directors; and

WHEREAS, Mayor Matt Tuerk hereby submits Mandy Tolino for consideration and confirmation for the position of Director of Parks and Recreation.

NOW, THEREFORE, BE IT RESOLVED that City Council hereby approves the appointment of Ms. Mandy Tolino as Director of Parks and Recreation at an annual salary of \$111,000.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Cynthia Y. Mota	X	
Santo Napoli	X	
Natalie Santos	X	
Ed Zucal	X	
Daryl Hendricks, President	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 30589 was adopted by the City Council of Allentown on the 1st day of February, 2023, and is on file in the City Clerk's Office.



City Clerk

Mandy Tolino

Mandy.Tolino@gmail.com

917 Prospect Ave. Bethlehem, PA

610-751-8410

EDUCATION M.A. University of Delaware, Biden School of Public Policy and Administration (2009).

Major: Urban Affairs and Public Policy

Thesis: Environmental Injustice and the Urban Forest: Classifying Public Trees as Green Infrastructure in Wilmington, Delaware

B.S. University of Delaware, *Summa cum laude* (2004)

Majors: Plant Science and Agricultural Education

Minors: Landscape Horticulture and Plant Biology

SUMMARY

Skilled leader with parks, trails, public policy, urban forestry, and community engagement experience looking to become a municipal leader in Allentown. Specialized skills include leading teams, grant management, capital/operational budgetary planning, ecological conservation planning, urban forest management, green infrastructure asset development and professional landscaping skills.

EXPERIENCE

Director of Trails and Conservation (November 2021 -Current)

Delaware and Lehigh National Heritage Corridor (D&L Trail), Easton, PA

- Lead the Trails and Conservation team to inspire volunteerism, encourage trail use, manage grants for construction projects to complete the 165-mile multi-use trail.
- Manage grants including application, budgeting, reporting and implementation of objectives.
- Maintain Eco-Counter trail counters throughout the corridor and analyze data.
- Liaison to Board members of the Trail Committee and Ownership Council (a group of over 25 public landowners who own and maintain the trail).
- Lead economic development initiatives through Trail Towns and Trail Friendly Business initiatives and grants.
- Manage Visually Speaking signage and mapping program.
- Lead Get Your Tail on the Trail and Trail Tender programs that support health and wellness.

General Manager (June 2016-2021)

Tolino Vineyards, Bangor, PA

- Led the executive team, resulting in a tenfold increase in revenue.
- Motivated team members through frequent positive feedback, opportunities for professional development, and accountability of managers and staff.
- Prepared annual budgets and permits, identified business growth areas, set goals, and collaborated with the team to achieve goals.
- Planned and managed events including the successful development of a family-friendly atmosphere through targeted marketing.
- Led marketing efforts to increase brand awareness and oversaw marketing campaigns.
- Provided timely and professional responses as business spokesperson for interviews in written and video formats including organizations such as Lehigh Valley Business, the Morning Call, Fig Bethlehem, Penn State Extension, and WDIY.
- Applied for and received grants including PPP loans, Northampton County Small Business Technical Grants, and a Rising Tide Grant.
- Represented winery as active member in industry organizations including the Lehigh Valley Wine Trail and PA Wine Association.

Urban Forest Administrator (*December 2011-June 2016*)

City of Wilmington Public Works Department, Wilmington, DE

- Managed the urban forestry program including implementation of local ordinances relating to protection of public trees.
- Coordinated tree planting and protection between City Departments (Public Works, Law, Licenses and Inspection & Parks and Recreation), engineering and construction contractors, neighborhood groups, individual city residents, and greening nonprofits.
- Staff liaison to Wilmington Tree Commission.
- Developed the Urban Forest Management Plan with community input gathered from city-wide neighborhood association meetings and City Council approval.
- Managed city permits for planting, pruning, trimming, hazardous tree evaluations, removal, spraying and inspections of trees throughout City.
- Developed capital budgets and managed contracts for tree planting and maintenance & construction of green infrastructure capital projects.
- Applied for and managed grants to plant trees and increase the urban canopy.
- Developed and led age-appropriate programming for elementary school children for Arbor Day and Earth Day Events on behalf of City.

Urban Forest Administrator (*April 2010- Dec 2011*)

Delaware Center for Horticulture, Wilmington, DE

- Assisted Wilmington Dept. of Public works with strategic planning and budgeting to include Urban Forestry and street trees as public infrastructure.
- Drafted the first Tree Ordinance and publicly presented to City Council for adoption.
- Managed permits for street trees as a contractor to the City of Wilmington.
- Planted trees and heat tolerant landscapes in medians and along rights-of-way.
- Built strong relationships with City employees and members of Council to gain support for programs.
- Developed and led age-appropriate programming for elementary school children for Arbor Day and Earth Day Events on behalf of City.

Planning Technician (*January 2009-April 2010*)

City of Wilmington Planning Department, Wilmington, DE

- Provided support and research materials for Planning Director.
- Assisted with an update of the vegetation section of the City Code.
- Drafted and presented climate change legislation to the City Planning Commission and City Council.
- Provided support to the Wilmington Beautification Commission and Trees for Wilmington groups.

Urban Community Landscaper (*2007-2008*)

Delaware Center for Horticulture, Wilmington, DE

- Planned and planted urban beautification and greening projects.
- Met with community members to gather feedback about greening efforts through neighborhood and committee meetings.
- Provided maintenance and plant recommendations for public landscapes throughout the City of Wilmington.
- Worked with the return to work, "Branches to Chances" crew to maintain and plant urban green spaces