

ORDINANCE NO. 15747

FILE OF CITY COUNCIL

BILL NO. 81 - 2021

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AUGUST 18, 2021

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AN ORDINANCE

Amending the Civil Service Board (CSB) Rules for Firefighters that were adopted pursuant to the provisions of Article 155 of the Codified Ordinances by revising the Part V: Rules Governing Appointment of Fire Fighters.

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

That the City Council adopts by ordinance the rules of the Allentown Civil Service Board by revising by revising the Part V: Rules Governing Appointment of Fire Fighters.

## **PART V: RULES GOVERNING APPOINTMENT OF FIRE FIGHTERS**

### **~~RULE I~~ — Applications**

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

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

~~The application forms are included as Appendix B and Appendix C in these Rules. In order for the application to be considered, the applicant shall provide all information required in the application, shall submit the application fee in the form of a certified check or money order payable to "City of Allentown," and shall submit photocopies of the following:~~

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

~~The application fee shall be non-refundable. The application fee shall be refunded to the applicant only if the applicant provides the Human Resources Department with written verification that he or she is a member of the military and due to the performance of a duty in the military is unable to participate in an examination or test required by these Rules. The written verification must be received by the Human Resources Department prior to the administration of the examination or test.~~

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

#### ~~Section 4. General Qualifications~~

~~Every applicant shall be:~~

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

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

- ~~(a) — Lacks any of the established requirements for the position(s) for which he/she applies; or~~
- ~~(b) — Has recently or is currently using illegal drugs or is illegally using prescription drugs that are controlled substances or whose background check indicates a pattern of abuse of alcoholic beverages, illegal drugs, or other controlled substances; or~~

- ~~(c) Has been found guilty of any crime or of immoral or disgraceful conduct which has been determined to be job related; or~~
- ~~(d) Has been dismissed from the public service for delinquency or misconduct; or~~
- ~~(e) Has made a false statement of any material fact or practice or attempted to practice any deception or fraud in his/her application, in his/her examination, or in securing his/her eligibility; or~~
- ~~(f) Does not possess a high school diploma or its equivalent certified by a State Department of Education; or~~
- ~~(g) Does not have a validated driver's license.~~

**~~RULE II — Calling of Examinations~~**

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

**~~RULE III — Selection Process (listed in chronological order)~~**

~~Section 1. Written Examination~~

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

~~Section 2. Completion of Scores and Formation of Eligibility List~~

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

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

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

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

- ~~1. — Veteran's preference must be given to all candidates within a band~~
- ~~2. — A college degree, college credits, or seminar hours in a fire related field~~
- ~~3. — A valid CDL Class A or B driver's license~~
- ~~4. — Prior firefighting, emergency medical and/or emergency communication dispatching experience~~
- ~~5. — Certified in one or more of the National Fire Protection Association's Standard for Professional Qualifications, such as Fire I, II, Fire Officer I, etc.~~
- ~~6. — Other specialized pertinent training~~

~~(b) Any applicant (defined as a "soldier" or a spouse of a deceased or disabled "soldier") who 1/ served since July 27, 1953, in the Armed Forces of the United States or in any women's organization connected with the Armed Forces; 2/ completed his/her initial military service commitment; 3/ received an Honorable Discharge from active duty; and 4/ passed the written examination to qualify for the Fire Fighter Eligibility List shall have his/her written test score increased by 10 points. Veterans' Preference is computed as: (passing test score) + (10 points) = Veterans' Total Score.~~

### ~~Section 3. Physical Agility Test~~

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

### ~~Section 4. Character Background Investigation~~

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

### ~~Section 5. Conditional Offer of Employment~~

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

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

-  
Alcohol level is 0.02 or greater

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

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

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

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

#### Section 6. Physical Examination

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

- (a) The applicant must be certified as physically able to perform the essential job functions of a Fire Fighter.

- ~~(b) The applicant is required to have 20/20 vision corrected, with or without a reasonable accommodation, to perform the essential functions of the job. Each candidate must not be color blind.~~
- ~~(c) The applicant must disclose fully any record of mental disturbance or illness.~~
- ~~(d) Any cause for rejection as the result of the physical examination must be related to the essential functions of the position.~~

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

#### ~~Section 7. Psychiatric/Psychological Examination~~

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

#### ~~**RULE IV — Rejection of Names on the Eligibility List**~~

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

#### **RULE I Applications and Qualifications**

Section 1. The Board has established these Rules in order to give as many individuals as possible the opportunity to apply for the position of Firefighter with the City of Allentown, and to assure that all applicants receive equal treatment in the application process.

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

In order for the application to be considered, the applicant shall provide all information required in the application, shall submit the application fee in the form of a certified check or money order payable to "City of Allentown," and shall submit photocopies of the following:

- a) High school diploma or graduate equivalency diploma.

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

The application fee shall be non-refundable. The application fee shall be refunded to the applicant only if the applicant provides the Department of Human Resources with written verification that he or she is a member of the military and due to the performance of a duty in the military is unable to participate in an examination or test required by these Rules. The written verification must be received by the Department of Human Resources prior to the administration of the examination or test.

### Section 3. General Qualifications

Every applicant shall:

- a) Be a citizen of the United States.
- b) Age 18 years of age or older.
- c) Possess a high school diploma or a graduate equivalency diploma.
- d) Possess a valid motor vehicle operator's license prior to appointment.
- e) Shall be of good moral character and shall not have engaged in conduct inconsistent with the standard of conduct expected of a firefighter.

### Section 4. Automatic Eligibility Disqualifications

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

- a) Does not meet any of the established preliminary requirements or has not filed all of the documents listed in the preceding sections.
- b) Was dishonorably discharged from any branch of the military service.
- c) Failed to register with the Selective Service System.
- d) Intentionally falsified, omitted, concealed or misrepresented any material information during any portion of the current or any prior employment application process for a position with the Allentown Fire Department.
- e) Has been convicted in any state of an offense for which more than one year in prison can be imposed as a punishment.

- f) Has been convicted of False Swearing (18 Pa.C.S. §4903), Unsworn Falsification to Authorities (18 Pa.C.S. §4904) or an equivalent offense in another state.
- g) Has been convicted in any state of an offense that results in a prohibition against possession of a firearm.
- h) Has engaged in the following drug usage:
  - 1. Any use of Marijuana within (1) year preceding their date of application for employment, regardless of the location of use (even if marijuana usage was legal in that jurisdiction). "Marijuana" is defined as any form of marijuana containing tetrahydrocannabinol (THC), including without limitation, cannabis, hashish and hash oil, in either synthetic or natural forms.
  - 2. The sale, distribution, manufacture or transport of any illegal drug or controlled substance for profit, without legal authorization.
  - 3. The use of a prescription drug considered a controlled substance, without a prescription, within one (1) year preceding their date of application for employment.
  - 4. A pattern of abuse of a prescription drug considered a controlled substance, without a prescription, that occurs at any time within five (5) years preceding their date of application.
  - 5. The use, at any time, of methamphetamine, heroin, cocaine or any derivative of these drugs.
  - 6. The use of an anabolic steroid without a prescription within five (5) years preceding their date of application for employment.
  - 7. The illegal use of any other drug or controlled substance not mentioned above within five (5) years preceding their date of application for employment.
- i) Has two or more convictions for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- j) Has been convicted within five years of the application date of driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- k) Has been placed on Accelerated Rehabilitative Disposition (or equivalent disposition in another state) within one year of the application date for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- l) Has at any time had his or her driver's license revoked in any state.
- m) Has at any time incurred three or more suspensions of his or her driver's license (including a combination of suspensions in any state), excluding suspensions based upon non-payment of parking tickets.
- n) Has within three years of the application date incurred a second suspension of his or driver's license (including a combination of suspensions in any state), excluding suspensions based upon non-payment of parking tickets.
- o) Displays or demonstrates anti-government, racist or hate related ideologies, or maintains membership in a group that displays or demonstrates anti-government, racist or hate related ideologies.
- p) Has been disqualified on two (2) prior occasions when applying for a Civil Service Position with the City of Allentown Fire Department.



q) In addition to any of the other Automatic Eligibility Disqualifications, has two or more convictions of any of the following offenses (or equivalent offenses in another state) within seven years of the application date:

1. Accidents involving damage to attended vehicle or property (75 Pa.C.S. §3743).
2. Driving without lights to avoid identification or arrest (75 Pa.C.S. §3734).
3. Drivers required to be licensed (75 Pa.C.S. §1501).
4. Required financial responsibility (75 Pa.C.S. §1786).
5. Obedience to authorized persons directing traffic (75 Pa.C.S. §3102).
6. Meeting or overtaking school bus (75 Pa.C.S. §3345(a)).
7. Maximum speed limit (31 miles per hour and over) (75 Pa.C.S. §3362).
8. Racing on highway (75 Pa.C.S. §3367).
9. Reckless driving (75 Pa.C.S. §3736).
10. Accidents involving damage to unattended vehicle or property (75 Pa.C.S. §3745).
11. False reports (75 Pa.C.S. §3748).

## **RULE II Examinations and Grading**

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

### Section 2. Written Cognitive Examination

- a) Every applicant shall be given a written examination designed to assess his or her cognitive ability to perform the essential functions of a firefighter.
- b) The written cognitive examination shall be graded on a 100-point scale with a passing grade of 70%. An applicant who does not achieve a grade of at least 70% shall be disqualified.
- c) Any applicant who qualifies as a “soldier” under the Veterans Preference Act shall receive an additional 10 points on top of his/her total score if the applicant has successfully completed all phases of the testing procedure.

## **RULE III Certification of Eligibility List, Selection and Appointment**

### Section 1. Certification of Eligibility List

- a) An Eligibility List consisting of applicants listed in the sequential order of their final score shall be established and certified by the Board.

- b) The Eligibility List shall be valid for two years from the date of certification by the Board. The Board may, in its sole discretion, extend the Eligibility List for up to an additional twelve (12) months or void the list at any time for any reason.

## Section 2. Selection Procedure

- a) The testing company shall, for selection purposes, develop a sliding band consisting of applicants with statistically proximate scores. The sliding band developed by the testing company shall be submitted to and approved by the Board.
- b) The Fire Chief, or his or her designee, shall select applicants from the sliding band.
- c) An applicant who qualifies as a “soldier” under the Pennsylvania Veterans Preference Act shall be given preference in selection from the sliding band.
- d) Criteria for selection from the sliding band shall include, but shall not be limited to, the following:
  - 1. City Residency
  - 2. Firefighting Certification
  - 3. EMS Certification
- e) Whenever the top score whole number or whole number and fraction thereof in the sliding band is reduced to the next lowest whole number, the bottom of the sliding band will expand proportionately to include those applicants having scores statistically proximate to the scores of those applicants remaining in the sliding band.

## Section 3. Physical Agility Test

- a) An applicant selected from the sliding band shall undergo a physical agility test approved by the Board for the purpose of assessing his or her ability to perform job-related physical activities.
- b) Before the applicant takes the physical agility test, the applicant must (i) sign a release and (ii) provide certification from a physician that he or she is medically fit to take the physical agility test.
- c) The method of scoring for the physical agility test shall be pass/fail. An applicant who does not achieve a passing grade shall be disqualified.

## Section 4. Character Background Investigation

An applicant who passes the physical agility test shall undergo a background investigation conducted by the Fire Chief or his or her designees and/or the Department of Human Resources. The background investigation may include, without limitation, including the submission of

fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation and a criminal history check; interviews with people who have personal knowledge of the applicant; an investigation of the applicant's credit history; an investigation of the applicant's driving record; and an interview regarding the information collected during the background investigation. The appropriateness of the applicant for appointment to the position of firefighter shall be based on a consideration of the criteria set forth in Part V, Rule I, Sections 3 and 4.

#### Section 5. Conditional Offer of Employment

- a) If the applicant successfully completes the background investigation, the Board, upon written request from the Fire Chief, shall issue a memorandum certifying the selection of the applicant and authorizing the Department of Human Resources to send the applicant a conditional offer of appointment to the position of firefighter.
- b) After the applicant has received a conditional offer of employment, the applicant shall submit to a drug and alcohol screening, a physical examination, and a psychiatric and/or psychological examination, as provided in these Rules. The appointment of the applicant to the position of firefighter shall be contingent upon the applicant passing the drug and alcohol screening, the physical examination, and the psychiatric and/or psychological examination.

#### Section 6. Drug and Alcohol Screening

- a) The applicant shall undergo a drug and alcohol screening administered by a provider approved by the Board.
- b) An applicant who tests positive at any of the following levels shall be disqualified:

Alcohol level of 0.02 or greater

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

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

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

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

#### Section 7. Physical Examination

- a) The applicant shall be examined by a Pennsylvania-licensed physician approved by the Board for the purpose of determining whether the applicant meets the following standards:
1. The applicant must possess the physical attributes required to perform the essential functions of a firefighter.
  2. The applicant must have 20/20 vision, with or without correction.
  3. The applicant must have normal depth and color perception.
  4. The applicant must be free of any visual abnormality which would interfere with his or her ability to perform the essential functions of a firefighter.
- b) The physician shall report the results of the examination to the Department of Human Resources on a form approved by the Board. This form shall be maintained in the custody of the Department of Human Resources.

#### Section 8. Psychiatric and/or Psychological Examination

- a) The applicant shall be examined by a Pennsylvania-licensed psychologist or psychiatrist approved by the Board for the purpose of determining whether the applicant is mentally capable of performing the essential functions of a firefighter.
- b) The examination shall include the following elements:
1. Interview and history. The psychologist or psychiatrist shall personally interview the applicant. The interview shall include a review of the applicant's personal, educational, employment and criminal history.
  2. Required testing. The psychologist or psychiatrist shall administer to the applicant the current standard form of the Minnesota Multiphasic Personality Inventory (MMPI).
  3. Other evaluation methods. The psychologist or psychiatrist may employ other appropriate evaluation methods which, in his or her discretion, are necessary in

order to form a professional opinion regarding whether the applicant is mentally capable of performing the duties of a firefighter.

- c) The psychologist or psychiatrist shall report the results of the examination, including the evaluation methods employed, to the Department of Human Resources on a form approved by the Board. This form shall be maintained in the custody of the Department of Human Resources.

#### **RULE IV Temporary Appointments**

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

#### **RULE V Probation**

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

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

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Cynthia Mota		
Joshua Siegel	X	
Ed Zucal	X	
Julio A. Guridy, Pres.	X	
TOTAL	6	0

**I hereby certify that the foregoing Ordinance was passed by City Council on September 8, 2021 and signed by the Mayor on September 9, 2021.**

  
 \_\_\_\_\_  
 CITY CLERK

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

Fire Department and the Civil Service Board. The Civil Service Board approved these changes at a regularly scheduled meeting on August 6, 2021.

- **Summary and Facts of the Bill**

Revisions were made to the Rules Governing the Appointment of Fire Fighters. These changes were made to align with the current Rules Governing the Appointment of Police Officers.

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

These changes are proposed in an effort to be able to recruit and hire qualified Fire applicants that demonstrate professionalism and strong moral character.

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

There is no cost for this.

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

There is no cost for this.

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

These changes are a high priority because we cannot begin a new application process until they are approved.

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

The Civil Service Board spend considerable time in reviewing these proposed changes and unanimously approved these changes on August 6, 2021.