

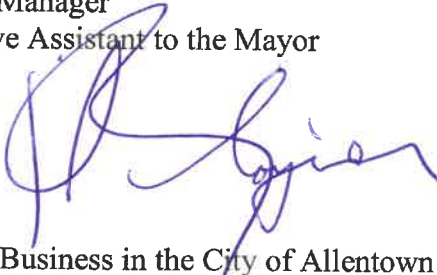


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TO: Matthew Tuerk, Mayor (Administration)
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CC: Seth O'Neill, Finance Director
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Mark E. Shahda, Public Works Director
Bina Patel, Treas & Acct Manager
Connor Corpora, Executive Assistant to the Mayor

FROM: Jeff Glazier, Controller 

DATE: August 31, 2022

SUBJECT: Process Flow – Starting a Business in the City of Allentown

My office recently conducted a review of the Process Flow for Starting a Business in the City of Allentown. Attached is the final report for your records.

The initial draft of the report was sent to Community & Economic Development, Revenue & Audit, Fire, Finance, Building Standards & Safety and Recycling & Solid Waste their review, input, and coordination of responses. All responses have been incorporated into the final report.

Thank you to everyone for their cooperation and assistance. If you have any questions regarding the attached report, please contact me directly.

Process Flow – Starting a Business in the City of Allentown