

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 24 - 2019

---

March 20, 2019

---

AN ORDINANCE

Amending Title Eleven, Authorities, Boards and Commissions by adding Article 172, Small Business Advisory Board. The purpose of the board is to advise the Mayor and Council on issues relating to small businesses in Allentown.

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

SECTION ONE: That the following be added to Title Eleven as Article 172:

**ARTICLE 172 SMALL BUSINESS ADVISORY BOARD**

172.01 Purpose

172.02 Establishment and Composition of the Board

172.03 Powers and Duties

172.04 Annual Report

**17201 Purpose**

The purpose of the Small Business Advisory Board is to advise the Mayor and Council on any matter that will enhance the capability of small businesses in Allentown to succeed. To promote small business, the Small Business Advisory Board will make recommendations to the Administration, the city's business development specialist and city council on policies and legislation to streamline the processes and promote growth. While the board will work directly with the senior business development specialist, they will have the authority and the power to work with all departments and city council to address any issues that could affect small businesses in the city.

**172.02 ESTABLISHMENT AND COMPOSITION**

The Small Business Advisory Board shall consist of seven members (7), four (4) of whom shall be appointed by Council and three (3) by the Mayor. The Mayor shall appoint the Chairperson of the board with the approval of council.

Duly appointed Board members shall serve a term of four (4) years, except that initial appointments shall be so staggered that the terms of the membership shall expire each year.

A senior business development specialist of the City or a designee of the Director of Community and Development and approved by Council shall serve in a non-voting capacity as the board secretary and as a liaison to the Administration and City Council.

Members of the Board do not need to be residents of Allentown but need to have a small business within the City.

The board must contain members from the east side, south side, and west end of the city as so determined by Council in the approval process.

The board shall meet bi-monthly or on an as needed basis – having at least four meetings a year - with additional meetings as determined by the board.

The Board shall develop and approve their by-laws.

### **177.03 POWERS AND DUTIES**

The Board shall:

Identify issues related to small businesses, research solutions, and make recommendations to Allentown City Council and the Administration;

Reduce red tape by working with the city to reduce regulations and streamline the permit process;

Evaluate the impact of city actions inclusive of items such as construction projects, parking practices, fees, signage, and zoning changes and make recommendations to Council and the Administration.

Look for ways to expand access to capital, and to create other tools, resources and support services for neighborhood businesses.

Facilitate communications, networking and referrals within the small business community.

Promote small business activities.

Make any recommendations on any policies or laws that may affect the management, operation and stability of small businesses.

### **177.05 ANNUAL REPORT AND PRESENTATION**

The Business Advisory Board shall prepare a written report of the year's activities, a (1) one-year plan and long-term goals and scenarios. The report shall be given to the Mayor and shall be presented to Allentown City Council at an appropriate committee meeting no later than the second meeting in March.

SECTION TWO: That this Ordinance will take effect ten (10) days after final passage.

SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.