PUBLIC WORKS (Cont.)

RECYCLING

Leah Rohena
Recycling Coordinator

Room 220, 717-228-4490

- Green Waste Recycling Area
- Dumpster Permits
- City Clean-Ups
- Mandatory for residential, commercial and industrial facilities

BUILDING AND ZONING OFFICE

Karen Zaporozec
Building Zoning Officer

Room 220, 717-228-4452

- Contact our office ...........
- Prior to change of use, occupancy, lessee or ownership of property.
- Erecting structures, fences, sheds, carports, swimming pools or signs
- Making any alterations, constructing additions, enclosing, or demolition of any portion of an existing structure
- Making any alterations to water or electrical services.

SHADE TREES

- Permit required before removing, installing or pruning a curbside tree

BUREAU OF POLICE

Chief Todd Breiner

Room 116, 717-272-6611

- Police Department Tours
- Police accident reports
- Police report verification letters
- Formation of Neighborhood Associations
- Police escorts to and from financial institutions
- Public speaking services on police/community services
- Academy of Community Policing
- Kid Kard - Photographing and fingerprinting of children
- Parking Tickets

DEPARTMENT OF PUBLIC SAFETY

Duane Trautman
Fire Commissioner

Room 216, 717-228-4486

FIRE PREVENTION

- Permits required for burning, welding and fire alarm users

CODE ENFORCEMENT

- Property Maintenance
- Buyer Notification & City Certificates
- Residential Rental Program

LICENSING

- Eating and drinking establishment licenses
- Health and sanitation inspections
- Graffiti Abatement Program
- Property Complaints

400 South Eighth Street
Lebanon, Pennsylvania 17042
(717) 228-4401

Mayor Sherry L. Capello

CITY COUNCIL

Wiley P. Parker, Chairman
Wayne D. Carey, Vice-Chairman
R. Anthony Matula
Richard A. Wertz
Cornell L. Wilson
ADMINISTRATION
Mayor Sherry L. Capello
Room 215, 717-228-4401

Debra Gates
Director of Administration, Assistant to the Mayor
Room 217, 717-228-4401

PERMITS AND LICENSES
- City Permit
- Peddler License
- Mechanical Device License
- Going Out of Business License
- Transient Retail Business License
- Sale of City Property
- Open Records Requests

RECREATION

Parks and Playgrounds
- Southwest Park - 13th & Washington Streets
- Fisher Park - South 10th & Elm Streets
- Beautex Park - VanBuren and Buttonwood Streets
- Northeast Park - North 5th Avenue & Canal Street
- Stoever's Dam Park and Nature Barn - Enter from Miller St., North Third Avenue or Stoever Street
- Coleman Memorial Pool - Pa. Route 72 North
- Veterans' Walkway - Between N. 4th Street & N. 12th Street along the Quittapahilla Creek
- East End Playground-5th Avenue & E. Lehman St.
- Southeast Playground-Hanover & Walnut Streets
- South 6th Street Playground—6th & Elm Streets
- Progressive Playground-N. 1st and Weidman Streets
- Crowell Street Tot Lots-N. 3rd & Crowell Streets & N. 6th & Crowell Streets

Programs and Activities
- Biddy Basketball
- Pool
- Camping
- Garden Plots
- Ball field Reservations
- Optimist Building Rentals
- Nature Barn Rentals
- Park Pavilion Rentals

COMMUNITY & ECONOMIC DEVELOPMENT
Melissa Quinones
Administrator
Room 218, 717-228-4487

- Grants/Loans
- Community Growth
- Economic Development
- Elm Street Program

ACCOUNTS AND FINANCE
Helen Westphal
Finance Officer
Room 111, 717-228-4497

- Parking lot rentals
- Parking tickets
- Parking meter tokens
- Loan payments
- Accounts Receivable

DEPARTMENT OF PUBLIC WORKS
Robin Getz
Public Works Director
Room 220, 717-228-4490

ENGINEERING
- Flood Plain Map interpretation
- City deed information
- Approve driveway location
- Review of Land Development and Subdivision Plans
- Inspect Storm Water Management facilities and site improvements for new construction
- Approve all oversize vehicles passing through City
- Street excavation permit
- City Maps
- Curb and sidewalk permits in street right-of-way

TRAFFIC
- Residential handicap parking application
- Residential handicap space renewal
- No parking signs
- Dumpster in public right-of-way applications
- Painting of parking space lines

HIGHWAY
- Winter storm maintenance
- Storm water management
- Pavement management (street paving and repairs)
- Street Sweeping
- Fall leaf pick-up
- Bicycle licenses