

RESOLUTION NO. 80 - 2017

Moved by: Wanda R. Williams

A Resolution re-appointing April Rucker to continue serving on the Harrisburg Architectural Review Board.

WHEREAS, pursuant to the Codified Ordinances of the City of Harrisburg § 7-317.4, the City of Harrisburg shall appoint seven (7) members to the Harrisburg Architectural Review Board (the "Board"); and

WHEREAS, pursuant to § 7-317.4.A., the members of the Board shall consist of one (1) registered architect, one (1) licensed real estate broker, (1) one Building Inspector of the City; and four (4) additional persons with a knowledge of and interest in preservation of the Historic Overlay District; and

WHEREAS, appointments to the Board shall be made by the Mayor with the advice and consent of Council; and

WHEREAS, appointees to the Board shall be residents of the City of Harrisburg; and

WHEREAS, pursuant to § 7-317.4.C., appointees to the Board shall serve for a term of three (3) years or for the unexpired portion of a vacated term; and

WHEREAS, Ms. Rucker is a resident of the City of Harrisburg; and

WHEREAS, Ms. Rucker is a licensed real estate agent; and

WHEREAS, reposing confidence and trust in the ability of Ms. Rucker to continue capably perform the duties incumbent upon the position, the Mayor has re-appointed Ms. Rucker to continue serving on the Board; and

WHEREAS, pursuant to § 7-317.4.C., Ms. Rucker's re-appointment shall be for a term that expires on September 24, 2018; and

WHEREAS, Ms. Rucker's qualifications to continue serving as a member of the Harrisburg Architectural Review Board have been reviewed and considered by Council. A copy of Ms. Rucker's resume is attached and incorporated as "Exhibit A."

Exhibit A

April K. Rucker
1512 Spring Knoll Court
Harrisburg, Pennsylvania 17111
717 571-7952
arucker@glenngrouprealty.com

PROFESSIONAL EXPERIENCE

Pennsylvania House of Representatives House Health Committee

Executive Assistant – September 1987 – Present

- Manage constituent inquiries and casework, facilitate and coordinate communication between the Representative, legislators and state officials, staff and agency personnel.
- Assist constituents with problems pertaining to health and welfare benefits and personal development issues.
- Assist Legislators with committee meetings and public hearings held by the Health Committee
- Serve as a liaison between the Representative and constituent of the Legislative District; exercising independent judgment to determine and implement appropriate course of action.
- Assist legislator in preparing of proposed legislation: Conducts research into subject of proposed legislation.
- Responsible for posting announcements, meetings and Health articles on the Health Committee website.
- Manage the legislation assigned to the committee as well as legislation voted out of the committee.
- Manage the Health Committee Staff SharePoint website
- Holds responsibility for answering incoming calls and scheduling appointments, meetings and ordering meals for the meeting.

RE/MAX Realty Professionals, Inc.

1250 North Mountain Road in Harrisburg, PA

Real Estate Agent – December 2012 - Present

- Responsible for obtaining new listing for RE/MAX by locating property owners interested in selling through the brokerage.
- Assisting buyers for approval for the purchase of a home.
- Responsible for scheduling showings and taking buyers to see properties they are interested in.
- Responsible for writing contracts and negotiations between the buyer and seller.
- Assisting sellers with the sale of their property.
- Prepare a market analysis to determine sellers' market value.
- Responsible for writing ads for the Central Pennsylvania Multi-Listing Service and newspaper.
- Responsible for preparing brochures and hosting open houses.
- Responsible for mailings to attract buyers and sellers.

Jack Gaughen Realtor, ERA

5050 Linglestown Road in Harrisburg, PA

Real Estate Agent – September 2000 – December 2012.

- Responsible for obtaining new listings for Jack Gaughen by locating property owners interested in selling their homes through the brokerage.
- Assisting buyers for approval for the purchase of a home.
- Responsible for scheduling showings and taking buyers to see properties they are interested in.
- Responsible for writing contracts and negotiations between the buyer and seller.
- Assisting sellers with the sale of their property.
- Prepare a market analysis to determine sellers' market value.
- Responsible for writing ads for the Central Pennsylvania Multi-Listing Service and newspaper.
- Responsible for preparing brochures and hosting open houses.
- Responsible for mailings to attract buyers and sellers.

Howard Hanna Real Estate

Devonshire Road in Harrisburg

Real Estate Agent – December 1995 – September 2000

- Responsible for obtaining new listing for RE/MAX by locating property owners interested in selling through the brokerage.
- Assisting buyers for approval for the purchase of a home.
- Responsible for scheduling showings and taking buyers to see properties they are interested in.
- Responsible for writing contracts and negotiations between the buyer and seller.
- Assisting sellers with the sale of their property.
- Prepare a market analysis to determine sellers' market value.
- Responsible for writing ads for the Central Pennsylvania Multi-Listing Service and newspaper.
- Responsible for preparing brochures and hosting open houses.
- Responsible for mailings to attract buyers and sellers.

Cumberland Court Apartment

Harrisburg, PA

Assistant Property Manager – February 1981 – September 1987

- Held responsibility for Cumberland Court Apartments property occupied with 350 qualified tenants.
- Responsible for marketing property through advertising, lead follow up and property showings for prospective tenants
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- Developed rental agreements, selects qualified tenants, collects deposits and rents enforced terms of rental agreements, resolve tenant complaints, and oversee eviction proceedings if necessary.
- Scheduled maintenance and repairs, negotiates contracts with vendors, annual property inspections to ensure apartments were in good working order , and quickly resolve maintenance issues if discovered.
- Responsible for financial records from property operations, creates monthly financial reports for property owner.
- Responsible for providing updates to property owner on vacancies, tenants, physical conditions of property.

Education

- Graduate of the Real Estate Institute, Harrisburg, Pan -1995
- Licensed: Real Estate Agent

- Harrisburg Area Community College (HACC) Harrisburg, PA - 1979
- Major: Business Administration

Activities/Awards

- Member of the Association of Realtors of Pennsylvania
- Member of the National Association of Realtors
- Awards for Top Producer in the Real Estate Market

INTER

OFFICE

MEMO

To: HARRISBURG CITY COUNCIL
From: Kirk Petroski, City Clerk
LEGISLATIVE APPROVAL FORM

Date:

LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. -2017 RESOLUTION NO. ⁸⁰ -2017

THE ABOVE LISTED ITEM WAS WRITTEN AND PREPARED FOR FINAL INTRODUCTION AT THE HARRISBURG CITY SOLICITOR'S OFFICE ON:

Rebecca K Kunkel
Assistant City Solicitor

8/25/17
Date

Requested by Department/Bureau: Mayor

Department/Bureau Contact Person: Cathy Hall

For Action on or before:

The attached was received in the Office of the City Clerk for introduction on

Received by: [Signature]

Date: 8-25-17