



Council Staff Report

1/1/12 through 1/31/12

Council Staff

Linda Kelleher, City Clerk

Michelle Katzenmoyer, Deputy City Clerk

Maritza Loaiza, Administrative Assistant

Constituent Service

The following table is a rough tabulation of the number and type of issues addressed by the Council Office:

Calls for Directory Assistance

Call Type	Number of Calls
Solid Waste	4
Codes	47
Tax	4
Mayor	7
Police	14
Fire	0
Community Development	1
Planning & Zoning	2
Human Resources	2
Accounting/Finance	3
Law	2
Managing Director	2
RAWA	15
Public Works	3
IT	1
Parking Authority	1
Services Center	8
Human Relations Commission	2
Parks/Recreation	0
Streets	0
Building and Trades	5
Purchasing	4
Treasury	2
Auditor	0
Sanitary Sewers	1
Total Calls	130

<u>Message for Council</u>	<u>Complaints</u>	<u>Non-City Directory Assistance</u>	<u>Calls Handled In-Office</u>	<u>Total Calls</u>	<u>Walk-Ins</u>	<u>Email Requests</u>	<u>Email Complaints</u>	<u>Total Email</u>	<u>Total Constituent Service</u>
8	4	33	266	441	39	995	544	1539	2019

Houses Identified As Missing Housing Permits, Business Licenses, or Zoning

Areas Covered: MDJ Cases
Property transactions
Citizen complaints
Assessment Appeals

Total (Since Feb. 2008): Approx. 11,690

Activities of Boards, Authorities and Commissions

Environmental Advisory Council – The EAC held discussions with a Master’s degree candidate regarding working with the EAC on his thesis. Mr. Wood will be working with the EAC to draft its Steep Slope ordinance and a new subcommittee will be formed. The thesis needs to be complete in May 2012. The EAC also continued their discussion of the rain barrel regulations. A draft ordinance is currently being reviewed by the subcommittee and will be circulated to the body prior to the next meeting. The EAC also heard updates on storm water issues and Bernhart Park. The EAC will be presenting its annual report to Council after transition issues are addressed.

Park and Recreation Advisory Committee – The PARC has not met since the formation of the Recreation Commission. Council is currently considering the future of the PARC. In addition, work on the 10 Year Park and Open Space Plan has ceased as this information will be included in the City’s updated Comprehensive Plan.

Health Fees Greenbelt Project – This project will entail looking at all health inspection fees after the outcry heard from the public regarding the increase in these fees. Ms. Katzenmoyer will be working with codes, information technology and customer service center representatives to work through the fees and how they can be applied fairly to all.

Board of Ethics – The Board of Ethics did not meet in January.

Board of Health – The Board of Health met in December and discussed the following:

- Possible Bed Bug Legislation
- Possible Tattoo Legislation
- Member status/vacancies

Blighted Property Review Committee – With over 80 properties certified as blighted, the BPRC Chair, with assistance from the City Clerk and Law Office has been holding quarterly meetings with the City’s Housing Partners (NHS, Our City Reading, R-BAR and Habitat for Humanity) to select properties and start the eminent domain process, rehab for certified properties and develop a strong housing strategy to address the City’s Housing Stock. The City Clerk, Law Office and Solicitor for the Redevelopment

Authority now meet monthly to discuss the disposition of all certified properties, select the best means to gain title to the certified properties, and then move the process forward. Through the BPRC efforts we have also seen an up rise in the number of people who want to voluntarily surrender their properties to the City. The City Clerk and Law Office have also been meeting with the County Treasurer and the Reading School District about the acquisition of approximately 51 properties on the Repository Tax Sale list. Many of these properties have been on this list for many years and many of these properties are extremely deteriorated. The City will be acquiring the majority of these properties and demolishing them. These properties will be added to the list of certified properties with the goal that we will be able to acquire multiple properties in areas for housing redevelopment projects.

The BPRC February and March agendas are focused on the outlying R1 and R2 low density areas for the CORE process. The majority of these properties were identified through the Sheriff's Sale foreclosure lists and the tax sale lists. The February agenda started with 23 properties and approximately one half of the properties cured their issues and will be removed from the process.

Reading LRA – The survey required by the Navy, which will subdivide the parcel into 2 parcels is almost completed. Some minor plan adjustments are needed and then we will be provided with the metes and bounds which will become a part of the amended Legally Binding Agreement with Mary's Shelter and the amendment to the Reuse Plan. Mary's Shelter will be getting the main "L" shaped facility and some land around it equaling approximately one acre. They will need to apply for a conditional use zoning permit before the plan is reviewed by the Planning Commission and recorded with the Recorder of Deeds, as this reuse will subdivide the parcel. The conditional use hearing will probably be held the first week in March (depending on the receipt of the conditional use application). They will not need a zoning variance for parking or setbacks.

Next steps...

1) using the survey, the Navy will set the fair market value for the remaining 6 acres and then the Redevelopment Authority will be able to make an offer. Also, the LRA will need to schedule a meeting to update the affected community. I would suggest mid-March. At this meeting we can tell the community that Mary's Shelter is moving from the rear corner along Pershing Blvd to the main facility and the Redevelopment Authority will attempt to purchase the remaining parcel for some type of taxable residential purposes. If the Redevelopment Authority (or some other entity) purchases the property, the community's support or opposition to the proposed residential use would occur at a Zoning Hearing Board meeting.

2) The LRA will also need to meet to review and approve the amendment to the Reuse Plan, after the conditional use permit is issued to Mary's Shelter.

Youth Fun Day – The committee discussed the budget and format for this year event and scheduled May 8 from 9 am – 2 pm. The target group, criteria for student participation, the number of students who will participate, facilities, guidelines for chaperones, busing, and lunches were also discussed. The day will be divided into two segments – one will be a leadership activity and the other will be activities as in the past. Activities will include football punt/kick, tennis, basketball, etc. Subcommittees were formed to obtain professional sports teams and mascots, t-shirts, prizes, and fundraising.

International Institute of Municipal Clerks (IIMC) - The International Institute of Municipal Clerks (IIMC) is a professional, nonprofit association that promotes continuing education and certification through university and college-based institutes and provides networking solutions, services and benefits to its members worldwide. The City Clerk has received her Certified Municipal Clerk (CMC) status and the Deputy City Clerk is currently working to earn her CMC. Region II recently held a conference in

Manassas, VA covering three topics – Values, Communication Styles, and Ethics. The sessions were very informative and will be helpful to the day-to-day operations of the Council office.

Staff Activities

Between 1/1/12 and 1/31/12 Council staff accomplished the following tasks:

Drafted and Prepared

Linda:

- Resolution re conditional offers of support for 25 police officers
- Ordinance re tax exoneration of property taxes for Reading School District re Pansy St
- Ordinance re Redistricting Recommendation
- Ordinance re limiting use of electronic recording devices
- Ordinance re affirming Public Participation regulations
- Resolutions promoting 3 police officers to sergeants
- Ads and public notices for special meetings re Council President and District 1 Councilor appointment
- Ads and public notices re reopening of budget
- Ads and public notices re redistricting public hearing
- Meeting summaries re Housing Partner Meetings, CORE, HARB policy and Act 47 Implementation meetings

Michelle K:

- BAC Expiration letters
- BAC Background Checks
- BAC Background Issues letters
- Complaint Updates
- Solicitation Permit Database Update
- Accounts Payable
- Staff Report
- Meeting Summaries
- Meeting Agendas – including ipad preparations
- Financial Interest Statements
- Update website Boards, Authorities and Commissions
- Office Supply orders
- Recreation Commission Agenda
- Update BAC addresses file
- Update BAC information on website
- Rain Barrel Regulations
- Inauguration Program
- Annual Staff Report
- Resolution to dispose Financial Interest Statements 2004
- Reviewed Mayor's Transition Plan
- Commendations
 - RHS Fall Athletes
 - Reading Foundry & Supply

- Black History Month
- Appointment/Reappointment Resolutions
 - Terry Withers
 - Jonathan Del Collo
 - Wynton Butler
 - Linda Kelleher

Maritza:

- Copy and distribute all memos, handouts, and agendas per City Clerk to Council and other departments
- Scan legislation
- File all paperwork (i.e., contracts, minutes, agendas, bills, ordinances, resolutions, etc.) accordingly
- Distribute incoming mail to office staff and council members
- Register meeting speakers as requested
- Prepare and mail Thank You letter for invocators at City Council meetings
- Prepare and mail Thank You letters to speakers
- Answer constituent questions to best of my ability, forwarded complaints to appropriate departments, and updated complaint log
- Assisted constituents with legislative information they were researching or requesting
- Mail all necessary handouts/paperwork to BAC members
- Translate any needed fliers and documents
- Locate, Scan, and/or Copy requested legislation for various departments, other entities, or constituents.
- Type and correct dictation done by City Clerk
- Complete accounts payable forms and update budget
- Prepare Council agenda packets
- Prepare Board of Health agenda packets
- Prepare Board of Health minutes
- Provide IT with live update information for online codified ordinances
- Complete all certified and first class mailings for BPRC
- Scan all agenda and additional information for Administrative Oversight Committee and BPRC to access during meetings
- Scan and archive old legislation into DocStar

All staff:

- Committee of the Whole minutes, Committee meeting minutes and Regular minutes
- Drafted correspondence and memos for members of Council

Researched

Linda:

- Redistricting ordinances and process
- Legislation re restrictions or prohibitions on the use of recording devices
- Policy re public participation
- Policy re communications
- Merchant parking permit regulations and residential permit parking

- Business license revocation ordinance

Michelle K:

- None

Maritza:

- None

Meetings Attended

Linda:

- 1/4 – Council President interviews
- 1/5 – City’s new Housing Permit and Certificate of Transfer programs with various related offices from the Administration
- 1/6 – John Hoffert & City Planner re survey of Navy Marine Center
- 1/6 – Special meeting re appointment of Council President
- 1/10 – BCAP
- 1/11 – Larry Lee re parking on 9th St
- 1/11 – R-BAR re QoL program
- 1/11 – Housing Partners re BPRC
- 1/11 – Redistricting public hearing
- 1/12 – Police Chief, Larry Lee D. Sterner re parking on 9th St
- 1/12 – Act 47 Implementation
- 1/12 – HARB re window policy
- 1/13 – Dan Wright re BPRC
- 1/13 – R-BAR re CORE
- 1/17 – Philadelphia housing projects with John Kromer
- 1/19 – Tonya Butler re BPRC
- 1/19 – BPRC
- 1/20 – Fairview Board
- 1/20 – Jon Scott re Housing and Economic Development
- 1/20 – David Kersley and Ron Natale re BPRC support
- 1/25 – County Treasurer re Repository Sale properties
- 1/25 – Granicus
- 1/25 – District 1 interviews
- 1/26 – Act 47 Implementation
- 1/26 – BCTV host for Strat Marmarou
- 1/27 – Kevin Barnhart and Greg Sarangoulis re Navy Marine Center

Michelle K:

- 1/2 – Inauguration
- 1/3 – Administrative Oversight Committee
- 1/4 – RFP opening - Library Improvements
- 1/4 – RFP opening – Liberty Fire Station Improvements
- 1/9 – Committee of the Whole
- 1/11 – IIMC Region II Conference – When Values Collide
- 1/11 – IIMC Region II Conference – Communication Styles
- 1/12 – IIMC Region II Conference – Ethics
- 1/13 – IIMC Region II Business meeting
- 1/17 – Public Hearing Redistricting

1/17 – Public Works Committee
1/23 – Committee of the Whole
1/24 – Business Analyst to begin Greenbelt Project on Health Fees
1/27 – Controller and Accounts Payable re Accounts Payable
1/30 – Zoning Administrator re Housing Research
1/31 – Environmental Advisory Council

Maritza: 1/11 – Board of Health
1/25 – Youth Fun Day
1/31 – Youth Fun Day

Requests for Information – 3

Council Activities

Topics under Discussion and Consideration

- Council has been working with Mayor Spencer on the **reopening of the 2012 budget**
- Council met with members of **HARB to discuss their policies**, in particular their window policy

Legislation under Consideration

- **Bill No 8- 2012** - amending Chapter 5, Code Enforcement of the Codified Ordinances of the City of Reading by adding Alleys, Recycling Storage and the Food Code to existing Quality of Life Violations and amending language regarding Waste/Trash Storage Times and in the Current Fines and Penalties Section (**Law**) *Introduced at the January 9 regular meeting*
- **Ordinance** - amending the 2012 City of Reading general fund budget by authorizing the transfer of funds from the Department of Public Works to the Information Technology Division (**Controller**)
- **Ordinance** - amending Code of Ordinances, City of Reading, Chapter 1, Administration and Government, Exhibit A City of Reading Purchasing Policy & Procedures, Administrative Procedure Bid Solicitation, Evaluation & Award Procedure to require an Approved Apprenticeship Program and Minority Hiring (**Law**)

Legislation Adopted

- **Bill No 1- 2012** - amending the 2011 City of Reading General Fund budget by authorizing the transfer of funds from the Sewer Minor Capital Equipment budget to the Contracted Services and Interdepartmental Direct Costs budgets (**Business Analyst**) *Introduced at the January 9 regular meeting*
- **Bill No 2- 2012** - amending the 2011 City of Reading Self Insurance Fund Budget by authorizing the transfer of funds from line items within the Self Insurance Fund Budget (**Human Resources**) *Introduced at the January 9 regular meeting*

- **Bill No 3- 2012** - amending the City of Reading Codified Ordinances by creating a new Section 1-125 regarding the Council District Boundaries, as recommended by the Redistricting Committee (**Council Staff/Law**) *Introduced at the January 9 regular meeting*
- **Bill No 4- 2012** - establishing a four-way stop intersection at the North Fourth and Oley Streets in the City of Reading, Pennsylvania (**Law**) *Introduced at the January 9 regular meeting*
- **Bill No 5- 2012** - changing Division Street between Buttonwood and Schiller Streets in the City of Reading, Pennsylvania, from one-way southbound to two-way traffic direction (**Law**) *Introduced at the January 9 regular meeting*
- **Bill No 6- 2012** - re-enacting and affirming the Public Participation Regulations in §1-119 of the Administrative Code (**Council Staff**) *Introduced at the January 9 regular meeting*
- **Bill No 7- 2012** - amending the City of Reading Codified Ordinances §1-115. Meetings to be Public, by adding language regarding the Use of Electronic Recording Devices (**Council Staff**) *Introduced at the January 9 regular meeting*
- **Bill No 9- 2012** - authorizing the exoneration of outstanding City property tax, penalties and interest for the year 2011 for the Reading School District for 412 Pansy Street, Reading, Berks County, Pennsylvania (**Council Staff**) *Introduced at the January 9 regular meeting*
- **Bill No 10- 2012** – authorizing the Mayor to execute agreements to obtain the necessary rights of way and easements for the purpose of installing, constructing, maintaining and operating the sanitary sewer conveyance system and upgrades between the 6th and Canal pump station and Fritz Island wastewater treatment plant (**Law**) *Introduced at the January 9 regular meeting*
- **Resolution** – reappointing Linda Kelleher as City Clerk (**Council Staff**)
- **Resolution** – appointing Francis Acosta as Council President
- **Resolution** – appointing Marcia Goodman-Hinnershitz as Council Vice President

Committee Discussion Topics

Finance Committee

- Heard updates from finance staff regarding the **due to/due from account** updates
- Discussed two ordinances before Council regarding **budget transfers**
- Reviewed the **budget amendment process**
- Reviewed the City's **financial status** and **IT report**

Public Safety Committee

- Heard an update on the **Citizens Service Center**, the **Quality of Life ticketing program**, and a year-to-date review of **Codes Services**

Public Works Committee

- Heard a report on the **Merchant Permit Parking** on 9th St
- Heard a report on requests for **loading zones** and **handicapped parking spaces** in metered areas
- Heard an update on the **Recreation Commission**

Administrative Oversight Committee:

- **Boards, Authorities & Commissions** – conducted 3 appointment and reappointment interviews and recommended 3 appointment and reappointment actions, where applicable, to the body of Council.