



CITY COUNCIL

Committee of the Whole

Monday, September 19, 2022

5:00 pm

Hybrid Meeting

Agenda

The City Council Committee of the Whole meetings are filmed and can be viewed LIVE while the meeting is taking place via the attached Zoom link and dial-in phone number, on Facebook and on the BCTV MAC Channel 99.

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://readingpa.zoom.us/j/82001276457?pwd=NGQ3eFNXbnp6ZzEwS0FDSDJkSU9QQT09>

Passcode: 402589

Or join by phone:

Dial US: +1 646 558 8656

Webinar ID: 820 0127 6457

Passcode: 402589

- I. Franchise Agreement Update** – Virtual Executive Session approx. 20 minutes
- II. 2021 External Audit – Herbein & Co.**
- III. Update Human Relations COVID Funding**
- IV. BAC Appointment/Reappointment**
 1. Process for filling expired terms/ setting up reappointment interviews
 2. The process for filling positions when there is more than one candidate
 3. The selection of candidate for expired position on the Planning Commission

IV. Review Budget Calendar (attached)

V. Review Finance Report re Executive Summary and Spreadsheet

VI. Public Works Monthly

- Existing Project Updates (different division each month)
- Accomplishments
- Report on staffing levels and needs

VII. Community and Economic Development Monthly

- Update on projects in the CDBG Action Plan
- Amount in Un-programmed Funds (unspent HUD funding)
- Division Update (rotating through divisions)
- Planning and Zoning Updates

SUBJECT: Pending Applications

The following persons have applications for Boards, Authorities, and Commissions pending:

Citizens Initiative Commission – 11 open seats (1 per Council District; 3 at large)

- **Tonya Butler** – appointment – District 4 - has Mayoral approval

Planning Commission – 1 term expiration (7 members)

- **Ann Woodward** – appointment – sent to Mayor Jan 2022
- **Wayne Bealer** – reappointment – sent to Mayor March 2022 – **Term expired 4-1-22**
- **Lee Olsen** – reappointment – has Mayoral approval – **Term expired 4-1-22**
- **Rodney Ridley** – appointment – has Mayoral approval

Environmental Advisory Council – 2 term expirations, 2 open seats (7 members)

- **Stephan Thompson** – appointment – has Mayoral approval
- **James Cole** – appointment – sent to Mayor September 2022
- **Cathy Myers** – reappointment – has Mayoral approval – **Term expired 7-8-22**
- **William Vitale** – reappointment – sent to Mayor September 2022
Term expired 9-9-22

Shade Tree Commission – 1 open seat, 2 term expirations (5 members)

- **Thomas Ryan** – reappointment – has Mayoral approval – **Term** expired 8-31-22

Electrical Examining Board – 1 open seat (7 members)

- **Jeffrey Hartman** – appointment – sent to Mayor September 2022
- **Ed Bernitsky** – appointment – sent to Mayor September 2022
- **Bryan Anderson** – appointment – sent to Mayor September 2022

Charter Board – 2 open seats (5 members)

- **Stephen Yarnell** – appointment – sent to Mayor August 2022

2022 Budget Calendar for 2023 Budget

Wed Sept 7th 12-2 pm - Capital Improvement Program Committee (see § 5-807. Budget and Capital Program, Capital Priorities, 2 Capital Improvement Program Committee)

Sept _____ Revenue Estimating Committee - including 1 Council member and the City Auditor –

Fri Sept 30th - distribute the 2023 budget & provide City Clerk with Budget and CIP numbers for Charter required Public Hearing ad.

Mon Oct 3rd 5 pm – Special Meeting to introduce the 2023 Budget, CIP and Budget related Ordinances - advertised on Mon Sept 26th
- Budget, CIP, Property Tax Ord, and any related fee ordinances – note Resident EIT introduced only if an increase is planned

Mon Oct 3rd 5:30 pm – COW & Budget Review – Revenue Review, Expenditure Overview, Position Ord Overview, Major Revenue/Expenditure Drivers & Charter Ord Amendment from Charter Board

Wed Oct 5th 5-7 pm – Budget Review Mayor, City Council / City Clerk, City Auditor, Managing Director Offices, Human Relations

Wed Oct 12th 5-7 pm - Budget Review Public Works re Operations, Engineering, Liquid Fuels, Sewers and Sewers Fund Retail Solid Waste, Shade Tree

Mon Oct 17th 5-5:30 pm – General Fund Public Hearing

Mon Oct 17th 5:30-7 pm – Budget Review CD including the CDBG Action Plan Review

Wed Oct 19th 5-5:30 pm – Public Hearing Capital Budget

Wed Oct 19th 5:30-7 pm – Budget Review Fire & EMS

Wed Oct 26th 5-7 pm – Police

Mon Oct 31st 5-7 pm Library, HR Dept, Self-Insurance, Law, Charter Board, Ethics Board

Mon Nov 7th 5-7 pm -- Debt Service, Pension & Parking Lot

Reg Mtg Night Mon Nov 14th – adoption of CDBG Action Plan required

Wed Nov 16th – 5-7 pm

Mon Nov 21st 5-7 pm –

Tues Nov 22nd 5-7 pm if needed

Thurs Nov 24th - Thanksgiving

Mon Nov 28th 5-7 pm if needed

Mon Dec 5th 5-7-pm if needed

Mon Dec 12th – last available date to adopt 2023 Budget, Capital Plan & related ordinances

To: Administration & Council
Date: Tuesday, September 13, 2022
Subject: Monthly Finance Report - End of August

Dear Council and Administration;

Included in the attached report you will find year to date [YTD] budget reports from Munis for all departments under the general fund. Both revenues and expenditures are included. The pdf version provides a clear departmental breakdown. I have identified a few noteworthy highlights below:

- GF Revenue – with a budget of \$95.7MM we have received YTD \$70.5MM
 - RE Tax – Accounts for 28% of budget, we have received 95.5% of the \$22.7 MM or \$21.7. Prior year collection is under budget at 55.7% received
 - EIT – Which accounts for 20% of the GF budget, has brought in \$16.9MM or 80% overall of the \$21MM budgeted
- GF Expenditures – YTD are at \$61MM of note one of our largest expenses, debt service will not hit until early November, which is also when our last large pension payment will hit for just under \$7 MM across all three funds
 - Overtime – is at or below budget for most departments
- Shade Tree – Expenses are exceeding revenues in current year, this also happened in 2021 as reflected in our draft audit. It may be worth considering a marginal increase in millage

I look forward to answering your questions.

Best regards,

Jamar