CITY COUNCIL

Committee of the Whole

Monday, January 31, 2022
5:00 pm
Virtual Meeting
Agenda

...e City Council Committee of the Whole meetings are filmed and can be viewed LIVE while the meeting is taking place ...a the attached Zoom link and dial-in phone number, on Facebook and on BCTV MAC Channel 99 or at your ...nvenience at https://www.readingpa.gov/content/city-council-video. Due to COVID-19, the public is prohibited from ...ysically attending the meeting.

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

Please click this URL to join. https://readingpa.zoom.us/j/84178675266?pwd=c1cyWmlBcUUrQU1tRzVEcXdCd3JqZz09

Passcode: 710217

Or One tap mobile:

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Webinar ID: 841 7867 5266

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I. **Appointment of Council members to Boards** *See list @ Pg 2 below* **30 mins**

II. **Appointment of Nominations & Appointments Council Committee** **10 mins**

III. **Committee of the Whole**
- 1st Monday – Public Safety & Administrative Committee (Finance & HR)
- 3rd Monday – Public Works & Community and Economic Development
  See Topic Schedule on Pg 4 & Committee Reports starting on Pg 6 below

IV. **Council Staff Evaluations**

V. **Meeting Protocol** *See Pg 8 below*

Appointment to Boards – current appointments

1. Environmental Advisory Council (EAC) voting member – **Marcia Goodman-Hinnershitz** - **(Sihelnik alternate)**
2. Diversity Board voting member – **Melissa Ventura – Johanny Cepeda-Freytiz alternate**
3. Local Redevelopment Authority (LRA) voting member – **Sihelnik, Jeff Waltman, Marmarou**
4. Blighted Property Review Committee (BPRC) voting member – **Johanny Cepeda-Freytiz** - **(Sihelnik alternate)**
5. RATS (Reading Area Transportation Study) voting member – **Donna Reed – Jeff Waltman alternate**
6. Mt. Penn Preserve Partnership (MP3) – voting member **– Marcia Goodman-Hinnershitz**
7. Rec Commission – (voting member) **Marcia Goodman-Hinnershitz, Melissa Ventura** - **(Marmarou alternate)**
8. Audit Committee – Finance Chair voting member
9. Capital Planning Committee - Finance Chair voting member
10. Revenue Committee – Finance Chair voting member
11. BCAP (Berks Community Action Program) – voting member **Jeff Waltman – Donna Reed** and **(Sihelnik alternate)**
12. Downtown P3 Member voting member + 2 non-voting liaisons – **Jeff Waltman – Johanny Cepeda-Freytiz** and **(Sihelnik alternate)**
13. BCCJAB (Berks County Community Judicial Action Board) – non-voting liaison – **Donna Reed – Melissa Ventura and Jeff Waltman alternates**
14. *School District Work Group - voting member (no more than 3) – currently inactive* **Marcia Goodman-Hinnershitz**, **(Marmarou) – Johanny Cepeda-Freytiz alternate**
17. Stadium Commission non-voting liaison **(Marmarou)**
18. Shade Tree Commission – non-voting liaison – **Donna Reed**
19. Human Relations Commission – non-voting liaison – **Johanny Cepeda-Freytiz**
20. Planning Commission – non-voting liaison – **Donna Reed – Johanny Cepeda-Freytiz alternate**
21. BCTV – non-voting liaison **Donna Reed** - **(Sihelnik alternate)**
22. Conversion Therapy Board – voting member – **Donna Reed – Johanny Cepeda-Freytiz alternate**
23. OPEB – voting member – **Jeff Waltman**
24. Youth Commission – non-voting liaison **(Sihelnik), Melissa Ventura, Johanny Cepeda-Freytiz**

Meeting	Scheduled for	Topic/Issue
COW General Issues/Topics	02/07/22	Charter & Ethics Training – Charter required Scheduled for Feb 7th
Public Works & Econ/Comm Development	02/21/22	Downtown Plus Action Plan – Scheduled for Feb 21st
COW General Issues/Topics	02/22/22	APRA Update – Scheduled for Feb 22nd
COW General Issues/Topics	02/28/22	Schedule Retreat in the 1st quarter of 2022
COW General Issues/Topics	02/28/22	Charter Board – containing costs
Administrative & Public Safety	03/07/22	Performance Evaluation Policy & Salary Study Update
Administrative & Public Safety	03/07/22	Council Staff Oversight Policy
Administrative & Public Safety	03/07/22	Monthly HR reporting – filling positions and making promotions
Public Works & Econ/Comm Development	03/07/22	List of City owned properties, land and buildings, identifying those used by other organizations with a 7th
COW General Issues/Topics	03/12/22	Government Study Commission
Public Hearing	03/21/22	Redistricting Commission Recommendation - Charter Required
Public Works & Econ/Comm Development	03/21/22	IMAs – 3 of 12 negotiated - Scheduled for March 7th
Public Works & Econ/Comm Development	03/21/22	Sale of 5th & Penn Properties
Public Works & Econ/Comm Development	03/21/22	Pagoda
COW General Issues/Topics	03/28/22	State Legislators check-in
Administrative & Public Safety	04/04/22	Retaining PFM services after Act 47
Public Works & Econ/Comm Development	04/18/22	Open Space & Parks Plan
Administrative & Public Safety	05/02/22	Improved Internal Controls
Administrative & Public Safety	05/02/22	County Commissioners re revisit Library agreement and annual contribution
Administrative & Public Safety	05/02/22	Reporting on Grants (including CDBG HUD)
Public Works & Econ/Comm Development	05/16/22	Redevelopment Authority

<div align="center">**Council Committee Reports**
Council Committee reports are due to the Council Office in Word format
no later than the Wednesday prior to the meeting at noon.</div>

1st Monday of the Month Public Safety (Police & Fire) & Administrative (Finance & HR)

1. Public Safety Monthly – Police & Fire
- Police & Fire Project Updates
  - FM update on inspections completed
- Police & Fire Accomplishments

2. Administrative Reports – Finance & HR
Finance Monthly Reports
- Balance Sheet & Income Statement – every meeting
- Cash levels in the General Fund & Enterprise Funds – every meeting
- Review Expenditure Reports by Department & Division
- Progress Reports on Grants & CDBG HUD Funding – amount received amount spent and grant deadline
- Non-recurring revenue or interfund transfers - include land or asset sales, use of fund balance, transfers from other funds that exceed ongoing and sustainable levels, and transfers from other funds that exceed legal limits. Nonrecurring revenues also include any revenue that is anticipated to be received for only one year.

HR Monthly Reports
- Budget-to-filled position report to show where there is a concentration of unfilled positions by Division/Office showing the employment category of each position
- Report each month on how HR is adhering to and/or implementing each part of Administrative Code Section 703 a through l

Finance - Quarterly – April, July, Oct
Revenues Reports on:
- Real estate taxes
- EIT
- Other Act 511 taxes (LST, PCT, transfer tax, etc)
- Licenses and permits
- Rentals and interest
- Intergovernmental
- Charges for service
- Water and sewer transfers
- Other

Expenditures Reports on:
- Salaries and wages – budgeted vs actual
- Overtime
- Fringe benefits (health insurance)

- Pension
- All other personnel
- Contracted Services by Department/Division
- Operating expenses
- Debt
- Transfers

3rd Monday of the Month Public Works & Community and Economic Development

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

Public Works Quarterly
- Capital Project update existing and upcoming project plan

Community and Economic Development Monthly
- Update on projects in the CDBG Action Plan
- Division Update (rotating through divisions)
- Planning and Zoning Updates

Community and Economic Development Quarterly
- QoL Report by violation separated by Council District

Virtual Meeting Etiquette

1. Be on time - log in early to correct any technical issues before the meeting begins.
2. Dress Appropriately. While it can be freeing to be in the comfort of your own home, you must remember that you are in a professional setting in virtual meetings. Take a few minutes to spruce up your appearance which will help put you in the right headspace to be productive.
3. Turn on your camera and make eye contact with the camera so attendees can see that you are involved and listening. Make sure you have good lighting. You can edit your video brightness and contrast from your software
4. Mute yourself when you are not speaking.
5. Make sure your background is professional and work appropriate or use a Zoom background.
6. Stop pounding on your keyboard. While taking notes during a call can be important, your keyboard's sound during a call can be very distracting.
7. Learn the controls and features available with the meeting software.
8. Don't interrupt others and use the "Raise Hand" feature when you wish to speak. Wait to be recognized by the meeting chair or host.
9. Do use the Chat feature to share information with those in the virtual meeting.
10. Don't be distracted. Although others won't notice you looking through your phone or doing something on another screen, your distracted behavior can affect everyone. You could miss important points forcing the chair or presenter to repeat material already provided. Try to avoid distractions and stay focused.
11. Invite only people who need to be there. It's important to be mindful of who you invite to meetings. The more participants you have, the more likely you will run into connectivity issues and disengaged bystanders.
12. During executive sessions, you must be alone in a private, closed room with no other devices available for others to hear or listen to. Please make sure that device volume is at a level where your voice and/or the executive session discussions cannot be heard outside of your private room.