



# *CITY COUNCIL*

## *Finance, Audit & Budget Committee*

**Monday, March 20, 2023**  
**Hybrid**  
**5:00 pm**

The Budget and Finance Committee's responsibilities include Annual Budget Review, Capital Improvement Programs, Financial Reports, Taxes (Rates, exonerations and exemption appeals), Fee Assessments, Review of Budget & Financial Reports, oversight of the City's external auditing, internal controls and any other financial or business practices, and reviewing the work of the City Auditor.

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

Please click this URL to join. <https://readingpa.zoom.us/j/84972642271?pwd=djc3cUV3aThLb1ZlVTVMnc4eJJDDz09>

Passcode: 437595

Or join by phone:

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**Committee Members:** Ms. Goodman-Hinnershitz and Mr. Butler

*Although Council committee meetings are open to the public, public comment is not permitted at Council Committee meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the Committee Chair. All electronic recording devices must be at the entry door in all meeting rooms and offices, as per Bill No. 27-2012.*

*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 BCTV MAC Channel 99.*

**I. DID Remaining Funds & Liens for Unpaid Assessments**

**II. Narrative Form - Finance Reports**

- Review Expenditures/Revenues
- Review Bank Statement Activity
- Cash levels in the General Fund & Enterprise Funds
- Review Expenditure Reports by Department & Division

**III. Narrative Form - Progress Reports on Grants & CDBG HUD Funding**

- Amount received, amount spent and grant deadline

**IV 2023 Proposed Budget Amendments**

- Update Telecommunications and PT Wages
- Consider adding PT Staff to VSU
- Funding for Council District events

**IV. Adjourn**

**FOLLOW UP ISSUES  
2023 Finance Committee Topics**

**March**

**2023 Budget Amendment from the Parking Lot**

1. 1st Qtr. update Telecommunications and PT wages
2. Consider adding PT staff to VSU
3. Funding for creation & management of youth violence website for 3 yrs @ \$50K
4. Add funding to Council budget for district events
5. Increase allocation for Shade Tree Commission budget
6. Eliminate Traffic Code revenue by \$200K re Res 181-2020
7. Capital Budget - add Fire Vehicle line item 34-09-34-48003 \$475K

Report on Non-recurring revenue or interfund transfers

To: Administration & Council  
Date: Wednesday, March 15, 2023  
Subject: Monthly Finance Report - Middle of March

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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 departmental breakdown. I have identified a few noteworthy highlights below:

- Bank account balances attached
- GF Revenue – with a budget of \$103 million we have received YTD \$11.5 million, or 11%;
  - Prop Tax – Accounts for 28% of budget, those revenues will start to come in in March, nothings been recorded yet.
  - EIT – Which accounts for 20% of the GF budget, has brought in \$4.2MM or 18% overall of the \$23MM budgeted. The majority received is prior year collection.
  - RE Transfer Tax - \$967,000 in revenue received on a budget of \$6MM
  - BPT – Bills go out mid-year, revenues won't reach target until later summer, early fall.
- GF Expenditures – YTD are at \$15.4MM or 17% of budget;
  - Too early in the year to extrapolate any trends.
- ARPA – Nonprofits
  - \$2.6 MM of the \$5.4 MM authorized by Council has been distributed
  - Small orgs were advanced 50% of funding with the remainder drawn down monthly
  - Larger orgs are 100% reimbursement on a quarterly basis

CITY OF READING 18W BICYCLE - PEDESTRIAN SAFETY TRAIL PROJECT - LAYER 2	\$ 600,000.00	18TH WONDER 501C3	Creating the pedestrian and bike path through the islands	MIKE SHRADER	RFP for engineering went out and waiting on response from a preferred vendor - LAMU 3/14
<b>N FRONT ST INTERSECTIONS SIGNAL UPGRADES</b>				TIM KRALL	the GLG is funding the engineering to be completed next month RFP for construction out to bid this summer
N FRONT ST INTERSECTIONS SIGNAL UPGRADES	\$ 812,416.00		funding for construction	TIM KRALL	Agreement C920001199
N FRONT ST INTERSECTIONS SIGNAL UPGRADES	\$ 844,640.00		funding for engineering costs	TIM KRALL	On schedule to be completed by 6/30./2023
DOWNTOWN SIGNAL RETIMING			retiming 52 of 60+ traffic signals in the downtown corridor to improve flow and safety' monitoring software is being purchased to handle the sequencing moving forward	TIM KRALL	THE STUDY AND PLAN WERE COMPLETED.

GUIDERAIL UPDATE	\$ 129,230.0 0		1300 block of Howard Place; Glen Road, South 19th Street along Pendora Creek, and Spring Valley Road adjacent to Bernharts Park.	TIM KRALL	RFP for engineering award and in design phase - LAMU 3/14
<b>FRITZ ISLAND GRIT CHAMBER PROJECT</b>	<b>\$ 125,000.0 0</b>		<b>replace grit system at the city-owned Fritz Island location</b>	<b>DAVE ANSPACH</b>	<b>all documents have been submitted to close grant (03/22) rcvg reimbursement in amount of \$125K called for update on reimbursement (06/22)</b>
SCHUYLKILL RIVER TRAIL N GAP IMPROVEMENT PROJECT	\$ 125,000.0 0		This grant specific to the 0.7 mile section of SRT between Penn Street and Buttonwood Street bridges.	TIM K RALL	April 2023 will be given to an engineering firm to engineering

<p>EGELMAN'S DAM MODIFICATION PROJECT</p>	<p>\$ 350,000.0 0</p>		<p>modify the dam and the pond so that Modified dam can be permitted by PaDEP, resulting pond can continue to be used by the Izaak Walton League to raise largemouth bass AND contribute to the aesthetics of Egelman's Park</p>	<p>DAVE ANSPACH</p>	<p><b>RFP on website</b></p> <p>step 1 - Mike S finish drawing step 2 - Coordinate meeting with City of Reading, awarded Engineer, Isaac Walton League, Community Representatives of Hessian Camp to figure out what Pa DEP will accept and community and Isaac Walton can utilize Step 3 - engineer the plan step 4 - build</p>
<p><b>BAER PARK AND 6TH &amp; AMITY PLAYGROUND IMPROVEMENTS</b></p>	<p>\$ 300,000.0 0</p>	<p>RRA</p>	<p>The rehabilitation of 6th &amp; Amity Playground and Baer Park to include site design, installation of</p>		<p>ONE GRANT FOR BOTH PARKS, BUT SEPARATE REPORTING FOR EACH</p>

			a water spray pad, and upgrades to play apparatus, swings, safety surfacing, walkways, benches, site furnishings, ADA access, and funding source signage.		
BAER PARK			site design, installation of a water spray pad, and upgrades to play apparatus, swings, safety surfacing, walkways, benches, site furnishings, ADA access, and funding source signage.	CINDY	designs shown to administration engineer sent designs to City team 4/26/2022 I am waiting for final design next step is DCNR approval of design

6TH & AMITY PLAYGROUND			<p>nclude site design, installation of a water spray pad, and upgrades to play apparatus, swings, safety surfacing, walkways, benches, site furnishings, ADA access, and funding source signage.</p>	CINDY	waiting for BCCD approval before we can go to bid
THIRD AND SPRUCE REHABILITATION PROJECT	\$ 250,000.00		<p>Design, apparatus, safety surface, lighting, furnishings, ADA improvements</p>	Dave Anspach	first phone call was held with DCNR and designer addressing requirements of avoidance measure beginning design
READING SKATEPARK - 601 CANAL STREET					I have no new info on anything related to skatepark - July 31/22



READING SKATEPARK	\$ 200,000.00	READING SKATEPAR K ASSOC READING REDEV AUTHORIT Y	design and construction of a free public use, custom concrete, action sports skatepark at 601 Canal Street	DAVE A	sole source contract material provided was accepted and is being reviewed
READING SKATEPARK	\$ 90,000.00	READING SKATEPAR K ASSOC READING REDEV AUTHORIT Y	construction of park	DAVE ANSPACH	RFP has come in & 187,000 over ; working with them to get the number
READING IRON PLAYGROUND	\$ 237,000.00		The project upgrades will include inclusive play apparatus, safety surfacing, lighting, site furnishings, a soccer field, a pervious surface basketball court,	DAVE ANSPACH	concept phase

			landscaping, ADA walkways and parking, funding source signage, and design.		
FY 2019 JAG	\$ 76,892.00		local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems.	SGT ROTHER MEL	closed
FY 2020 JAG	\$ 65,564.00		local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information	CHERYL	current

			systems.		
2021 JAG AWARD	\$ 633,303.00		local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems.	CHERYL	current
COPS Office COPS Hiring Program (CHP)	\$ 500,000.00		4 Reading School Officers - new hires, salary paid for 3 years	CHIEF TORNIELLI	MOU signed. Program can begin two officers assigned to schools
Reading Youth Police Academy Program	\$ 25,000.00		48 applicants for program as of 11/4. hosted at Pendora Olivet. To begin Jan 11, 2022	JAVI RUIZ	interim report mailed to BCCF
ADVANCING HEALTH LITERACY TO ENHANCE EQUITABLE COMMUNITY RESPONSE TO COVID 19	##### ##	RACC PENN STATE COLLEGE	GRANT BEING MANAGED BY	JAMAR	MANY REPORTS DUE

		OF MEDICINE LATINO CONNECTI ON	COMMUNIT Y DEVELOPM ENT		
RACP ALVERNIA	4 mil	Alvernia University	Phase I & II of ColleeTowne 401 Penn Street	JAMAR	current
RACP First Energy Stadium Renovations	9.5 mil	R Phils	Stadium upgrades as per MiLB	Marissa Price Scott Hunsicker	current
River Road Project 10 years	6.7 mil	Federal DOT	improvement s to River Road and Lincoln, W Winsdor and Schuylkill Avenue for tractor trailers to access a 50 acre Industrila Parl (former DANA SOUTH)	TIM KRALL	78% complete - LAMU 3/14
Reading PRIDE Parade	\$ 9,177.00	Berks County Comm	PRIDE Parade to be held Summer	Dolores (Mayor's Office)	Funded 3/14 - LAMU 3/14

		Found	2024 at City Park		
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Bank Accounts' Balances as of 3/14/2023				
Account Name	Account Use	Current Available Balance	Previous Available Balance	Difference
GENERAL DISB	General disbursement of payments thru Accounts Payable	4,614,974.89	3,718,551.12	896,423.77
PAYROLL	To track Payroll expenses	113,614.11	100,001.43	13,612.68
CITY SOLICITOR CK	To track City Solicitor's court cost and other revenue and expenses	2,371.66	2,371.66	-
RECYCLING ESCROW	To track deposits and payments of Water and recycling certifications	-	-	-
POLICE ACADEMY	To track Police Department' fund raisers and other revenue and expenses	6,079.52	6,079.52	-
COMMUNITY DEVELOPMEN	To track CD Department and Federal grant's projects expenses	407,772.16	425,032.62	(17,260.46)
CDBG	To track CDBG program income	231,168.10	231,168.10	-
OHR	To track HOME program income	581,421.48	581,421.48	-
EZFRED	To track EZFRED program income	49,773.56	49,773.56	-
CITY GENERAL	To track General Fund's revenue and expenses	22,205,738.80	24,008,987.37	(1,803,248.57)
CITY GENERAL INVESTMENT	To track General Fund's interest bearing account	16,268,561.92	16,260,965.77	7,596.15
CITY SEWER	to track Sewer Department's revenue and expenses	3,533,704.46	3,857,369.31	(323,664.85)
CITY SEWER INVESTMENT	to track Sewer Department's interest bearing account	56,816,940.09	56,787,437.92	29,502.17
GENERAL AGENCY	Federal and state grant money and donations tracked thru project accounting	2,167,043.21	2,351,478.73	(184,435.52)
LIQUID FUELS	To track liquid fuels revenue and expenses	4,353,080.33	4,402,386.19	(49,305.86)
WATER GENERAL	To track rent payments from Water Authority	219,374.64	219,902.00	(527.36)
SELF INS	To track deposits and payments of self-insurance related cost	670,426.63	773,112.88	(102,686.25)
SOLID WASTE	To track Recycling Department's revenue and expenses	3,641,722.23	3,610,127.69	31,594.54
FLEXIBLE SPENDING	Deposits from employee withholding and withdrawals for employees in AFLAC medical savings acct program	14,535.53	10,050.35	4,485.18
SECTION 108 LOAN	To track deposits and payments to HUD's	1,724,939.11	1,724,939.11	-

	Section 108 Loan Program			
<b>HEALTHCARE</b>	PMA uses this acct to pay City Workmen's Comp expenses	147,529.18	152,749.76	(5,220.58)
<b>CAPITAL PROJECT</b>	To track capital projects and improvements' expenditures	10,901,991.28	10,967,054.78	(65,063.50)
<b>HOUSING IMPROVEMENTS</b>	to provide funds restricted for assisting residents in funding improvement projects to city residences	1,000,000.00	1,000,000.00	-
<b>STREET PAVING</b>	Reserved for street paving projects	1,500,000.00	1,500,000.00	-
<b>CITY FACILITIES CONST. FUND</b>	For improvements or construction of City owned property	2,163,121.74	2,163,121.74	-
<b>OPEB TRUST FUND</b>	to provide for certain postemployment benefits for employees hired prior to January 1 2011	2,573.00	2,573.00	-
<b>AMERICAN RESCUE PLAN</b>		46,340,376.92	46,340,376.92	-
<b>RETAIL SEWER (Santander)</b>	to track Sewer Department's revenue from city client's	75,863,786.81	75,693,225.39	170,561.42



