



CITY COUNCIL

Public Safety, Public Works and Neighborhood Services Committee

Monday, May 21, 2012

Agenda

5:00 p.m.

The Public Safety, Public Works and Neighborhood Services Committee's area of responsibility includes Police, Fire, Neighborhood Parks, Neighborhood Revitalization, Community Development, Code Enforcement and Graffiti Abatement efforts, Community Group Organization and Support

Committee Members: Marcia Goodman-Hinnershitz (Chair), Jeff Waltman (Vice Chair) and Stratton Marmarou

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. 7-2012

- I. Police Manning Levels and Crime Trends**
- II. 2012 JAG Grant**
- III. Review of Floodplain Ordinance Amendment**
- IV. Update on Identifying Municipalities to Purchase City Fleet Maintenance Services (PW 03)**

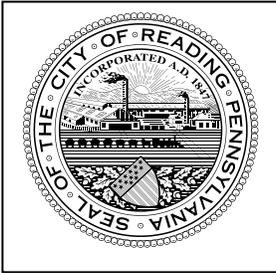
V. Yard Waste Collection/ Drop Off Site (Survey Attached)

VI. Rec Commission and Rental Fees

VII. Other Matters

Follow-up Issues:

- Stormwater Utility (PW 19)
- Seek Sponsorships for parks and park maintenance (PW 11)
- Former Police Academy Building
- Establish and Enforce a Utility Cut Program (PW 15) - in progress
- Fleet Maintenance Contract with Neighboring Municipalities (PW 03)
- Inventory of Lease Agreements (PW11) - in progress
- Capital Repairs to Library - in progress
- Managing all street lights (PW 21)
- Citadel Traffic Issues - C. Jones/D. Campbell
- Egelman's Park
- Egelman's Dam
- Ordinance Regulating Utilities in City Streets
- Street Lighting in Wyomissing Park area
- Police Force Manning Levels and Crime Trends



CITY COUNCIL

Public Safety, Public Works and Neighborhood Services Committee

***Monday, April 16, 2012
Meeting Report***

Committee Members Attending: S. Marmarou, J. Waltman, M. Goodman-Hinnershitz
Chair

Others Attending: S. Katzenmoyer, C. Jones, J. Squibb, T. Butler, D. Klahr

Ms. Goodman-Hinnershitz, Chair, called the Public Safety, Public Works and Neighborhood Services Committee meeting to order at 5:52 pm.

City Purchase of Faulty Fire Equipment

Mr. Marmarou explained that he was approached by three companies. He stated that there is faulty equipment which is constantly in need of repairs. Chief Squibb explained that K & V now sends personnel to the City garage for truck repairs that the City mechanics cannot make. He stated that this reduces equipment downtime. He stated that there is currently a ladder truck out of state for repair but that this is not an equipment fault. He stated that new equipment is fit with computer systems and much wiring. He described that these are a bad mix with large amounts of water. The trucks have five (5) year warranties which are almost expired. He stated that the equipment is used hard and that he has been working with Mr. Jones and Public Works to perform preventative maintenance.

Mr. Marmarou stated that he was promised additional information which he has not received. Chief Squibb stated that the warranties have always been honored.

Ms. Goodman-Hinnershitz noted the need for all City vendors to fulfill their contracts. She noted that firefighters may not know about the actions taken by the Chief. Chief Squibb stated that the department is working well with the City garage.

Mr. Marmarou stated that he was told there were continuous problems and that it is a cause for concern. Ms. Goodman-Hinnershitz suggested that firefighters report problems up their chain of command.

Chief Squibb stated that there are also new EPA regulations that must be followed.

Ms. Goodman-Hinnershitz stated that this topic will be revisited as new information is received.

Chief Squibb left the meeting at this time.

Recreation Commission Update

Ms. Butler described the confusion between the Special Event permit and the Community Site permit. She stated that Ms. Klahr has suggested changes but that Council must approve them.

Ms. Klahr distributed a memo describing a proposed process and a document which would help residents clarify which permit is needed. She suggested a better definition of events and a clear division of responsibilities and fees.

Mr. Waltman stated that the City does not want to cause confusion. He noted the need for funds to flow appropriately.

Ms. Goodman-Hinnershitz stated that Community Site fees would be payable to the Commission and Special Event fees payable to the City.

Ms. Klahr stated that some fees will overlap for Special Event permits. She suggested that in these cases the City collect the fees and forward the funds to the Commission on a monthly basis.

Mr. Marmarou questioned if Ms. Klahr had a record of past receipts. Ms. Klahr stated that her 2012 budget is based on historical data of \$35,000.

Mr. Waltman suggested that Ms. Klahr meet with the Business Analyst to develop this protocol. Ms. Goodman-Hinnershitz agreed and stated that this will ensure the best process is used.

Ms. Klahr stated that Ms. Boyer currently processes Community Site permits. Mr. Waltman again suggested that Mr. Kersley be involved in this process.

Mr. Marmarou questioned the use of Egelman's. Ms. Goodman-Hinnershitz stated that this issue will be addressed after the current lease is terminated.

Ms. Klahr noted her concern about the free use of the bandshell. She stated that there is only \$7,000 income from the use of this facility as many times the fee is waived. Ms. Butler explained that Mr. Denbowski and Mr. Spencer have stated that the bandshell revenue should not be given to the Commission.

Mr. Waltman suggested having discussions with City Auditor Cituk and Mr. Kersley to review the 2012 budget to determine where this revenue was allocated. Ms. Goodman-Hinnershitz agreed noting the need to clarify what revenue is due to the Commission. Mr. Jones stated that preparing the bandshell for events is a huge expense for Public Works. He suggested that the revenue should be allocated where the expenses are.

Mr. Waltman suggested that Mr. Kersley also be involved in this discussion. Ms. Goodman-Hinnershitz stated that after the discussions are held that the Agreement may need to be amended to clarify these issues. She noted the importance of Egelman's ball field to the future of the Commission.

Ms. Klahr stated that all agreements entered into by the City must be honored by the Commission until their termination. She stated that the situation at Egelman is especially problematic.

Ms. Butler questioned if the Committee supported the suggestion of Ms. Klahr regarding the issuance of the permits. The Committee noted their agreement.

Ms. Butler stated that forms have already been developed. She stated that Ms. Klahr believes that a Community Site reservation should not need to be notarized. Ms. Klahr suggested a copy of the person's driver's license instead.

Ms. Butler stated that Ms. Klahr would also like to begin asking for security deposits. Ms. Klahr stated that adding the security deposit may help people leave facilities in better condition after events. She stated that she hopes the security deposit will result in people taking more responsibility for facilities.

Ms. Goodman-Hinnershitz noted the need for an inventory of facilities and their condition. She suggested including pavilions to determine which can be utilized. Ms. Klahr stated that she has done the inventory and is working with Mr. Zeiber to get repairs done.

Mr. Waltman suggested that Ms. Klahr develop a report showing the capital cost to make the repairs and the revenue available if the facility is able to be rented. He suggested that this report be submitted to Council. Ms. Goodman-Hinnershitz agreed. Ms. Klahr stated that her 2012 budget includes two part time park attendants during the summer months to monitor facility usage. She stated that Public Works is making repairs to facilities as they are able.

Ms. Klahr distributed suggested changes to the fee rental amounts. She distributed a memo describing the changes and her rationale for the changes. Ms. Butler explained that Council sets the fee schedule.

Mr. Waltman questioned how the changes were established. Ms. Klahr stated that with the changes the City's fees would reflect those of other local communities.

Mr. Waltman questioned if Ms. Klahr reviewed the suggestions of the Maximus report regarding these fees. Ms. Klahr stated that she had not. She stated that she has begun charging \$150 to rent Schlegel field house and the usage has increased.

Mr. Waltman suggested Ms. Klahr review the Maximus information. Mr. Jones stated that the fee for ball field usage suggested by Maximus put the City out of the market.

Ms. Klahr stated that the suggested change to the bandshell rental was suggested by Mr. Zeiber as there is currently no penalty for staying longer than six (6) hours. She stated that she calculated the fees in a way that the Commission would not lose money but that was fair to residents.

Mr. Waltman noted his support of the new fees if Ms. Klahr was comfortable with them. He noted his hope that the changes would increase the usage of City facilities. Ms. Klahr agreed that she would like to increase the use of the facilities. She stated that the additional fee for electricity was also suggested by Mr. Zeiber as there is a fee assessed to the City by Met Ed for their inspection of the temporary panel for large events.

Ms. Goodman-Hinnershitz suggested that Mr. Jones review the proposed fee changes. She noted her belief that the City's facilities should be used more and that rentals will need to keep the Commission sustainable over time.

Mr. Marmarou suggested that Ms. Klahr contact Mr. Nieves from the Northmont area. Ms. Klahr stated that she has spoken with Mr. Nieves. She stated that Public Works is addressing the backboard and the pavilion roof.

Mr. Marmarou stated that the nearby hotel is remodeling and throwing debris down the bank and into the playground area. Ms. Klahr stated that she will contact Muhlenberg Township.

Review Egelman's Baseball Field Agreement

Ms. Goodman-Hinnershitz stated that the deadline to notify the lessee has past for 2012. She stated that Ms. Klahr has reviewed this agreement. Ms. Klahr stated that she reviewed the agreement with Mr. Zeiber. She stated that the City mows the field all summer long but that the agreement states that the Athletic Association should be doing the summer mowing. She stated that this is a breach of contract. The manpower used to mow this field could be used on other summer maintenance issues at other locations.

Ms. Goodman-Hinnershitz noted the need for this agreement to be addressed by the legal team in a private meeting. Ms. Klahr stated that she has been reviewing the agreements in place and noted that they are not always mutually beneficial.

Mr. Marmarou suggested that a financial review also occur. Ms. Klahr stated that all groups should be audited.

Ms. Goodman-Hinnershitz stated that Ms. Klahr has requested a business manager. She stated that the Commission is currently considering the request. Ms. Klahr stated that the business manager would be responsible for accounting, human resources, and permitting. She stated that this would allow Ms. Boyer to focus on programming.

Ms. Butler questioned if the Committee was ready to move the items forward. Ms. Goodman-Hinnershitz requested a protocol to show the accounting process of the permits.

Ms. Goodman-Hinnershitz stated that the Commission is now working on its by-laws.

Mr. Acosta joined the meeting at this time.

Ms. Klahr stated that Rec Idol and Family Game Night are upcoming events. Mr. Waltman stated that he has many recreation ideas. He stated that he would email the ideas to Ms. Klahr.

Repairs to Mineral Spring Park

Ms. Goodman-Hinnershitz stated that Years of Tears will be holding its annual event at

this location. She stated that there are problems with the pavilions. She questioned how projects are prioritized by Public Works. She stated that much damage remains from the October snow storm. Mr. Jones stated that he is aware of the repairs needed at Mineral Spring Park. He stated that Public Works has not yet been able to address them.

There was discussion of marking off dangerous areas until repairs are made.

Ms. Goodman-Hinnershitz questioned if the area was safe for the event. Ms. Katzenmoyer stated that she recently visited this park and the problems are with one pavilion which is far removed from the others.

Police Force Manning Levels and Crime Trends

Ms. Goodman-Hinnershitz stated that Chief Heim was unable to stay for the meeting. She stated that this was addressed in this evening's Committee of the Whole meeting and will be discussed by this Committee every other month.

Ms. Butler and Ms. Klahr left the meeting at this time.

Update on Identifying Municipalities to Purchase City Fleet Maintenance Services (PW 03)

Ms. Goodman-Hinnershitz stated that Mr. Murin was unaware that this topic was on the agenda and is not prepared to give an update. Mr. Jones stated that he sent a proposal to bordering municipalities in the fall of 2011 and there was interest but no commitment. He stated that he will be reaching out again to other municipalities.

Ms. Goodman-Hinnershitz questioned if there was any follow up besides the letter. Mr. Jones stated that he attends meetings of local municipal managers. He stated that the group discusses common topics and that he will be addressing this issue in the near future.

Ms. Goodman-Hinnershitz suggested that Mr. Murin also follow up as he is the Special Assistant for Intergovernmental Cooperation. Mr. Jones stated that if municipalities agree to purchase their fleet services from the City that staff levels will need to be increased.

Ms. Goodman-Hinnershitz suggested that this not be done unless it is at a break even point. Mr. Jones stated that his proposal gives the City modest revenue from the purchase.

Public Private Partnership Agreement for Park Maintenance (PW 11)

Ms. Katzenmoyer stated that Mr. Younger has reviewed the ordinance and has given his approval.

Ms. Goodman-Hinnershitz instructed Ms. Katzenmoyer to add this ordinance to the April 23 meeting agenda for introduction. She stated that this will greatly assist the City to know who is assisting and where and what is being done. She stated that there is currently a group working to clear debris from Duryea Drive before the hill climbs.

Parking Authority Request to Ride Bicycles on Sidewalks

Ms. Katzenmoyer stated that the Executive Director of the Parking Authority requested that Parking Authority personnel also be authorized to ride bikes on City sidewalks. She stated that this request came after permission was granted to DID employees. The ordinances will be introduced at the April 23 meeting.

Buttonwood Street Bridge

Mr. Jones reminded the Committee that there is a PennDOT public meeting tomorrow evening in Council Chambers regarding the project to repair the Buttonwood Street Bridge. He stated that the meeting begins at 5 pm but that officials can attend at 4 pm for a private session.

Mr. Jones stated that the Schuylkill Av Bridge will be addressed in the near future.

Cemetery Lane

Ms. Goodman-Hinnershitz stated that part of this lane is in Reading and part is in Mount Penn. She stated that the streets are in disrepair due to large trucks parking on the lane and the trucks using the adjacent streets. She noted that this is also unsafe as it is located next to Pandora Park. The trucks are also causing damage to Aulenbach's Cemetery. She questioned if this lane was on the City's topographical map as an open street. Mr. Jones expressed the belief that a portion is on the topographical map.

Ms. Goodman-Hinnershitz requested signs prohibiting truck parking in this residential area. She stated that she would also like the trucks cited as appropriate.

The meeting adjourned at 6:57 pm.

Respectfully submitted by
Shelly Katzenmoyer, Deputy City Clerk

City of Reading

City of Reading 12 JAG Law Enforcement Project

Narrative

The 2012 Edward Byrne Memorial Justice Assistance Grant of \$77,314 will be utilized by the Reading Police Department and the County of Berks for law enforcement operations within the City of Reading and County of Berks. The Reading Police Department will utilize \$61,851 of the JAG funds for Problem Oriented Policing. The County of Berks will be utilizing \$15,463 for the District Attorney's Office for equipment, training, and payment of overtime wages.

City of Reading:

The Reading Police Department will utilize 2012 JAG funds for overtime to deploy special details to conduct Problem Oriented Policing Operations within the City of Reading. The JAG Funds will be utilized to deploy officers to proactively combat problems occurring throughout the city and to work with citizens to solve or abate situations that often result in neighborhood degradation and crime.

The Reading Police Department will be conducting Daytime and Nighttime Curfew Details, Street Level Drug Interdiction Details, Anti-Crime Undercover Details, Anti-Robbery Details, and Quality of Life Enforcement Details and to attend community meetings to discuss crime and quality of life issues. All details will be above and beyond the normal minimum manning levels utilized to deploy officers in the standard Reading Police Patrol Districts.

Cost: \$61,851 will be used for Problem Oriented Policing overtime. This will entail approximately 1,000 hours of police service.

\$61,851 - City of Reading Total

County of Berks:

The 2012 Edward Byrne Justice Assistance Grant funding allocated to the District Attorney's Office will be used for equipment, training, and payment of overtime wages.

The District Attorney's Municipal Crash Reconstruction Task Force in Berks County is utilized to enhance the investigative needs for fatal crash investigations. The 15-member Task Force operates through joint investigations coordinated between members of the Berks County Detectives, Forensic Unit and cross-designated Berks County Detectives of the municipal/regional police departments in Berks County. To support and encourage the continuation of joint participation, the District Attorney will use a portion of the allocated money to fund personnel overtime costs, investigative expenses and training relating to crash reconstruction.

Another portion of the funding will be used for the payment of overtime wages for increased Operation Nightlight Patrols where police, county detectives, and probation officers conduct compliance checks of persons on adult and juvenile probation during non-traditional hours in the County of Berks. The funds will allow for approximately four (4) additional Operation Nightlight Patrol details. The cost to operate one Operation Nightlight Detail is approximately \$1,500.

Cost: \$9,463 to pay for overtime to detectives, investigative expenses and training related to crash reconstruction.

\$6,000 to pay for overtime for officers to carry out approximately 4 Operation Nightlight Details.

\$15,463 – County of Berks Total

\$77,314 - TOTAL APPLICANT PROJECT COST

Municipality	Yard Waste Collection w/o Grass	Yard Waste Collection w/ grass	Drop Off Site	Disposal
Pottsville		Yes	Yes w/ Grass w/ Surv Camera	Yard waste used for mine reclamation
Shillington	Yes	No	Yes April-Nov no grass unmanned	
Cumru	Yes 2 times per year	Yes w/ purchase of tag for bag	Yes 1 time per month no grass	Taken to Zwicki.
State College	Yes	Yes in 2013	Yes 5 parks w/ grass	Composte w/ leaves
Laureldale		Yes - contract w/ hauler		Composte for free residential mulch
Womelsdorf		Yes - contract w/ hauler		
Pottstown	Yes	No	April-Oct	
Lockhaven	Yes April only			
Bloomsburg	Yes once in Spring and Fall		Yes staffed & open 2 days	Composte
Bethlehem	No	No	Yes 7 days no grass	composte for free residential mulch
Spring	No	No	Yes	Contract w/ Muhlenberg Twp
Easton	No	No	Yes no grass	
Lebanon	Yes spring and fall		Yes w/ Grass \$25 annual charge	
York	Yes march-Dec		No	
Warren	No	No	Yes w/ grass	
Tilden	No	No	No	
Bethel Park		Not limited		
Alsace Twp	NO	No	No	
West Chester	No	No	Yes w/ grass	composte
Chester	No	No	Yes w/ grass	composte