



CITY COUNCIL

Meeting Agenda

***REGULAR MEETING
COUNCIL CHAMBERS***

***MONDAY, DECEMBER 17, 2012
7:00 P.M.***

The Regular Meetings of City Council are filmed and can be viewed LIVE while the meeting is taking place or at your convenience at any time after the meeting on the City's website at www.ReadingPa.gov, under Info and Downloads/Meetings and Agenda.

All electronic recording devices must be located behind the podium area in Council Chambers and located at the entry door in all other meeting rooms and offices, as per Bill No. 27-2012

1. OPENING MATTERS

A. CALL TO ORDER

B. INVOCATION: Father John Gibbons, St. Margaret's Roman Catholic Church

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

2. PROCLAMATIONS AND PRESENTATIONS

- Fire Department Promotion ceremony for Matthew Small

3. PUBLIC COMMENT – AGENDA MATTERS:

Citizens have the opportunity to address the Council, by registering with the City Clerk by 5 pm on the day of the scheduled Council meeting. All remarks must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Any person making personally offensive or impertinent remarks or any person becoming unruly while addressing Council may be called to order by the Presiding Officer and may be barred from speaking before Council, unless permission to continue speaking is granted by the majority vote of Council.

All comments by the public shall be made from the speaker's podium. Citizens attending the meeting may not cross into the area beyond the podium. Any materials to be distributed to Council must be given to the City Clerk before the meeting is called to order.

Those commenting on agenda business shall speak at the beginning of the meeting and shall limit their remarks to 5 minutes. Those commenting on general matters shall speak after the legislative business is concluded and shall limit their remarks to 3 minutes. No comments shall be made from any other location except the podium, and anyone making "out of order" comments may be subject to removal. There will be no demonstration at the conclusion of anyone's remarks. Citizens may not ask questions of Council members or other elected or public officials in attendance.

4. APPROVAL OF AGENDA

A. MINUTES: Regular Meeting of December 10, 2012

B. AGENDA: Regular Meeting of December 17, 2012

5. Consent Agenda Legislation

None

6. ADMINISTRATIVE REPORT

7. REPORT FROM OFFICE OF THE AUDITOR

8. REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS

9. ORDINANCES FOR FINAL PASSAGE

A. Bill No. 107-2012 - amending the City of Reading Codified Ordinances Chapter 1 Administration and Government, Section 186 G Fiscal Provisions - 4.0 Preparing Requests for Proposals (RFP's) for contracts greater than \$10,000 eliminating the Managing Director's ability to waive the RFP process for professional services **(Council Staff) Introduced at the October 22 regular meeting; Tabled at the November 19, November 26, and December 10 regular meetings**

B. Bill No. 108-2012 - amending the City of Reading Codified Ordinances Chapter 1 Administration and Government, Section 186 G Fiscal Provisions by reducing the amount of expenditures and allocations requiring Council's approval from \$25,000 to zero (\$0) **(Council Staff) Introduced at the October 22 regular meeting; Tabled at the November 19, November 26, and December 10 regular meetings**

C. Bill 126-2012 - establishing the employee positions for the City of Reading for the fiscal year 2013 (**Law**) *Introduced at the November 28 special meeting*

D. Bill 127-2012 - amending the 2012 City of Reading general fund budget by authorizing the transfer of funds from the Department of Public Works maintain/repair street lights line item to the Department of Public Works contracted services line item for the renewal of traffic signal maintenance contract with Telco (**Council Staff**)
Introduced at the November 28 special meeting

10. INTRODUCTION OF NEW ORDINANCES

None

11. RESOLUTIONS

A. Resolution – City of Reading Local Redevelopment Authority to adopt the amended Reuse Plan for the Navy Marine Center, located in the 600 block of Kenhorst Blvd, Reading, Pennsylvania (Council Staff)

B. Resolution - approving the Conditional Use application submitted by Liz Albarran for HM Investments LLC aka Petronila Herrera-Munoz, 1620 Mulberry St requesting a zoning permit for a the addition of one first floor rental unit at 912 Amity Street with conditions (Council Staff/Law)

12. PUBLIC COMMENT – GENERAL MATTERS

13. COUNCIL BUSINESS / COMMENTS

14. COUNCIL MEETING SCHEDULE

Wednesday, January 2

COW - Presentation from DTE in the Penn Room at 5 pm

Monday, January 7

Nominations & Appointments Committee – Council Office – 4 pm

Open Government, Rules and Intergovernmental Relations Committee – Council Office – 5 pm

Housing and Economic Development Committee – Council Office – 5 pm

Monday, January 14

Committee of the Whole – Council Office – 5 pm

Regular Meeting – Council Chambers – 7 pm

Friday, January 18

Crime Summit – time and location to be determined

15. BAC AND COMMUNITY GROUP MEETING SCHEDULE

Monday, December 17

Library Board – 113 S 4th St – 4 pm

Tuesday, December 18

Charter Board – Penn Room – 7 pm

HARB – Planning Conference Room – 7 pm

Wednesday, December 19

Diversity Board – Penn Room – 4 pm

Redevelopment Authority – Redevelopment Authority Office – 5:30 pm

Thursday, December 20

Blighted Property Review Committee – Council Chambers – 6 pm

Monday, December 24

DID Authority – 645 Penn St 5th Floor – noon

BARTA – BARTA Office – 3 pm

Wednesday, December 26

Human Relations Commission – Penn Room – 5:30 pm

Parking Authority – Parking Authority Office – 5:30 pm

Outlet Area Neighborhood – St Mark’s Lutheran Church – 6:30 pm

Stadium Commission – Stadium RBI room – 7:30 pm

Thursday, December 27

Water Authority – Water Authority Office – 4 pm

Wednesday, January 2

Reading Elderly Housing Crime Watch – Front & Washington Sts – 2:30 pm

Board of Health – Penn Room – 6 pm

District 2 Crime Watch – St. Paul’s Lutheran Church – 6:30 pm

Thursday, January 3

Police Civil Service Board – Penn Room – noon

Glenside Community Council – Christ Lutheran Church – 6:30 pm
District 3 Crime Watch – Calvary Baptist Church – 7 pm

Monday, January 7

Shade Tree Commission – Planning Conference Room – 6 pm

Tuesday, January 8

Airport Authority – Airport Authority Office – 8:15 am
Water Authority Workshop – Water Authority Office – 4 pm
Board of Health – Penn Room – 4 pm
Environmental Advisory Council – Penn Room – 5 pm
District 11 Crime Watch – Orthodox Presbyterian Church – 7 pm

Wednesday, January 9

Zoning Hearing Board – Council Chambers – 5:30 pm
Center City Community Organization – Holy Cross Church - 6 pm

Thursday, January 10

Police Pension Board – Penn Room – 10 am

Sunday, January 13

College Heights Community Council – Nativity Lutheran Church – 7 pm

Monday, January 14

Fire Civil Service Board – Penn Room – 4 pm
6th & Amity Neighborhood & Playground Assn – 6th & Amity Fieldhouse – 6:30 pm

**City of Reading City Council
Regular Business Meeting
Monday, December 10, 2012**

Council President Francis G. Acosta called the meeting to order.

The invocation was given by Reverend Sandra Fees, from the First UU Church.

All present pledged to the flag.

ATTENDANCE

Council President Acosta
Councilor Corcoran, District 1
Councilor Goodman-Hinnershitz, District 2
Councilor Sterner, District 3
Councilor Marmarou, District 4
Councilor Reed, District 5
Councilor Waltman, District 6
Managing Director C. Snyder
City Auditor D. Cituk
City Solicitor C. Younger
City Clerk L. Kelleher

PROCLAMATIONS AND PRESENTATIONS

There were no proclamations or presentations issued at this meeting.

PUBLIC COMMENT

Council President Acosta announced that there are two citizens registered to address Council on agenda matters and one citizen registered to address non-agenda matters this evening.

Council President Acosta reminded the citizens registered to speak about the public speaking rules.

Craig Poole, of Wyomissing, stated that he represents the Crowne Plaza and he expressed the belief that the current economic conditions do not warrant the construction of a new hotel. He noted a recent study showing that hotels in Berks and Lehigh counties have a 50% occupancy rate. He stated that there are approximately 23 hotels in Berks County and approximately 200 hotels in Lehigh County. He noted the financial struggles of the Crowne Plaza. He stated that a hotel in Reading will not draw

in more people; it will only draw people away from the existing area hotels.

Pastor Ramon Mendez, of North 8th Street, stated that his church is located at 18 N 8th Street, on the lot where the hotel will be located. He stated that the impact the hotel will have on the church and the impact the church will have on the hotel are unknown. He noted that prior plans required the church to relocate; however, although the church has been at that location for centuries he is willing to consider relocating. He noted that he is open to dialog to ensure the success of the hotel.

APPROVAL OF THE AGENDA & MINUTES

Council President Acosta called Council's attention to the minutes for the November 26th Regular Meeting of Council and the Special Meeting of November 28th and the agenda for this meeting, including the legislation under the Consent Agenda heading. He announced the need to add a resolution regarding the gifting of artwork to the Reading Public Museum to the Resolution section.

Councilor Sterner moved, seconded by Councilor Marmarou, to approve the minutes from the November 26th Regular Meeting and the November 28th Special Meeting and the agenda as amended, including the consent agenda legislation. The motion was approved unanimously.

Consent Agenda

A. Resolution 130-2012 – Herbein & Co external audit contract extension
(Auditor)

B. Resolution 131-2012 – authorizing the submission of a Section 108 Loan for the hotel project in the 700 block of Penn Street (**Community Development**)

C. Resolution 132-2012 – settling the tax assessment for Carpenter Technology, 101 W Bern St (**Law**)

D. Award of Contract - to Burkey Construction for the Construction Manager for various City projects (**Purchasing**)

E. Award of Contract - to National Recovery Agency, 2491 Paxton Street, Harrisburg, PA for the collection of non-utility based delinquent fees for the City of Reading (**Purchasing**)

ADMINISTRATIVE REPORT

Council President Acosta noted the Mayor's absence and asked the City Clerk if the Mayor's report was received. The City Clerk stated that the report is attached to the

agenda. Council President noted the receipt of the report.

AUDITOR'S REPORT

City Auditor Cituk read the report distributed to Council at the meeting. In summary:

- Report on the General Fund balances between 1991 and 2011 - to date there is a \$19M fund balance
- Report on the 2012 Ice and Snow Grant in the amount of \$54,000

Councilor Waltman inquired about the fund balance of \$8M at the end of 2011. The City Auditor stated that he would provide more detail on December 17th.

ORDINANCES FOR FINAL PASSAGE

A. Bill No. 107-2012 - amending the City of Reading Codified Ordinances Chapter 1 Administration and Government, Section 186 G Fiscal Provisions - 4.0 Preparing Requests for Proposals (RFP's) for contracts greater than \$10,000 eliminating the Managing Director's ability to waive the RFP process for professional services (**Council Staff**) *Introduced at the October 22 regular meeting; Tabled at the November 19 and November 26 regular meetings*

Councilor Goodman-Hinnershitz moved, seconded by **Councilor Reed**, to table **Bill No. 107-2012**.

Bill No. 107-2012 was tabled by the following vote:

Yeas: Corcoran, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta, President -7

Nays: None -0

B. Bill No. 108-2012 - amending the City of Reading Codified Ordinances Chapter 1 Administration and Government, Section 186 G Fiscal Provisions by reducing the amount of expenditures and allocations requiring Council's approval from \$25,000 to zero (\$0) (**Council Staff**) *Introduced at the October 22 regular meeting; Tabled at the November 19 and November 26 regular meetings*

Councilor Corcoran moved, seconded by **Councilor Reed**, to table **Bill No. 108-2012**.

Bill No. 108-2012 was tabled by the following vote:

Yeas: Corcoran, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta, President -7

Nays: None -0

C. Bill No. 121-2012 – amending the Municipalities Financial Recovery Act Recovery Plan for the City of Reading, Berks County, Pennsylvania (as filed with the City Clerk on May 28, 2010, and enacted into law under Bill No. 26 of 2010 on June 11, 2010) **(Law)** *Introduced at the November 13 special meeting*

Councilor Corcoran moved, seconded by Councilor Reed, to enact Bill No. 121-2012.

Councilor Goodman-Hinnershitz stated that this is the first phase of the Recovery Plan and that additional adjustments are needed to reflect the City's progress.

Councilor Waltman stated that this amendment is an initial bridge and that further corrections and modifications are required.

Council President Acosta noted that Mr. Solivan has accepted a position with the Philadelphia Housing Authority. He stated that Mr. Solivan's assistance was helpful and that he will be missed.

Bill No. 121-2012 was enacted by the following vote:

Yeas: Corcoran, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta, President -7

Nays: None -0

D. Bill No. 122-2012 – Reading Phillies Lease Extension **(Law)** *Introduced at the November 19 regular meeting*

Councilor Marmarou moved, seconded by Councilor Goodman-Hinnershitz, to enact Bill No. 122-2012.

Managing Director Snyder stated that this ordinance will extend the lease term beyond the financing package for the stadium improvement project and will eliminate the City's balloon payment. She stated that the new terms will save the City approximately \$4.8M over a 25 year period and cover the cost of the stadium improvement.

Councilor Goodman-Hinnershitz and Councilor Sterner thanked the Managing Director for her work to protect the interests of the City and Reading Baseballtown.

Bill No. 122-2012 was enacted by the following vote:

Yeas: Corcoran, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta, President -7

Nays: None -0

E. Bill No. 123-2012- amending the Code of Ordinances of the City of Reading, Berks County, Pennsylvania, Fee Schedule, to reflect new rates for Rental Housing Inspections **(Business Analyst/Council Staff)** *Introduced at the November 19 regular meeting*

Councilor Corcoran moved, seconded by Councilor Reed, to enact Bill No. 123-2012.

Councilor Corcoran thanked all who worked to revise this fee schedule which now will penalize rental properties that do not comply with the City's Property Maintenance regulations, rather than landlords with properties that do comply with the regulations..

Councilor Waltman noted Council's work over the past 10 years to refine and revise the housing processes. He noted that approximately 10 years ago a landlord could run a rental property by paying only a housing permit fee. He described the process improvements that identified unpermitted rental properties and improved the inspection process.

Bill No. 123-2012 was enacted by the following vote:

Yeas: Corcoran, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta, President -7

Nays: None -0

F. Bill No. 124-2012 – amending the Code of Ordinances of the City of Reading, Berks County, Pennsylvania, Fee Schedule to reflect new Health Permit fees **(Business Analyst/Council Staff)** *Introduced at the November 19 regular meeting*

Councilor Goodman-Hinnershitz moved, seconded by Councilor Marmarou, to enact Bill No. 124-2012.

Council President Acosta described the long process to review and refine the health permitting process. He thanked Mr. Kersley and Ms. Katzenmoyer for their hard work to correct the Health Permit fees and process.

G. Bill No. 125-2012 - Amending the Codified Ordinances Chapter 10 Health and Safety by, Part 4, Certificate of Transfer, by redefining property to incorporate all real estate including a lot and providing a definition for a lot **(Law)** *Introduced at the November 26 regular meeting*

Councilor Corcoran moved, seconded by Councilor Reed, to enact Bill No. 125-2012.

Bill No. 125-2012 was enacted by the following vote:

Yeas: Corcoran, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman,
Acosta, President -7

Nays: None -0

INTRODUCTION OF NEW ORDINANCES

No ordinances were introduced at this meeting.

Pending Legislation

Ordinance - establishing the employee positions for the City of Reading for the fiscal year 2013 (Law) *Introduced at the November 28 special meeting; eligible for enactment at the December 17 meeting*

Ordinance - amending the 2012 City of Reading general fund budget by authorizing the transfer of funds from the Department of Public Works maintain/repair street lights line item to the Department of Public Works contracted services line item for the renewal of traffic signal maintenance contract with Telco (Council Staff) *Introduced at the November 28 special meeting; eligible for enactment at the December 17 meeting*

RESOLUTIONS

Resolution 133-2012 – reappointing Mary Wolfe to the Blighted Property Review Committee (Nom & Appts)

Resolution 134-2012 – appointing William Sands to the Historical Architectural Review Board (Nom & Appts)

Resolution 135-2012 – reappointing Geoffrey Litwin to the Electrician’s Examining Board (Nom & Appts)

Councilor Marmarou moved, seconded by Councilor Corcoran, to adopt Resolutions 133-135-2012.

Councilors Marmarou, Reed and Corcoran noted the skills and talent of those being appointed and reappointed as volunteers to these Boards and Committees.

Resolutions No. 133-135-2012 were adopted by the following vote:

Yeas: Corcoran, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman,
Acosta, President -7

Nays: None -0

Resolution 136-2012 – authorizing the gifting of artwork to the Reading Public Museum (Law)

Councilor Marmarou moved, seconded by Councilor Goodman-Hinnershitz, to adopt Resolution 136-2012.

Councilor Goodman-Hinnershitz expressed the belief that this same result could have taken a much shorter path. She noted the City's good fortune to have assets such as these that can be donated to the Museum. She stated that these assets are valuable from a historical and community perspective.

Councilor Reed suggested that the City Auditor begin an asset audit that will identify and value all other City assets.

Resolution No. 136-2012 was adopted by the following vote:

Yeas: Corcoran, Goodman-Hinnershitz, Marmarou, Reed, Sterner, Waltman, Acosta, President -7

Nays: None -0

PUBLIC COMMENT – GENERAL MATTERS

Council President Acosta stated that there is one citizen registered to address Council on non-agenda matters. He reminded the citizen of the public speaking rules.

Kevin Jroski, of Meade Street, stated that he recently purchased a City home and questioned the need to pay a recycling bill when he does not participate in the program. He stated that continual increase of City taxes and fees will drive residents away from the City. He noted that as taxes and fees increase people vote with their feet as they move to suburban neighborhoods.

COUNCIL COMMENT

Councilor Sterner agreed with the strain placed on Reading residents as they shoulder increasing fees and taxes, as stated by Mr. Jroski. He encouraged people to visit the Hillside Holiday Light display which is open through the holiday season. He also thanked those who addressed Council this evening.

Councilor Marmarou stated that the College Heights Holiday Party on December 9th was a success and well attended. He reminded residents to attend the December 12th

Zoning Hearing Board meeting to oppose the application for a personal care home by the Villa at St. Elizabeth's.

Councilor Goodman-Hinnershitz noted the recent repeated appearances of Santa around East Reading. She also announced the New Year's celebration planned at the Pagoda, which will conclude with fireworks.

Councilor Waltman congratulated the Centre Park Historic District for their annual Holiday House Tour and noted the value of the Artifact's Bank to historic preservation. He thanked the City for their continued support of the Centre Park Historic District.

Councilor Waltman stated that he empathizes with the feelings of the taxpayers regarding increases to rates and fees; however, he noted the need for all to recognize the reality of Reading's situation. He expressed the belief that the financing of the hotel is a good mix of investment and loaned funding. He noted his optimism for this project.

Councilor Reed stated that approximately 500 people took the Centre Park Holiday House tour on December 9th. She also noted that the brunch packages, which accompanied the house tour, were sold out at Adrienne's Bed and Breakfast. She stated that this was a positive experience for all who attended.

Council President Acosta agreed with the success of the Centre Park House Tour. He expressed the belief that the hotel project will be of benefit to Reading and Reading's visitors.

Council President Acosta described the meeting that took place with Senator Schwank and Representative Caltagirone this morning to plan the Crime Summit for January 18, 2013. Local, State and Federal officials will be invited.

Council President Acosta announced the upcoming meeting schedule.

Councilor Marmarou moved, seconded by Councilor Reed, to adjourn the regular meeting of Council.

Respectfully submitted by Linda A. Kelleher CMC, City

Clerk

ORDINANCE NO. ____-2012

AN ORDINANCE AMENDING THE CITY OF READING CODIFIED ORDINANCES CHAPTER 1 ADMINISTRATION AND GOVERNMENT, SECTION 186 G FISCAL PROVISIONS - 4.0 PREPARING REQUESTS FOR PROPOSALS (RFP'S) FOR CONTRACTS GREATER THAN \$10,000 ELIMINATING THE MANAGING DIRECTOR'S ABILITY TO WAIVE THE RFP PROCESS FOR PROFESSIONAL SERVICES.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION ONE. Amending The City of Reading Codified Ordinances Chapter 1 Administration and Government, Section 186 Fiscal Provisions, - 4.0 Preparing Requests For Proposals (RFP's) For Contracts Greater Than \$10,000 eliminating the managing director's ability to waive the RFP process for professional services, as attached in Exhibit A.

SECTION TWO. All other parts of the Ordinance remain unchanged.

SECTION THREE. If any section, subsection, sentence or clause of this Ordinance is held for any reason to be invalid such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION FOUR. This ordinance shall become effective ten (10) days after its adoption in accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted by Council _____, 2012

President of Council

Attest:

City Clerk

(Reed/Council Staff)

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

EXHIBIT A

ADMINISTRATIVE REGULATION PURCHASING OF PROFESSIONAL SERVICES

1.0 PURPOSE:

The purpose of this regulation is to outline the process involved for preparing specifications, letting of Request for Proposals (RFP's), awarding contracts and payment of bills for professional services.

2.0 APPLICABLE TO:

All department directors.

3.0 POLICY:

3.1 For the purpose of this regulation the term "professional" is defined as those persons or firms marketing services requiring advanced academic or technical training skills. Examples of professional services include work done by the following contractors but is not necessarily limited to these services:

- * Accountants
- * Architects
- * Attorneys
- * Bond Underwriters
- * Engineers
- * Insurance Consultants, Agents, and/or Brokers
- * Investment Advisors
- * Physicians

3.2 Professional service contracts are not to be confused with standard contracts which seek a price or costs for particular work detailed in specifications. Professional contracts seek expertise through an RFP and pricing or cost may not be of "primary" importance.

3.3 A professional contract, while it is based upon work performed in response to task specifications and the need for a finished product as outlined by the City and agreed to by a contractor, it is one that by its very nature cannot be awarded solely based upon the selection of the lowest bidder.

3.4 Factors other than price alone must be carefully weighed in the review of proposals and the award of such contracts. These factors include the professional qualifications/certifications, special skills, experience, and familiarity of the contractor with the work requested, all of which have an impact on the quality of the product/service to be delivered.

4.0 PREPARING REQUESTS FOR PROPOSALS (RFP'S) FOR CONTRACTS GREATER THAN \$10,000.

4.1 When to prepare an RFP.

4.1.1 ~~Unless otherwise determined by the Managing Director,~~ Any purchase of professional service in amounts exceeding \$10,000 must be made by written contract and initiated by an RFP. Competitive proposals increase the ability to fully evaluate both the benefit and costs of the services being sought.

4.1.2 Notwithstanding any other provisions to the contrary if the Managing Director so determines, no RFP shall be required for an employee engaged in providing professional services to the City who terminates employment with the City and shall than be engaged as an independent contractor. ~~In addition, no RFP shall be required for an independent contractor whose engagement terminates, if the Managing Director desires to continue the engagement by the City.~~

4.1.3 For all contracts expected to exceed \$10,000 including these which are multi-phased (e.g., feasibility study and design, person(s) designated by the Managing Director shall prepare an RFP specifically for the extent of the work effort that can be defined at that particular time. The RFP should solicit information pertaining to the contractor's qualifications and costs (including appropriate hourly rates, etc.) for as many phases as appropriate. Costs and qualification information should then be utilized to select the contractor. For any subsequent phases of the contract that have not been specifically defined in the initial RFP, a new RFP should be drafted and circulated to secure competitive proposals from interested contractors.

ORDINANCE NO. ____-2012

AN ORDINANCE AMENDING THE CITY OF READING CODIFIED ORDINANCES CHAPTER 1 ADMINISTRATION AND GOVERNMENT, SECTION 186 G FISCAL PROVISIONS BY REDUCING THE AMOUNT OF EXPENDITURES AND ALLOCATIONS REQUIRING COUNCIL'S APPROVAL FROM \$25,000 TO ZERO (\$0).

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION ONE. Amending The City of Reading Codified Ordinances Chapter 1 Administration and Government, Section 186 Fiscal Provisions, Part G by reducing the amount of expenditures and allocations requiring council's approval from \$25,000 to Zero (\$0) as follows:

Fund Accounts. §1-186. Fiscal Provisions.

3. Regulations Concerning Appropriations and Transfers.

A. The authorization and expenditure of all funds and preparation of department budgets shall be in accordance with a policy adopted by the Council and a financial procedures manual to be prepared and periodically reviewed and updated by the Department of Finance. Expenditures shall be executed in a uniform manner for every City Department.

B. The Director of Finance shall prepare and submit a monthly report to the Mayor, the managing director, and Council. This monthly report shall include all Expenditures, borrowing, or any use for each City Department and each City Fund account, and status reports comparing those expenditures with the adopted budget, as well as any Department justification of transfer, borrowing, or any use of funds within departments, between departments and within or between City Funds account.

C. In order to allow flexibility in the administration of the City's business, departments may transfer money between line items within the department. A majority of Council, in response to any monthly report, may place a limit on the amount of additional excess expenditure allowed for any program or line item. This is not intended to restrict unduly the Mayor's ability to manage and administer the budget

D. Justification for transferring, borrowing or any use of funds between departments and/or City Fund accounts must be presented to and approved by Council. The financial procedures manual will stipulate the following:

(1) Expenditure procedures.

(2) Justification procedures for transferring money between line items.

- (3) Justification procedures for transferring money between departments.
- (4) Administration of petty cash funds.
- (5) Justification procedures for transferring, borrowing, or any use of money between City Fund accounts.

E. Requiring an amendment to the City's annual Budget Ordinance authorizing the transfer, borrowing, or any use of all monies including, but not limited to, transfers, borrowing, or any use of funds between departments, and transfers, borrowing, or any use of funds in and out of any City Fund account, account or line item either attached in part or unattached to a departmental budget. The City Funds include all general, operating, capital and enterprise funds. The request for a budget amendment must be submitted to City Council with an agenda memorandum explaining the justification for transfer, borrowing, or any use of funds and the proposed use for the funds transferred at least 2 weeks before the transfer is required. [Ord. 36-2000]

F. Requiring an amendment to the City's annual Budget Ordinance to authorize any cumulative modification to any departmental overall budget or line item that exceeds \$10,000. The request for a budget amendment must be submitted to City Council with an agenda memorandum explaining the justification for transfer and the proposed use for the funds transferred, borrowed or used at least 2 weeks before the transfer is required. [Ord. 54-2009]

G. Requiring City Council approval, via ordinance, for the following:

- (1) Salary increases that were not approved in or included in the budget for the fiscal year and fall outside the labor contract for union employees.
- (2) All expenditures not approved and listed in the operating or capital budgets for the fiscal year before those expenditures are made. [Ord. 36-2000]
- (3) All *contracts*, expenditures and allocations ~~of \$25,000 or more~~ from and to any and all agency funds and any and all line-items falling in the Departmental and Non Departmental area of the General Fund. [Ord 14-2012]

SECTION TWO. All other parts of the Ordinance remain unchanged.

SECTION THREE. This ordinance shall become effective ten (10) days after its adoption in accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted by Council _____, 2012

President of Council

Attest:

City Clerk

(Reed/Council Staff)

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

BILL NO. _____-2012

A N O R D I N A N C E

AN ORDINANCE ESTABLISHING THE EMPLOYEE POSITIONS FOR THE CITY OF READING FOR THE FISCAL YEAR 2013.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Positions for the City of Reading's fiscal year beginning January 1, 2013, and ending December 31, 2013, shall be as set forth in Exhibit A attached hereto and made a part hereof.

SECTION 2. This Ordinance shall become effective January 1, 2013.

Enacted _____, 2012

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by Mayor's Office: _____

Date: _____

Approved by Mayor: _____
Date: _____

Vetoed by Mayor: _____
Date: _____

City of Reading														
Listing of Positions														
For the 2013 Operating Budget														
			<i>Original</i>		<i>Proposed</i>		<i>Difference - 2012</i>		<i>Proposed</i>		<i>Difference - 2012 vs. 2013</i>			
			<i>2012 Number of Employees</i>		<i>2012 Number of Employees</i>		<i>Approved to Proposed</i>		<i>2013 Number of Employees</i>		<i>Original to Proposed</i>			
<i>Division</i>	<i>Position Title</i>	<i>Status</i>	<i>Full-Time</i>	<i>Part-Time</i>	<i>Full-Time</i>	<i>Part-Time</i>	<i>Full-Time</i>	<i>Part-Time</i>	<i>Full-Time</i>	<i>Part-Time</i>	<i>Full-Time</i>	<i>Part-Time</i>		
Mayor														
	Administrative Assistant To The Mayor	Full-Time	1		-		(1)	-	-		(1)	-		
	Administrative Assistant To The Mayor	Part-Time	-		-		-	-	-	1	-	1		
	Executive Assistant To The Mayor	Full-Time	1		-		(1)	-	-		(1)	-		
	MAIG Regional Coordinator	Full-Time	1		-		(1)	-	-		(1)	-		
	Mayor	Full-Time	1		1		-	-	1		-	-		
	Special Assistant, Policy and Outreach	Full-Time		-	1		1	-	1		1	-		
	Special Assistant, Government Services	Full-Time		-	1		1	-	1		1	-		
	Executive Assistant	Full-Time		-	1		1		1		1	-		
			4	-	4	-	-	-	4	1	-	1		
Managing Director														
	Managing Director	Full-Time	1		1		-	-	1		-	-		
	Communication Specialist	Full-Time	-		-		-	-	-		-	-		

			3	8		3	8		-	-		3	7		-	(1)
Director of Administrative Services																
	Confidential Secretary	Full-Time	1			1			-	-		1			-	-
	Director of Administrative Services	Full-Time	1			1			-	-		1			-	-
	Grant Writer	Full-Time	1			1			-	-		1			-	-
	Controller	Full-Time	1			1			-	-		1			-	-
			4	-		4	-		-	-		4	-		-	-
Purchasing																
	Purchasing Coordinator	Full-Time	1			1			-	-		1			-	-
	Purchasing Clerk	Part-Time		1			1		-	-			-		-	(1)
	Printing Clerk	Part-Time		1			1		-	-			1		-	-
			1	2		1	2		-	-		1	1		-	(1)
Accounting																
	Accounting & Treasury Manager	Full-Time	1			1			-	-		1			-	-
	Accountant	Full-Time	1			1			-	-		1			-	-
	Pension Administrator	Full-Time	1			1			-	-		1			-	-
	Revenue Accountant	Full-Time	1			1			-	-		1			-	-
	Floater/Payroll	Full-Time	1			1			-	-		1			-	-
	Payroll Clerk	Full-Time	1			1			-	-		1			-	-
	Accounting Clerk	Full-Time	1			1			-	-		1			-	-
			7	-		7	-		-	-		7	-		-	-

		Time	-		-		-	-	-		-	-
	Maintenance Worker III	Full-Time	1		1		-	-	1		-	-
	Operations Division Manager	Full-Time	1		1		-	-	1		-	-
	Secretary	Full-Time	1		1		-	-	1		-	-
	Laborer	Part-Time	-	10	-	10	-	-	-	8	-	(2)
			9	10	9	10	-	-	9	8	-	(2)
Shade Tree	Equipment Operator II/Arborist	Full-Time	1		1		-	-	1		-	-
	Maintenance Worker I	Full-Time	1		1		-	-	1		-	-
			2	-	2	-	-	-	2	-	-	-
Recreation												
	Recreation Supervisor	Full-Time					-	-	-		-	-
	Recreation Aide	Part-Time					-	-	-		-	-
	Tennis Instructor	Part-Time					-	-	-		-	-
	Park Security Guard	Part-Time					-	-	-		-	-
			-	-	-	-	-	-	-	-	-	-
Public Property												
	Foreman	Full-Time	2		2		-	-	1		(1)	-
	Maintenance Worker III	Full-Time	-		-		-	-	-		-	-
	Tradesman	Full-Time	4		4		-	-	4		-	-
	Custodial Worker	Part-Time		8		8	-	-		8	-	-

			6	8		6	8		-	-		5	8		(1)	-
Police - Criminal Investigations																
	Captain	Full-Time	1			1			-	-		1			-	-
	Police Officer (CI Assignment)	Full-Time	19			19			-	-		19			-	-
	Lieutenant	Full-Time	1			1			-	-		1			-	-
	Police Officer (ID Assignment)	Full-Time	4			4			-	-		4			-	-
	Court Liason Officer	Part-Time		-			-		-	-		-	1		-	1
	Clerk	Part-Time		-			-		-	-		-	1		-	1
	Sergeant	Full-Time	5			5			-	-		5			-	-
			30	-		30	-		-	-		30	2		-	2
Police - Special Services																
	Captain	Full-Time	1			1			-	-		1			-	-
	Lead Clerk/Trainer	Full-Time	1			1			-	-		1			-	-
	Police Officer/FTO	Full-Time	1			1			-	-		1			-	-
	Telecommunicator Supervisor	Full-Time	1			1			-	-		1			-	-
	Telecommunicator I	Full-Time	3			4			1	-		3			-	-
	Telecommunicator II	Full-Time	11			10			(1)	-		11			-	-
	Telecommunicator	Part-Time		8			8		-	-			8		-	-
	Records Clerk	Full-Time	4			4			-	-		4			-	-
	Records Office Supervisor	Full-Time	1			1			-	-		1			-	-

	TAC Officer	Full-Time	1		1			-	-	1			-	-
	Lieutenant	Full-Time	2		2			-	-	2			-	-
	Secretary - Police Academy	Full-Time	1		1			-	-	1			-	-
	Sergeant - Video Surveillance	Full-Time	-		-			-	-	1			1	-
	Sergeant - Records	Full-Time	1		1			-	-	-			(1)	-
	Radio Supervisor	Full-Time	1		1			-	-	1			-	-
	Video Monitorer	Part-Time		8		8		-	-		8		-	-
	Systems Administrator Supervisor	Full-Time	1		1			-	-	1			-	-
	Court Liason Officer	Part-Time		1		1		-	-		-		-	(1)
	Clerk	Part-Time		1		1		-	-		-		-	(1)
			30	18	30	18		-	-	30	16		-	(2)
	Police - Patrol													
	Captain	Full-Time	1		1			-	-	1			-	-
	Lieutenant	Full-Time	4		4			-	-	4			-	-
	Police Officer	Full-Time	107		108			1	-	108			1	-
	Police Officer/FTO	Full-Time	4		4			-	-	3			(1)	-
	Sergeant	Full-Time	14		14			-	-	15			1	-
	Clerk	Part-Time		1		1		-	-		1		-	-
	School Crossing Guard	Part-Time		100		100		-	-		100		-	-
			130	101	131	101		1	-	131	101		1	-

	Lt Fire Training Officer	Full-Time	1		1		-	-	1		-	-
			1	-	1	-	-	-	1	-	-	-
Fire Suppression												
	Second Deputy Chief	Full-Time	4		4		-	-	4		-	-
	Firefighter V	Full-Time	76		72		(4)	-	70		(6)	-
	Firefighter IV	Full-Time	-		-		-	-	-		-	-
	Firefighter III	Full-Time	-		-		-	-	-		-	-
	Firefighter II	Full-Time	-		-		-	-	-		-	-
	Firefighter I	Full-Time	4		-		(4)	-	11		7	-
	Firefighter Trainee	Full-Time	-		11		11	-	-		-	-
	LT Fire Suppression Officer	Full-Time	4		4		-	-	4		-	-
			88	-	91	-	3	-	89	-	1	-
Fire EMS												
	Deputy Chief/EMS Mgr	Full-Time	1		1		-	-	1		-	-
	EMS Lieutenant	Full-Time	4		4		-	-	4		-	-
	Firefighter V - Medic	Full-Time	11		11		-	-	12		1	-
	Firefighter IV - Medic	Full-Time	-		-		-	-	-		-	-
	Firefighter III - Medic	Full-Time	1		1		-	-	7		6	-
	Firefighter II - Medic	Full-Time	3		3		-	-	-		(3)	-
	Firefighter I - Medic	Full-Time	4		4		-	-	1		(3)	-

	Firefighter Trainee - Medic	Full-Time	1		1		-	-	-			(1)	-
	Transport Coordinator	Full-Time	1		1		-	-	1			-	-
	Wheelchair Van Driver	Full-Time	5		5		-	-	5			-	-
			31	-	31	-	-	-	31	-		-	-
CD Planning													
	Planner III	Full-Time	1		1		-	-	1			-	-
			1	-	1	-	-	-	1	-		-	-
CD- Property Maintenance													
	Codes Manager	Full-Time	1		1		-	-	1			-	-
	Chief Clerk	Full-Time	1		1		-	-	1			-	-
	PMI Supervisor	Full-Time	3		3		-	-	3			-	-
	Development & Inspection Clerks	Full-Time	3		3		-	-	3			-	-
	PM Specialist	Full-Time	1		1		-	-	-			(1)	-
	Property Maint Aide	Full-Time	3		3		-	-	2			(1)	-
	Property Maint Inspector	Full-Time	20		20		-	-	22			2	-
	Housing Coordinator	Part-Time		1		1	-	-		-		-	(1)
	Clerk	Part-Time		1		1	-	-		-		-	(1)
			32	2	32	2	-	-	32	-		-	(2)
CD - Zoning													
	Zoning Administrator	Full-Time	1		1		-	-	1			-	-

	Zoning Technician	Full-Time	1		1		-	-	1		-	-
	Zoning Inspector	Full-Time	2		2		-	-	2		-	-
	Clerk	Part-Time		1		1	-	-		1	-	-
			4	1	4	1	-	-	4	1	-	-
CD - Trades												
	Secretary	Full-Time	1		1		-	-	1		-	-
	Chief Building Official	Full-Time	1		1		-	-	1		-	-
	Plumbing Inspector	Full-Time	1		1		-	-	1		-	-
	Building Inspector	Full-Time	1		1		-	-	1		-	-
	Electrical Inspector	Full-Time	1		1		-	-	1		-	-
	HVAC Inspector	Full-Time	1		1		-	-	1		-	-
	Residential Inspector	Full-Time	1		1		-	-	1		-	-
	Clerk	Part-Time	1			1	(1)	1		-	(1)	-
			8	-	7	1	(1)	1	7	-	(1)	-
CD - Administration												
	Deputy CD Director	Full-Time	1		1		-	-	1		-	-
	PMI Specialist	Full-Time	-		-		-	-	-		-	-
	CD/Hist Preserv Specialist	Full-Time	1		1		-	-	1		-	-
	Clerk	Part-Time	-		-		-	-	-		-	-
	Business Ambassador	Part-Time	-		-		-	-	-		-	-

	Zoning Administrator	Full-Time	-		-		-	-	-		-	-
	Building Official	Full-Time	-		-		-	-	-		-	-
			2	-	2	-	-	-	2	-	-	-
CD - HUD												
	CD Specialist	Full-Time	2		2		-	-	2		-	-
	CD Specialist Manager	Full-Time	1		1		-	-	1		-	-
	CD Specialist III	Full-Time	1		1		-	-	1		-	-
	Community Development Director	Full-Time	1		1		-	-	1		-	-
	Confidential Secretary	Full-Time	1		1		-	-	1		-	-
	Fiscal Officer	Full-Time	1		1		-	-	1		-	-
	Rehab Specialist	Full-Time	1		1		-	-	-		(1)	-
			8		8		-	-	7	-	(1)	-
Library Administration												
	Director of Libraries	Full-Time	1		1		-	-	1		-	-
	Assistant Director of Libraries	Full-Time	2		2		-	-	2		-	-
			3		3		-	-	3	-	-	-
Library - Circulation												
	Librarian I	Full-Time	1		1		-	-	1		-	-
	Librarian II	Full-Time	-		-		-	-	-		-	-
	Librarian III	Full-Time	1		1		-	-	1		-	-

			-			-			-	-		-		-	-
Water Purification															
	Centrifuge Operator I	Full-Time	-			-			-	-		-		-	-
	Dewatering Technician	Full-Time	-			-			-	-		-		-	-
	Lab Technician	Full-Time	-			-			-	-		-		-	-
	Chief Operator	Full-Time	-			-			-	-		-		-	-
	Clerk Typist II	Full-Time	-			-			-	-		-		-	-
	Foreman	Full-Time	-			-			-	-		-		-	-
	Lab Supervisor/Bact.	Full-Time	-			-			-	-		-		-	-
	Maintenance Worker II	Full-Time	-			-			-	-		-		-	-
	Tradesman	Full-Time	-			-			-	-		-		-	-
	Water Plant Oper. I	Full-Time	-			-			-	-		-		-	-
	Water Plant Oper. II	Full-Time	-			-			-	-		-		-	-
			-			-			-	-		-		-	-
Water Distribution															
	Equipment Operator II	Full-Time	-			-			-	-		-		-	-
	Field Investigator	Full-Time	-			-			-	-		-		-	-
	Foreman	Full-Time	-			-			-	-		-		-	-
	Foreman - Meter	Full-Time	-			-			-	-		-		-	-
	Foreman - Mechanic	Full-Time	-			-			-	-		-		-	-

	Foreman - Main Crew	Full-Time	-		-		-	-	-		-	-
	Foreman - Service Crew	Full-Time	-		-		-	-	-		-	-
	Maintenance Mechanic II	Full-Time	-		-		-	-	-		-	-
	Maintenance Worker II	Full-Time	-		-		-	-	-		-	-
	Maintenance Worker III	Full-Time	-		-		-	-	-		-	-
	Superintendent	Full-Time	-		-		-	-	-		-	-
			-		-		-	-	-	-	-	-
Self - Insurance												
	Risk and Safety Coordinator	Full-Time	1		1		-	-	1		-	-
	OCIP Coordinator	Full-Time	-		-		-	-	-		-	-
			1		1		-	-	1	-	-	-
Sewers												
	System Superintendent	Full-Time	1		1		-	-	1		-	-
	Utilities Systems Manager	Full-Time	1		1		-	-	1		-	-
	Utility Engineer	Full-Time	1		1		-	-	1		-	-
	Environmental Prog Coordinator	Full-Time	1		1		-	-	1		-	-
	Foreman	Full-Time	2		2		-	-	2		-	-
	Equip Op II	Full-Time	10		10		-	-	10		-	-
	Maint Worker III	Full-Time	1		1		-	-	1		-	-
	Clerk Typist I	Full-Time	1		1		-	-	1		-	-

	Engineer Aide III	Full-Time	1		1			-	-	1		-	-
	Engineer Aide IV	Full-Time	-		-			-		1		1	
	Maintenance Mechanic	Full-Time	1		1			-	-	1		-	-
	Project Coordinator	Part-Time		1		1		-	-		3	-	2
			20	1	20	1		-	-	21	3	1	2
WWTP													
	Maint Supv	Full-Time	1		1			-	-	1		-	-
	Belt Press Op I	Full-Time	2		2			-	-	2		-	-
	Cert Oper/Shift Sup	Full-Time	6		6			-	-	6		-	-
	Operations Supv	Full-Time	1		1			-	-	1		-	-
	Elec/Elect Field Eng	Full-Time	1		1			-	-	1		-	-
	Elec/Inst Tech	Full-Time	-		-			-	-	-		-	-
	Utilities Div Manager/Environ	Full-Time	-		-			-	-	-		-	-
	Utility Engineer	Full-Time	1		1			-	-	1		-	-
	Utility Clerk Typist	Full-Time	-		-			-	-	-		-	-
	Env Prog Coord	Full-Time	-		-			-	-	-		-	-
	Equip Op II	Full-Time	1		1			-	-	1		-	-
	Lab Supv	Full-Time	1		1			-	-	1		-	-
	Lab Tech	Full-Time	5		5			-	-	5		-	-
	Lab Tech	Part-Time		1		1		-	-		2	-	1

	Maint Worker II (Mech)	Full-Time	3		3			-	-	3			-	-
	Maint Worker III	Full-Time	-		-			-	-	-			-	-
	Maintenance Mechanical	Full-Time	1		1			-	-	1			-	-
	Maint Worker III Elec/Mech	Full-Time	2		2			-	-	2			-	-
	Industrial Maint Mech	Full-Time	2		2			-	-	2			-	-
	Pump Tender	Full-Time	4		4			-	-	4			-	-
	Secretary	Full-Time	1		1			-	-	1			-	-
	Serv Utility Person	Full-Time	7		7			-	-	7			-	-
	Sew Plant Op I (6th St.)	Full-Time	-		-			-	-	-			-	-
	Sew Plant Op I (Fritz Is)	Full-Time	-		-			-	-	-			-	-
	Sew Plant Op II (Fritz Is)	Full-Time	-		-			-	-	-			-	-
	Sewer Plant Operator II	Full-Time	4		4			-	-	4			-	-
	Wastewater Treatment Manager	Full-Time	1		1			-	-	1			-	-
	Tradesman (Elec)	Full-Time	2		2			-	-	2			-	-
	Project Accountant	Full-Time	1		1			-	-	1			-	-
			47	1	47	1		-	-	47	2		-	1
Recycling/Trash														
	Solid Waste Supervisor	Full-Time	1		1			-	-	1			-	-
	RSD Recycle Truck Driver	Full-Time	-		-			-		1			1	-
	Division Manager	Full-Time	-		-			-		1			1	-

	Graffiti Coordinator	Full-Time	1		1		-	-	1		-	-
	Foreman	Full-Time	1		1		-	-	1		-	-
	Maintenance Worker II	Full-Time	5		5		-	-	5		-	-
	Maintenance Mechanic	Full-Time	1		1		-	-	-		(1)	-
	Equipmant Operator II	Full-Time	5		5		-	-	5		-	-
	Clerk Typist II	Full-Time	1		1		-	-	-		(1)	-
	Solid Waste Coordinator/Environmentalist	Full-Time	-		1		1	-	-		-	-
	Municipal Aide II	Full-Time	-		-		-		1		1	-
	Reading School District Recycle Education	Full-Time	-		-		-		1		1	-
	Clerk	Part-Time		2		2	-	-		-	-	(2)
	Education Coordinator	Part-Time		1		1	-	-		1	-	-
	Graffiti Abatement Technician	Part-Time		2		2	-	-		1	-	(1)
			15	5	16	5	1	-	17	2	2	(3)
	<i>Number of Full-Time and Part-Time Employees</i>		578	160	582	161	4	1	574	155	(4)	(4)



AGENDA MEMO

PUBLIC WORKS DIRECTOR

TO: City Council
FROM: Charles M. Jones, P.E., Public Works Director
MEETING DATE: November 28, 2012
AGENDA MEMO DATE: November 28, 2012
RECOMMENDED ACTION: Transfer of Funds

RECOMMENDATION: Transfer \$33,048.00 from 01-07-24-4409 Maint./Repair Street Lights to 01-07-24-4216 Contracted Services

BACKGROUND: Funds are needed for Traffic Signal Maintenance Renewal Contract with Telco for 2012-2013.

BUDGETARY IMPACT: No Impact

PREVIOUS ACTION: None

SUBSEQUENT ACTION: None

RECOMMENDED BY: Public Works Department, Administrative Services Director and Managing Director

RECOMMENDED MOTION: Transfer of funds

BILL No. _____ - 2012
AN ORDINANCE

AN ORDINANCE AMENDING THE 2012 CITY OF READING GENERAL FUND BUDGET BY AUTHORIZING THE TRANSFER OF FUNDS FROM THE DEPARTMENT OF PUBLIC WORKS MAINTAIN/REPAIR STREET LIGHTS LINE ITEM TO THE DEPARTMENT OF PUBLIC WORKS CONTRACTED SERVICES LINE ITEM FOR THE RENEWAL OF TRAFFIC SIGNAL MAINTENANCE CONTRCAT WITH TELCO

Section 1. Amending the City of Reading 2012 Department of Public Works Budget by authorizing the transfer of a total of \$33,048.00 in the Maintain/Repair Street Lights line item #01-07-24-4409 to the Contracted Services line item #01-07-24-4216.

Section 2. This Ordinance shall become effective ten (10) days after its adoption, in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted: _____, 2012

President of Council

Attest:

City Clerk

(Public Works Department)

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

RESOLUTION NO. _____ 2012

A Resolution of the City of Reading Local Redevelopment Authority to adopt the amended Reuse Plan for the Navy Marine Center, located in the 600 block of Kenhorst Blvd, Reading, Pennsylvania.

Whereas, the City of Reading City Council enacted Bill No. 39-2008 which created the Reading Local Redevelopment Authority (Reading LRA) subsequently enacted Bill NO. 14-2009 which clarified the composition of the Reading LRA; and

Whereas, the Reading LRA, composed of community members, representatives from the City Planning Commission, Redevelopment Authority, and members of Council worked with community members and the Swiger Consulting Group to develop the Navy Marine Center Reuse Plan to protect this low density residential neighborhood, further Reading's community development goals and work within the BRAC (Base Realignment and Closure) and HUD (Housing and Urban Development) guidelines; and

Whereas, the City of Reading City Council enacted Bill No. 30-2010 that approved the original reuse plan between the Reading LRA, Mary's Shelter and the Reading Hospital and Medical Center; however, after the Reading Hospital and Medical Center withdrew the Reading LRA needed to amend their original reuse plan; and

Whereas, after considering all factors, including assessments and analysis about the site and input from the affected neighborhood, the Reading LRA approves the amended Reuse Plan for the Navy Marine Center, which proposes that a portion of the parcel be conveyed by public benefit conveyance to Mary's Shelter and the residual purchased by the Reading Redevelopment Authority, through negotiation with the Navy.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

The City of Reading City Council adopts the amended Navy Marine Center Reuse Plan, approved by the Reading LRA and authorizes the execution and submission of the Reuse Plan and the required Legally Binding Agreement to the Navy, HUD and other required federal offices, who must ultimately approve the parcel's transfer by public benefit conveyance to Mary's Shelter.

Adopted by Council _____, 2012

President of Council

Attest:

City Clerk

**AMENDMENT TO THE REUSE PLAN
NAVY MARINE CENTER
615 Kenhorst Blvd., Reading PA**

After holding approximately five (5) public meetings with the surrounding property owners and working with the consultants who performed various studies on and around the site regarding the highest and best reuse of the site, the Reading LRA approved the application from Mary's Shelter, who requested a one (1) acre parcel at the northwest end of the site for a new facility to house young pregnant women and from the Reading Hospital and Medical Center (TRHMC), who requested the remaining six (6) acres for a dormitory, an administrative building and a parking garage. By the end of March 2012, the Reading LRA and the City of Reading City Council approved the reuse plan for the Navy Marine Center.

The LRA and Mary's Shelter executed a Legally Binding Agreement for the one (1) acre parcel and the LRA began working with the TRHMC on their application for a no cost transfer from the Department of Health. After almost six (6) months of meetings and conference calls, TRHMC decided to withdraw from the project. The LRA immediately began outreach, including area residential and commercial realtors, to identify a potential new user. The LRA worked with three potential users who would qualify for a no cost transfer under the Department of Health or the Department of Education. Unfortunately none of these entities was able to commit to completing a project on the site that would comply with the various timelines.

During the process to identify a new user, Mary's Shelter personnel accompanied the LRA on site visits. Mary's Shelter began to realize that moving into the main facility would be more efficient, less costly and enable them to expand the number of clients served and programs offered. The LRA began meeting with the Reading Redevelopment Authority (RRA) to see if they could assist with finding a beneficial reuse of the site. In the fall of 2011, Mary's Shelter requested an amendment to their application from receipt of a one (1) acre parcel to a request to receive the main facility that sits on the southwest end of the parcel. The LRA considered and discussed this request and discussed the effect this change could have on the development of the residual four (4) acres (approximate). Due to the down economy and real estate market, the RRA decided it would be best to purchase the remaining residual and then seek a sound development project. The LRA approved Mary's Shelter's request and adopted a resolution to amend the reuse plan (attached)

Mary's Shelter's, to be in compliance with the City's Zoning Ordinance, applied for and obtained a Conditional Use permit to operate a Group Home at this parcel, located within an R2 zoning district. The Reading City Council approved this permit at the March 26, 2012 regular business meeting.

The City of Reading retained the services of a professional surveyor, who provided a site plan (plot plan and verbal description) that shows the subdivision of the parcel. The subdivision was approved by the Reading Planning Commission and is recorded at the Berks County Recorder of Deeds Office. This will enable the Navy to have an appraisal completed to set the Fair Market Value of the subdivided parcel. After the Fair Market Value is set the RRA will submit a bid to purchase the site.

RESOLUTION NO. 1 2011

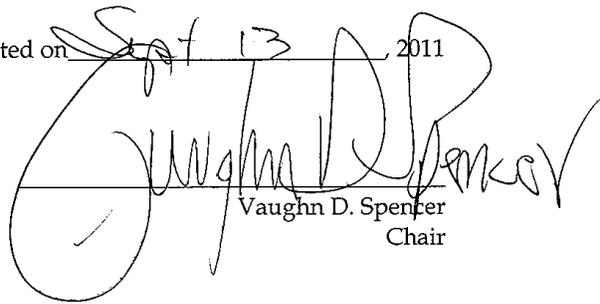
THE READING LOCAL REDEVELOPMENT AUTHORITY OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

1. The Reading Local Redevelopment Authority hereby authorizes the amendment of the Reuse Plan originally approved in March 2010, by conveying the main facility of the Navy Marine Center, located at 615 Kenhorst Boulevard, to Mary's Shelter extending from the boundary at the rear access road from Pershing Boulevard to the curb line of the main access road from Kenhorst Boulevard.
2. The Reading Redevelopment Authority further requests that the Navy undertake the necessary tasks to set the Fair Market Value of the remaining 6.06 acres of the Navy Marine Center, located at 615 Kenhorst Boulevard.
3. The Reading Redevelopment Authority was formed and organized pursuant to the Urban Redevelopment Law, Act of May 24, 1945, (P.L. 991) as amended (35 P.S. Sec. 1701 et seq.), for public purposes to undertake economically and socially sound redevelopment of areas in conformity with the comprehensive general plan of the City for residential, recreational, commercial, industrial or other purposes, and otherwise encouraging the provision of healthful homes, a decent living environment and adequate places of employment of the people of this Commonwealth.

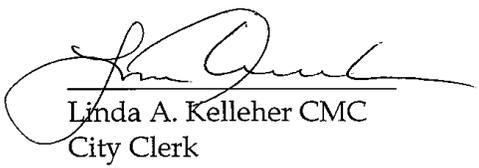
As such the Reading Local Redevelopment Authority further authorizes the amendment of the Reuse plan by authorizing the Reading Redevelopment Authority to negotiate with the Navy for the purchase of the remaining 6.06 acres which will allow the Reading Redevelopment Authority to undertake a residential economic development project which will benefit the City of Reading.

4. The Reading Local Redevelopment Authority furthermore requires that all current access roads that currently serve the Navy Marine Center remain in full use by Mary's Shelter and the future development of the remaining 6.06 acres.

Adopted on Sept 13, 2011

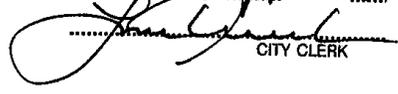

Vaughn D. Spencer
Chair

Attest:


Linda A. Kelleher CMC
City Clerk

(Council Staff)

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original ~~Resolution~~ ^{Resolution} passed by the Council of the City of Reading, on the 13 day of Sept, A. D. 20 11. Witness my hand and seal of the said City this 14 day of Sept, A. D. 20 11.


CITY CLERK

R E S O L U T I O N N O. _____ 2012

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

Approving the Conditional Use application submitted by Liz Albarran for HM Investments LLC aka Petronila Herrera-Munoz, 1620 Mulberry St requesting a zoning permit for a the addition of one first floor rental unit at 912 Amity Street with conditions.

Adopted by Council _____, 2012

Francis G. Acosta
President of Council

Attest:

Linda A. Kelleher CMC
City Clerk

(Council Staff)

IN RE: APPLICATION OF : BEFORE THE CITY OUNCIL
LIZ ALBARRAN FOR HM :
INVESTMENTS : OF THE CITY OF READING,
FOR A CONDITIONAL USE : PENNSYLVANIA
PERMIT FOR A TWO UNIT :
CONVERSION AT 912 :
AMITY STREET, READING, :
BERKS COUNTY, PENNSYLVANIA :

**DECISION OF THE CITY OF READING
CITY COUNCIL ON A CONDITIONAL USE APPLICATION**

AND NOW, this 17th day of December, 2012, hearings have been held on December 5, 2012, upon the application of Liz Albarran for HM Investments LLC aka Petronila Herrera-Munoz, 1620 Mulberry St. notice of such hearing having been first sent, posted and advertised in accordance with the provisions of the Pennsylvania Municipalities Planning Code and the City of Reading Zoning Ordinance, as amended, the City of Reading City Council (hereinafter "Council") renders the following decision:

FINDINGS OF FACT

City Council finds the following facts:

1. The Applicant is Liz Albarran for HM Investments LLC aka Petronila Herrera-Munoz, 1620 Mulberry St., Reading PA 19604.
2. Applicant is the property manager for the fee simple owner of the property of 912 Amity Street at the time of application and at the time of the hearing.
3. The Subject Property is located in the R-3 Zoning District as that term and district is defined by the City of Reading Zoning Ordinance, as amended, (hereinafter referred to as "Zoning Ordinance").

4. Applicant is seeking a Conditional Use for the addition of a first floor rental unit as per the Zoning Ordinance per §27-1203.4.

5. The Applicant attended the hearing.

6. The Solicitor for the City entered the agenda and all attachments on to the record, without objection from the Applicant.

7. The Applicant stated that the Property had been an owner occupied commercial property (commercial on the first floor and owner occupied living space on the second floor); however, when she purchased the property in March 2012, the property had been converted to a two unit rental property on the first and second floors.

8. The Applicant testified that when she purchased the property she planned to open a salon in the first floor space but found the cost of the conversion to be exorbitant and decided to retain the rental use.

9. The Zoning Administrator stated that he reviewed the property file and found a zoning permit for first floor commercial space; however Property Maintenance records show housing permits dating back to the late 1990s for a single unit. He noted that there were lapses in housing permit payments in 2007, 2008, 2009, 2011 and 2012. He expressed the belief that the 2nd floor rental space was grandfathered, so only an additional one and a half parking spaces would need to be provided for the first floor unit.

10. The Zoning Administrator stated that the existing garage does not meet the dimensional requirements specified in the zoning ordinance; however, he expressed the belief that the garage could hold two cars.

11. The City Planner stated that the Planning Commission reviewed the application at their November 27th meeting and had the following questions and concerns:

- The layout of the 2nd floor space
- The independence and viability of the two separate rental units
- The off street parking capacity due to the size and configuration of the garage
- If the building has all plumbing, heating and electrical equipment and facilities that are adequate and appropriate for the proposed use

- The time lapse since the closure of the commercial use

12. The City Planning Commission recommended the denial of this application and returning the use to single family in Resolution 30-2012.

12. The Applicant testified that off-street parking is available at the garage and she is renting one additional space in Jake’s Laundry across the street.

13. The Applicant agreed to allow Building/Trades and Property Maintenance Inspection Divisions inspect the property prior to the issuance of the zoning permit. She also agreed to expand the entry for the garage and she did not object to the entry of Exhibits 2 and 3 (documents provided by the Zoning Administrator and the Planning Commission) onto the record.

DISCUSSION

The Applicant is seeking a Conditional Use Permit to add one rental unit to the first floor of 912 Amity Street. The building is located in an R3 zoning district. The City of Reading Zoning Ordinance §27-1203.4 Conversions provides that the following standards are met:

D. Conversions. This section applies to an existing building where it is allowed by the zoning district regulations to be converted into new dwelling units:

1. A site plan, drawn to the scale, showing the location and dimensions of all off-street parking, private entrances, walkways and landscaping, shall be submitted, as well as, architectural plans showing the dimensions and square footage of all rooms and storage spaces and indicating the intended use of all rooms.
2. The conversion shall have the minimum floor area as designated by the following schedule:

Apartment Square Feet	
Efficiency or Studio	Not Allowed
One Bedroom	550
Two Bedroom	700
Three or More Bedroom	850

3. For each dwelling unit, there shall be a minimum 1.5 off-street parking spaces per unit.
4. Documents indicating to the City Codes Staff’s satisfaction that all plumbing, heating and electrical equipment and facilities are adequate and appropriate for the proposed use. The entire building shall also be made available for a code inspection.

FINDINGS OF FACT AND CONCLUSIONS OF LAW

1. The Subject Property is located in the R-3 Zoning District.

2. Hearing was held on December 5, 2012.
3. Applicant requests a Conditional Use for a conversion of the Subject Property to a two (2) unit property, which would add one rental unit on the first floor.
4. The burden of proof in an application for a Conditional Use is upon the Applicant.
5. City of Reading City Council is permitted to grant Conditional Uses and other relief as set forth in the Zoning Ordinance of the City of Reading and Pennsylvania Municipalities Planning Code upon compliance with the requirements therefore set forth in the Zoning Ordinance.
6. In order to grant the relief, Applicant must show that it has satisfied §27-1203 D of the City of Reading Zoning Ordinance and meet the conditions applied by City Council.
7. At the hearing, Applicant failed to provide proof that they satisfied some conditions of §27-1203.4 of the City of Reading Zoning Ordinance
- 8 Applicant did not file an application for other relief from the City of Reading Zoning Hearing Board.
9. Applicant failed to provide documents showing that the property's plumbing, heating and electrical equipment and facilities are adequate and appropriate for the proposed use, the floor plans for the second floor unit and the entrance ways to the two living units

DECISION

After reviewing the Applicant's request in detail, City Council enters the following decision:

The application of Liz Albarran for HM Investments LLC aka Petronila Herrera-Munoz for a conditional use permit for the addition of a first floor rental unit at 912 Amity is hereby approved with the following conditions:

1. The Applicant must expand the entry door to the two car garage or convert the garage into a carport, and

2. As the Applicant failed to provide proof that the property is in compliance with the City Code regulations, a Property Maintenance and Building Trades inspection will be scheduled.

City Council further orders that the conditional use permit will not be issued until the property is in compliance with Property Maintenance and Building/Trade code regulations.

This is the decision of the City of Reading City Council by a vote of ___ to ___.

CITY OF READING CITY COUNCIL

President of Council

Attest:

City Clerk