

CITY COUNCIL

Work Session

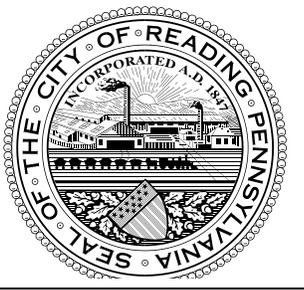
Work Session
Penn Room

Monday, August 20, 2012
7:00 P.M.

Although Council Work Sessions are open to the public, public comment is not permitted. However, citizens are encouraged to attend and observe the work sessions. Comment from citizens or professionals during the work session may be solicited on agenda topics via invitation by the Council President.

All electronic recording devices must be located at the entry door, as per Bill No. 27-2012. Recording may start when the meeting is called to order and must be stopped immediately when the meeting is recessed or adjourned.

- I. Call to Order**
- II. Managing Director's Report**
- III. Council Office Report**
- IV. BERKS EIT - (20 minutes suggested)**
- V. Downtown 2020 - (20 minutes suggested)**
- VI. Yard Waste Collection (including grass clippings)**
 - a. Recommendation from Mr. Lloyd**
 - b. Council Staff recommends pay to participate or inter-municipal approach**
- VII. Adjourn**



CITY COUNCIL

Work Session

Meeting Report Monday, July 17, 2012

Council Members Attending: F. Acosta, M. Goodman-Hinnershitz, S. Marmarou, D. Reed, R. Corcoran, D. Sterner, J. Waltman

Others Attending: L. Kelleher, C. Snyder, C. Younger, L. Agudo, E. Lloyd

Mr. Acosta called the Work Session to order at approximately 7:12 pm.

Council Report

Ms. Kelleher stated that the monthly Council report is attached to the agenda. She stated that the last draft of the LRA's Legally Binding Agreement with Mary's Shelter was rejected by HUD, who wanted some modification of the language within the agreement. A new agreement was drafted by Mary's Shelter's pro bono legal counsel and is ready for execution.

Ms. Kelleher stated that the Bernhart's Work Group is working on the close out of the rehabilitation project with Exide. She stated that the Berks Arts Council is assisting with the design of the new sign that will be placed in the park.

Mr. Acosta stated that Ms. Kelleher is also taking steps to fill the open position in the Council Office and that Ms. Kelleher is using this opportunity to revamp the composition of the Council Office which will move the office forward. Ms. Kelleher explained that she is modifying the work flow between the three positions and renaming the Administrative Assistant to Legislative Aide, who will be responsible for assisting with the composition of the newsletter, handling the social media networking, along with assisting the Council Committees.

Tax Amnesty

Ms. Kelleher stated that Mr. Kersley provided a written report, which was distributed. She stated that Mr. Kersley reports that \$5,000 in per capita and \$15,000 in Business Privilege was collected to date.

Mr. Waltman expressed the belief that the Administration should have done more pre-publicity regarding the penalties that would be applied after the amnesty period is over to drive participation.

Quality of Life (QoL) Ticketing Program

Mr. Agudo distributed a memo updating Council on the June 18th recommendations. Council action is needed for the following recommendations to be finalized:

- Approve funding for the bilingual information campaign
- Approve an ordinance authorizing the \$0 warning for 1st time violators
- Approve an ordinance expanding the language for varying fines depending on the severity of the violation (trash can set out vs. high grass/weeds)

Mr. Agudo stated that the following recommendations are in progress:

- Making technical improvements
- Adopting a collections protocol
- Obtaining an independent hearing officer
- Add an additional hearing day & offer instant counter appeals
- Add a 30 day grace period before 2nd ticket for the same offense is issued

Mr. Marmarou inquired about the independent hearing officer. Mr. Agudo stated that the hearing officer will be the CD Manager or other internal managers not associated with the Property Maintenance Office.

Mr. Waltman noted the need to consider the goals of and benchmarks for the QoL program. He agreed with the recalibration and improvement of the program. He suggested applying the program in individual neighborhoods to develop a sound prototype. He also noted his belief that the city-wide application has not decreased the amount of litter in Reading.

Ms. Snyder agreed with the need to expand the program and to provide clarity of the program goals. She expressed the belief that over time, the program will change the behaviors of residents.

Ms. Goodman-Hinnershitz expressed the belief that the program has been successful in

several areas. She provided an example of how the program has started to change behaviors. She agreed with the need for an ongoing educational campaign due to the transiency of Reading's population. She suggested branding the program. She noted that the program has had positive outcomes built on residents desire to avoid receiving a ticket.

Ms. Reed noted the growing problem of QoL violations at bank owned properties. Ms. Kelleher agreed, noting the number of bank owned properties is rising.

Mr. Corcoran thanked Mr. Agudo for his work on this issue. He expressed his support for the information campaign. He also suggested expanded training for inspectors working with the QoL program.

Mr. Acosta described a recent issue with trash can set out on Summit Chase Drive. The only homes who have back yard access are the units on the end of the row of homes. He encouraged Mr. Agudo to draft the amendments he would like Council to consider.

Mr. Sterner suggested sending information about the program along with the first ticket to the first time offender.

Mr. Waltman noted the need to provide balance and focus from small areas with small issues to large issues.

Mr. Marmarou expressed the belief that the program has changed behaviors and that the program has worked well in the College Heights area.

Mr. Acosta noted that the QoL program applies to all properties; business and residential.

Mr. Agudo thanked Council for their comments and input. He noted the expected delivery of the Market Value Analysis started by the Reading Redevelopment Authority, which will be a color coded map that will help the City refine their housing strategy and refine the City's scope of services.

Mr. Sterner suggested a stronger anti-litter program.

Mr. Waltman suggested returning to Council neighborhood tours to address neighborhood problems and neighborhood needs.

Mr. Acosta suggested delivering educational materials during the tours.

Mr. Agudo invited Council to join the meeting with HUD on Thursday. He stated that the tour is scheduled for 11 am followed by lunch at 12:30 pm.

Yard Waste Collection

Mr. Lloyd handed out some research he did on yard waste collection and described his continuous study of this issue. He stated that grass clippings and yard waste has been diverted from trash collection since 1981 due to the overcrowded conditions of landfills.

Mr. Lloyd stated that the City has two yard waste collection sites; a site near Egleman's Park and the Wastewater Treatment Plant. He noted the need to modernize the City screening, grinding and composting equipment. He also noted the need to address staffing for this program.

Mr. Corcoran stated that the lack of a good yard waste program has caused residents to improperly dispose of tree trimmings and grass clippings. He stated that residents living in low density residential areas with larger, suburban-like lawns need a program for grass clippings. He stated that mulching only works if a home owner mows their lawn 2-3 times per week and most property owners do not have time to meet that schedule. He stated that left without any recourse, residents stow grass clippings in with yard waste and trash.

Mr. Lloyd stated that the City cannot compost grass due to the chemicals placed on lawns. He encouraged residents to compost at their homes. Ms. Kelleher inquired about Mr. Lloyd's comment on composting as the majority of municipalities who responded to the survey collect grass clippings and compost them. Mr. Corcoran inquired why the City cannot compost grass clippings but the homeowner can.

Mr. Corcoran stressed the need to create a program that accepts grass clippings. He stated that although the City's trash collection does not accept grass clippings, the private haulers do take them.

Mr. Waltman asked the Administration to prepare three recommendations that will address a grass clipping collection program. He noted that the yard waste program is now located in the Recycling Office and he noted that the cost of the recycling program has skyrocketed over the past decade; going from \$25 a year to \$80 per year.

As no other business was brought to the table the meeting adjourned at approximately 8:50 pm.

Respectfully submitted by Linda A. Kelleher CMC, City Clerk



Council Office Report

7/1/12 through 7/31/12

Council Staff

Linda Kelleher, City Clerk

Michelle Katzenmoyer, Deputy City Clerk

Takera Tucker, summer youth employee

Constituent Service

The following table is a rough tabulation of the number and type of issues addressed by the Council Office:

Calls for Directory Assistance

Call Type	Number of Calls
Solid Waste	9
Codes	14
Tax	2
Mayor	7
Police	8
Fire	0
Community Development	1
Planning & Zoning	0
Human Resources	1
Accounting/Finance	2
Law	4
Managing Director	3
RAWA	3
Public Works	3
IT	1
Parking Authority	1
Services Center	7
Human Relations Commission	3
Recreation Commission	2
Streets	0
Building and Trades	3

Purchasing	6
HARB	1
Auditor	1
Sanitary Sewers	1
Total Calls	83

<u>Message for Council</u>	<u>Complaints</u>	<u>Non-City Directory Assistance</u>	<u>Calls Handled In-Office</u>	<u>Total Calls</u>	<u>Walk-Ins</u>	<u>Email Requests</u>	<u>Email Complaints</u>	<u>Total Email</u>	<u>Total Constituent Service</u>
18	7	33	390	531	39	2009	1140	3149	3719

Houses Identified As Missing Housing Permits, Business Licenses, or Zoning

Areas Covered: MDJ Cases
Property transactions
Citizen complaints

Total (Since Feb. 2008): Approx. 12,370

Staff Addition - As you know we have been interviewing for the Administrative Assistant Position. The Human Resources Manager selected the six best qualified applicants who were interviewed by the City Clerk and the HR Manager. Since the position in our office has been unfilled, the opportunity to re-evaluate the needs of the office and the needs of City Councilors occurred. After careful evaluation, we decided to re-title the Administrative Assistant to Legislative Aide. While many of the day-to-day activities for the person filling this position will remain the same, there will be some changes.

Under the new structure, the Deputy City Clerk and the Legislative Aide will be responsible for supporting (minutes, research, setting the agendas with assistance from the Committee and the Administration, etc) the Council Committees. The current structure to support the Board of Ethics, Charter Board, Legislative Aide Committee, EAC, BPRC and LRA will remain the same; however, support for the Board of Health will be transferred to the Administration, as representatives from Codes and Law regularly attend this monthly meeting.

The re-titled position was offered to and accepted by Beatrice “Bea” Rivera, who is a City resident and is bilingual. She is expected to begin working on Monday, August 20th. The Legislative Aide will take on responsibility for two new functions that will help to move the Council Office forward: Preparation of a quarterly newsletter from the Council Office and social media. The Legislative Aide is already scheduled to attend a training session on social media in Lancaster in mid-September.

Activities of Boards, Authorities and Commissions

Environmental Advisory Council – The EAC made its annual presentation to Council at the July 23 regular meeting. A regular meeting was not held in July.

Blighted Property Review Committee – The BPRC did not meet in July but revised their hearing schedule to process an additional round of properties. The BPRC schedule has been revised as follows:

- August Determination – October Certification
- September Determination – November Certification
- October Determination – December Certification

<u>Batch 4</u> <u>Sept/Nov</u>	<u>Batch 5</u> <u>Oct/Dec</u>
710 Chestnut	702 N 10th
712 Chestnut	230 N 4th
718 Chestnut	1131 Franklin
722 Chestnut	824 Franklin
740 Chestnut	253 N 5TH ST
511 Penn	331 N 6TH ST
921 Penn	247 N 9TH ST
940 Penn	850 Weiser ST
122 N 4th	62 S 6th
230 N 4th	229 S 6th
140 S 8th	422 S 5th
	1538 Mineral
49 S 10th	Spring
437 S 6th	701 Walnut
215 S 8 th	1505 Perkiomen
313 N 9th	159 Hudson
560 Gordon	161 Hudson
324 W	
Greenwich	
33 S 2nd St	
1349 Locust	
331 N 12th	
62 S 6th	

Also, due to the support of the CD Director the acquisition process has been re-started. The Reading Redevelopment Authority issued fair compensation for NHS's acquisition of 1459 Fairview Street. In addition, Legal Specialist Tonya Butler successfully negotiated with a bank to purchase the judgment on 737 N 4th Street. The check was issued and the Reading Redevelopment Authority will attend the Sheriff Sale scheduled for Friday, August 10th to finalize the acquisition process. The acquisition process has started for the five properties Habitat for Humanity will rehab in the 300 block of North 4th Street.

Reading LRA – The revision of the amended LBA was submitted to HUD and the Navy. Some additional modifications were requested by the Navy and approved by HUD. We are told that it is not unusual for the Navy and HUD to request revisions to LBAs. The amendment to the Reuse Plan for the Navy Marine Center has been submitted to HUD, the Navy and the Dept of Defense. After the amendment to the Reuse Plan and LBA are approved by HUD and the Navy, the Navy will begin their appraisal of the residual 3 acres (approx) and the environmental testing. The Navy predicts that the parcel containing the main facility will be deeded over to the LRA (by reference) and Mary's Shelter around March 2013. At this point it is still unclear when the Navy will begin negotiations with the Reading Redevelopment Authority for the purchase of the residual parcel.

Staff Activities

Drafted and Prepared

Linda:

- Local Ordinance Book for Police Patrol
- Add Floodplain Amendment to Zoning Ordinance
- Council 2013 Budget
- Council Office 2013 Goals
- Create Legislative Aide Job Description
- BPRC Determination Agendas for August and September
- Amendment to CIP Ordinance
- Letters, Flyers, Ad, Minutes, Resolution, Decision, Findings of Fact for 918 N 4th Street Conditional Use Hearing
- Resolution re Conditional Employment Offers for Police
- Resolution supporting HB 1803 re allowing the Parking Authority to hold Administrative Hearings
- Ordinance amending the Council Budget re Re-codification
- EAC Ad
- Power Point on BPRC Process for BPRC Chair to present to Fleetwood Borough Council
- Ads for legislation

Michelle K:

- BAC Expiration letters
- BAC Background Checks
- BAC Background Issues letters
- Complaint Updates
- Solicitation Permit Database Update
- Accounts Payable
- Staff Report
- Meeting Summaries
- Meeting Agendas – including ipad preparations

- Financial Interest Statements
- Update website Boards, Authorities and Commissions
- Office Supply orders
- Update Councilors on Upcoming MDJ Cases regarding Property Maintenance Issues
- Weekly Housing Research Memo
- Ordinance creating Riparian Buffer Zoning Overlay District
- Supervise Summer Youth Employee
- Create handbook for Audit Committee
- Memo highlighting past Council discussions regarding UGI project on Cotton St
- Memo responding to Communication Policy and Agenda Policy
- Letter to State regarding the City's position on Act 13
- Review and Update Procedure Manual for Administrative Assistant
- 2013 Budget Preparation for Board of Ethics
- 2013 Budget Preparation for Charter Board
- Commendations
 - Firefighter Museum
- Appointment/Reappointment Resolutions
 - David Goss
 - John Slifko
- Scan legislation
- Distribute incoming mail to office staff and council members
- Prepare and mail Thank You letter for invocators at City Council meetings
- Prepare and mail Thank You letters to speakers
- Mail all necessary handouts/paperwork to BAC members
- Locate, Scan, and/or Copy requested legislation for various departments, other entities, or constituents.
- Prepare Council agenda packets
- Provide IT with live update information for online codified ordinances

Takera:

- Reading Eagle Article archives scanning
- File paperwork (i.e., contracts, minutes, agendas, etc.) accordingly
- Catalog Vault
- Vault Archive scanning

All staff:

- Committee of the Whole minutes, Committee meeting minutes and Regular minutes
- Drafted correspondence and memos for members of Council

Researched

Linda:

- Trade Codes transition to UCC application
- PUC Gas Meter Installation
- Local Ordinances for Police Patrol Book
- CIP regulations in other cities
- Fire Escrow regulations (state and local)
- Street Vacations (various)

Michelle K:

- Actions on Council agendas regarding the Library 2009 – 2011
- Light Pollution

Meetings Attended

Linda:

7/2 - BPRC Eminent Domain Work Group
7/9 - Fire Escrow Work Group
7/9 - Act 47 Implementation
7/11 - CD Director, J. Kromer re BPRC process
7/12 - Downtown Parking
7/12 - RRA Director, CD, Law re 1459 Fairview acquisition
7/16 - ICC
7/17 - RBI Meeting
7/17 - Conditional Use Hearing 918 N 4th St
7/18 - Installment Sales, A. Figueroa, Bus Analyst, Landlords
7/19 - Berks EIT re EIT Collection
7/20 - D. Goss Oath re Audit Committee
7/23 - Admin Svc Dir, Controller re Budget Process
7/24 - Fire Escrow Work Group
7/27 - Admin Svc Dir, IT Manager re CSC Process
7/27 - CORE Conference Call w/ CD Dir and R-BAR
7/27 - John Kromer re Act 47 Tool Implementation
7/30 - Business Analyst re Rental Fees
7/31 - Fire Escrow Work Group

Michelle K:

7/2 – Nominations and Appointments Committee
7/2 – Open Government, Rules, and Intergovernmental Relations Committee
7/9 – Committee of the Whole
7/12 – PEL Breakfast – School District Issues in PA
7/16 – Public Works, Public Safety, Neighborhood Services Committee
7/19 – Interview top candidate for vacant staff position

Requests for Information – 3

Council Activities

Topics under Discussion and Consideration

- Council held a public hearing regarding a conditional use for an additional rental unit at 918 N 4th St.
- Council held a joint meeting with the Water Authority regarding customer service and billing issues.

Legislation under Consideration

- **Bill No. 79-2012** - regulating the design, construction, installation and operation of rain barrels in the City of Reading (**EAC**)
- **Bill No. 80-2012** – accepting a PennVest loan for the Waste Water Treatment Plant Project (**Financial S&lutions**)
- **Bill No. 81-2012** – amending the Recreation Commission Agreement with the Reading School District (**Law**)
- **Bill No. 82-2012** – amending Chapter 11, Housing, of the Codified Ordinances of the City of Reading, by striking inconsistent appeal language relating to disruptive conduct reports and renumbering the remaining sections (**Law**)
- **Ordinance** - amending the 2012 General Fund Budget, reallocating funds from the Contingency Fund to the Council Office Codified Ordinance line item (**Controller**)
- **Resolution** – extending the lease between the City and the Reading Phillies (**Law**)
- **Resolution** - asking Republican Senate Majority Leader Dominic Pileggi to move House Bill 1803, which allows 3rd Class City Parking Authorities to hold Administrative appeal hearings, forward to the Senate agenda (**Parking Authority**)

Legislation Adopted

- **Bill No. 75-2012** – refunding of 2008 E Bonds (**Financial S&lutions**)
- **Bill No. 76-2012** - amending Chapter 13, Licenses, Permits and General Business Regulations, of the Codified Ordinances of the City of Reading by adding a definition for and giving authority to a Billing Agent and adding Appeal Language for Burglar Alarms (**Law**)

- **Bill No. 77-2012** - amending Chapter 11, Housing, of the Codified Ordinances of the City of Reading by adding a prosecution of violation section to allow the Property Maintenance Division to commence criminal action in accordance with the Pennsylvania Rules of Criminal Procedure in the Court of appropriate jurisdiction (**Law**)
- **Bill No. 78-2012** - amending Chapter 1, “Administration and Government” by adding Part 12, Authorizing the City to enter into an Intergovernmental Cooperation Agreement for the purpose of creating a Coalition to address the MS4 Permit requirements for the Wyomissing Creek Watershed (**Law**)
- **Resolution** - awarding of Contract for the 42-Inch Force Main – 6th And Canal Pump Station To Angelica Creek Project Contract in the amount of the Total Base Bid Price of \$9,738,500 (**Purchasing**)
- **Resolution** - expressing support for limited challenge to PA Act 13 (**EAC**)
- **Resolution** – appointing David Goss to the Audit Committee (**Nom & Appts**)
- **Resolution** – reappointing John Slifko to the Charter Board (**Nom & Appts**)
- **Resolution** - authorizing conditional offers of employment to the following officers for the Reading Police Department, effective July 23, 2012: (**Police**)

Luiz D. Garcia
 George A. Sims Jr.
 Lance E. Lonsinger
 Richard P. Carpenter
 Santiago-DeJesus, Jesus
 Victor M. Morrison
 Jacob P. Stefani
 Scott D. Errington Jr.
 Luz Shade
 Adam L. Babbitt
 Shane Gessner
 Andrew J. Seiler

- **Resolution** – awarding a contract to T & M Associates for the Secondary Digester Project at the Waste Water Treatment Plant in the amount of \$208,000 (**Man Dir**)
- **Resolution** - authorization to enter into a cost sharing agreement for Walnut Street restoration- North 2nd Street to N. Front Street with the Reading Area Water Authority and UGI Utilities (**Law**)
- **Resolution** – approving the conditional use of 918 N 4th St (**Council Staff/Law**)

- **Resolution** - declaration of official intent to reimburse general funds used to construct improvements to its sewer system with funds received from the Pennsylvania Infrastructure Investment Authority (**Financial Solutions**)

Committee Discussion Topics

Finance, Audit and Budget Committee

- Reviewed YTD **budget revenues and expenditures**
- Reviewed **contracts** issued outside the procurement process
- Reviewed the City's **financial status and IT report** and **Customer Service Center report**
- Received a report from the **Auditor** on the **External Audit**
- Heard an update on Downtown Parking

Public Safety, Public Works and Neighborhood Services Committee

- Heard an update on the establishment of a Utility Cut Program
- Reviewed **traffic issues** with the Citadel Intermediate High School
- Discussed the Recreation Commission and **Recreation Rental Revenue**
- Heard an update on the progress of the **In-Sourced Recycling Program**
- Heard an update on **recent shootings**
- Heard an update on **improvements to Fire Stations**
- Discussed the **dangers of fireworks**

Open Government, Rules and Intergovernmental Relations Committee

- Discussed **Ethics Training**
- Discussed the **Communication Policy**
- Requested an update on the **New Website**

Housing, Economic Development and Strategies Committee

- Heard a presentation regarding the proposed **Rain Barrel Regulations**
- Heard an update on the **implementation of the Housing Ordinance**
- Heard an update on the **Certificate of Transfer** implementation
- Heard an update on the **Zoning Backlog**
- Heard an update on the **CD Loan Programs**
- Heard an update on the **Economic Development Strategy**
- Discussed the collection of **grass clippings** with yard waste

Nominations and Appointments Committee:

- **Boards, Authorities & Commissions** – conducted 2 appointment/reappointment interviews and recommended 2 appointment actions, where applicable, to the body of Council