Although Council committee meetings are open to the public, public comment is not permitted at Council Committee of the Whole 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 President of Council.

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.

I. Executive Session (approx. 45 minutes)

II. Budget and Position Ord

III. Agenda Review

IV. Other Matters
MINUTES
November 14, 2016
5:00 P.M.

COUNCIL MEMBERS PRESENT:
S. Marmarou, J. Waltman, J. Slifko, B. Twyman, C. Daubert, D. Reed

OTHERS PRESENT:

The Committee of the Whole meeting was called to order at 5:05 pm by Mr. Waltman.

I. Budget
Mr. Mann stated that the City has met its Act 47 deadlines for budget submission. He stated that PFM will provide a letter to the City officially approving the 2017 proposed budget. He stated that he has worked closely with the Administration during the budget process.

Mr. Krall, Mr. Knepper, Mr. Teles, and Ms. Fallon arrived at this time.

Mr. Mann verified that the 2017 proposed revenues are in line with the Recovery Plan. He stated that he has reviewed the personnel costs, including the proposed vacancy allowance in the Police budget, and they also comply with the Recovery Plan. He reminded all that the IAFF arbitration process begins in two weeks, followed by the FOP arbitration.

Ms. Goodman-Hinnershitz arrived at this time.

Mr. Mann requested that the City keep PFM informed about any raises or additional positions under consideration. He stated that PFM must still review the non-personnel and
Mr. Slifko questioned if labor negotiations could have a large impact on the budget. Mr. Mann stated that it could depending on the outcome of arbitrations. He stated that if the IAFF receives a big award, it would follow that FOP and AFSCME would also. He expected to have the results of the IAFF arbitration in July of 2017.

Ms. Goodman-Hinnershitz questioned the process if arbitration pushes the City out of compliance. Mr. Mann stated that there is no precedent for this at this time. He stated that it all depends on the arbitration award. He noted that if the award is not in compliance with the Plan, PFM could appeal the award.

Mr. Mann reviewed the top five goals of the Recovery Plan and indicated that three have been met and one is currently under review. He noted the need to continue to work toward reducing the cost of post-employment benefits.

Mr. Mann reminded all that the City is scheduled to exit Act 47 in 2019. He stated that the City will have a better understanding of its 2018 and 2019 financial position after the updated MMO information is received in 2017.

Ms. Encarnacion arrived at this time.

Mr. Mann congratulated the City on keeping its eye on long-term goals.

Mr. Waltman expressed the belief that there is not much change in the 2017 budget. He noted the need to monitor the City’s financial position and update the 2018 and 2019 budget forecast. Mr. Mann agreed and stated that he will update the forecast moving forward.

Mr. Waltman noted the importance of not having a deficit in 2019. Mr. Mann agreed and stated that PA DCED will review the City’s financial position in late 2018 or early 2019 to determine if they may exit Act 47.

Ms. Goodman-Hinnershitz noted the need for the City to project beyond 2019. She stated that the City must be able to sustain itself after exiting Act 47. Mr. Mann agreed and stated that he must project an additional five years during the State’s review.

Ms. Goodman-Hinnershitz and Mr. Slifko stated that the updated MMO may increase the projected deficit by several million dollars. Mr. Mann agreed.
Mr. Scott arrived at this time.

Mr. Steckman stated that he will begin working on the 2018 budget as soon as the 2017 budget is approved. He stated that budgeting does not stop. He agreed that there probably won’t be a surplus in 2018. He stated that the Administration is working to amend the regulations on pensions to reduce costs. He explained that Mr. Cituk and Mr. Pottiger found an error in the IT budget to the positive of $750,000, as the IT refresh was in the capital budget.

Mr. Waltman noted the need for the City to continue looking forward. He noted the need for the City to work with its State legislators for the City to retain the non-resident EIT after exiting Act 47 and for municipal pension reform.

Mr. Steckman stated that the City will also be focusing on better collection of Act 511 taxes in 2017.

Mr. Slifko questioned if the City would have an idea of its 2016 actuals in early 2017. Mr. Steckman stated that it would. He stated that he would also be able to trend the increased collection of Act 511 taxes and would have the results of the arbitration. Mr. Mann stated that Council gets three views of the City’s year-end financial position – PFM’s fourth quarter report, the preliminary report to PA DCED, and the external audit.

Ms. Goodman-Hinnershitz noted the importance of all of Council being involved in these discussions and suggested that Council Committees be restructured to allow this.

Mr. Mann left the meeting at this time.

II. PennDOT Briefing re Penn Street Bridge Project
Mr. Krall introduced Carl Knepper, PennDOT project manager; Brian Teles, Gannett Fleming; and Megan Fallon, Gannett Fleming.

Project information was distributed.

Mr. Krall stated that PennDOT has awarded the contracts. He stated the J D Echman will be the general contractor and that they are also the general contractor on the Buttonwood St Bridge. He explained that the lane closures will begin in December during the overnight hours (10 pm – 6 am) to begin prep work. He stated that the Buttonwood St Bridge is scheduled to reopen in April and work on the Penn St Bridge will begin in May.
Mr. Teles stated that he is excited to see the project begin. He stated that the Penn St Bridge is eligible for the National Register of Historic Places and the history of the bridge will be preserved. He explained that the contractor will repair what is able to be repaired and what is not will be replaced.

Mr. Teles explained that the bridge will not have bike lanes as PennDOT will not install bike lanes to nowhere but that a 5’ shoulder will be added to both sides of the bridge to accommodate bike lanes in the future. He stated that there will be a barrier at the curb to both retain the historic features and separate the vehicles from the pedestrians. He stated that the width of the sidewalks will be reduced to 7’ and the vehicle lane width will be reduced to 11’. He stated that the sidewalks will be in compliance with ADA requirements.

Mr. Teles stated that construction phases 1A and 1B can begin before the Buttonwood St Bridge reopens. He stated that construction phase 2 will begin the permanent lane and ramp closures. He explained that construction phase 6 is scheduled to take six months and will reduce traffic to one lane in each direction. He stated that this is the final phase of the project.

Mr. Teles reviewed the detour information. He stated that the primary detour is Lancaster Ave with a secondary detour at Wyomissing Ave.

Mr. Teles explained that the intersection at 2nd & Penn Sts will also be addressed. He stated that the islands must be removed temporarily along with both the lighted sign and the welcome sign. He stated that the islands and signs will be reinstalled at the conclusion of the project.

Mr. Steckman questioned if the signs could be relocated temporarily during construction. Mr. Teles stated that he would be willing to work with the contractor to relocate them.

Mr. Steckman stated that the City may also replace the welcome sign.

Mr. Steckman questioned if the lights on the bridge would be replaced. Mr. Teles stated that they would be replaced with a style similar to what is currently in place.

Mr. Steckman questioned if the City would have access to electric at the poles. Mr. Teles stated that he would check. He noted that the lights would be LED and the poles will have the hardware necessary to hang banners. Mr. Krall expressed the belief that there would be access to electricity but that he would confirm.
Mr. Teles stated that lighting will also be installed below the bridge for aesthetic lighting that the City must maintain. He stated that there will be obelisks on each side of the bridge at 2nd St to act as a gateway and that the obelisks will be have lighting that can change colors.

Council requested renderings of the project specifics. Mr. Teles stated that he will provide the renderings and that a more in-depth presentation can be made.

Mr. Teles stated that Front St must remain open during the project. He stated that lane closures and the use of RACC parking areas will be coordinated with RACC sessions to cause the least disruption to campus. He stated that fencing will protect pedestrians and that one sidewalk will remain open on the bridge.

Mr. Teles reviewed the proposed construction schedule. He stated that it is anticipated that the project will be complete in December 2019.

Mr. Scott stated that the contractors have caused a lot of damage to the Schuylkill River Trail during the Buttonwood St Bridge project. Ms. Fallon stated that the contract indicates that the contractor must return the area to its pre-construction condition. She recommended that the City take photos of the condition. Mr. Knepper stated that he will visit the site and inspect the trail.

Ms. Goodman-Hinnershitz stated that lane closures, even during the overnight hours, may be problematic when there are events downtown. She questioned if there was a way to inform attendees of possible delays. Ms. Fallon stated that there will be portable messaging signs.

Ms. Goodman-Hinnershitz reminded all that there are crashes on the West Shore Bypass almost daily and that this will add to the congestion.

Mr. Waltman questioned if the median was a standard width. Mr. Teles stated that it is and that it will be concrete similar to what is currently on the bridge.

Mr. Krall, Ms. Knepper, Mr. Teles, and Ms. Fallon left the meeting at this time.

**III. Assign Council liaisons to DID and BCTV Boards**

Mr. Waltman questioned who was interested in serving as the liaisons. Ms. Reed and Mr. Marmarou stated that they are interested in serving as liaison to BCTV. Mr. Slifko stated that he was interested in serving as liaison to DID.
Mr. Steckman stated that the Mayor is the official representative of the City on the BCTV Board. He stated that this is included in the bylaws and there is no provision for Council liaison.

Mr. Waltman stated that this is not an official voting representative. He stated that it is a member of Council who is willing to attend meetings and report back to Council. He stated that they will have no vote and no right to comment on business.

Ms. Reed stated that these are open public meetings.

Mr. Slifko requested being added to the email list for notification of meetings. He questioned if the Boards would be notified. Ms. Kelleher stated that the Boards would be notified.

Ms. Goodman-Hinnershitz informed Council that she and Mr. Waltman will be representing Council on the Mt. Penn Preserve Steering Committee.

Ms. Reed suggested that Council pass resolutions for all three boards. Mr. Waltman stated that they will appear on the November 28 agenda.

Ms. Kelleher stated that Councilors cannot vote for themselves.

**IV. Agenda Review**

Council reviewed this evening’s agenda including:

- Award of Contract for creation of a brand for the City of Reading

Ms. Reed stated that there are great firms in Berks County and asked why this contract would go to a firm in New York. She noted the need for the City to support local business and she objects to awarding this contract to a firm that is outside Berks County.

Mr. Waltman questioned if it was to brand only the updated website. Mr. Steckman stated that it would rebrand the entire City image.

Ms. Reed questioned where the project would be funded from. Mr. Pottiger stated that he was unsure.

Ms. Goodman-Hinnershitz suggested that this item be removed from the agenda for Council to obtain this information.
Ms. Goodman-Hinnershitz questioned if Mr. Cituk would like to present his 2017 budget comments. Mr. Cituk stated that he has no voice and that his Auditor’s Report would also be very brief.

- Ordinance amending the Zoning budget in the amount of $15,076.84

Mr. Steckman stated that the items were not properly budgeted and the budget needs to be amended to cover costs. Mr. Steckman noted that overall the City budgeted well with very few amendments necessary.

- Ordinance authorizing transfer of $100,000 in case reserves from the Solid Waste/Recycling Enterprise Fund to Contracted Services for the additional rental units added to the solid waste service contract

Mr. Steckman stated that the City trash removal contractor has added more units for pick up so the cost has increased. He stated that there is a corresponding increase in revenue which is not noted in the legislation.

Mr. Slifko questioned if the legislation should be amended. Mr. Steckman suggested that it be amended and stated that he will provide the necessary information to Ms. Kelleher. He explained that the revenue more than offsets the additional cost.

Mr. Twyman questioned why recycling is cited if it is not affected. Mr. Johnson stated that these are trash costs and that the transfer is within the Enterprise Fund. He explained that recycling is included because it is part of the name of the fund.

- Ordinance authorizing the transfer of $39,819 from Shade Tree Reserve fund balance to Contracted Services to fund a hazardous tree removal project at City Park

Mr. Johnson stated that hazardous trees are being removed from City Park and that the transfer is required to complete the project in 2016.

Ms. Goodman-Hinnershitz stated that some trees in City Park are memorials. She noted the need to replant these trees. She stated that there is one from 1935 in memorial grove.

Mr. Slifko questioned the number of trees being removed. Mr. Johnson stated that it is approximately 33 trees.
Mr. Twyman questioned if the removals were being performed by Public Works employees or by a contractor. Mr. Johnson stated that the work is being performed by a contractor to have the project completed more quickly.

Mr. Twyman questioned where the waste would be going. Mr. Johnson stated that he is unsure.

- Ordinance authorizing the indebtedness for the Waste Water Treatment Plant liquid and solids upgrades through PennVEST in the amount of $148,908,317

Mr. Steckman stated that this is two separate loans for the projects. He stated that the terms are 20 years at 1% interest.

Mr. Edelman explained that this ordinance authorizes the acceptance of the loans. He stated that the ordinance is required by the Debt Act and explained that $108 million is for the liquid upgrade and $40 million is for the solids upgrade. He stated that PennVEST adjusted the amount available to the City. He explained that this ordinance also repeals the prior approval of PennVEST loans for the projects.

- Ordinance amending the City Code, Chapter 576 Vehicles and Traffic Section 417 Residential Parking Permits to extend time restrictions for on-street parking in residential parking zones to 8 pm

Mr. Marmarou stated that residential parking was discussed at the College Heights Community Council meeting and that he objects to a residential parking area in this neighborhood. Ms. Kelleher stated that this would apply to College Heights only if the neighborhood chooses to move forward with residential parking zone application process.

Mr. Marmarou again objected and stated that only 51% of residents in a block are required to sign the petition for a residential parking zone. He used his block as an example and explained that there are 26 homes on the block and that the students who live in the block are creating parking problems. He expressed the belief that this approach would simply chase the cars from block to block. He stated that it is now Albright’s policy to require juniors and seniors to live off campus and that these students all have cars.

Mr. Waltman suggested adding this topic to a future Strategic Planning Committee agenda. Mr. Steckman stated that further work is needed before a residential parking zone is added in College Heights. But he noted the need for Mr. Marmarou to look at this issue City-wide and how to address parking overall. He stated that Albright’s new housing project may help alleviate the problem.
Mr. Marmarou objected and stated that there are not enough existing parking spaces to accommodate the students and those wishing to shop in the shopping center.

Mr. Waltman stated that this ordinance only applies to current residential parking zones. He suggested a separate conversation about Albright parking and off campus housing.

Mr. Slifko questioned if there was a direct line of communication between the City and Albright. He noted the need to establish rapport with the new incoming President. Mr. Marmarou stated that he will be contacting the new President. Mr. Steckman stated that the Administration will also be contacting her.

Mr. Scott stated that the neighborhood zones already have a process. He stated that this is not adding new zones. He explained that increasing the enforcement time to 8 pm benefits all zones across the City. He explained how the downtown residential parking zones are affected by events at the arena and performing arts center. He noted the Parking Authority’s hope that the increased enforcement time will move more vehicles into the parking garages for events.

Ms. Goodman-Hinnershitz suggested that this may not be ready for vote on November 28. She requested a more detailed discussion before the legislation moves forward.

Mr. Waltman stated that this ordinance extends the enforcement for the existing residential parking zones by two hours.

Ms. Goodman-Hinnershitz noted the need for a better understanding.

Mr. Waltman noted the need for the City to communicate directly with the new President of Albright. Mr. Steckman stated that she has not yet begun her tenure. He stated that the City will be reaching out and that the City wants good communication with all its colleges.

- Ordinance amending the City Code, Chapter 576 Vehicles and Traffic by amending Part 4 Stopping and Parking Section 416 C to increase the penalty

Mr. Waltman suggested that this amendment also be discussed further.

- Ordinance amending the agreement with Berks EIT allowing them to contract with a 3rd party to collect relatively small amounts

Mr. Steckman stated that this is a housekeeping issue.
• Resolution approving the submission of the 2017 CDBG Action Plan

Mr. Steckman stated that the public hearing has been held.

• Resolutions awarding the contracts for the WWTP project
  o General construction to Michael Ronca & Sons for $121,221
  o Electrical to BSI Electrical for $13,092,280
  o Plumbing to Vision Mechanical for $733,000
  o HVAC to MBR Construction for $2,577,000

Mr. Daubert voiced his concern that all the contracts came in higher than estimated and that only two of them will employ local labor. He stated that he will not support the contracts for general construction and electrical because they do not use local labor.

Ms. Goodman-Hinnershitz questioned who reviewed the contracts. Mr. Steckman stated that the proposals have been reviewed by PA DEP, City Public Works staff, the solicitor’s office and the City’s construction consultants. He stated that he understands Mr. Daubert’s concerns in the increased amount but explained that an estimate is a best guess. He stated that with these contracts the firms must obtain all business licenses and permits and pay the associated taxes and fees. He stated that it is very expensive for firms to submit bids. He expressed the belief that the City’s financial position and the FBI investigation also caused increased costs as many firms felt that the City would not be able to move forward with the project. He stated that the contracts also contain language prohibiting change orders and that all these factors must be considered.

Mr. Steckman commended Ms. Morriss and Mr. Johnson for their work on the projects. He stated that they have invested countless hours and put in much time and effort. He stated that this is a massive project and is the largest project the City has ever done.

Mr. Daubert questioned how there could be a guarantee that there are no change orders. Mr. Steckman stated that change orders cannot be done for errors or omissions. He stated that the only time change orders will be considered is if the work will give the City a different return on its investment. He stated that unanticipated issues discovered during construction may result in change orders.

Mr. Johnson stated that the technical design and legal documents have been heavily reviewed.
Mr. Twyman also noted his hope that local firms would be chosen. He noted the need for additional time to consider the issue and gain a better understanding. He also noted his understanding that the City is behind schedule according to the consent decree. He stated that he is hesitant but that he will support the contract awards as he trusts that the Administration has fully vetted the firms.

Mr. Steckman stated that the City has encouraged local labor and hopes that the projects will include training and an internship program. He stated that this project has been under discussion for twelve years. He expressed the belief that continued delays also cause the costs to increase. He reminded all that when the project is complete that future upgrades may be needed as regulations change.

Mr. Scott stated that he has reviewed many existing contracts since taking office in January. He stated that the FBI is also still reviewing documents. He stated that the number of change orders have caused the low bidder for projects to charge more than the highest bidder. He expressed the belief that many companies have been bullying and taking advantage of the City and that it will stop. He stated that the City is working hard to reduce change orders.

Mr. Waltman stated that this is a large investment and that the project has been discussed for many years. He noted that his largest concern is that the City is limited on the amount of funds that the City can recoup for expenses per year. He reminded all that the consent decree limited the City to using $3 million per year from the Sewer Fund to cover expenses. He noted the need to address this after the project is completed. He expressed the belief that this is one of the keys to the City successfully exiting Act 47. He explained that he opposed this provision from the beginning.

Mr. Slifko questioned how this could be addressed. Mr. Waltman expressed the belief that the City must complete the project and get out of the consent decree. He stated that there may also be other legal issues.

V. Executive Session

Mr. Waltman stated that Council would be entering executive session to discuss a litigation matter. Council entered executive session at 6:41 pm and exited at 6:53 pm.

The meeting adjourned at 6:53 pm.
Respectfully Submitted by
Linda A. Kelleher, CMC, City Clerk
Budget Parking Lot

Oct 10th Meeting
→ Parking Authority Contribution – 2017 Strategic Planning
→ EIT Growth & EIT reserved for Capital expenses
→ Revenue Collection – Per Capita, BPT and LST – *Bid award on 10-24 agenda*

Oct 12th Meeting
→ Fire Tower Staircase Repair in Capital – Pagoda Skyline should explore grant opportunities
→ IT Plan with implementation plan and timeline – 2017 Strategic Planning
  *Capital expense of $1.7M is the repayment of the refresh short-term loan; Hansen replacement in 2017 IT Budget*
→ Liquid Fuel Regulations – *distributed 10-13-16; Pub Works w/ Liquid Fuels scheduled for review 10-24*
→ Trash/Recycling – *Solid Waste/Recycling scheduled for review 10-31*

Oct 17th Meeting
→ Fund balance assignments and/or trusts to address capital issues, liability, etc. 2017 Strategic Planning
→ Police expenses pre and post Act 47 – *Jan Strategic Planning*
→ Pension Investments – actuarial estimate vs reality – *Dec Strategic Planning*
→ Post-retirement Healthcare costs - 2017 Strategic Planning re Fund Balance Policy

Oct 19th Meeting
→ Fund balance policy - 2017 Strategic Planning

Oct 24th Meeting
→ Strategic Plan Review – *Dec Strategic Planning Mtg*
→ Economic Development Position – job description & check salary budgeted - Withdrawn
→ Filling the Planning position re 1 FT or multiple PT employees - 2017 Strategic Planning
→ Breakdown of reimbursable CD salaries
→ Committee and Policy re $1M to rehab/demo blighted properties – consider placing the $1M in contingency until the details are worked out - 2017 Strategic Planning

Oct 26th Meeting
→ Liquid Fuels – Decrease amount “Vehicles” as some purchases were moved to Capital - $150K
→ Reduce Public Property Salaries – Position renamed and moved to PW Admin
→ Pub Property Fringe Benefits line item 36.8% increase – check formula - Corrected
→ Revisit IMAs & Budget/Fund Impact of WWTP Project, Leveling – Jan or Feb Strategic Planning

Oct 31st Meeting
→ Unpaid legal expenses – WWTP, other

Nov 2nd Meeting
→ Converting PT telecommunications personnel in Police Dispatch to FT – 2017 issue
→ Check if funding for K9 is sufficient as the unit is not fully staffed
→ Consider purchasing health insurance for the K9 dogs
→ Change the Vacancy Allowance line item in Patrol to 4998, from 4803
→ Add $1-6K in Shade Tree overtime
→ Create a centralized line item to charge all snow related overtime expenses

Nov 5th Meeting
→ Eliminate Economic Development Manager position from the Position Ord
→ Restructure Main Street and reallocate funding – 2017 Strategic Planning list
→ Consider hiring additional Planning staff – 2017 Strategic Planning list
→ Consider hiring Traffic Engineer or other FT Public Works staff – 2017 Strategic Planning list
→ Define benchmark for Per Capita collection and consider eliminating the tax if collection underperforms
→ Negotiate new Parking Authority Lease Agreement
→ Negotiate Redevelopment Authority Lease Agreement
→ Assign Council liaisons to DID and BCTV board
→ Better utilization of BCTV and negotiate change in programming types

Nov 7th Meeting
→ Federal requirement to close local HRC Office for regional HRC – decision from Fed Govmt 2017
→ Heart & Lung v workman’s comp – 2017 Strategic Plan list

Budget Amendments
Changes made in the revised budget distributed on 11-9
→ Reduce Mayor’s Office Salary Line item by $29K – PT position eliminated; Increase Contingency by $29K
→ Check formula used to calculate Pension amounts – pension expenses is not adjusted when salaries are reduced - Corrected
→ Liquid Fuels – Decrease amount “Vehicles” as some purchases were moved to Capital - $150K
→ Reduce Public Property Salaries – Position renamed and moved to PW Admin
→ Pub Property Fringe Benefits line item 36.8% increase – check formula – Corrected
→ Change the Vacancy Allowance line item in Patrol to 4998, from 4803
→ Add $1-6K in Shade Tree overtime
→ Create a centralized line item to charge all snow related overtime expenses
→ Eliminate Economic Development Manager position from the Position Ord
→ Reduce healthcare expense to reflect savings negotiated re administration of the plan

NEW - Nov 7th and 9th
→ Eliminate Pagoda rental revenue
→ Move surplus in Fund 54 and 55 to Rate Stabilization