

CITY COUNCIL

Meeting Agenda

REGULAR MEETING
COUNCIL CHAMBERS

MONDAY, JULY 25, 2016
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 "Live and Archived Meeting Videos". 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.

RULES FOR PUBLIC PARTICIPATION AT COUNCIL MEETINGS

The Administrative Code, Section § 5-209 defines public participation at Council meetings.

1. Citizens attending Council meetings are expected to conduct themselves in a responsible and respectful manner that does not disrupt the meeting.
2. Those wishing to have conversations should do so in the hall outside Council Chambers in a low speaking voice.
3. Public comment will occur only during the Public Comment period listed on the agenda at the podium and must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Clapping, calling out, and/or cheering when a speaker finishes his comments is not permitted.
4. Citizens may not approach the Council tables at any time during the meeting.
5. Any person making threats of any type, 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, removed from Council Chambers and/or cited.
6. Failure to abide by these regulations could result in your removal from Council Chambers and/or a citation. These regulations are meant to avoid disruptions at the meeting and they are not meant to interfere with public participation.

1. OPENING MATTERS

A. CALL TO ORDER

B. INVOCATION: Pastor Alan Wolkenhauer, Trinity Lutheran Church

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

The purpose of the Executive Session on Monday, July 25th was related to _____ matters.

2. PROCLAMATIONS AND PRESENTATIONS

- Council Commendation recognizing Park and Recreation Month, accepted by Recreation Commission Executive Director Daphne Klahr

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 or by legibly printing their name, address and the subject matter to be discussed on a sign-up sheet found on the podium in Council Chambers between 5 pm and 7 pm on the day of the scheduled 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, including applause or cheering, 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 July 11, 2016

B. AGENDA: Regular Meeting of July 25, 2016

5. Consent Agenda Legislation

A. Resolution 53-2016 – authorizing the disposition of records from the City Clerk's office re expired contracts

B. Award of Contract – for Sulfur Dioxide 1 Ton Cylinders JCI Jones Chemicals Inc. 1765 Ringling Blvd. Sarasota, FL in the amount of \$52,000.00

C. Award of Contract – for Liquid Chlorine 1 Ton Cylinders JCI Jones Chemicals Inc. 1765 Ringling Blvd. Sarasota, FL in the amount of \$90,750.00

D. Award of Contract – for Sodium Hydroxide 25% Bulk to Brenntag Northeast 81 West Huller Lane Reading in the amount of \$23,460.00

E. Award of Contract – for Sodium Hydroxide 25% Totes to Brenntag Northeast 81 West Huller Lane Reading in the amount of \$15,136.80

F. Award of Contract – for Sodium Hypochlorite 15% Bulk to Univar USA Inc. 532 East Emaus Street Middletown, PA in the amount of \$53,000.00

G. Award of Contract – for Sodium Hypochlorite 15% Totes to Brenntag Northeast 81 West Huller Lane Reading in the amount of \$29,182.50

H. Resolution – authorizing the President of Council to execute the Certification of Unpaid Interim Tax Bills for 943 E. Laurel St. and 414A Minor St.

I. Resolution – authorizing the approval of a Sewage Planning Module revision for Radkra LLC’s 1100 Rockland Street Student Housing project.

6. ADMINISTRATIVE REPORT

7. REPORT FROM OFFICE OF THE AUDITOR

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

- PennDOT Report re proposed traffic improvement project at 5th and Bingaman Street to Chestnut Street, to Perkiomen Avenue to the Mt Penn boundary line.

9. ORDINANCES FOR FINAL PASSAGE

Pending additional information required

Bill No. 2016 – creating the Reading Regional Water Authority *Introduced at the May 23 regular meeting*

Ordinance – amending the City of Reading Code of Ordinances, Chapter 600 Zoning, Section 600-2111 Telecommunications Facility Exemptions *Introduced at the June 27 regular meeting; Advertised on June 28, July 18 and 25; Public Hearing scheduled August 1*

A. Bill No. 22-2016 - authorizing Berks EIT, as the City’s tax collector, to engage one or more third-party collection agencies to pursue and collect delinquent Tax and apply a fee for the use of a third-party collection agency provided that the fee does not exceed twenty-five percent (25%) of the amount of Tax collected from any such Taxpayer *Introduced at the July 11 regular meeting*

B. Bill No. 23-2016 – authorizing the transfer of funds from the Shade Tree budget to the Minor Capital budget for the purchase of a bucket truck, authorized in the 2015 budget *Introduced at the July 11 regular meeting*

C. Bill No. 24-2016 – authorizing the amendment of the 2016 Budget to add a PennDOT Reimbursement Grant for the Downtown Lighting Project *Introduced at the July 11 regular meeting*

D. Bill No. 25-2016 – authorizing the addition of a budget item for the receipt of a grant from the State Fire Commissioners for the replacement of the Fire Department’s nozzle and hoses *Introduced at the July 11 regular meeting*

E. Bill No. 26-2016 – amending City Code Chapter 496 Solid Waste, Part 1 Dumpster by amending the definitions of Trash Can, Dumpster and Trash Can and deleting the definition of Container *Introduced at the July 11 regular meeting*

F. Bill No. 27-2016 – amending City Code Chapter 496, Part 2 Solid Waste, Section 206 Storage of Municipal Waste requiring storage in containers and defining the type of trash bag that may be used for set out ***Introduced at the July 11 regular meeting***

G. Bill No. 28-2016 – authorizing the use of the General Fund Reserve to pay off the balance of the 2010 unfunded debt bond in the amount of \$6,570,000 ***Introduced at the July 11 regular meeting***

10. INTRODUCTION OF NEW ORDINANCES

A. Ordinance – authorizing the transfer in the sewer reserve fund in the amount of \$1,141,326.69 for construction work to be performed on the digester.

B. Ordinance – authorizing the transfer from the Agency Fund in the amount of \$20,000.00 to General Plant Supplies and amending the 2016 Agency Fund operating budget to allocate funds for the purchase of supplies for the K-9 and bicycle units through the use of public sector contributions.

C. Ordinance – amending City Code Chapter 576 Vehicles And Traffic, Part 5 Parking Meters, A Regulations by adding an Administrative Appeal Process Section 576-518 and repealing the imprisonment provision for default of payment in Section 576-517 (B).

D. Ordinance – adopting the 2016 Operating Budget of Community Development Fund 32 and authorizing the appropriation of funds in the amount of \$4,673,875.24 to fund projects and administrative operations.

11. RESOLUTIONS

A. Resolution -

12. PUBLIC COMMENT – GENERAL MATTERS

Please see public speaking rules on second page

13. COUNCIL BUSINESS / COMMENTS

14. COUNCIL MEETING SCHEDULE

Monday, July 25

Committee of the Whole – Penn Room – 5 pm

Regular Meeting – Council Chambers – 7 pm

Monday, August 1

Nominations and Appointments Committee – Council Office – 4 pm

Zoning Amendment Hearing – Telecommunications Towers – Council Chambers – 5 pm

Strategic Planning Committee – Council Office – immediately following hearing

Monday, August 8

Committee of the Whole – Penn Room – 5 pm

Regular Meeting – Council Chambers – 7 pm

15. BAC AND COMMUNITY GROUP MEETING SCHEDULE

Monday, July 25

DID Authority – 645 Penn St 5th floor – noon

District 7 Crime Watch – Holy Spirit Church – 7 pm

Tuesday, July 26

Housing Authority Workshop– WC Building – 4 pm

Housing Authority – WC Building – 5 pm

Planning Commission – Penn Room – 7 pm

Penn’s Commons Neighborhood Meeting – Penn’s Commons meeting room – 7 pm

Wednesday, July 27

Main Street Board – Chamber Office – 3:30 pm

Parking Authority – Parking Authority Office – 5:30 pm

Stadium Commission – TBD – 7 pm

Thursday, July 28

Water Authority – Council Chambers – 4:30 pm

Monday, August 1

Shade Tree Commission – Public Works – 6 pm

Tuesday, August 2

Board of Health – Penn Room – 4 pm

Charter Board – Penn Room – 7 pm

Wednesday, August 3

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

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

Thursday, August 4

Police Civil Service Board – Penn Room – noon

City of Reading City Council
Regular Meeting
July 11, 2016

Council Vice President Reed called the meeting to order.

The invocation was given by Police Officer and Police Chaplin Christopher Bucklin

All present pledged to the flag.

ATTENDANCE

Councilor Daubert, District 1

Councilor Goodman-Hinnershitz, District 2

Councilor Twyman, District 3

Councilor Marmarou, District 4

Councilor Reed, District 5

Councilor Slifko, District 6

City Auditor D. Cituk

City Solicitor C. Younger

City Clerk L. Kelleher

Managing Director G. Steckman

There were no executive sessions that occurred at the Committee of the Whole meeting.

Council Vice President Reed stated that Council President Waltman was unable to attend the meeting due to an illness.

PROCLAMATIONS AND PRESENTATIONS

None.

PUBLIC COMMENT

Council Vice President Reed stated that there are five (5) citizens registered to address Council; one (1) on agenda matters and four (4) on non-agenda matters. She inquired if any Councilor objected to suspending the rule requiring non-agenda comment at the end of the meeting. As no one objected the rule was suspended.

Councilor Goodman-Hinnershitz explained that Council rule separates public comment into two periods: agenda comment at the beginning of the meeting and non-agenda comment at the end of the meeting. She noted that Council usually allows all comment at the beginning of the meeting by suspending the rules; however, Council may exercise the option to separate the agenda and non-agenda comment as it appears on each meeting agenda.

Councilor Daubert read the public speaking rules that were adopted by Council.

Evelyn Morrison, of Church Street, spoke about the appointment process for the Water Authority and she read from a memo from former mayor Spencer nominating Councilor Waltman to the board. She suggested repealing the dissolution of RAWA to avoid creating a new authority and bringing the water system back under direct City control. She also suggested that the City go into receivership at the end of the Act 47 period.

Sheila Perez, no address listed on the signup sheet, expressed the belief that the parking agreement with the Santander should be renegotiated to require the Santander to pay for parking. She stated that parking should not be provided free to this entity. She also expressed the belief that the spaces reserved for the Goggleworks and Judy's on Cherry should also pay the parking fee. She suggested that all who park should pay their fair share. She also suggested that all appointments to City Boards, Authorities and Commissions should be City residents.

Juan Zabala, no address listed on the signup sheet, gave his views on the recent nationwide incidents involving police and citizens. He suggested that Reading use the approach used by former mayor Nutter in Philadelphia which is a Citizens Judicial Committee. He suggested meeting with individual elected officials to further discuss this issue.

Wanda Negron, of Lackawanna Street, complained that her name was erroneously removed from a sign in sheet at a prior meeting. She also complained about the cleanliness of various City owned facilities that were supplied for her event. Mr. Steckman offered to discuss this issue with her after the meeting. *(Note: Ms. Negron was last registered to speak at the May 23rd Regular meeting and she did not respond when she was called to the podium)*

Romaine Schwartz, of Scott Street, stated that several years ago when the City closed an area of Margaret Street for the Housing Authority, she questioned if she would receive half of the street as her property adjoins the same area of Margaret Street; however, she never received an answer. Councilor Daubert asked Ms. Schwartz to speak with him about this issue after the meeting.

APPROVAL OF THE AGENDA & MINUTES

Council Vice President Reed called Council's attention to the agenda for this meeting and the minutes from the June 27th Regular Meeting of Council. She noted the need to amend the agenda to include the following ordinances:

1. Ordinance – authorizing the transfer of funds from the Shade Tree budget to the Minor Capital budget for the purchase of a bucket truck, authorized in the 2015 budget
2. Ordinance – authorizing the amendment of the 2016 Budget to add a PennDOT Reimbursement Grant for the Downtown Lighting Project
3. Ordinance – authorizing the addition of a budget item for the receipt of a grant from the State

- Fire Commissioners for the replacement of the Fire Department's nozzle and hoses
4. Ordinance – amending City Code Chapter 496 Solid Waste, Part 1 Dumpster by amending the definitions of Trash Can, Dumpster and Trash Can and deleting the definition of Container
 5. Ordinance – amending City Code Chapter 496, Part 2 Solid Waste, Section 206 Storage of Municipal Waste requiring storage in containers and defining the type of trash bag that may be used for set out
 6. Ordinance – authorizing the use of the General Fund Reserve to pay off the balance of the 2010 unfunded debt bond in the amount of \$6,570,000

No one objected to the amendment of the agenda.

Councilor Daubert moved, seconded by Councilor Slifko, to approve the minutes from the June 27th Regular Meeting of Council and the agenda, as amended. The motion was approved unanimously.

Consent Agenda

None.

ADMINISTRATIVE REPORT

The managing director reported that the ordinances added to the agenda relating to the budget are related to grant funded projects that were not approved with the 2016 General Fund Budget. He also reported that the administration will soon be proposing a decriminalized parking ticket system that is being used in other Pennsylvania municipalities.

AUDITOR'S REPORT

City Auditor Cituk read the report distributed to Council at the meeting, in summary:

- 2002-16 Real Estate Transfer Tax
- Highlights from the 2015 Parking Authority external audit

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

Cathy Curran-Myers, Chair of the Environmental Advisory Council (EAC), presented the EAC's annual report. The report outlines the EAC's goals, accomplishments; in summary:

- Completion of the Alternative Energy and Riparian Buffer zoning amendments which were enacted by Council
- Continued work on the Steep Slope zoning amendment
- Provided comment on the draft Comprehensive Plan
- Continued education and outreach on the Rain Barrel program and regulations

Ms. Curran-Myers stated that in her first year as chair the EAC formed subcommittees composed of EAC members and citizens to address various issues. She stated that the EAC is also working on the management of storm water issues through green infrastructure. She stated that the EAC's success is due to the support and expertise of Deputy City Clerk Michelle Katzenmoyer and Utilities Division

Manager Deborah Hoag. She also thanked Councilor Slifko for joining the EAC and participating in the EAC endeavors.

Councilor Goodman-Hinnershitz applauded the EAC for their continued work. She suggested that the group consider the environmental issues created by litter and improperly disposed trash.

Councilor Slifko commended the EAC for their excellent work and commitment.

Council Vice President Reed asked for the EAC report to be provided on the City's website.

ORDINANCES FOR FINAL PASSAGE

Pending additional information required

Bill No. 2016 - creating the Reading Regional Water Authority *Introduced at the May 23 regular meeting*

Ordinance - amending the City of Reading Code of Ordinances, Chapter 600 Zoning, Section 600-2111 Telecommunications Facility Exemptions *Introduced at the June 27 regular meeting; Advertised on June 28, July 18 and 25; Public Hearing scheduled August 1*

None.

INTRODUCTION OF NEW ORDINANCES

Councilor Goodman-Hinnershitz read the following ordinances into the record:

A. Ordinance - authorizing Berks EIT, as the City's tax collector, to engage one or more third-party collection agencies to pursue and collect delinquent Tax and apply a fee for the use of a third-party collection agency provided that the fee does not exceed twenty-five percent (25%) of the amount of Tax collected from any such Taxpayer

B. Ordinance - authorizing the transfer of funds from the Shade Tree budget to the Minor Capital budget for the purchase of a bucket truck, authorized in the 2015 budget

C. Ordinance - authorizing the amendment of the 2016 Budget to add a PennDOT Reimbursement Grant for the Downtown Lighting Project

D. Ordinance - authorizing the addition of a budget item for the receipt of a grant from the State Fire Commissioners for the replacement of the Fire Department's nozzle and hoses

E. Ordinance - amending City Code Chapter 496 Solid Waste, Part 1 Dumpster by amending the definitions of Trash Can, Dumpster and Trash Can and deleting the definition of Container

F. Ordinance - amending City Code Chapter 496, Part 2 Solid Waste, Section 206 Storage of Municipal Waste requiring storage in containers and defining the type of trash bag that may be used for set out

G. Ordinance - authorizing the use of the General Fund Reserve to pay off the balance of the 2010 unfunded debt bond in the amount of \$6,570,000

RESOLUTIONS

None.

COUNCIL COMMENT

Councilor Marmarou expressed the belief that the problems in District 4 are created by off campus student housing in residential neighborhoods. He noted that some landlords and property owners have learned to skate around the City student home regulations, which has forced a number of long term residents to move out of the City.

Councilor Daubert commended Mr. Zabala for his recommendation for a Citizens Judicial Committee. He agreed to meet with Mr. Zabala.

Councilor Goodman-Hinnershitz noted the sadness caused by the various police related incidents nationwide. She suggested that people work to identify solutions that peacefully support law enforcement and first responders. She described the success of the Reutlingen delegation's visit to Reading/Kutztown last week. She also reminded District 2 residents about the contest for the best outdoor maintenance.

Council Vice President Reed stated that Council was honored to attend the Police Department Roll Call last Friday with the Police Chief. She thanked Mr. Zabala for his suggestion. She also reminded everyone about the Reading Pride event scheduled for this Sunday in Centre Park.

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

Respectfully submitted by Linda A. Kelleher CMC, City Clerk

RESOLUTION NO. _____ 2016

WHEREAS, by virtue of Resolution 120-2006, adopted December 11, 2006 as amended by Resolution 43-2009, adopted April 13, 2009, the City of Reading declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, and;

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

NOW THEREFORE, THE COUNCIL OF THE CITY OF READING DOES HEREBY RESOLVE AS FOLLOWS:

In accordance with City of Reading Records Retention Policy and Document Retention Schedule, hereby authorizes the disposition of the following public records:

City Clerk's Office

- Kagen, Alexander – 1958
- Kagen's Inc. – 1961 through 1972
- Kakos, Rev. Michael P. – 1955
- Kantner, Charles L. – 1953
- Kantner, Franklin E. & Dorothy – 1951
- Kearns & Davis Construction Co. – 1996
- Keegan, W.F. & Co. – 1977
- Kennedy & Brown – 1973
- Reading Company – 1949 through 1980
- Reading Police Home Assoc. – 1957
- Smith, Herbert H. & Assoc. – 1968
- Smithgall, James J. – 1985 through 1990
- Smoyer, Downie Landscape Nurserymen – 1985 through 1987

Adopted by Council _____, 2016

President of Council

Attest:

City Clerk



AGENDA MEMO

DEPARTMENT OF ADMINISTRATIVE SERVICES

TO: City Council
FROM: Tammi Reinhart, Purchasing Coordinator
PREPARED BY: Tammi Reinhart, Purchasing Coordinator
MEETING DATE: July 11, 2016
AGENDA MEMO DATE: June 30, 2016
RECOMMENDED ACTION: Awarding of Contract for Chemicals 2016 Sulfur Dioxide 1 Ton Cylinders

RECOMMENDATION

The recommendation is to award the contract for Chemicals to JCI Jones Chemicals Inc. 1765 Ringling Blvd. Sarasota, FL 34236.

BACKGROUND

The purpose of the project is to be used for plant operation, solids processing and odor control. Chemicals are necessary to maintain compliance.

BUDGETARY IMPACT

The Department of Public Works has confirmed there are sufficient funds to cover the project. The total amount is \$52,000.00/yr.

PREVIOUS ACTION

None

SUBSEQUENT ACTION

Formal action by Council is required to award the contract at the July 11, 2016 meeting.

RECOMMENDED BY

Mayor, Managing Director, Public Works Director, Acting Director of Administrative Services, Controller and Purchasing Coordinator.

RECOMMENDED MOTION

Approve/Deny the recommendation for the Chemicals Project in order that the contract may be awarded to JCI Jones Chemicals Inc.

cc: File



AGENDA MEMO

DEPARTMENT OF ADMINISTRATIVE SERVICES

TO: City Council
FROM: Tammi Reinhart, Purchasing Coordinator
PREPARED BY: Tammi Reinhart, Purchasing Coordinator
MEETING DATE: July 11, 2016
AGENDA MEMO DATE: June 30, 2016
RECOMMENDED ACTION: Awarding of Contract for Chemicals 2016 Liquid Chlorine 1 Ton Cylinders

RECOMMENDATION

The recommendation is to award the contract for Chemicals to JCI Jones Chemicals Inc. 1765 Ringling Blvd. Sarasota, FL 34236.

BACKGROUND

The purpose of the project is to be used for plant operation, solids processing and odor control. Chemicals are necessary to maintain compliance.

BUDGETARY IMPACT

The Department of Public Works has confirmed there are sufficient funds to cover the project. The total amount is \$90,750.00/yr.

PREVIOUS ACTION

None

SUBSEQUENT ACTION

Formal action by Council is required to award the contract at the July 11, 2016 meeting.

RECOMMENDED BY

Mayor, Managing Director, Public Works Director, Acting Director of Administrative Services, Controller and Purchasing Coordinator.

RECOMMENDED MOTION

Approve/Deny the recommendation for the Chemicals Project in order that the contract may be awarded to JCI Jones Chemicals Inc.

cc: File



AGENDA MEMO

DEPARTMENT OF ADMINISTRATIVE SERVICES

TO: City Council
FROM: Tammi Reinhart, Purchasing Coordinator
PREPARED BY: Tammi Reinhart, Purchasing Coordinator
MEETING DATE: July 11, 2016
AGENDA MEMO DATE: June 30, 2016
RECOMMENDED ACTION: Awarding of Contract for Chemicals 2016 Sodium Hydroxide 25% Bulk

RECOMMENDATION

The recommendation is to award the contract for Chemicals to Brenntag Northeast 81 West Huller Lane Reading, PA 19605.

BACKGROUND

The purpose of the project is to be used for plant operation, solids processing and odor control. Chemicals are necessary to maintain compliance.

BUDGETARY IMPACT

The Department of Public Works has confirmed there are sufficient funds to cover the project. The total amount is \$23,460.00/yr.

PREVIOUS ACTION

None

SUBSEQUENT ACTION

Formal action by Council is required to award the contract at the July 11, 2016 meeting.

RECOMMENDED BY

Mayor, Managing Director, Public Works Director, Acting Director of Administrative Services, Controller and Purchasing Coordinator.

RECOMMENDED MOTION

Approve/Deny the recommendation for the Chemicals Project in order that the contract may be awarded to Brenntag Northeast.

cc: File



AGENDA MEMO

DEPARTMENT OF ADMINISTRATIVE SERVICES

TO: City Council
FROM: Tammi Reinhart, Purchasing Coordinator
PREPARED BY: Tammi Reinhart, Purchasing Coordinator
MEETING DATE: July 11, 2016
AGENDA MEMO DATE: June 30, 2016
RECOMMENDED ACTION: Awarding of Contract for Chemicals 2016 Sodium Hydroxide 25% Totes

RECOMMENDATION

The recommendation is to award the contract for Chemicals to Brenntag Northeast 81 West Huller Lane Reading, PA 19605.

BACKGROUND

The purpose of the project is to be used for plant operation, solids processing and odor control. Chemicals are necessary to maintain compliance.

BUDGETARY IMPACT

The Department of Public Works has confirmed there are sufficient funds to cover the project. The total amount is \$15,136.80/yr.

PREVIOUS ACTION

None

SUBSEQUENT ACTION

Formal action by Council is required to award the contract at the July 11, 2016 meeting.

RECOMMENDED BY

Mayor, Managing Director, Public Works Director, Acting Director of Administrative Services, Controller and Purchasing Coordinator.

RECOMMENDED MOTION

Approve/Deny the recommendation for the Chemicals Project in order that the contract may be awarded to Brenntag Northeast.

cc: File



AGENDA MEMO

DEPARTMENT OF ADMINISTRATIVE SERVICES

TO: City Council
FROM: Tammi Reinhart, Purchasing Coordinator
PREPARED BY: Tammi Reinhart, Purchasing Coordinator
MEETING DATE: July 11, 2016
AGENDA MEMO DATE: June 30, 2016
RECOMMENDED ACTION: Awarding of Contract for Chemicals 2016 Sodium Hypochlorite 15% Bulk

RECOMMENDATION

The recommendation is to award the contract for Chemicals to Univar USA Inc. 532 East Emaus Street Middletown, PA 17057.

BACKGROUND

The purpose of the project is to be used for plant operation, solids processing and odor control. Chemicals are necessary to maintain compliance.

BUDGETARY IMPACT

The Department of Public Works has confirmed there are sufficient funds to cover the project. The total amount is \$53,000.00/yr.

PREVIOUS ACTION

None

SUBSEQUENT ACTION

Formal action by Council is required to award the contract at the July 11, 2016 meeting.

RECOMMENDED BY

Mayor, Managing Director, Public Works Director, Acting Director of Administrative Services, Controller and Purchasing Coordinator.

RECOMMENDED MOTION

Approve/Deny the recommendation for the Chemicals Project in order that the contract may be awarded to Univar USA Inc.

cc: File



AGENDA MEMO

DEPARTMENT OF ADMINISTRATIVE SERVICES

TO: City Council
FROM: Tammi Reinhart, Purchasing Coordinator
PREPARED BY: Tammi Reinhart, Purchasing Coordinator
MEETING DATE: July 11, 2016
AGENDA MEMO DATE: June 30, 2016
RECOMMENDED ACTION: Awarding of Contract for Chemicals 2016 Sodium Hypochlorite 15% Totes

RECOMMENDATION

The recommendation is to award the contract for Chemicals to Brenntag Northeast 81 West Huller Lane Reading, PA 19605.

BACKGROUND

The purpose of the project is to be used for plant operation, solids processing and odor control. Chemicals are necessary to maintain compliance.

BUDGETARY IMPACT

The Department of Public Works has confirmed there are sufficient funds to cover the project. The total amount is \$29,182.50/yr.

PREVIOUS ACTION

None

SUBSEQUENT ACTION

Formal action by Council is required to award the contract at the July 11, 2016 meeting.

RECOMMENDED BY

Mayor, Managing Director, Public Works Director, Acting Director of Administrative Services, Controller and Purchasing Coordinator.

RECOMMENDED MOTION

Approve/Deny the recommendation for the Chemicals Project in order that the contract may be awarded to Brenntag Northeast.

cc: File

Drafted by City Clerk
Sponsored by/Referred by Citizens Service Center
Introduced on 7-25-16
Advertised on N/A

R E S O L U T I O N N O. _____ 2016

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

Authorizing the President of Council to execute the Certification of Unpaid Interim Tax Bills for the following properties:

- 943 E. Laurel St.
- 414A Minor St.

Adopted by Council _____, 2016

President of Council

Attest:

Linda A. Kelleher
City Clerk

**BERKS COUNTY TAX CLAIM BUREAU
CERTIFICATION OF UNPAID INTERIM/CHANGE TAX BILLS**

Mail to: Berks County Tax Claim
633 Court St, 2nd Floor
Reading, PA 19601

The undersigned taxing district hereby returns to you the attached list, comprising of ONE pages, of all properties against which taxes were levied (Township/Borough/City, School and County Taxes), the whole or any part of which Interim Bills were billed on: 10/01/2015 and 12/31/2015 and Change Bills that were billed on 08/01/2015, 09/01/2015, 10/01/2015, 11/01/2015 and 12/01/2015 and remain unpaid. It certifies that this return is correct.

	# of accounts	Flat tax \$ amount	Penalty tax \$ amount	Total tax & penalty \$ amount
County	2	162.19	16.22	178.41
Township/Boro	2	345.18	34.52	379.70
School	-	-	-	-

Preparer's Name LINDA A. WEAVER Phone # 610-478-6640

In witness whereof, the undersigned
TAXING DISTRICT has executed this
return this _____ day of _____,
_____.

(full legal corporate name of taxing district)

By: _____
(President or Chairman)

Attest: _____
(Secretary)

Address:

~~In witness whereof, the undersigned
SCHOOL DISTRICT has executed this
return this _____ day of _____,
_____.~~

~~_____
(full legal corporate name of school district)~~

~~By: _____
(Supervisor or Chairman)~~

~~Attest: _____
(Secretary)~~

~~Address:~~

Date Printed: 7/29/16 9:35
 Report type: DETAIL
 Fiscal Year: 2015

TAX COLLECTOR SYSTEM UNPAID BILLS REPORT
 Bill: 01 - READING & BERKS COUNTY

11W112 Page 0001

Tax Type: Township Real Estate

Year	Bill #	Property	Name & Address	Bill Date	Assessment	Flat Amount	Discount	Penalty	Tax Desc	Balance
2015	0758002	02447900	GRISVICK HELEN A 943 E LAUREL ST READING PA 19602-2531	8/01/15	4,200	244.34	86.41	26.41	TOTAL	290.77
						86.41	8.95	8.95	COUNTY	92.45
						179.65	17.97	17.97	TWP/BORO	157.62
2015	0758004	02447900	PEREZ MARTIN SOTO- 419A HINDR ST READING PA 19602-2923	8/01/15	5,300	263.31	77.78	26.13	TOTAL	267.66
						77.78	7.78	7.78	COUNTY	89.26
						165.53	14.95	14.95	TWP/BORO	182.08

Township Totals		Flat	Discount	Penalty	Total Paid
UNPAID:	2	142.19		14.22	178.41
COUNTY:		345.18		34.92	379.70
TWP/BORO:					
AMOUNTS:		587.37		59.14	558.11

AGENDA MEMO

WALLY SCOTT, MAYOR
GLENN STECKMAN, MANAGING DIRECTOR

TO: City Council
FROM: Wally Scott, Mayor
PREPARED BY: Deborah A.S. Hoag, P.E.
MEETING DATE: July 25, 2016
AGENDA MEMO DATE: July 19, 2016
REQUESTED ACTION: Act on Resolution for Sewage Plan Revision for Radkra LLC's 1100 Rockland Street Student Housing project

RECOMMENDATION

The Administration recommends that Council approve this resolution for a sewage plan module as the proposed connection does comply with the allocations and other aspects of the provision of Chapter 94 of State Statutes.

BACKGROUND

The Pennsylvania code requires municipalities to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes. The code also provides for the revision of the plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management.

Radkra LLC intends to redevelop a portion of an existing shopping center in the 1100 block of Rockland Street by razing a portion of the existing strip mall and constructing a 5 story mixed use commercial and residential structure. The footprint is 20,721 square feet per story for a total of 103,605 square feet. The proposed apartment unit portion will accommodate 61 residential apartments for a total of 265 beds targeting Albright college upperclassman. Using wastewater flows from a similar Albright-owned apartment complex for the residential flows, the total projected wastewater flow is 15,380 gallons per day or 39 equivalent dwelling units.

The Administration has determined that the land development described in the attached Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management. Upon review and approval by the City, the planning module will be sent to the Pennsylvania Department of Environmental Protection for final review.

BUDGETARY IMPACT

The planning module fee of \$500 will be deposited in the sewer revenue account.

PREVIOUS ACTION

None

SUBSEQUENT ACTION

None

RECOMMENDED BY

Utilities Division Manager, Public Works Director, Managing Director, and Mayor.

MOTION

Approve/Deny the resolution on the City Sewage Facilities plan revision for Radkra LLC’s 1100 Rockland Street Student Housing project.

Drafted by:	Public Works
Sponsored by/ Referred by:	Public Works
Introduced on:	July 25, 2016
Advertised on:	N/A

RESOLUTION NO. _____2016

RESOLUTION FOR SEWAGE MODULE REVIEW FOR NEW LAND DEVELOPMENT

**RESOLUTION OF THE COUNCIL OF THE CITY OF READING, BERKS COUNTY,
PENNSYLVANIA (hereinafter “the municipality”).**

WHEREAS, Section 5 of the Act of January 24, 1966, P.L.1535, known as the “Pennsylvania Sewage Facilities Act,” as amended and the Rules and Regulations of the Pennsylvania Department of Environmental Resources adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania code, requires the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management; and

WHEREAS, Radkra LLC has proposed the redevelopment and construction of the 1100 Rockland Street Student Housing project (as described in the attached Sewage Facilities Planning Module), and it is proposed that this land development be served by sewer tap-ins; and

WHEREAS, the City of Reading finds that the land development described in the attached Sewage Facilities Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Reading hereby adopts and submits to the Department of Environmental Protection for its approval as a revision to the “Official Sewage Facilities Plan” of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

ADOPTED COUNCIL _____2016

COUNCIL PRESIDENT

ATTEST:

CITY CLERK

Drafted by City Clerk
Sponsored by/Referred by City Council
Introduced on May 23, 2016
Advertised on

**CITY OF READING
BERKS COUNTY, PENNSYLVANIA**

**ORDINANCE NO. _____ 2016
(Duly Enacted _____ 2016)**

AN ORDINANCE OF THE CITY OF READING, BERKS COUNTY, PENNSYLVANIA, SIGNIFYING THE INTENTION OF CITY COUNCIL TO ORGANIZE A MUNICIPAL AUTHORITY UNDER THE PROVISIONS OF THE PENNSYLVANIA MUNICIPALITY AUTHORITIES ACT, AS AMENDED AND SUPPLEMENTED, TO BE KNOWN AS THE “READING REGIONAL WATER AUTHORITY”; SETTING FORTH THE FORM OF THE ARTICLES OF INCORPORATION; APPOINTING THE FIRST MEMBERS OF THE BOARD OF THE AUTHORITY AND FIXING THEIR TERM OF OFFICE; DESIGNATING THE PURPOSES FOR SAID AUTHORITY; AUTHORIZING THE EXECUTION AND FILING OF THE ARTICLES OF INCORPORATION; AUTHORIZING THE TAKING OF ALL SUCH ACTION AS MAY BE NECESSARY OR APPROPRIATE TO ORGANIZE SAID AUTHORITY, INCLUDING THE PUBLICATION OF REQUIRED PUBLIC NOTICE; AND CONTAINING CLAUSES FOR SEVERABILITY, REPEAL, AND EFFECTIVE DATE.

WHEREAS, the City of Reading, Berks County, Pennsylvania (the “City”), is empowered to establish, organize, and incorporate an authority pursuant to §5603 of the Pennsylvania Municipality Authorities Act, 53 Pa. C.S.A. § 5601 et seq., Act 22 of 2001, effective June 19, 2001, which codifies and amends the Municipality Authorities Act of 1945, as amended and supplemented (the “Municipality Authorities Act”); and

WHEREAS, in preparation for the passage of this Ordinance, a public hearing was held by the City Council of the City pursuant to notice duly advertised as required by the Municipality Authorities Act.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the City Council of the City and **IT IS HEREBY ORDAINED AND ENACTED** by the authority of the same, as follows:

INTENT. It is the intent of the City Council of the City to organize an authority under provisions of the Municipality Authorities Act.

NAME OF AUTHORITY. The name of the authority shall be the “Reading Regional Water Authority”.

ARTICLES OF INCORPORATION. The proposed Articles of Incorporation of said Reading Regional Water Authority are as follows:

READING REGIONAL WATER AUTHORITY

ARTICLES OF INCORPORATION

To: The Secretary of the Commonwealth of Pennsylvania.

In compliance with requirements of the Pennsylvania Municipality Authorities Act, 53 Pa. C.S.A. § 5601 et seq., Act 22 of 2001, effective June 19, 2001, which codifies and amends the Municipality Authorities Act of 1945, as amended and supplemented (the “Municipality Authorities Act”), and pursuant to the ordinance enacted by the City Council of the City of Reading, Berks County, Pennsylvania, expressing the intention and desire of the City Council of said municipality to organize a municipality authority under said Municipality Authorities Act, the incorporating municipality does hereby certify:

The name of the Authority is “Reading Regional Water Authority”.

The Authority is formed under provisions of the Pennsylvania Municipality Authorities Act, 53 Pa. C.S.A. § 5601 et seq., Act 22 of 2001, effective June 19, 2001, which codifies and amends the Municipality Authorities Act of 1945, as amended and supplemented, with all powers authorized by said Municipality Authorities Act.

No other authorities have been organized under said Municipality Authorities Act, under the former Act of June 28, 1935 (P.L. 463, No. 191), or under the Act of May 2, 1945 (P.L. 382, No. 164), known as the “Municipality Authorities Act of 1945”, and is in existence in or for the incorporating municipality, except that the incorporating municipality has heretofore organized (i) the Reading Area Water Authority, (ii) the Reading Regional Airport Authority, (iii) the City of Reading Revitalization and Improvement Zone Authority, (iv) the Reading Downtown Improvement District Authority, and (v) the Berks Area Reading Transportation Authority, as a joint incorporating municipality, each under the provisions of the Act of May 2, 1945 (P.L. 382, No. 164), known as the “Municipality Authorities Act of 1945”, which authorities are in existence in or for said incorporating municipality.

The name of the incorporating municipality is the City of Reading, Berks County, Pennsylvania.

The names and addresses of the members of the City Council of the City of Reading, the incorporating municipality, are as follows:

<u>OFFICE</u>	<u>NAME</u>	<u>ADDRESS</u>
President	Jeffrey Waltman	723 N 4 th St Street Reading, PA 19601
Vice President	Donna Reed	1525 Argonne Rd Reading, PA 19601

Council Member	Chris Daubert	1135 Gregg Avenue Reading, PA 19607
Council Member	Stratton P. Marmarou	1515 Linden Street Reading, PA 19604
Council Member	Marcia Goodman- Hinnershitz	564 S 15th Reading, PA 19601
Council Member	Brian Twyman	849 N 11 th St Reading, PA 19604
Council Member	John Slifko	919 N 3rd St Reading, PA 19601

The terms of office of the first members of the Board of said Reading Regional Water Authority shall commence on the date of appointment and shall be computed from the first Monday in January of 2015.

The term of existence of the Reading Regional Water Authority shall be for a period of fifty (50) years.

Advertisement of notice of filing these Articles of Incorporation is submitted herewith.

IN WITNESS WHEREOF, the undersigned has executed these Articles on behalf of the City of Reading, Berks County, Pennsylvania, and has caused to be affixed the seal and attested this _____ day of _____ 2016.

**CITY OF READING
BERKS COUNTY, PENNSYLVANIA**

By: _____
Wally Scott, Mayor

Attest: _____
Linda A. Kelleher CMC, City Clerk

COMMONWEALTH OF PENNSYLVANIA :
 : SS.
COUNTY OF BERKS :

On this ____ day of _____, 2014, before me a Notary Public in and for said Commonwealth, personally appeared the above named Vaughn Spencer and Linda A. Kelleher, who stated that their official positions in the City of Reading are, respectively, the Mayor and City Clerk of the City of Reading, and who, in due form of law, acknowledged the foregoing Articles of Incorporation to be the act and deed of said City of Reading for the purposes therein specified.

Notary Public

NOTARIAL SEAL

My Commission Expires: _____

MEMBERS. The first members of the Board of said Reading Regional Water Authority, shall be specifically appointed members of said Board for the terms set commencing on the date of appointment and computed from the first Monday in January, 2017.

AUTHORITY TO EFFECT THE INCORPORATION OF THE AUTHORITY. The Mayor of the City is hereby authorized and directed to execute the Articles of Incorporation of the proposed Reading Regional Water Authority in substantially the form set forth in this Ordinance, and the City Clerk of the City is hereby authorized and directed to attest the same and to affix thereto the seal of the City. Such officers are authorized and directed to execute and deliver such other documents, agreements, certificates and instruments, and to do all acts necessary or appropriate to effect the incorporation of the proposed Reading Regional Water Authority, including, but not limited to, to cause notice of the substance of this Ordinance, including the substance of the foregoing Articles of Incorporation, and the proposed filing of such Articles of Incorporation, to be published as required by the Municipality Authorities Act.

The Mayor of the City and the City Clerk of the City are authorized and directed to file such Articles of Incorporation and the necessary proofs of publication with the Secretary of the Commonwealth of Pennsylvania and to do all other things necessary to effect the incorporation of the Reading Regional Water Authority, including payment of the required filing fees.

PURPOSES AND PROJECTS AUTHORIZED. The Reading Regional Water Authority shall have all the purposes, powers, and rights, as provided by the Municipality Authorities Act; provided, however, that the Authority shall be prohibited, without prior approval of City Council, from (a) undertaking any project which is not related to waterworks, water supply works or water distribution systems and (b) undertaking any project, whether or not related the waterworks, water supply works or water distribution systems, which involves the incurrence of any long term debt.

SEVERABILITY. In the event any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair any remaining provision, section, sentence, clause or part of this Ordinance, it being the intent of this City that such remainder shall be and shall remain in full force and effect.

REPEALER. All ordinances or parts of ordinances inconsistent with this Ordinance shall be and the same expressly are repealed.

EFFECTIVE DATE. This Ordinance shall take effect upon its advertisement and enactment as required by law.

DULY ENACTED, THIS ____ DAY OF _____, 2016, BY THE COUNCIL OF CITY OF READING, BERKS COUNTY, PENNSYLVANIA, IN LAWFUL SESSION DULY ASSEMBLED.

Attest:

CITY OF READING
Berks County, Pennsylvania

Linda A. Kelleher CMC, City Clerk

By: _____
Jeffrey Waltman, President of Council

(SEAL)

Drafted by
Sponsored by/Referred by
Introduced on
Advertised on

City Clerk/Assist. Solicitor
Planning/Law
June 27, 2016
June 28, July 18 and 25, 2016

**BILL NO. _____ 2016
AN ORDINANCE**

**AN ORDINANCE OF THE CITY OF READING AMENDING THE ADMINISTRATIVE CODE,
ZONING ORDINANCE SECTION 600-2111 TELECOMMUNICATIONS FACILITY
EXEMPTIONS.**

THE CITY OF READING CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Amending the Zoning Ordinance Section 600-2111 by striking the exemption of PUC regulated corporations as follows:

§ 600-2111. Telecommunications facility exemption.

- A. A commercial telecommunications tower or antenna necessary for and clearly primarily used for emergency communications by the City of Reading Police or Fire Departments, emergency medical services and other similar public safety organizations is exempt from these requirements.
- ~~B. All PUC regulated corporations are exempt from these regulations.~~

SECTION 2. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

SECTION 3. 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 _____, 2016

President of Council

Attest:

City Clerk
Submitted to Mayor: _____
Date: _____
Received by the Mayor's Office: _____
Date: _____
Approved by Mayor: _____
Date: _____
Vetoed by Mayor: _____
Date: _____

Drafted by City Clerk/TCC
Sponsored by/Referred by Managing Director
Introduced on July 11, 2016
Advertised on

CITY OF READING
BILL NO. ____ 2016

AN ORDINANCE AUTHORIZING COLLECTION AGENCY FEES

The City of Reading City Council hereby ordains under authority of the Local Tax Enabling Act, the Municipal Claims and Tax Lien Act, and other applicable law, as follows:

Section 1. Definitions. The following terms shall have the meanings set forth herein:

- a. Collector. The Berks County Earned Income Tax Collection Bureau.
- b. Enactment. This of this Ordinance.
- c. Governing Body. The City of Reading City Council.
- d. Tax. All local earned income taxes, other taxes, penalties, interest, and costs that the Collector collects on behalf of the Taxing Authority under the Local Tax Enabling Act, 53 P.S. § 6924.101, *et seq.*, or other statutory law.
- e. Taxpayer. An employer or taxpayer that is liable for Tax.
- f. Taxing Authority. City of Reading.

Section 2. Authorization. The Taxing Authority acknowledges the Collector may engage one or more third-party collection agencies to pursue and collect delinquent Tax in situations where the amount of delinquent Tax owed is relatively small and it is therefore cost-prohibitive for the Collector to dedicate the upfront resources necessary to pursue such delinquent Tax. The Taxing Authority hereby approves of the imposition on and collection of a fee from any delinquent Taxpayer by any third-party collection agency engaged by the Collector, provided such fee does not exceed twenty-five percent (25%) of the amount of Tax collected from any such Taxpayer.

Section 3. Notice. Promptly after adoption of this Enactment, the Taxing Authority will provide a copy of the Enactment to the Collector. If the Taxing Authority later rescinds, limits, or changes the scope of, the authorization set forth in this Enactment, then the Taxing Authority will immediately notify the Collector.

Section 4. Severability. The provisions of this Enactment are severable and if any of its provisions are ruled invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect or impair any of the remaining provisions of this Enactment. It is declared to be the intention of the Governing Body that this Enactment would have been adopted if such invalid or unconstitutional provision had not been included.

Section 5. Enactment. This Enactment is adopted and enacted _____, 2016.

ATTEST: City of Reading City Council

City Clerk

By: _____
President of Council

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

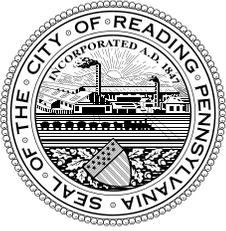
Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____



AGENDA MEMO

Finance Department

TO: City Council
FROM: Glenn Steckman, Managing Director
Josephina Encarnacion, Acting Admin. Services Director
Ralph Johnson, Public Works Director
PREPARED BY: Josephina Encarnacion, Acting Admin. Services Director
MEETING DATE: June 27, 2016
AGENDA MEMO DATE: June 20, 2016
RECOMMENDED ACTION: Council approval of payment for equipment through use of shade tree fund balance.

RECOMMENDATION:

Administration recommends Council approval of the transfer of cash reserves in the Shade Tree Fund and amending the 2016 Shade Tree Fund operating budget to allocate funds for the purchase of a bucket truck, previously approved at the May 11, 2015 regular meeting.

BACKGROUND:

The need for a bucket truck was discussed and cash was identified as available funds to pay for this equipment. Bill No. 21-2015 was approved on May 11, 2015 authorizing the transfer of cash reserves to purchase the truck. The truck purchase was delayed until 2016, but was not re-budgeted in the 2016 Shade Tree Fund budget. In order to finalize the purchase of this equipment, the administration is asking the council to approve the use of shade tree fund balance to allocate funds for the purchase of a bucket truck.

BUDGETARY IMPACT:

These amendments would reduce the 2016 Shade Tree Fund budgeted surplus by \$186,574. The net effect would be to reduce the budgeted 2016 Shade Tree Fund balance from \$322,535 to \$135,961.

PREVIOUS ACTION:

The proposed amendment was discussed at the Finance Committee meeting of June 20, 2016. The original bill was approved at the May 11, 2015 regular meeting.

SUBSEQUENT ACTION:

The budget amendment must be approved by Council.

RECOMMENDED BY:

The Managing Director, Acting Director of Administrative Services, and Director of Public Works.

RECOMMENDED MOTION:

Approve/Deny the amendments to the approved 2016 budget as presented.

Drafted by	Managing Director’s Office
Sponsored by/Referred by	Public Works Director
Introduced on	July 11, 2016
Advertised on	

BILL NO. ____ 2016

AN ORDINANCE

AUTHORIZING AN APPROPRIATIONS TRANSFER WITHIN THE SHADE TREE FUND IN THE AMOUNT OF \$186,574.00 FOR PURCHASE OF CAPITAL EQUIPMENT.

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

- Section One: Council hereby authorizes the transfer of cash reserves in the Shade Tree Fund in the amount of \$186,574.00 from Fund Balance (20-00-00-2990-000) to Minor Capital (20-07-02-4525) and amends the 2016 Shade Tree Fund operating budget to allocate funds for a bucket truck, which was previously approved in the 2015 budget.
- Section Two: This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

ENACTED _____, 2016

President of Council

ATTEST:

City Clerk

- Submitted to Mayor by: _____
- Date Submitted: _____
- Received in Mayor’s Office by: _____
- Date Received: _____
- Approved by Mayor: _____
- Date Approved: _____
- Vetoed by Mayor: _____
- Date Vetoed: _____



AGENDA MEMO

Finance Department

TO: City Council
FROM: Glenn Steckman, Managing Director
Josephina Encarnacion, Acting Admin. Services Director
Ralph Johnson, Public Works Director
PREPARED BY: Josephina Encarnacion, Acting Admin. Services Director
MEETING DATE: July 11, 2016
AGENDA MEMO DATE: July 7, 2016
RECOMMENDED ACTION: Council approval of a Budget Item addition to allow for the processing of funds for the Downtown Lighting Project.

RECOMMENDATION:

Administration recommends Council approval to amend the City budget to include an item to allow the transfer of the reimbursement grant monies for the Downtown Lighting Project from PennDOT to the payable accounts.

BACKGROUND:

The grant and contract awards for this construction project were previously approved by Council, however, a specific budget item was not included in the City's 2016 Budget intended for this grant funding. This amendment is an item that will allow the issuance of payable accounts processed through the City's electronic accounting.

BUDGETARY IMPACT:

This project is funded through a 100% reimbursable PennDOT grant. The new budget item will have no net effect on the budget since all monies owed are received through the PennDOT grant at the 100% level, and will be paid out in full to the contractors.

PREVIOUS ACTION:

- Resolution No. 10-2010 Authorized mayor to proceed with the Lighting Project
- Resolution No. 30-2012 Authorized mayor to execute Federal-Aid Reimbursement Agreement
- Construction Contract Award Letter dated 7/7/2015
- Resolution No. 36-2013 Authorized Mayor to execute inspection contract with McTish, Kunkel & Associates
- Supplemental Agreement with McTish, Kunkel & Associates executed by Mayor Spencer, dated 11/9/15.

SUBSEQUENT ACTION:

The budget amendment must be approved by Council.

RECOMMENDED BY:

The Managing Director, Acting Director of Administrative Services, and Director of Public Works.

RECOMMENDED MOTION:

Approve/Deny the amendments to the approved 2016 budget as presented.

Drafted by	Managing Director's Office
Sponsored by/Referred by	Public Works Director
Introduced on	July 11, 2016
Advertised on	

BILL NO. ____2016

AN ORDINANCE

AUTHORIZING AN AMENDMENT TO ADD A BUDGET ITEM FOR PENNDOT REIMBURSEMENT GRANT FOR THE DOWNTOWN LIGHTING PROJECT

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

Section One: Council hereby authorizes the addition of a budget item to the 2016 budget for the PennDOT Reimbursement Grant for the Downtown Lighting Project.

Section Two: This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

ENACTED _____, 2016

President of Council

ATTEST: _____

City Clerk

Submitted to Mayor by: _____
Date Submitted: _____
Received in Mayor's Office by: _____
Date Received: _____
Approved by Mayor: _____
Date Approved: _____
Vetoed by Mayor: _____
Date Vetoed: _____



AGENDA MEMO

FIRE DEPARTMENT

City Council

- FROM:** Managing Director Glenn Steckman
Acting Admin Services Director Josephina Encarnacion
Fire Chief William Stoudt, Jr.
- PREPARED BY:** Fire Chief William Stoudt, Jr.
- MEETING DATE:** July 11, 2016
- AGENDA MEMO DATE:** July 8, 2016
- RECOMMENDED ACTION:** Council approval of the creation of a Budget for expenditure of grant funds from the Office of the State Fire Commissioner
- RECOMMENDATION:** The Administration recommends Council approval of the creation of a Budget to be used for the expenditure of the grant funds received from the Office of the State Fire Commissioner.
- BACKGROUND:** In 2015 the Department of Fire and Rescue Services applied for a grant from the Office of the State Fire Commissioner that totaled \$13,789.79 for the replacement of nozzles and hose on the departments frontline Engines. The funds were received in 2016 and now there needs to be a budget created for the expenditure of the funds.
- BUDGETARY IMPACT:** There will be no Impact upon any other budgets
- SUBSEQUENT ACTION:** This creation of this budget must be approved by Council
- RECOMMENDED BY:** The Managing Director, Acting Admin Services Director, and the Fire Chief.
- RECOMMENDED MOTION:** Approve the Budget as presented

EXHIBIT A

Chapter 496 Solid Waste, Part 1 Dumpster Placement, Section 496-101 Definitions is amended as follows:

Delete “CONTAINER – Any dumpster or cart.”

Amend Trash Can to be read as follows: “TRASH CAN – Any container under 95 gallons, but not less than 30 gallons, with a lid and in any other way differs from a cart.”

Amend Dumpster to read as follows: “DUMPSTER – Any container with a lid used for the purpose of storing refuse until the scheduled collection day with a capacity of one cubic yard (202 gallons) or greater. Container’s lid needs to be closed at all times except when placing refuse into container or container contents are being placed into a disposal collection vehicle.”

Add Trash Bag to be read as follows: “TRASH BAG – Any trash bag more than one millimeter thick holding from 30 to 55 gallons and is properly tied,”

EXHIBIT A

Chapter 496 Solid Waste, Part 2 Storage And Collection, Section 496-201 Definitions is amended as follows:

Amend first paragraph of Section 496-201. Definitions to read as follows:

“In addition to the definitions in Part 1 Section 496-101 as amended which are hereby incorporated by reference as being more fully stated herein, the following words and phrases, when used in this Part, shall have, unless the context clearly indicates otherwise, the meanings given to them in this section.”

Chapter 496 Solid Waste, Part 2 Storage And Collection, Section 496-206 Storage of municipal waste. A. General (1) is amended to read as follows:

“(1) It shall be the duty of every owner of property and every person occupying any Dwelling unit, premises or place of business within the City of Reading where solid waste is produced and is accumulated, at their own expense, to provide, and to keep at all times, a sufficient number of containers, i.e., trash can, cart, etc., to hold all solid waste which may accumulate during the intervals between collection.”

Chapter 496 Solid Waste, Part 2 Storage And Collection, Section 496-206 Storage of municipal waste. B. Storage by residential and multifamily units of four or fewer units (2) Plastic Bags is amended to read as follows:

“(2) Trash bag. Can be used as a municipal waste receptacle, for collection purposes only, not storage, provided the bag is more than one millimeter thick, has no rips, tears or punctures, holds from 30 to 55 gallons, and is properly tied or sealed to prevent scattering about of its contents.”



AGENDA MEMO

FINANCE DEPARTMENT

TO: City Council
FROM: Glenn Steckman, Managing Director
Josephina Encarnacion, Acting Administrative Services Director
PREPARED BY: Donald Pottiger, Controller
MEETING DATE: July 11, 2016
AGENDA MEMO DATE: July 8, 2016
RECOMMENDED ACTION: Council approval of use of cash reserves to pay off the 2010 Series C General Obligation Bonds.

RECOMMENDATION:

The Administration recommends Council approval of the use of cash reserves in the General Fund and amending the 2016 General Fund operating budget to allocate funds for the payoff of the principal balance of \$6,570,000 remaining outstanding on the unfunded debt General Obligation Bonds 2010 Series C.

BACKGROUND:

The Administration identified the potential savings of interest and the resulting improvement of future years' cash flows which will arise from the early payoff of this unfunded bond issue. This bond series was issued with an interest rate of 5.625%. In order to finalize this transaction, the administration is asking the council to approve the use of general fund cash reserves and fund balance to allocate funds for the payoff of the bond series.

BUDGETARY IMPACT:

These amendments would reduce the 2016 General budgeted surplus by \$5,940,000. The net effect would be to reduce the budgeted 2016 Shade Tree Fund balance by \$5,940,000.

PREVIOUS ACTION:

This action has been previously discussed with City Council, Gordon Mann and the City's financial advisors.

SUBSEQUENT ACTION:

The budget amendment must be approved by Council.

RECOMMENDED BY:

The Managing Director, Acting Director of Administrative Services, and Controller.

RECOMMENDED MOTION:

Approve/Deny the amendments to the approved 2016 budget as presented.

Drafted by Managing Director's Office
Sponsored by/Referred by Managing Director
Introduced on July 11, 2016
Advertised on

BILL NO. ____ 2016

AN ORDINANCE

AUTHORIZING USE OF GENERAL FUND CASH TO PAY OFF EXISTING UNFUNDED GENERAL FUND DEBT IN THE AMOUNT OF \$6,570,000.

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

Section One: Council hereby authorizes the payment from the General Fund cash account in the amount of \$6,570,000.00 from Fund Balance (01-00-00-2990-000) to Principal Series 2010 C General Obligation Bonds (01-14-91-4868) and amends the 2016 General Fund operating budget to allocate funds to pay off the 2010 Series C General Obligation Bonds.

Section Two: This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

ENACTED _____, 2016

President of Council

ATTEST:

City Clerk

Submitted to Mayor by: _____

Date Submitted: _____

Received in Mayor's Office by: _____

Date Received: _____

Approved by Mayor: _____

Date Approved: _____

Vetoed by Mayor: _____

Date Vetoed: _____

CITY OF READING
BERKS COUNTY, PENNSYLVANIA

GENERAL OBLIGATION BONDS, SERIES C OF 2010

OUTSTANDING DEBT SERVICE REQUIREMENTS

DATE	PRINCIPAL	RATE	INTEREST	DEBT SERVICE	FISCAL YEAR DEBT SERVICE
15-Nov-15					
15-May-16			184,781.25	184,781.25	
15-Nov-16	630,000.00	5.625%	184,781.25	814,781.25	999,562.50
15-May-17			167,062.50	167,062.50	
15-Nov-17	1,270,000.00	5.625%	167,062.50	1,437,062.50	1,604,125.00
15-May-18			131,343.75	131,343.75	
15-Nov-18	1,400,000.00	5.625%	131,343.75	1,531,343.75	1,662,687.50
15-May-19			91,968.75	91,968.75	
15-Nov-19	1,605,000.00	5.625%	91,968.75	1,696,968.75	1,788,937.50
15-May-20			46,828.13	46,828.13	
15-Nov-20	1,665,000.00	5.625%	46,828.13	1,711,828.13	1,758,656.26
	6,570,000.00		1,243,968.76	7,813,968.76	7,813,968.76

TO: City Council
FROM: Glenn Steckman, Managing Director
Josephina Encarnacion, Acting Admin. Services
Director
Ralph Johnson, Public Works Director
PREPARED BY: Josephina Encarnacion, Acting Admin. Services
Director
MEETING DATE: June 27, 2016
AGENDA MEMO DATE: June 20, 2016
RECOMMENDED ACTION: Council approval of payment for equipment through use of shade tree fund balance.

RECOMMENDATION:

Administration recommends Council approval of the transfer of cash reserves in the Shade Tree Fund and amending the 2016 Shade Tree Fund operating budget to allocate funds for the purchase of a bucket truck, previously approved at the May 11, 2015 regular meeting.

BACKGROUND:

The need for a bucket truck was discussed and cash was identified as available funds to pay for this equipment. Bill No. 21-2015 was approved on May 11, 2015 authorizing the transfer of cash reserves to purchase the truck. The truck purchase was delayed until 2016, but was not re-budgeted in the 2016 Shade Tree Fund budget. In order to finalize the purchase of this equipment, the administration is asking the council to approve the use of shade tree fund balance to allocate funds for the purchase of a bucket truck.

BUDGETARY IMPACT:

These amendments would reduce the 2016 Shade Tree Fund budgeted surplus by \$186,574. The net effect would be to reduce the budgeted 2016 Shade Tree Fund balance from \$322,535 to \$135,961.

PREVIOUS ACTION:

The proposed amendment was discussed at the Finance Committee meeting of June 20, 2016. The original bill was approved at the May 11, 2015 regular meeting.

SUBSEQUENT ACTION:

The budget amendment must be approved by Council.

RECOMMENDED BY:

The Managing Director, Acting Director of Administrative Services, and Director of Public Works.

RECOMMENDED MOTION:

Approve/Deny the amendments to the approved 2016 budget as presented.

AGENDA MEMO

Finance Department

TO: City Council

FROM: Glenn Steckman, Managing Director
Josephina Encarnacion, Acting Admin. Services
Director
Ralph Johnson, Public Works Director

PREPARED BY: Ralph Johnson, Public Works Director

MEETING DATE: July 25, 2016

AGENDA MEMO DATE: July 20, 2016

RECOMMENDED ACTION: Council approval of payment for construction and engineering design work for the digester equipment through use of sewer fund retained earnings reserves.

RECOMMENDATION:

Administration recommends Council approval of the transfer of cash reserves in the Sewer Fund and amending the 2016 Sewer Fund operating budget to allocate funds for the costs of engineering and construction on the digester equipment.

BACKGROUND:

The construction and engineering design costs for the digester project had not been previously budgeted for in the Sewer Fund, since they were being paid through the use of cash reserves from previous years' surpluses. However, due to changes in internal procedures, it now mandates that these expenditures be reflected in the Sewer Fund budget in order to prepare purchase orders for payment of these costs.

BUDGETARY IMPACT:

These amendments would reduce the 2016 Sewer Fund budgeted surplus by \$1,141,326. The net effect would be to reduce the budgeted 2016 Sewer Fund retained earnings balance by \$1,141,326.

SUBSEQUENT ACTION:

The budget amendment must be approved by Council.

RECOMMENDED BY:

The Managing Director, Acting Director of Administrative Services, and Director of Public Works.

RECOMMENDED MOTION:

Approve/Deny the amendments to the approved 2016 budget as presented.

Drafted by: Law Office
Sponsored by/ Referred by: Public Works
Introduced on: July 25, 2016
Advertised on: N/A

BILL NO. ____ 2016

AN ORDINANCE

AUTHORIZING AN APPROPRIATIONS TRANSFER WITHIN THE SEWER FUND IN THE AMOUNT OF \$1,141,326.69 FOR CONSTRUCTION WORK TO BE PERFORMED ON THE DIGESTER.

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

Section One: Council hereby authorizes the transfer of cash reserves in the Sewer Fund in the amount of \$1,141,326.69 from Fund Balance (54-07-00-2980-000) to Construction Costs (54-07-45-4814-000) and to Engineering Design Costs (54-07-45-4816-000) and amends the 2016 Sewer Fund operating budget to allocate funds the work to be performed on the digester.

Section Two: This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

ENACTED _____, 2016

President of Council

ATTEST:

City Clerk



AGENDA MEMO

FINANCE DEPARTMENT

TO: City Council
FROM: Glenn Steckman, Managing Director Josephina Encarnacion, Acting Administrative Services Director
PREPARED BY: Donald Pottiger, Controller
MEETING DATE: July 11, 2016
AGENDA MEMO DATE: July 8, 2016
RECOMMENDED ACTION: Council approval of use of cash reserves to pay off the 2010 Series C General Obligation Bonds.

RECOMMENDATION:

The Administration recommends Council approval of the use of cash reserves in the General Fund and amending the 2016 General Fund operating budget to allocate funds for the payoff of the principal balance of \$6,570,000 remaining outstanding on the unfunded debt General Obligation Bonds 2010 Series C.

BACKGROUND:

The Administration identified the potential savings of interest and the resulting improvement of future years' cash flows which will arise from the early payoff of this unfunded bond issue. This bond series was issued with an interest rate of 5.625%. In order to finalize this transaction, the administration is asking the council to approve the use of general fund cash reserves and fund balance to allocate funds for the payoff of the bond series.

BUDGETARY IMPACT:

These amendments would reduce the 2016 General budgeted surplus by \$5,940,000. The net effect would be to reduce the budgeted 2016 General Fund balance by \$5,940,000.

PREVIOUS ACTION:

This action has been previously discussed with City Council, Gordon Mann and the City's financial advisors.

SUBSEQUENT ACTION:

The budget amendment must be approved by Council.

RECOMMENDED BY:

The Managing Director, Acting Director of Administrative Services, and Controller.

RECOMMENDED MOTION:

Approve/Deny the amendments to the approved 2016 budget as presented.

Drafted by Administrative Services
Sponsored by/Referred by Managing Director
Introduced on July 11, 2016
Advertised on N/A

BILL NO. ____ 2016

AN ORDINANCE

AUTHORIZING USE OF GENERAL FUND CASH TO PAY OFF EXISTING UNFUNDED GENERAL FUND DEBT IN THE AMOUNT OF \$6,570,000.

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

Section One: Council hereby authorizes the payment from the General Fund cash account in the amount of \$6,570,000.00 from Fund Balance (01-00-00-2990-000) to Principal Series 2010 C General Obligation Bonds (01-14-91-4868) and amends the 2016 General Fund operating budget to allocate funds to pay off the 2010 Series C General Obligation Bonds.

Section Two: This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

ENACTED _____, 2016

President of Council

ATTEST:

City Clerk

Submitted to Mayor by: _____

Date Submitted: _____

Received in Mayor's Office by: _____

Date Received: _____

Approved by Mayor: _____

Date Approved: _____

Vetoed by Mayor: _____

Date Vetoed: _____

AGENDA MEMO

Finance Department

TO: City Council
FROM: Glenn Steckman, Managing Director
Josephina Encarnacion, Acting Admin. Services
Director
Andres Dominguez, Chief of Police
PREPARED BY: Josephina Encarnacion, Acting Admin. Services
Director
MEETING DATE: July 20, 2016
AGENDA MEMO DATE: July 25, 2016
RECOMMENDED ACTION: Council approval of payment for supplies for the K-9 and bicycle units through use of contributions from public funds reflected in Agency Fund balance.

RECOMMENDATION:

Administration recommends Council approval of the transfer of cash reserves in the Agency Fund and amending the 2016 Agency Fund operating budget to allocate funds for the purchase of various supplies for the K-9 and the bicycle units.

BACKGROUND:

The purchase of these supplies had not been previously budgeted for in the Agency Fund, since they were being paid through the use of contributions from the public sector. Due to changes in internal procedures, it not mandates that the use of Agency Fund monies requires a budget for each project accounted for within this fund.

BUDGETARY IMPACT:

These amendments would reduce the 2016 Agency Fund balance by \$20,000. Agency funds do not normally reflect a surplus nor deficit.

SUBSEQUENT ACTION:

The budget amendment must be approved by Council.

RECOMMENDED BY:

The Managing Director, Acting Director of Administrative Services, and Chief of Police.

RECOMMENDED MOTION:

Approve/Deny the amendments to the approved 2016 budget as presented.

Drafted by: Law Office
Sponsored by/ Referred by: Police
Introduced on: July 25, 2016
Advertised on: N/A

BILL NO. ____ 2016

AN ORDINANCE

AUTHORIZING AN APPROPRIATIONS TRANSFER WITHIN THE AGENCY FUND IN THE AMOUNT OF \$20,000.00 FOR PURCHASE OF GENERAL SUPPLIES.

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

Section One: Council hereby authorizes the transfer of cash reserves in the Agency Fund in the amount of \$20,000.00 from Fund Balance (31-08-00-2990-000) to General Plant Supplies (31-08-00-4510-000) and amends the 2016 Agency Fund operating budget to allocate funds for the purchase of supplies for the K-9 and bicycle units through the use of public sector contributions.

Section Two: This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

ENACTED _____, 2016

President of Council

ATTEST:

City Clerk

Drafted by: Law Office
Sponsored by/ Referred by: Mayor/Managing Director
Introduced on: July 25, 2016
Advertised on: August 1, 2016

BILL NO. _____
AN ORDINANCE

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF READING, BERKS COUNTY, PENNSYLVANIA, CHAPTER 576 VEHICLES AND TRAFFIC, PART 5 PARKING METERS, A REGULATIONS BY ADDING ADMINISTRATIVE APPEAL PROCESS SECTION 576-518 AND REPEALING IMPRISONMENT PROVISION FOR DEFAULT OF PAYMENT IN SECTION 576-517 (B).

THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. The Code of Ordinances of the City of Reading, Berks County, Pennsylvania, Chapter 576 Vehicles and Traffic, Part 5 Parking Meters, A Regulations shall be and is hereby amended to include Section 576-518 as set forth in Exhibit A attached hereto and made a part hereof.

SECTION 2. Chapter 576 Vehicles and Traffic, Part 5 Parking Meters, A Regulations Section 576-517 (B) shall be and is hereby amended by repealing and/or striking "...and, in default of payment of fine and costs, be imprisoned not more than 10 days."

SECTION 3. All other items, parts, sections, etc. of the Code of Ordinances of the City of Reading, Berks County, Pennsylvania, Chapter 576 shall remain in effect unchanged and likewise are ratified.

SECTION 4. This ordinance shall be effective ten (10) days after its adoption and approval by the Mayor, or repassage by City Council over the Mayor's veto, in accordance with Section 219 of the City of Reading Home Rule Charter, or as set forth in Section 221 of the City of Reading Home Rule Charter.

Enacted _____, 2016

President of Council

Attest:

City Clerk

Submitted to Mayor by: _____

Date Submitted: _____

Received in Mayor's Office by: _____

Date Received: _____

Approved by Mayor: _____

Date Approved: _____

Vetoed by Mayor: _____

EXHIBIT A

Section 576-518. Parking Ticket Appeal Process.

A. Submission of written appeal.

- (1) A parking ticket will include a notice to inform the owner/driver of the vehicle (“owner”) how the owner may submit, in writing, an appeal setting forth the reason or reasons why the owner believes the parking ticket issued by the City of Reading or Reading Parking Authority is in error.
- (2) Such written appeal through a complaint and investigation form shall be filed with the Reading Parking Authority within 10 days of the date of issuance of the parking ticket to make the lower penalty applicable for any bond purpose. No written appeal will be accepted when not filed within 30 days of the issuance of the parking ticket.
- (3) Individuals who submit an appeal will be contacted within 3 calendar days after the appeal is processed and advised whether the parking ticket will be upheld or dismissed.

B. Hearing scheduling.

- (1) Where the parking ticket is upheld, and subject to (2) below, the Reading Parking Authority will schedule a hearing before an independent hearing officer and notice of said hearing’s date, time and location shall be provided to owner.
- (2) Owner will be required to post a bond payment in the relevant amount indicated on the parking ticket. Said bond payment will be refunded to owner where the independent hearing officer dismisses the parking ticket.

C. Determination.

- (1) The independent hearing officer shall render a determination at the end of the scheduled hearing. Where the appeal is denied, the independent hearing officer shall direct owner to make appropriate payment of the ticket. Additionally, owner shall receive in writing his/her right to appeal the denial of his/her appeal to the Berks County Court of Common Pleas, 633 Court Street, Reading, PA, within 30 days of the independent hearing officer’s determination.

D. Responsibility for costs.

- (1) Any and all costs associated with the filing of an appeal in the Berks County Court of Common Pleas shall be the responsibility of the person or entity filing said appeal.
- (2) If the Berks County Court of Common Pleas denies the appeal, the owner shall thereafter from the date of judgment is entered be assessed interest, costs and penalties as may be set forth pursuant to the schedule of fees of the Code of Ordinances of the City of Reading.

AGENDA MEMO

Finance Department

TO: City Council
FROM: Glenn Steckman, Managing Director
Josephina Encarnacion, Acting Admin. Services Director
Alejandro Palacios, Acting Director of Community Development
PREPARED BY: Yomary Castro, Community Development Fiscal Officer, Alejandro Palacios Acting Director

MEETING DATE: July 25, 2016
AGENDA MEMO DATE: July 20, 2016
RECOMMENDED ACTION: To adopt the 2016 Operating Budget of Community Development funds (Fund 32).

RECOMMENDATION:
It is recommended that City Council to adopt the Fiscal Year 2016 Operating Budget to appropriate Community Development funds on City's accounting system to improve recordkeeping.

BACKGROUND:
The grant and contract awards for these projects were previously approved by Council, however, a specific budget item was not included in the City's 2016 Budget intended for this grant funding. This amendment is an item that will allow the issuance of payable accounts processed through the City's electronic accounting.

Historically, Fund 32 projects' budgets were maintained solely by Community Development Department, and the revenues and expenditures for these projects are reflected in the accounting records over multiple fiscal years.

BUDGETARY IMPACT:
No budgetary impact to the General Fund.
PREVIOUS ACTION: None

SUBSEQUENT ACTION: None

RECOMMENDED BY:
The Managing Director, Acting Director of Administrative Services, and Acting Director of Community Development.

RECOMMENDED MOTION:
Approve/Deny the adoption of the 2016 Operating Budget of Community Development Fund 32.

Drafted by: Controller
Sponsored by/ Referred by: CD
Introduced on: July 25, 2016
Advertised on: N/A

**BILL NO. ____ 2016
AN ORDINANCE**

ADOPTING 2016 OPERATING BUDGET OF COMMUNITY DEVELOPMENT FUND 32 TO FUND PROJECTS AND ADMINISTRATIVE OPERATIONS.

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

Section One: Council hereby adopts the 2016 Operating Budget of Community Development Fund 32 and authorizes the appropriation of funds in the amount of \$4,673,875.24 to fund projects and administrative operations.

Section Two: This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

ENACTED _____, 2016

President of Council

ATTEST:

City Clerk
Submitted to Mayor by: _____
Date Submitted: _____
Received in Mayor's Office by: _____
Date Received: _____
Approved by Mayor: _____
Date Approved: _____
Vetoed by Mayor: _____
Date Vetoed: _____