



Administrative Report

Mayor Eddie Moran

TO: City Council
FROM: Abraham Amorós, Managing Director
PREPARED BY: Maritza Loaiza, Special Assistant
MEETING DATE: February 9th, 2022
AGENDA MEMO DATE: February 14th, 2022

FINANCE:

- The Finance Department went live with the new general ledger/accounting system, Tyler Munis, on February 7th. City staff has begun utilizing the system for all 2022 transactions.
- The Finance Department's Information Technology Division completed 457 Help Desk tickets in January 2022.
- The IT Division also completed the installation of upgrades (minus two screens that are currently on backorder) to the video equipment in Council Chambers. Training for key City staff members is scheduled for Thursday, February 17th.
- The IT Division created new Council District maps for the City Clerk's Office
- The IT Division has purchased 50 additional Fortitokes for employee VPN access. In addition, docking stations were recently received and distributed to users for PC and notebook units.
- The Finance Department's Citizen Service Center, with the assistance of the Police Desk Sergeant, successfully tested various panic buttons/alarms.
- The CSC followed their shutdown procedures and protocols and are happy to report that it ran day-to-day operations smoothly during the last two weeks in January.

- The CSC mailed 2022 Business Privilege License reminders out, and staff has been busy processing renewals, payments, and out-of-business notifications.
- The Finance Department's Purchasing Department provided the following proposal deadline reminders:
 - As advertised, proposals for the Penn Square RPQ are due on February 18th. Walking tours are currently being scheduled with interested parties.
 - Proposals for design services for the Centre Park Revitalization Project are due on February 24th.

FIRE:

- In January, the Fire Department's Training Division provided the required CPR refresher course. In addition, they also receive training on the new Lucas devices that the 2020 Assistance to Fire grant purchased. The Lucas device delivers the CPR chest compressions mechanically. The new devices will be available on City ambulances soon.
- The 9th and Marion Fire Station project site work is progressing. Shoring around the perimeter was completed. Next, they will begin to pour the footers as weather permits.

LIBRARY:

- The Reading Public Library's main branch received a wonderful visit from Congresswoman Chrissy Houlahan and Mayor Moran on January 31st. Various services the library provides to the community were discussed during the visit. Also, the positive impact of funds from the American Rescue Plan, which enabled the library to provide covid testing services and digitize the Pennsylvania historical collection, was highlighted.
- The RPL completed an ARPA application for \$24,545. The funds will be utilized to curate a more diverse and inclusive collection of ebooks/audiobooks in Hoopla Flex. The focus of the new material will be from "Own Voices" and previously underrepresented authors and materials.

POLICE:

- The Reading Police Department's Reading Youth Academy has started its training sessions in partnership with the Olivet Boys and Girls Club. RPD continues to work with the Reading/Muhlenberg CTC to develop a pathway for Youth Academy cadets to enter a CTC program and become certified dispatchers.
- The RPD's Lt. Lillis received 100 gun locks. He will be taking them with him to various community events and promoting them on social media for residents to obtain and ensure firearms are secure from children.
- The RPD's Lt. Lillis is scheduled to speak to Kutztown University's Criminal Justice Club students on February 22nd.

- The RPD's Operation Cease Fire details and patrol activity continue underway. In January, six firearms were seized.

PUBLIC WORKS:

- Public Works successfully addressed recent winter storm events. Sewers Division staff has stepped in to assist the Streets Division staff with plowing, as needed.
- PW identified a damaged sewer lateral on a newly paved section of River Road. The sanitary lateral was damaged during an old storm line replacement. The repair has been completed, and the new storm line is in service. The roadway has also been resurfaced.
- PW staff is nearing the completion of tree trimming on South 4th Street, from Franklin Street to Bingaman Street.
- PW has begun planning efforts for the 2022 Great American Clean-up and Earth Day events. The event is scheduled for April 23rd. More details will be provided as they become available.