



Administrative Report Mayor Eddie Moran

TO: City Council
FROM: Abraham Amorós, Managing Director
PREPARED BY: Maritza Loaiza, Special Assistant
MEETING DATE: February 28, 2022
AGENDA MEMO DATE: February 23, 2022

MAYOR:

- Mayor Moran joined the Wyland Foundation's National Mayors Water Conservation Challenge. He issued the following statement in support of the challenge:

“The City of Reading is committed to leading sustainable living and resource conservation efforts. We live in an amazing City, full of incredible natural resources such as the Schuylkill River and its many creeks and streams, as well as Mt Penn, Neversink Mountain, and hundreds of parks and playground acres. Because we are a water-rich community, we have a significant responsibility to care for our water resources.

To further the City of Reading's commitment to high water quality and water conservation efforts, I am participating in the Wyland Foundation's National Mayor's Challenge for water conservation. This is a non-profit national community service program, and our participation will renew my commitment to sustainability for our City, and generations to come.

I invite everyone in our community to participate! Take the pledge, join a litter clean-up, plant a tree or garden, and join us for Earth Day and Water Week. We all have a part to play, and everyone's effort, as small as it may seem, adds up to a whole lot.”

COMMUNITY DEVELOPMENT:

- The Community Development Department is focused on the Stantec study and the City's downtown. Department staff have been reviewing the report and preparing for upcoming presentations.

FINANCE:

- The Finance Department’s Citizen Service Center worked with Property Maintenance staff to resolve a problem with the City’s printer. The problem seems to be fixed, and PMI will mail out the 2022 Housing Permits and Registration Renewal forms this week.
- The CSC received a few constituent complaints regarding the iRequest App being non-responsive. After contacting Accela, their suggestion to resolve the issue is as follows:
 - Android users: go into device settings for the app and clear the app's storage/data. Then users should relaunch the app and log back in.
 - iOS users: log out of the app and then log back in. If the log-in/out feature is not accessible, uninstall and reinstall the app from the App Store.

The Accela representative indicated that Reading and the City of Philadelphia are having similar issues. The company will follow up with CSC Manager Maria Kantner as it has made it a top priority to resolve the issue.

- The CSC also provided the following data in relation to constituent service calls from February 7th through the 14th :

Sewer backup - 83 calls	Street light out/malfunctioning – 2 calls
Property Maintenance Unpaid Fees Req – 35 calls	Sewer Inquiries - 2 calls
Needs Recycling Bin - 34 calls	Sewer Grates Catch Basins – 2 calls
Pothole or sunken utility cut - 22 calls	Property Maintenance Fees – 2 calls
Recycling Electronics - 20 calls	Odor - 2 calls
Yardwaste – 13 calls	Line Painting – 2 calls
Trash Pick up – 12 calls	Illegal Dumping - 2 calls
Property Maintenance Issues – 12 calls	Electrical Issue – 2 calls
Recycling Pickup - 7 calls	Unsecured/Open Property – 1 call
Building and Trades Permits – 6 calls	Tree Trimming Private Property – 1 call
Unpermitted construction activity – 5 calls	Trash Education – 1 call
Trash Enforcement – 5 calls	Street Repair or Paving – 1 call
No Heat – 5 calls	Sidewalk Construction Permits – 1 call
Handicap parking – 5 calls	Animal Control - Live Animals – 1 call
Property Inspections Scheduling – 4 calls	Abandoned Vehicles on Property – 1 call
Meet with the Mayor - 4 calls	No Electric – 1 call
Zoning Violation - 3 calls	Illegal Conversions – 1 call
Zoning Inquiry - 3 calls	Hoarding Clutter Situation – 1 call
Trash Cans Outside Too Long – 3 calls	Health Bills – 1 call
Street Sign Request – 3 calls	Hauler Issue – 1 call
Street sign damaged or vandalized – 3 calls	Graffiti vandalism removal – 1 call
Snow Ice Removal Private Property - 3 calls	Dumpsters – 1 call
Property Inspections – 3 calls	Dog dirt – 1 call
Infestation - 3 calls	Building & Trades Inspection Bldg – 1 call
Housing Permits – 3 calls	Clean City Projects - 1
Tire Removal/Pick Up – 2 calls	Non-Emergency Police - 1
Structure – 2 calls	Other - 1
Street Sweeping – 2 calls	TOTAL CALLS: 340

- The Finance Department’s Accounting Division continues to train and assist staff with the transition to Tyler Munis, the City’s new accounting program, Tyler Munis. The program went live on February 7th.
- The Finance Department's Grant Coordinator provided the following update on grants:
 - The following grants are in process:
 - Air Quality Grant (Public Works)
 - EV charging station grant (Public Works)
 - Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program (Public Works)
 - DCNR Conservation Partnerships Program (Public Works)
 - Local Shares Account (LSA) (Police)
 - The following grants are in the process of closing:
 - Fritz Island Grit Chamber Project
 - Angelica ADA Round One
 - Skatepark
- The Finance Department’s Purchasing Division provided the following updates and deadline reminders:
 - **Traffic Signal Preventative Maintenance and Response Maintenance Program.** The award of this project will be submitted to City Council for inclusion on the February 28th agenda.
 - **Penn Square Properties RFQ.** Deadline was Friday, February 18th. A review of the RFQ’s will begin to take place, and more information will be available at a later date.
 - **Language Access Plan RFP.** Ensures that anyone with limited English proficiency (LEP) receives the language services necessary to allow for meaningful access to City services and information, free of charge, in a timely manner that preserves confidentiality, irrespective of their ability to read and write or speak English. The deadline for this RFP is March 15.
 - **Active Transportation Plan RFP.** This is for a consultant to develop an Active Transportation Plan focusing on the downtown. The Review Committee is meeting on February 22nd to discuss submission. More information to come.
 - **RPD Building RFP.** This is for a construction manager to represent the City in all phases of the new building construction that will house a portion of the RPD Administration, training classrooms, a garage to house all RPD critical gear and equipment, which is currently stored at various locations in and outside of the City limits. The deadline for this project is March 18.

- **Centre Park Revitalization Project RFP.** For design services for the Centre Park Revitalization Project. Deadline for February 24.
- **Heritage Park Outfall Park Project RFP.** This is for removing and replacing an existing section of stormwater outfall pipe, including excavation, furnishing, and placement of drainage structures, furnishing, and placement of drainage pipe, backfill, and furnishing, and install of slope protection. The deadline is March 17.
- **Pagoda Wall and Stairs Structural and Geotechnical Engineering RFP.** The award for this project will be submitted to City Council for inclusion on the February 28th agenda.

FIRE:

- The 9th and Marion Fire Station project site work is progressing. The pouring of the footers will continue as weather permits. Below is a current photo of progress at the work site:



HUMAN RELATIONS COMMISSION:

- Starting on January 1st, and as of February 18th, HRC has:
 - 82 total rent and utility assistance applications were received.
 - 81 applications for rental assistance
 - 73 applicants were facing eviction
 - 6 applicants were not actively facing eviction
 - 1 applicant resided outside of the City but within the County.
 - 1 application for utility assistance

HUMAN RESOURCES:

- On February 10th, Holly Guldin, Compensation Administrator, was named Acting Human Resource Director. Ms. Guldin has worked for the City for 13 years and is well-versed in all aspects of HR.

- The City’s Wellness Committee met for the first time since 2020 on February 10th. They will continue meeting every month to develop wellness-related activities for employees to enjoy.

LIBRARY:

- The Reading Public Library was selected as a recipient of the “Share the Plate” service project at the First Unitarian Universalist Church of Berks County for the next three years. This project designates one plate collection to benefit a Reading-Berks non-profit organization that reflects its values and principles. A member of their congregation was very appreciative of the outreach services the library has provided, especially during the pandemic that she advocated for the RPL to receive this donation. On behalf of the Library, Melissa Adams will be speaking briefly at their church service on Sunday, February 20th.

POLICE:

- The Reading Police Department held a practice PT exam was held on Saturday, February 12th. The RPD’s Civil Service test is scheduled for Saturday, February 26th.
- The RPD's Lt. Lillis and a K9 unit visited two elementary schools and Kutztown University's Criminal Justice Club. Lt. Lillis is also working with area military bases to recruit and share information on law enforcement careers.
- Captain Rogers from Patrol met with Alvernia University representatives to finalize the completion of the Police Sub-Station at the CollegeTowne campus. The substation will be staffed by officers assigned to the Penn Street detail.

PUBLIC WORKS:

- Public Works is working with the Property Maintenance and Zoning Divisions to work out logistics and program specifics for dumpster amendment implementation.
- Public Works completed and submitted the annual biosolids report to the US Environmental Protection Agency.
- Public Works Waste Water Treatment Plant Laboratory received a certificate of accreditation from PA Department of Environmental Protection Bureau of Laboratories. The new and updated certification is valid through January 31, 2023.
- PW staff is nearing the completion of tree trimming on South 4th Street, from Franklin Street to Bingaman Street.