



# Administrative Report

## Mayor Eddie Moran

**TO:** City Council  
**FROM:** Frank Denbowski, Interim Managing Director  
**PREPARED BY:** Maritza Loaiza, Special Assistant  
**MEETING DATE:** April 25, 2022  
**AGENDA MEMO DATE:** April 20, 2022

### COMMUNITY DEVELOPMENT:

- The Community Development Department continues to work diligently with developers on projects, as presented to City Council at the April 18<sup>th</sup> Council meeting.

### FINANCE:

- The Finance Department's Information Technology Division completed 547 help desk tickets during the previous month.
- The IT Division has begun deploying a new wireless system to remote City sites.
- The IT Division continues the configuration of PC units in conjunction with ongoing Motorola training.
- The Finance Department's Citizens Service Center completed the Public Utility Realty Tax Act (PURTA) report. This report contains information on the assessed values of the taxable public utility accounts on the previous year's real estate tax duplicate and the City's tax revenue and tax rate information.
- The CSC Division's Manager, Maria Kantner, attended a Berks EIT Tax Collection Committee meeting on March 31<sup>st</sup>. As a result, she would like to share that revenues are trending to increase for the entire county. Also, receipts are expected to be collected and distributed much faster due to a new software system employed by Berks EIT Bureau.
- The CSC Division provided the following data related to phone calls received:

Request Type	REQUESTS	PERCENT
Sewer backup	106	20.27%

Yardwaste	66	12.62%
Property Maintenance Unpaid Fees Request	43	8.22%
Pothole or sunken utility cut	35	6.69%
Needs Recycling Bin	23	4.4%
Trash Pick up	20	3.82%
Property Inspections Scheduling	20	3.82%
Recycling Electronics	17	3.25%
Trash Enforcement	16	3.06%
Zoning Violation	12	2.29%
Unpermitted construction activity	11	2.1%
Property Maintenance Issues	11	2.1%
Building and Trades Permits	11	2.1%
Zoning Inquiry	8	1.53%
Dog dirt	8	1.53%
Street Sweeping	6	1.15%
Illegal Dumping	6	1.15%
Meet with the Mayor	5	0.96%
Housing Permits	5	0.96%
Feeding Animals	5	0.96%
Tire Removal/Pick Up	4	0.76%
Structure	4	0.76%
Street Repair or Paving	4	0.76%
Street light out or malfunctioning	4	0.76%
Property Inspections	4	0.76%
Tree Trimming Public	3	0.57%
Trash Education	3	0.57%
Traffic signal out or malfunctioning	3	0.57%
Street sign damaged or vandalized	3	0.57%
Sewer Grates Catch Basins	3	0.57%
Property Maintenance Fees	3	0.57%
Parks general	3	0.57%
Hauler Issue	3	0.57%
Handicap parking	3	0.57%

Graffiti vandalism removal	3	0.57%
Tree Questions Permits	2	0.38%
Trash Cans Outside Too Long	2	0.38%
Street Sign Request	2	0.38%
Street Condition - Hazardous	2	0.38%
Recycling Pickup	2	0.38%
No Water	2	0.38%
Mold/Mildew	2	0.38%
Infestation	2	0.38%
Dead animal	2	0.38%
Clean City Projects	2	0.38%
Sewers - Sign Posting	1	0.19%
Sewer Billing Inquiry	1	0.19%
Recycling Education	1	0.19%
Plumbing Issue	1	0.19%
Playground Maintenance	1	0.19%
Over grown grass and weeds	1	0.19%
Odor	1	0.19%
Non-Emergency Police	1	0.19%
No Electric	1	0.19%
Line Painting	1	0.19%
Housing Inspection	1	0.19%
Historic preservation assistance	1	0.19%
Health Hazard	1	0.19%
Dumpsters	1	0.19%
Curb/Sidewalk Repair Enforcement	1	0.19%
Collections - Codes	1	0.19%
Building & Trades Inspection Building	1	0.19%
Animal Control - Live Animals	1	0.19%
Abandoned Vehicles on Property	1	0.19%

- The Finance Department would like to welcome Aaron Yuan, who will be starting on May 9<sup>th</sup> as a Summer Intern in the Accounting Office.
- The Finance Department has created a Munis Training Manual for employees to reference. Training sessions for various areas of the new software continue to be held. Currently, Munis Capital Asset and Budget Process Review/Project Ledger and Budget Process Review training are scheduled.
- The Finance Department's CSC Division and IT Division are working together on the Hansen data conversion into the Tyler Munis system.
- The Finance Department's Grant Coordinator is compiling a list of all existing and relevant grants and studying how other organizations best utilize MUNIS for grant management.
- The Finance Department Purchasing Division provided the following update on current and upcoming projects:
  - **City Hall Roof Replacement Project Phase 1.** The contract was awarded to Mid-State Roofing. The project consists of demolishing portions of the existing building as needed to accommodate the alterations and installation of a new roofing system.
  - **City Park Playground Improvements Project.** The contract was awarded to Empire Services. The project consists of removing trees lying on the ground and unhealthy standing trees, pruning large trees, understory clearing and grubbing, earthwork/porous asphalt paving walkways, segmental block piers, landscaping, and the installation of owner-furnished modular play and swing structures, benches and safety surface mulch.
  - **Reading Police Department Training and Special Operations Facility Engineering Project RFP.** Submissions from qualified individuals or firms were due by April 14<sup>th</sup>. The RFP is for design engineering service for the new Reading Police Department Training and Special Operations Facility.
  - **Pest Control Services for Public Works, Wastewater Treatment Plant, and Fire Department** – submissions are due on May 13, 2022, and should encompass all City-owned properties.

**FIRE:**

- The Fire Department's 2022 Paramedic class completed the Fire Academy on Friday, April 15<sup>th</sup>, and they have been assigned to ambulances to begin their street orientation. Their graduation is scheduled for Friday, May 6<sup>th</sup>, in the evening.

- The Fire Department’s Southwest Station will begin the ramp reconstruction on May 2<sup>nd</sup>. The work is anticipated to last approximately four weeks. While the project is underway, the engine will be relocated during overnight hours due to the inability to use the station ramp.
- The 9<sup>th</sup> and Marion Fire Station project site work is progressing. Prepping has begun on the Marion Street side to start pouring the slab. Below is a current photo of progress at the worksite:



**HUMAN RELATIONS COMMISSION:**

- Starting on January 1<sup>st</sup>, and as of March 18<sup>th</sup>, HRC has:
  - 160 total rent and utility assistance applications were received (An increase of 52 applications since last reported).
    - 143 applications for rental assistance
      - 130 applicants were facing eviction
        - 2 were withdrawn by the tenants
        - 2 were denied due to not meeting the qualifications of the program
      - 10 applicants were not actively facing eviction
      - 3 applicants resided outside of the City but within the County.
    - 17 applications for utility assistance
      - 1 was denied for being over income according to HUD guidelines
      - 1 was denied due to the tenant not meeting program qualifications
- The Human Relations Commission Executive Director Kimberly Talbot provided the following explanation on the difference between received applications and approved applications:

- **ESG-CV (COVID-related)**: 51 cases were submitted. 42 of those cases were approved and paid. A total of \$158,492.83 has been expended to date.
- **ESG**: 20 cases were submitted. 14 of those cases were paid. A total of \$52,845.36 has been expended to date.
- **CDBG-CV**: CDBG-CV and ESG\_CV are used together, which occurred in 9 of the 51 cases mentioned above. CDBG-CV was used for one approved case, and \$4,350.00 was expended.
- The guidelines utilized for each program are set forth by the Housing & Urban Development (HUD) and the City's policies & procedures. Each program has its own rules/restrictions. The following is a summary of the requirements for each program, but this is not an exhaustive list:
  - **ESG (regular)**:
    - Applicant must be a city of Reading resident.
    - Applicant must be within the prescribed income guidelines (very low-income).
    - Applicant must show sustainability.
  - **ESG-CV**:
    - Applicant must be a city of Reading resident.
    - Applicant must demonstrate a financial impact related to the pandemic/COVID-19.
    - Applicant must meet HUD's definition of homeless (in certain circumstances).
    - Applicant must be able to provide documentation to verify their identity, social, etc.
    - Applicant must meet income guidelines.
  - **CDBG-CV**:
    - Guidelines are similar to the above program information.
- The HRC would like to note that this program information list is not all-inclusive.

**HUMAN RESOURCES:**

- The Human Resource Department would like to welcome the following new employees to the City of Reading organization:
  - Justina Rodriguez began on April 13<sup>th</sup> as a part-time Human Relations Commission Clerk
  - Caitlin Kammarrer began on April 18<sup>th</sup> as a Project Director.
- The Human Resource Department would like to congratulate the following employees, on behalf of the City of Reading organization, on their upcoming retirement:

- Bruce McAfee from the Property Maintenance Division on April 26<sup>th</sup>, 2022
- Fire Chief William Stoudt Jr. on April 30<sup>th</sup>, 2022

**LIBRARY:**

- The Reading Public Library provided the following statistics for March 2022:

SERVICES - REFERENCE QUESTIONS	MAIN	NW	NE	SE	Sr OTR	MTD	YTD
Number of Questions (Actual Reference Sample Total)	0	0	0	0	0	0	0

SERVICES	MAIN	NW	NE	SE	Sr OTR	MTD	YTD
Patron Count	5992	1072	1981	1538	170	10753	28745
Adult Library Card Registration	32	2	13	8	8	63	171
Juvenile Library Card Registration	14	0	4	6	0	24	86

SERVICES - CIRCULATION	MAIN	NW	NE	SE	Sr OTR	MTD	YTD
Adult AV	2357	77	328	479	244	3485	9605
Adult Print	2306	143	572	581	483	4085	11255
Overdrive Circulation	944	94	104	120	0	1262	3830
Hoopla Circulation	1228	43	136	242	0	1649	4965
Juvenile AV	319	38	45	66	1	469	1226
Juvenile Print	1685	59	473	985	1	3203	8554
Circulation of Children's Materials (ARQ51)	2004	97	518	1051	2	3672	9780
Circulation of Physical Items (ARQ52)	6667	317	1418	2111	729	11242	30640
<b>Total Item Circulation</b>	<b>8839</b>	<b>454</b>	<b>1658</b>	<b>2473</b>	<b>729</b>	<b>14153</b>	<b>39435</b>

OTHER ELECTRONIC INFORMATION	MAIN	NW	NE	SE	Sr OTR	MTD	YTD
Time (hr:min) Usage of Patron PCs	1330:58	55:19	178:42	298:47	0	1863:46	5050:03
Conversion to minutes	79858	3319	10722	17927	0	111826	303003
<b>PC Sessions =Time/30</b>	<b>2662</b>	<b>111</b>	<b>357</b>	<b>598</b>	<b>0</b>	<b>3728</b>	<b>10100</b>
Wireless Count	534	100	130	205	0	969	2665
AWE Early Literacy Station Sessions	78	0	10	55	0	143	368
<b>Total Computer Usage</b>	<b>3274</b>	<b>211</b>	<b>497</b>	<b>858</b>	<b>0</b>	<b>4840</b>	<b>13133</b>

MATERIALS	MAIN	NW	NE	SE	Sr OTR	MTD	YTD
A/V Materials Added	89	16	37	35	20	197	492
Print Materials Added	671	35	115	104	25	950	2856
Government Documents Added	0	0	0	0	0	0	1
Non Print Materials Added (Kits)	0	0	0	0	0	0	0
Miscellaneous Materials Added (Museum Passes)	0	0	0	0	0	0	12
<b>Total Number of Items Added</b>	<b>760</b>	<b>51</b>	<b>152</b>	<b>139</b>	<b>45</b>	<b>1147</b>	<b>3361</b>
A/V Materials Discarded	27	0	0	46	0	73	91
Print Materials Discarded	389	2	2065	2151	0	4607	5103
Government Documents Discarded	0	0	0	0	0	0	2
Non Print Materials Discarded (Kits)	0	0	0	0	0	0	0
Miscellaneous Materials Discarded (Museum Passes)	0	1	1	1	0	3	5
<b>Total Number of Items Discarded</b>	<b>416</b>	<b>3</b>	<b>2066</b>	<b>2198</b>	<b>0</b>	<b>4683</b>	<b>5201</b>

**PROGRAMS**

Number of Live Programs for Preschool (ages birth-5)	5	6	13	10	0	34	<b>74</b>
Number Live of Programs for Children (ages 6-11)	8	6	28	8	0	50	<b>124</b>
Number of Live Programs for YA (age 12-18)	5	22	1	1	0	29	<b>69</b>
Number of Live Programs for Adults (ages 19+)	11	6	14	12	2	45	<b>111</b>
Number of Live General Interest Programs (all ages)	6	0	0	12	0	18	<b>53</b>
<b>Total Number of Programs</b>	<b>35</b>	<b>40</b>	<b>56</b>	<b>43</b>	<b>2</b>	<b>176</b>	<b>431</b>
Attendance at Live Programs for Preschool (ages birth-5)	30	64	109	151	0	354	<b>827</b>
Attendance at Live of Programs for Children (ages 6-11)	53	98	252	67	0	470	<b>1307</b>
Attendance at Live Programs for YA (age 12-18)	57	125	2	1	0	185	<b>535</b>
Attendance at Live Programs for Adults (ages 19+)	81	16	195	37	14	343	<b>729</b>
Attendance at Live General Interest Programs (all ages)	87	0	0	74	0	161	<b>353</b>
<b>Total Program Attendance</b>	<b>308</b>	<b>303</b>	<b>558</b>	<b>330</b>	<b>14</b>	<b>1513</b>	<b>3751</b>

**PROGRAMS BY LOCATION** *(subset of Total Programs)*

Number of Live In-Person ONSITE programs	30	35	51	33	0	149	<b>357</b>
Number of Live In-Person OFFSITE programs	5	1	1	4	2	13	<b>32</b>
Number of Live Streaming Virtual Programs	0	4	4	6	0	14	<b>51</b>

**ATTENDANCE BY LOCATION**

Attendance at Live In-Person ONSITE programs	296	253	412	201	0	1162	<b>2734</b>
Attendance at Live In-Person OFFSITE programs	12	37	101	81	14	245	<b>622</b>
Attendance of Live Streaming Virtual Programs	0	13	15	48	0	76	<b>391</b>

**RECORDED PROGRAMS**

Total Number of Recorded Program Presentations	11	0	0	0	0	11	<b>30</b>
Total Views of Recorded Program Presentations within 7 Days	344	0	0	0	0	344	<b>847</b>

**STEM PROGRAMS** *(included in above program data)*

Number of STEM programs for preschool	0	1	0	0	0	1	<b>3</b>
Number of STEM programs for Children	7	3	9	9	0	28	<b>61</b>
Number of STEM Programs for Young Adults	0	4	0	0	0	4	<b>11</b>
Number of STEM Programs for Adults	7	0	0	0	0	7	<b>7</b>

**STEM ATTENDANCE**

Preschool Children STEM Program Attendance	0	17	0	0	0	17	<b>41</b>
Children's STEM Program Attendance	93	71	35	56	0	255	<b>390</b>
Young Adult STEM Program Attendance	0	11	0	0	0	11	<b>24</b>
Adult STEM Program Attendance	29	0	0	0	0	29	<b>29</b>

**SELF DIRECTED / PASSIVE LEARNING ACTIVITIES** *(do not include as program)*

How many self-directed/passive activities were offered by the library?	5	3	2	4	0	14	<b>39</b>
How many patrons took part in these activities?	364	42	44	43	0	493	<b>1318</b>

**POLICE:**

- The Reading Police Department is collaborating with various community organizations on youth-focused activities such as:



- Reading Recreation Commission will start a midnight basketball program at 3rd and Spruce Recreation Center in May. Police are aware and have organized deployment for the event.
  - Blacktop Basketball organizers are preparing for the upcoming season and have met with RPD. Police are aware and have organized deployment for the season.
  - The Reading Police Youth Academy continues to meet at the Olivet Boys and Girls Club. Cadets will complete CPR certification this week.
  - Lt Lillis continues to participate in meetings and activities that focus on reducing youth violence. He will attend various community events throughout the next month throughout the city and at schools.
- The Reading Police Department has conducted successful enforcement operations in collaboration with the DEA, Attorney General's Office, and the USMS, which resulted in the seizure of multiple firearms and the apprehension of several violent offenders.

**PUBLIC WORKS:**

- Public Works staff has completed:
  - 24 clean-up projects resulted in 94 bags and 46 bulk items
  - 113 tires picked up
  - 64 televisions picked up
  - 6 dead animals were picked up
  - 68 storm drains were inspected
    - 32 were cleaned with 6 bags of litter collected
  - 551 bags of litter and trash were collected from Penn Street daily cleaning
    - In addition, clean-up and extra trash cans were added for First Friday events.
- Public Works key staff participated in a site visit at the former Dana 50-acre site to help address security and maintenance issues.
- Public Works are preparing for:
  - PA DEP Secretary McDonnell visit on April 21<sup>st</sup> at City Park's Rose Garden
  - The Great American Cleanup is scheduled for April 23<sup>rd</sup> throughout the city.
- Public Works Wastewater Treatment Plant Maintenance team cleaned debris from the wet well of the North Reading pump station to ensure that pumps are not impacted during critical operations.

- Public Works WWTP Energy Audit has been completed as part of the US EPA/PA DEP program targeting energy use at wastewater facilities.
- Public Works WWTP has completed the additional sampling and analysis required for NPDES permit renewal is complete. Results were received from the contract laboratory, and a formal response letter is being drafted to accompany the data transmittal.
- Public Works WWTP Laboratory Manager received passing results for all proficiency tests for all PA DEP accredited parameters and were submitted to PA DEP to ensure continued accreditation as an environmental laboratory.