



Administrative Report Mayor Eddie Moran

TO: City Council
FROM: Frank Denbowski, Interim Managing Director
PREPARED BY: Maritza Loaiza, Special Assistant
MEETING DATE: May 9, 2022
AGENDA MEMO DATE: May 6, 2022

MAYOR:

- Mayor Moran hosted Acting State Secretary of DCED Neil Weaver and his staff on Monday, May 2nd, to kick off the State's National Small Business Week celebration. Reading, PA, was the first location of the week-long event the State had planned across the State.

The Secretary met with the Mayor and City Officials and then took Secretary Weaver and other elected officials on a tour of four local small businesses; Juice Bar, La Casa del Chimi Restaurant, Great American Creamery, and New Heightz Grocery Store. A press conference was also held at a Lancaster Avenue shopping plaza home to the American Beauty and Barbar Academy and other small businesses.

COMMUNITY DEVELOPMENT:

- The Community Development Director participated in the second Community Project Funding Committee. The Committee received 40 applications for which the group recommended 20 of the projects. The majority of the applicants were from Reading and Berks-based non-profit organizations.
- The Community Development Director attended Albright College's groundbreaking ceremony on behalf of the Moran Administration. The ceremony announced the start of construction on the new student dormitory building.
- The Community Development Department's Lead-Based Paint Hazard Abatement Program is progressing steadily. The LBHA Intake Officer has received three applications, two of which are owner-occupied properties.

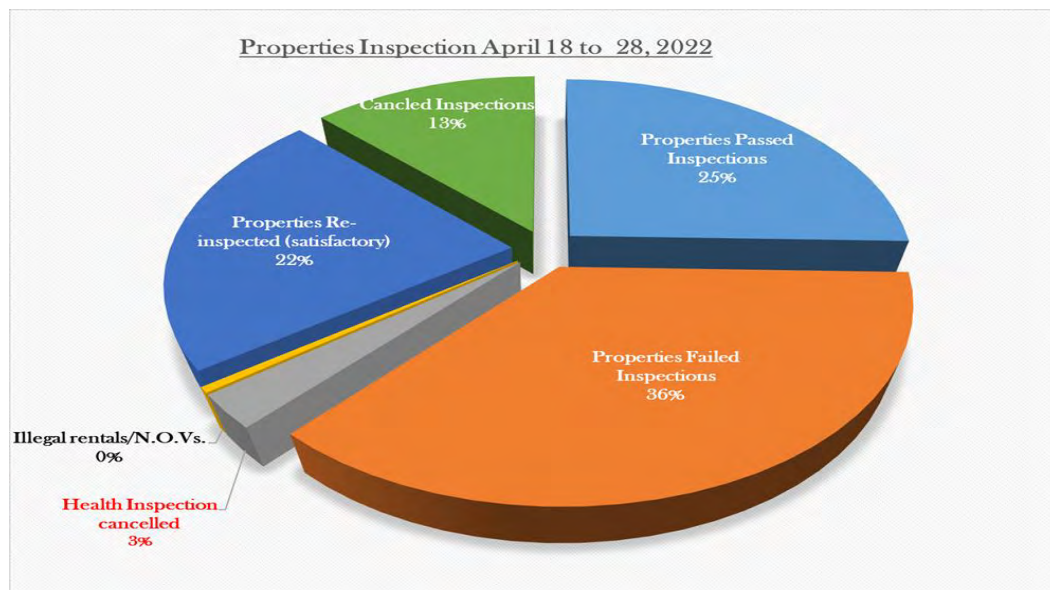
- The Community Development's Property Maintenance Division provided the following Quality of Life Report for April 2022. Violations are broken down by City Council Districts:

	1	2	3	4	5	6	Total
QOL 001 Accumulation of Garbage	5	18	8	6	5	6	48
QOL 002 Animal maintenance and waste	2	1	1	0	1	1	6
QOL 003 Improper disposal of Garbage	1	1	3	0	1	3	9
QOL 004 Highweeds and grass	0	3	5	1	0	1	10
QOL 006 Motor vehicles	0	0	2	0	1	1	4
QOL 009 Outside placement of indoor furniture of appliances	1	2	3	0	0	2	8
QOL 013 Storage containers out of place	1	3	3	10	0	7	24
QOL 014 Storing or discarding appliances	0	0	0	0	0	0	0
QOL 016 Storing of recyclables	1	0	0	0	0	0	1

- The Community Development's Property Maintenance Division provided the following Inspection Summary for February 2022:

Two Week Summary

Properties Passed Inspections	163
Properties Failed Inspections	233
Inspections cancelled	18
Illegal rentals/N.O.Vs.	3
Properties Re-inspected (satisfactory)	143
Cancelled Inspections	81



- The Community Development's Zoning Division provided the following report on Planning and Zoning activities:

	18-Apr	28-Apr	Total
New permit applications rec'd City	4	13	17
Pending intake	3	2	5
Permit reviews completed	22	14	36
Application returned incomplete	2	4	6
Applications on hold/awaiting applicant	44	36	80
Applications pending/in review	49	54	103
Applications over 31 days	21	23	44
New Zoning Complaints/Enforcements	7	13	20
Open from 2021			0
New Inquiries/research new received	15	15	30
2022 Open inquiries	18	10	28
2021 Open inquiries	15	17	32
Open enforcements	75	74	149
Site visits	5	12	17
Phone Calls	53	63	116
Walk-ins	126	127	253

- The Community Development provided the following report on Building and Trades activities from April 18th to April 28th:

No. of Permit Apps Submitted	71
No. of Plans Submitted	4
No. of Plan Reviews Completed	19
No. of Plans Approved	16
No. of Permits issued	62
Emergency Response Inspections	4
No. Properties inspected	
Passed	102
Failed	63

FINANCE:

- The Finance Department Information Technology staff is working on the installation of new cameras in the Police Department's Criminal Investigation interview rooms.
- The Finance Department's IT Division is preparing computers and account setups to prepare for the arrival of several interns who will be assigned throughout various City departments in the upcoming months.
- The Finance Department's Citizen's Service Center extended the due date for the housing bills mailed in March by a month. The new due date for the discount date is May 1st, and June 1st for the new due date for the flat rate.

- The Finance Department’s CSC provided the following data related to phone calls received:

Request Type	REQUESTS	PERCENT
Sewer backup	487	22.77%
Property Maintenance Unpaid Fees Request	200	9.35%
Yardwaste	197	9.21%
Needs Recycling Bin	165	7.71%
Pothole or sunken utility cut	104	4.86%
Recycling Electronics	86	4.02%
Trash Pick up	76	3.55%
Property Inspections Scheduling	75	3.51%
Trash Enforcement	69	3.23%
Property Maintenance Issues	48	2.24%
Building and Trades Permits	46	2.15%
Meet with the Mayor	34	1.59%
Housing Permits	32	1.5%
Zoning Inquiry	31	1.45%
Recycling Pickup	26	1.22%
Zoning Violation	23	1.08%
Street Sweeping	20	0.94%
Unpermitted construction activity	19	0.89%
Tire Removal/Pick Up	19	0.89%
Structure	15	0.7%
Street Repair or Paving	14	0.65%
Sewer Inquiries	14	0.65%
Trash Cans Outside Too Long	13	0.61%
Illegal Dumping	12	0.56%
Hauler Issue	12	0.56%
Property Maintenance Fees	11	0.51%
Over grown grass and weeds	11	0.51%
Infestation	11	0.51%

Tree Trimming Private Property	10	0.47%
Street light out or malfunctioning	10	0.47%
Roofs/Drainage	10	0.47%
Property Inspections	10	0.47%
Mold/Mildew	10	0.47%
Dog dirt	10	0.47%
Handicap parking	9	0.42%
Collections - Codes	9	0.42%
Clean City Projects	9	0.42%
Tree Questions Permits	8	0.37%
Street sign damaged or vandalized	8	0.37%
Feeding Animals	8	0.37%
Sewer Grates Catch Basins	7	0.33%
Odor	7	0.33%
Graffiti vandalism removal	7	0.33%
Dead animal	7	0.33%
Street Condition - Hazardous	6	0.28%
No Water	6	0.28%
Abandoned Vehicles on Property	6	0.28%
Tree Trimming Public	5	0.23%
Trash Education	5	0.23%
Street Sign Request	5	0.23%
Plumbing Issue	5	0.23%
Parks general	5	0.23%
Certificate of Transfer	5	0.23%
Traffic signal out or malfunctioning	4	0.19%
Street Inquiries	4	0.19%
Sewers - Sign Posting	4	0.19%
Historic preservation assistance	4	0.19%
Animal Control - Live Animals	4	0.19%

Recycling Education	3	0.14%
Playground Maintenance	3	0.14%
Non Emergency Police	3	0.14%
No Heat	3	0.14%
Line Painting	3	0.14%
Illegal Conversions	3	0.14%
Hoarding Clutter Situation	3	0.14%
Health Hazard	3	0.14%
Certificate of Occupancy	3	0.14%
Unsecured/Open Property	2	0.09%
Sewer Billing Inquiry	2	0.09%
Quality of Life Violations	2	0.09%
No Electric	2	0.09%
Meet with the Managing Director	2	0.09%
Lead Paint Issue	2	0.09%
Housing Inspection	2	0.09%
Health Bills	2	0.09%
Electrical Issue	2	0.09%
Dumpsters	2	0.09%
Curb/Sidewalk Repair Enforcement	2	0.09%
Abandoned Property	2	0.09%
Vehicle Nuisance	1	0.05%
Storage of Tires	1	0.05%
Sneakers on Wires	1	0.05%
Sidewalk Construction Permits	1	0.05%
Sewers Storm Renewal/Repair	1	0.05%
Sewers Sanitary Main Blockage	1	0.05%
Rooms for Rent	1	0.05%
Illicit Discharge	1	0.05%
DID Area Vendor Inquiries	1	0.05%
Building & Trades Inspection Electrical	1	0.05%
Building & Trades Inspection Building	1	0.05%

- The Finance Department’s Accounting Division successfully uploaded multi-year fund balances into the Munis Production environment.
- The Finance Department continues to train and assist employees in various areas within the Munis program as it continues to roll out.
- The Finance Department’s Purchasing Division provided the following update on current and upcoming projects:
 - **Road Program.** The project consists of but not limited to the removal and replacement of roadway pavement and related items such as subbase repairs, base repairs, leveling, ADA curb ramp improvement and associated with signal improvements, pavement markings, loop detection systems.
 - Currently in discussion with the lowest bidder on the pricing of No Parking Signage while waiting for a fully executed recommendation memo.
 - **Reading Police Department Training and Special Operations Facility Engineering Project RFP.** The RFP is for design engineering service for the new Reading Police Department Training and Special Operations Facility.
 - The selection committee is currently reviewing all submissions.
 - **Specific Engineering, Planning, and Zoning Review Services (SEPZ) -** Submissions are due by May 16, 2022. The services consist of identifying a qualifying firm for the delivery of technical engineering and planning assistance, plan reviews, zoning reviews, and other services related to development in the City of Reading.
 - **Pagoda Facility Evaluation Mechanical, Electrical, Plumbing, and Structural -** Submissions are due by May 3, 2022. The services consist of identifying a qualifying firm to deliver mechanical, electrical, plumbing, and structural evaluation, design, and construction management services for the Pagoda.
 - **Specific Engineering, Planning, and Zoning Review Services (SEPZ) -** Submissions are due by May 16, 2022. The services consist of identifying a qualifying firm for the delivery of technical engineering and planning assistance, plan reviews, zoning reviews, and other services related to development in the City of Reading.
 - **Egelman’s Park Pavillion Repairs Project -** Submissions are due by May 6, 2022. The project consists of a new roof installation along with other miscellaneous items.
- City Controller Michael Oppenheimer is working diligently to address all external audit issues as they arise during the audit process.

FIRE:

- The Fire Department Fire Chief Stoudt retired on April 30th. First Deputy Chief James Stoudt Jr. has transitioned into the position of Fire Chief as of May 1st.
- The 9th and Marion Fire Station project site work is progressing. Steel was delivered during the last week of April.
- The Paramedic Graduation Ceremony is scheduled for Friday, May 6th, at the Goggleworks Center for the Arts.

HUMAN RESOURCES:

- The Human Resource Department would like to welcome the following new employees to the City of Reading organization:
 - Victor Vazquez began on May 2nd as an EO II for Solid Waste
 - Kevin Rutkowski began on May 2nd as an EO II for Streets
 - Lauren Camp will begin on May 23rd as the Health Equity Director

LIBRARY:

- The Reading Public Library received approval for three grants from the Wyomissing Foundation to cover the following:
 - South of Penn Coordinator position (RPL received in prior years)
 - South of Penn Summer @ RPL (RPL received in prior years)
 - North Summer @ RPL (First time received by RPL)
- The RPL has recently hired a new Reference Paraprofessional at the Main Branch Library. Interviews are currently being held for the Teen Manager Position.

POLICE:

- The Reading Police Department will receive five AEDs from The Officer Michael H. Wise Foundation. The new units will replace old units located in RPD facilities.
- The RPD's Lt. Lance Lillis continues to participate in various outreach efforts. Over the next month, he will be attending various community and school events.
- The Reading Police Youth Academy currently has 23 active cadets, and the group continues to meet regularly. On April 5th, April 12th, and April 19th, cadets completed First Aid and CPR certification training. Other activities include Physical Readiness Training and Life Skills training.

PUBLIC WORKS:

- The Great American Cleanup was held at City Park on April 23rd, with clean-up projects occurring throughout that weekend to celebrate Earth Day. Four hundred volunteers helped clean up 5.1 tons of litter and trash and 30 bulk items at 20 sites throughout the city. Bulk items included a couch, tables, tires, televisions, and a 10-gallon jug of used motor oil.

A special thank you to all the volunteers and organizations that participated, which included the Reading School District, Albright College, Alvernia University, VoiceUp Berks, Berks Catholic, Entec Engineering, Santander Bank, Mid Penn Bank, and Pagoda Hill Climb organization, Berks County Realtors Association and the Reading Rotary Club.

In addition, over 100 vendors and exhibitors participated on April 23rd, which drew over 600 attendees.

- Public Works staff has also completed:
 - 19 clean-up projects resulted in 106 bags and 16 bulk items
 - 13 graffiti removal jobs
 - 13 dead animals pick ups
 - 521 bags of litter and trash were collected from Penn Street daily cleaning
- Public Works picked up 38 televisions and 119 tires, of which 80 were found in a wooded area off of Kutztown Road.
- Public Works was assisted by the Reading Area Water Authority (RAWA) in a clean-up behind their property, resulting in 3.84 tons of trash and bulk items.
- Public Works has recently delivered 110 recycling bins that residents have requested.
- Public Works addressed 1236 potholes in the month of April.