



Administrative Report

Mayor Eddie Moran

TO: City Council
FROM: Frank Denbowski, Interim Managing Director
PREPARED BY: Maritza Loaiza, Special Assistant
MEETING DATE: May 23, 2022
AGENDA MEMO DATE: May 18, 2022

FINANCE:

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

Request Type	REQUESTS	PERCENT
Sewer backup	99	18.75%
Yardwaste	61	11.55%
Needs Recycling Bin	42	7.95%
Property Maintenance Unpaid Fees Request	30	5.68%
Trash Pick up	27	5.11%
Pothole or sunken utility cut	26	4.92%
Over grown grass and weeds	23	4.36%
Recycling Electronics	20	3.79%
Property Maintenance Issues	20	3.79%
Trash Enforcement	19	3.6%

Building and Trades Permits	14	2.65%
Meet with the Mayor	12	2.27%
Property Inspections Scheduling	11	2.08%
Zoning Inquiry	10	1.89%
Graffiti vandalism removal	8	1.52%
Tire Removal/Pick Up	7	1.33%
Structure	7	1.33%
Street Repair or Paving	7	1.33%
Zoning Violation	5	0.95%
Illegal Dumping	5	0.95%
Recycling Pickup	4	0.76%
Property Inspections	4	0.76%
Quality of Life Violations	3	0.57%
Plumbing Issue	3	0.57%
Housing Permits	3	0.57%
Health Hazard	3	0.57%
Clean City Projects	3	0.57%
Unsecured/Open Property	2	0.38%
Unpermitted construction activity	2	0.38%
Tree Trimming Private Property	2	0.38%
Trash Cans Outside Too Long	2	0.38%
Street Sweeping	2	0.38%
Street light out or malfunctioning	2	0.38%
Sewer Inquiries	2	0.38%
Roofs/Drainage	2	0.38%
Property Maintenance Fees	2	0.38%
Odor	2	0.38%
Mold/Mildew	2	0.38%
Line Painting	2	0.38%
Infestation	2	0.38%
Hauler Issue	2	0.38%

Handicap parking	2	0.38%
Collections - Codes	2	0.38%
Animal Control - Live Animals	2	0.38%
Vermin	1	0.19%
Tree Trimming Public	1	0.19%
Trash Education	1	0.19%
Street Sign Request	1	0.19%
Street sign damaged or vandalized	1	0.19%
Sidewalk Construction Permits	1	0.19%
Sidewalk Cafe Permit	1	0.19%
Sewers Sanitary Main Blockage	1	0.19%
Recycling Education	1	0.19%
Parks general	1	0.19%
Non Emergency Police	1	0.19%
No Heat	1	0.19%
Meet with the Managing Director	1	0.19%
Indoor Furniture	1	0.19%
Illicit Discharge	1	0.19%
Dog dirt	1	0.19%
Dead animal	1	0.19%
Certificate of Transfer	1	0.19%

- The Finance Department’s Accounting Division continues to attend training for the various areas in Munis. Recently, check run training sessions were held on April 29th and May 6th, and will continue through May 29th.
- The Finance Department would like to welcome Aaron Yuan, a summer intern from Penn State Berks working with the Accounting Division.
- The Finance Department’s Purchasing Division provided the following update on current and upcoming projects:
 - **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 reviewed the technical proposals and has returned them to Purchasing. Currently, the committee is reviewing and ranking the pricing proposals.

- **Pagoda Facility Evaluation Mechanical, Electrical, Plumbing, and Structural** Submissions were 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.
 - The selection committee is currently reviewing technical proposals. Committee members must submit their matrix to Purchasing by May 20th. Pricing proposals will then be distributed for review and ranking.
- **Egelman's Park Pavillion Repairs Project** - Submissions were due by May 6, 2022. The project consists of a new roof installation along with other miscellaneous items.
 - One bid was received, and a recommendation memo is currently being prepared to submit to City Council.

FIRE:

- The Fire Department will be participating in the Reading Recreation Commission's First Responder vs City youth basketball game at the RHS Geigle on Saturday, May 21st. Several firefighters, including Chief James Stoudt, will participate alongside RPD Officers.
- On Friday, May 6th, the Paramedic Class of 2022 graduated. Congratulations to paramedics Cody Rosselli, Elizabeth Steffens, and Stacie Nein. They are now assigned to their respective units and platoons and started on Monday, May 8th.
- The 9th and Marion Fire Station project site work is progressing. Below is a current photo of progress at the worksite:



HUMAN RELATIONS COMMISSION:

- Starting on January 1st, and as of May 13th, HRC has:
 - 221 total rent and utility assistance applications were received (An increase of 113 applications since last reported).
 - 164 applications for rental assistance were facing evictions
 - 2 applications were withdrawn by tenants
 - 3 applications were denied due to not meeting the program requirements
 - 12 applicants were not actively facing eviction
 - 3 applicants resided outside of the City but within the County.
 - 34 applications for utility assistance
 - 2 applications were denied for exceeding HUD's income guidelines
 - 1 application was denied due to not meeting program requirements
 - Received Applications vs. Approved Applications (Since last reported)
 - ESG-CV (COVID related)
 - 8 new cases, with 4 of those approved and paid
 - ESG
 - 16 new cases, with 14 of those approved and paid
 - CDBG-CV (CDBG-CV and ESG-CV are utilized together.)
 - Occurred in 9 times out of 51 cases

HUMAN RESOURCES:

- The Human Resource Department is conducting various employee training sessions. Upcoming training sessions include Emergency Action Plans, Driver Safety, Confined Space, Workplace Violence, PA Right to Know, General Safety, Hot Workplace, and Cold Weather Injury Prevention.
- The Human Resource Department would like to welcome the following new employees to the City of Reading organization:
 - Mary Kramer began on May 19th as a part-time Telecommunicator

LIBRARY:

- The Reading Public Library is now offering an Image Rich digital version of the current Reading Eagle via NewsBank.

- In the month of March, the Reading Public Library has had :
 - 39,432 patrons visit the library
 - 52,244 items circulated
 - 17,797 computer and WiFi sessions utilized
 - 601 programs held
 - 5,510 program attendees

- The RPL has recently hired a new Reference Paraprofessional at the Main Branch Library. Interviews are currently being held for the Teen Manager Position.

PUBLIC WORKS:

- Public Works Clean City crew toured Bernhardt's Dam site on May 9th and evaluated necessary work around the lake's perimeter.

- Public Works staff designed and printed permit decals for dumpsters. Distribution of the decals began in May.

- Public Works staff has also completed:
 - 20 clean-up projects resulted in 92 bags and 27 bulk items
 - 4 graffiti removal jobs
 - 11 dead animals pick ups
 - 489 bags of litter and trash were collected from Penn Street daily cleaning

- Public Works picked up 72 televisions and 253 tires at various sites throughout the City. 200 of those tires were picked up from 50-acre site, as well as 23 tons of trash.

- Public Works successfully connected the new 9th and Marion Fire Station sanitary line to the main.

- Public Works has recently delivered 70 recycling bins that residents have requested.

- Public Works Sewer staff assisted in ensuring the safe return of a toddler girl walking down the middle of the street by blocking the roadway with their Sewer vehicle until Police arrived.