



Administrative Report Mayor Eddie Moran

TO: City Council
FROM: Frank Denbowski, Interim Managing Director
PREPARED BY: Maritza Loaiza, Special Assistant
MEETING DATE: June 13, 2022
AGENDA MEMO DATE: June 8, 2022

FINANCE:

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

Request Type	REQUESTS	PERCENT
Sewer backup	151	23.02%
Yardwaste	84	12.8%
Property Maintenance Unpaid Fees Request	49	7.47%
Needs Recycling Bin	45	6.86%
Over grown grass and weeds	36	5.49%
Property Maintenance Issues	33	5.03%
Recycling Electronics	32	4.88%
Trash Pick up	26	3.96%
Trash Enforcement	24	3.66%
Pothole or sunken utility cut	19	2.9%
Property Inspections Scheduling	13	1.98%
Meet with the Mayor	13	1.98%

Zoning Inquiry	11	1.68%
Tire Removal/Pick Up	9	1.37%
Tree Trimming Public	6	0.91%
Building and Trades Permits	6	0.91%
Property Maintenance Fees	5	0.76%
Illegal Dumping	5	0.76%
Handicap parking	5	0.76%
Tree Trimming Private Property	4	0.61%
Recycling Pickup	4	0.61%
Abandoned Vehicles on Property	4	0.61%
Unsecured/Open Property	3	0.46%
Unpermitted construction activity	3	0.46%
Street Sign Request	3	0.46%
Street Repair or Paving	3	0.46%
Sewer Inquiries	3	0.46%
No Electric	3	0.46%
Mold/Mildew	3	0.46%
Line Painting	3	0.46%
Zoning Violation	2	0.3%
Tree Questions Permits	2	0.3%
Trash Education	2	0.3%
Trash Cans Outside Too Long	2	0.3%
Street sign damaged or vandalized	2	0.3%
Street light out or malfunctioning	2	0.3%
Sidewalk Construction Permits	2	0.3%
Sewer Grates Catch Basins	2	0.3%
Recycling Education	2	0.3%
Property Inspections	2	0.3%
Illegal Conversions	2	0.3%
Hauler Issue	2	0.3%
Dog dirt	2	0.3%
Animal Control - Live Animals	2	0.3%
Vermin	1	0.15%
Vehicle Nuisance	1	0.15%
Street Sweeping	1	0.15%
Street Condition - Hazardous	1	0.15%
Rooms for Rent	1	0.15%
Odor	1	0.15%

No Water	1	0.15%
Infestation	1	0.15%
Indoor Furniture	1	0.15%
Housing Permits	1	0.15%
Hoarding Clutter Situation	1	0.15%
Historic preservation assistance	1	0.15%
Grass cutting at parks	1	0.15%
Feeding Animals	1	0.15%
Electrical Issue	1	0.15%
Curb/Sidewalk Repair Enforcement	1	0.15%
Clean City Projects	1	0.15%
Certificate of Transfer	1	0.15%
Building & Trades Inspection Electrical	1	0.15%
Abandoned Property	1	0.15%

FIRE:

- The Reading Fire Department conducted a final inspection of the new 93-foot tower ladder truck. After some final corrections and additions are made, the truck has an estimated delivery date of late June, with a start of use date of the end of the summer. This tower ladder truck will replace a 2003 75-foot model, which will be kept as a spare and used as needed.
- The RFD’s Southwest Station has completed the ramp replacement project. The fire apparatus will be returned on June 21st as time is needed for the concrete to cure.
- The 9th and Marion Fire Station project site work is progressing. Below is a current photo of progress at the worksite:



HUMAN RESOURCES:

- The Human Resource Department would like to welcome the following new employees to the City of Reading organization:
 - Jaylen Barrientos-Collins as a part-time Data Transfer Clerk in Zoning as of May 31st.
 - Nelis Batista Segural as Development and Inspection Clerk in the Property Maintenance Department as of June 1st
- The Human Resource Department is currently working with Police on promotional interviews on June 16th for Sergeant and Lieutenant.
- The Human Resource Department has received 86 entry-level applications for the Fire Department. The deadline for application submission was May 31st. The next step is the written exam to be held on June 18th.

LIBRARY:

- The Reading Public Library has promoted a staff member to Teen Loft Manager and hired a Summer Library Clerk to assist with the high season. The RPL still has the following available positions:
 - 1 full-time Bilingual Library Assistant
 - 1 part-time Bilingual Library Assistant
 - 1 full-time Youth Services Coordinator

Anyone interested in applying, please visit the RPL website at: <http://readingpubliclibrary.org/employment-opportunities>

POLICE:

- The Reading Police Department is currently planning the National Night Out event which will be held on Tuesday, August 2nd, on the 500 block of Penn Street.
- The RPD was awarded an \$8,000 grant from the 2022 Darrell and Gloria Rank K9 corps Fund and Richard Groff and Meda Kern K9 Corps Endowment.
- The RPD oversaw the destruction of dirt bikes and ATVs seized in the years 2021 and 2022.
- Chief Torielli met with Captain Bailey and Lt. Burkhardt, new leadership from the Pennsylvania State Patrol, to find ways to collaborate on enforcement efforts and community engagement activities.
- The RPD conducted another Operation Cease Fire detail on May 5th. The RPD was assisted by Berks County's District Attorney's Office Drug Task Force, Berks County Adult Probation, Berks County Juvenile Probation, Berks County Sheriff's Office, PA State Police, and PA State Police. The detail produced the following results:
 - 1 Summary Arrest

- 3 Misdemeanor Arrests
- 8 Felony Arrests
- 12 Warrants Served
- 1 Firearm Recovered
- 1 Stolen Vehicle Recovered
- 25 Home Visits of Individuals on Supervision
- 36 Traffic Stops
 - 20 Citations Issued

In addition, the following was also conducted:

- 4 Park and Walk Details
- 4 Bar/Business Checks

PUBLIC WORKS:

- Public Works staff has added extra trash cans to parks throughout the city to address the increase of waste during the warmer months.
- Public Works staff has also completed:
 - 19 clean-up projects resulted in 79 bags and 20 bulk items
 - 21 graffiti removal jobs
 - 13 dead animals picked up
 - 550 bags of litter and trash were collected from Penn Street daily cleaning
- Public Works picked up 59 televisions and 41 tires at various sites throughout the City.
- Public Works addressed 960 potholes and low street cuts in the month of May.
- Public Works Clean City Coordinator has met with County Juvenile and Adult Probation, Hope Rescue Mission, Opportunity House, and EDI Inc. to review community services policies and/or volunteer policy and procedures.
- Public Works Clean City Coordinator has walked the Hampden Heights, 11th & Pike, 3rd and Spruce, and McKnight and West Oley neighborhoods to distribute flyers for the Residential Clean-Out event on June 25th.
- Public Works staff performed community outreach within the Centre Park Historic District. Staff attended the Centre Park Flea Market event to share Clean City information with the community and passed out flyers for the Residential Clean-Out at the event and in surrounding neighborhoods.
- Public Work Solid Waste Manager attended the Professional Recyclers of Pennsylvania (PROP) training in State College on May 12th and 13th. The training was completed, and certification testing is scheduled for July.

- Public Works has named Bill Reilly Wastewater Treatment Plant Manager. Bill was previously serving as the WWTP Operations Manager.
- Public Works Sustainability Manager attended the EPA Mid-Atlantic Summit meeting on May 25th.
- Public Works has completed the Bernhart Dam Dewatering project. The reservoir is now drained to the extent planned, and the Certificate of Completion was submitted to the DEP and ACOE. PW will seed the basin area as a follow-up to the project. The EPA will also continue investigating the island and other previously untested areas.