



Administrative Report

Mayor Eddie Moran

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

COMMUNITY DEVELOPMENT:

- The Community Development Department attended, alongside Mayor Moran, the Berks Industrial Development Authority (IDA) meeting, which focused on collaboration around incentives for developers who invest in the City and create jobs in the commercial and industrial fields. The IDA can assist with bridge loan financing, preparing RCAP applications, and financing projects.
- CD is developing a prototype plan for devising single parking pads in high-density residential areas. The factors that will be considered in the study are vehicular ingress and egress to the rear of the properties, lot coverage, existing structures, and availability of privately owned community parking lots.
- CD's Lead Hazard Program completed its first inspection and risk assessment at two properties; one on Schuylkill Ave. and another on 3rd Street. The program requires analysis to determine the best method of abatement for the interior and exterior of the properties.
- The CD Property Maintenance Division has completed 741 inspections. Of those 741 inspections, 305 residential units passed the 2-year inspection, 412 failed their inspection, and 24 passed after rectifying reported violations.
- The CD Building and Trades Division has received 38 building permit applications (structural, mechanical, electrical, or plumbing). 50 residential inspections and 36 commercial inspections were also completed. The current pass/fail ratio averages 55% to 45%, respectively.

- The CD Zoning Division received 16 new permit applications. 64 permit applications were processed within 30 days, and 22 were processed within 60 days. Zoning also received and addressed 21 complaints.
- CD's Property Maintenance Division has Sweep Officers conducting daily tours within high-density residential areas. The Sweep Officer program is creating better relationships with residents while educating them on quality-of-life issues, encouraging improvements in their neighborhoods, and enforcing current City ordinances pertaining to quality-of-life when necessary.

FINANCE:

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

Request Type	REQUESTS	PERCENT
Sewer backup	85	16.8%
Yardwaste	65	12.85%
Property Maintenance Unpaid Fees Request	38	7.51%
Recycling Electronics	31	6.13%
Property Maintenance Issues	31	6.13%
Needs Recycling Bin	29	5.73%
Over grown grass and weeds	27	5.34%
Trash Pick up	26	5.14%
Trash Enforcement	20	3.95%
Tree Trimming Private Property	11	2.17%
Abandoned Vehicles on Property	8	1.58%
Health Hazard	7	1.38%
Unpermitted construction activity	6	1.19%
Trash Cans Outside Too Long	6	1.19%
Meet with the Mayor	6	1.19%
Housing Permits	6	1.19%
Feeding Animals	6	1.19%
Tire Removal/Pick Up	5	0.99%
Property Inspections Scheduling	5	0.99%
Building and Trades Permits	5	0.99%
Zoning Inquiry	4	0.79%
Recycling Pickup	4	0.79%
Quality of Life Violations	4	0.79%
Handicap parking	4	0.79%
Zoning Violation	3	0.59%

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Quality of Life Violations	4	0.79%
Handicap parking	4	0.79%
Zoning Violation	3	0.59%
Trash Education	3	0.59%
Street Sweeping	3	0.59%
Street Sign Request	3	0.59%
Property Maintenance Fees	3	0.59%
Line Painting	3	0.59%
Infestation	3	0.59%
Illegal Dumping	3	0.59%
Dead animal	3	0.59%
Animal Control - Live Animals	3	0.59%
Abandoned Property	3	0.59%
Unsecured/Open Property	2	0.4%
Swimming Pool - health, safety, zoning issues	2	0.4%
Street Repair or Paving	2	0.4%
Sewer Inquiries	2	0.4%
Sewer Grates Catch Basins	2	0.4%
Property Inspections	2	0.4%
Housing Inspection	2	0.4%
Graffiti vandalism removal	2	0.4%
Dog dirt	2	0.4%
Tree Trimming Public	1	0.2%
Structure	1	0.2%
Street sign damaged or vandalized	1	0.2%
Street Condition - Hazardous	1	0.2%
Odor	1	0.2%
No Trash Hauler	1	0.2%
No Electric	1	0.2%
Neighborhood cleanup support	1	0.2%
Mold/Mildew	1	0.2%
Meet with the Managing Director	1	0.2%
Lead Paint Issue	1	0.2%
Illicit Discharge	1	0.2%
Collections - Codes	1	0.2%
Clean City Projects	1	0.2%

Certificate of Occupancy	1	0.2%
Building & Trades Inspection Electrical	1	0.2%

FIRE:

- The Reading Fire Department has a student from the Mayor's Youth Initiative assigned to the Department. The student is interested in Fire and EMS and will spend time with various officers learning how the Fire Department operates.
- The RFD donated 25 sets of firefighting gear that have reached their NFPA expiration date to the fire companies in the Dominican Republic, where gear and equipment are very sparse. The donation was made with the help of the Mayor and Eddie Espina, a local small business owner.
- The RFD wants to thank Firefighter Daniel Wade for his 34 years of service with the Department. He retired on June 30th and was the last member of the Probationary Class of 1988.
- The 9th and Marion Fire Station project site work is progressing. Below is a picture of the final beam set in place after a short ceremony on July 15th.



HUMAN RESOURCES:

- The Human Resource Department would like to welcome the following new employees to the City of Reading organization:
 - Raymond Sodouski, Equipment Operator II in the Parks Division of Public Works, as of July 5th.
 - Aiden Gehret, Part-time Grounds Maintenance in the Parks Division of Public Works, as of July 5th.
 - Joshua Perez, Part-time Downtown Ambassador, as of July 25th.
 - Valentin Del Rosario, Full-time Downtown Ambassador Specialist as of July 25th.
- The Human Resource Department would like to thank the following employees who retired for their service and commitment to the City of Reading organization:
 - Mark Hackney retired on July 18th.

LIBRARY:

- The Reading Public Library submitted the completed article on the RPL's strategic planning process to the Library Journal Quarterly.

POLICE:

- The Reading Police Department would like to remind everyone that the National Night Out event is scheduled for Tuesday, August 2nd, on the 500 block of Penn Street. The City is actively promoting the event and hopes for a large turnout.

PUBLIC WORKS:

- Public Works staff has also completed:
 - 43 sites were cleaned up, which resulted in 197 bags of litter and 36 bulk items
 - 64 televisions from various sites throughout the City
 - 13 dead animals were picked up
 - 582 bags of litter and trash were collected from Penn Street daily cleaning
 - 40 tires that were dumped at the 50-Acre site
- Public Works cleaned 65 storm drains after inspecting 112. Eighteen bags of litter were collected.
- Public Works delivered 56 recycling bins to residents who requested them.
- The Public Works Sewers Excavation crew completed a main repair with two lateral connection replacements on the 400 block of Miltimore Street.
- Public Works Clean City Coordinator met with Pastor Joey Martinez. Pastor Martinez committed 60 youth volunteers for clean-up efforts scheduled on July 31st and August 1st.