



Administrative Report

Mayor Eddie Moran

TO: City Council
FROM: William M. Heim, Managing Director
PREPARED BY: Maritza Loaiza, Special Assistant
MEETING DATE: September 21, 2022
AGENDA MEMO DATE: September 26, 2022

COMMUNITY DEVELOPMENT:

- The Community Development Department attended a meeting hosted by Mayor Moran on September 8th with the County of Berks, Berks Alliance, and GRCA to discuss collaboration in forming the Transit Oriented District (TOD). An Executive Committee was created with representation from each organization to assign the necessary next-step tasks.
- The CD Department submitted a grant application to Lincoln Financial requesting consideration to address poverty and building equity throughout the City via the grant. If awarded, Mayor Moran will host a meeting with various local organizations and Lincoln Financial for a proposed community revitalization program focused on the southern part of the City.

DOWNTOWN:

- The Downtown Ambassador staff continues with daily cleaning of the Penn Street Corridor with the assistance of the Hope Rescue Clean team. Monday and Friday's seem to be the heaviest cleanup days, resulting in 50 bags of trash each day.
- The Downtown Ambassadors will be trained in administering Narcan by the City's EMS staff.
- The Downtown Coordinator began planning for the holiday parade. The parade is scheduled for November 19th.
- Upcoming events occurring in the Downtown area are as follows:
 - October: Mayor Moran's Halloween on Penn event

- November: Holiday Parade
- December: Tree Lighting and Holiday Market (date TBD)

FINANCE:

- The Finance Department’s Information Technology Division provided the following updates on IT-related activities:
 - Completed wiring for the Police Records Renovation Project
 - Identifying obsolete telephone lines for elimination.
- The Finance Department’s Citizens Service Center provided the following updates:
 - Continues discussions with the Communication Coordinator regarding publicizing the new Tyler 311 system internally and externally.
- The Finance Department’s Accounting Division provided the following updates:
 - Met with Capital Projects Manager to discuss the central budget, budget project processes, year-to-date budget report, and next-year budget historical comparison Munis System instruction.
 - Internal budget prep continues for 2023 budget revenues, expenses, and salary status.
- The Finance Department’s Purchasing Division provided the following updates related to projects:
 - Dumping Abatement RFP - As no bid responses were received, a re-bid will occur. The Solid Waste Manager and City Clerk are revising the specifications and will return to Purchasing for advertising.
 - Sewer Rate Study and Analysis – The City sought proposals from qualified professional consultants to conduct a comprehensive financial study of its capital retail, bulk, and surcharge rate structures to provide wastewater collection and treatment services. One proposal was received and is currently under review by a selection committee.
 - Labor and Disposal of Trash, Accumulated Nuisance, Weed Removal, and Securing Necessary Properties – Bid includes labor and disposal of all materials considered public nuisances, weed removal, and securing properties. Two bids were received, which the Project Manager is currently reviewing.
 - Grant Writing Services - Bids were due on September 15th, and six bids were received. A selection committee will begin to review the bids.
 - Sidewalk Project for Community Development – Bids are due on October 7th.
 - Skyline Drive Observation Overlook Clearing – Mount Penn Mountain from the Pagoda to List Road Project – Bids are due on October 13th.
 - Upcoming Projects:
 - Registering Abandoned Properties for Community Development
 - Reading Skate Park Construction
 - Reading Iron Playground

- The City Controller continues budget preparations for the 2023 fiscal year. Recently, completed a review of all revenue accounts to ensure a return to pre-Covid budgeting.
- The City Controller is researching and obtaining information for GASB 87,96, and 100 reports.
- The City Controller continues to assist accountants with Munis vs. USL discrepancies.
- The Finance Department's Project Manager provided the following updates related to capital projects:
 - Peace Dove Conservation – An additional conservator plans to submit a bid increasing the number of quotes received to three by October 15th to recreate the statue.
 - Completed Projects:
 - Essick Park Asphalt Removal
 - Southwest Apron
 - Bernhart's Dam
 - Bernhart's Lead/Creek (EPA confirms the site is safe with current use)
 - 11th and Pike Phase 1
 - City Park Pavilion
 - City Park Small Pavilion
 - Sidewalk Program
- The Finance Department provided the following updates on the AHL Grant activities:
 - The Community Engagement Coordinator is developing new community partnerships, attending weekly vaccine clinics, and leading the grant program's social media and website development.
 - Upcoming Grant-related activities include:
 - September 21st – Vaccine Clinic with Mayor Moran on 6th and Penn Streets
 - September 23rd – Planned Parenthood event
 - September 24th – Guts and Glory Wellness Expo
 - September 28th – Vaccine Clinic with Mayor Moran on 6th and Penn Streets
 - September 30th – Salvation Army table event
 - October 15th – Powerful Woman Live Event at City Hall y
 - October 16th Vaccine Clinic with Giorgio Family Day at Giorgio Farm
 - October 21st – Glenside Housing Complex – food distribution event

FIRE:

- The Reading Fire Department and Muhlenberg Township Fire Department were awarded an AFG grant to replace all fire hoses on the current frontline engine companies. The City will be upgrading the size of our supply hose and standardizing couplings. Delivery is expected to be approximately Spring 2023.

- The RFD will host entry-level physical agility testing (CPAT) on September 22nd and October 1st.
- The RFD promotional testing will occur on September 13 and 14th, with oral interviews on October 4th.

HUMAN RESOURCES:

- The Human Resource Department would like to welcome the following new employees to the City of Reading organization:
 - Dahiana Antiles Hernandez, Building & Trades Secretary, as of October 3rd
 - Juan Ruiz, Fiscal Officer (transferring from Pension Coordinator position), as of September 16th

LIBRARY:

- The Reading Public Library has officially completed Summer@RPL 2022 attendance numbers for all branches. A total of 318 programs were held and attended by 4,022 people at all branches. 456 take-home activities were also distributed.
- The Reading District Library held a successful author event featuring middle-grade and young adult author Amy Sarig King on September 7th.
- The RPL continues to offer free weekly art workshops for all ages. The schedule is as follows:
 - Watercolor at the Northeast branch on Wednesdays 4pm-6pm
 - Children's Illustration at Southeast branch on Thursdays from 3pm-5pm
 - Photography on Saturdays from 10:30am-12pm
 - Drawing at the Northwest branch on Mondays from 3pm-5pm
 - Mojigante Maskmaking at the Northwest branch from 4pm-6pm

POLICE:

- The Reading Police Department collaborated with Public Works on a gate installation project under the Buttonwood Street Bridge to limit access to the old railroad bed, where parties and loud music were a concern.
- The Reading Police Department's Community Engagement Officer continues to attend multiple community and recruitment events, including the Puerto Rican Day Festival and several college campuses, to encourage entry-level tests. In addition, Lt. Lillis is working with local churches to host Pastries and Police events and with RPD Chaplains to plan the Faith and Blue event on October 9th.
- RPD Chief Tornielli continues to collaborate with County, State, and Federal agencies. He recently met with the US Attorney for the Eastern District and the County DA to coordinate gun trafficking investigation efforts between the RPD, ATF, and the USAO. The HIS and the USAO will also assist the ATTF in investigating the catalytic converter thefts that are taking place in high numbers in Reading and Berks County.
- The RPD has improved its overtime system by implementing an application-based system. The new system will allow Lieutenants to focus more on assessing and

developing deployments to attack crime and disorder issues rather than calling for overtime.

PUBLIC WORKS:

- Public Works staff has also completed:
 - 51 sites were cleaned up, which resulted in 250 bags of litter and 46 bulk items
 - 15 graffiti abatement projects were conducted at various sites
 - 10 dead animals were picked up
 - 6 volunteer cleanups were organized with 22 participants. 15 volunteer hours resulted in 41 bags of trash, 10 bags of yard waste, 10 televisions, and 10 tires collected.
- Public Works Solid Waste Manager met with Mayor Moran, Chief of Staff Felix Freytiz, the Clean City Coordinator, and the Downtown Coordinator to discuss the Adopt-A-Block program within the downtown area.
- Public Works awarded the electricity production contract to Direct Energy for 50% of the City of Reading electricity needs and 75% of natural gas needs. The remaining accounts are in the bidding process.
- Public Works Sustainability Manager participated in a Climate Action Workshop with VoiceUp Berks Youth Advisory Board on Sunday, September 11th. The Sustainability Manager provided education on how the climate has changed locally since the 1900s and participated in a discussion on youth priorities.
- Public Works is overseeing Mayor Moran's Paving Initiative. The latest update on the 2022 Paving Project, Contract No.1, is the completion of sections of McKnight Street during the week of September 12th. During the week of the 19th, areas of West Windsor Street will be paved, in addition to sections of Cedar Street and North Front Street.