



Administrative Report

Mayor Eddie Moran

TO: City Council
FROM: William M. Heim, Managing Director
PREPARED BY: Maritza Loaiza, Special Assistant
MEETING DATE: March 27, 2023
AGENDA MEMO DATE: March 22, 2023

FINANCE:

- The Finance Department's IT Division has the following updates:
 - A new air conditioning unit was installed at Public Works 6th Street facility and is now operational. The server rack has been moved away from any roof penetrations or building air conditioning ducts.
 - A new IT office is located in the Public Works 6th Street facility, providing a IT technician to be on-site several days per week and serving as a location for disaster recovery operations.
 - IT's Web Developer is assisting various City departments with graphic projects.
 - IT personnel responded to the March 10th power outage at City Hall. They gained an understanding of the emergency generator and its wiring. Load testing will be performed on the generator on the first Wednesday of every month.
 - IT personnel responded to a Comcast internet outage on the morning of March 11th, which lasted approximately 24 hours.
- The Finance Department's Citizens Service Center has the following updates:
 - The City's PCT-900 Public Utility Realty Report for the 2022 tax year has been filed.
 - The CSC Manager recently met with the newly appointed City Core Manager to discuss downtown businesses, vendors, events, and past practices. Staff anticipates moving in a positive direction to include a group effort in working with our downtown businesses and events.
- The Finance Department's Accounting Division has the following updates:

- A Munis System training manual is under development to assist in onboarding new employees.
- The Finance Department's Purchasing Department provided the following updates:
 - 2022/2023 Sidewalk Replacement and Public Sidewalk Replacement Program – Revised specifications were provided by the Community Development Director with bids due April 27th.
 - Centre Park Revitalization Project – Final design of this project includes the replacement of the current fountain with a period-correct Victorian-style fountain, refurbishing walkways and garden features, installing additional water supply points, and replacing benches and lighting figures.
 - 2023 Roads Program Project -The project will repave four miles of City streets, including the ADA curb ramps. Bids are due by April 17th.
 - 18th Ward – Hancock and E. Wyomissing Blvd., Layer 2, Street Side Curbs -This project consists of replacing missing, broken, misaligned, and cracked street-side curbs located along and within the right-of-ways for East Wyomissing and Hancock Blvds. Between Museum Road and Gregg Avenue in the 18th Ward. The minimum replacement length is 10 feet, and the maximum replacement length is expected to be 400 ft. All excavation and removal of all soil, shale, rock boulders, fill, and other materials that may be encountered. Bids for this project are due on March 28th.
- The Finance Department's Grants Division provided the following updates:
 - Federal Charging Infrastructure Community Grant – A community meeting is being scheduled in April ahead of the application deadline of May 20th.
 - Engelmann's Lower Dam Modification – A grant extension request was submitted on February 24th and approved for a one-year extension through June 30, 2024.
 - Buttonwood Gateway – A grant extension request was submitted on February 28th and approved for a one-year extension through June 30, 2024.
- The Finance Department's Advancing Health Literacy (A.H.L.) Grant provided the following updates:
 - 98 individuals participated in the first ECHO webinar series held on February 28th.
 - The City's Health Literacy Plan is in the final stages of preparation for final review.
 - 16 individuals received vaccinations during the CATE clinic that was held on February 16th.
 - Focus group planning continues with the AHL team reviewing CAPS data and resources to form focus group questions.
 - 170 Health Literacy bags that included informational material were distributed during the December 2022 and January 2023 ice skating events held at the Santander Arena.
 - Upcoming A.H.L. events:

- Women’s First Event – March 25, 2023
- Latino Health Summit – April 6-8, 2023
- The Finance Department’s Capital Projects Manager provided the following update:
 - Empire Services was issued a notice of violation regarding the City Park playground construction contract concerning exceeding the scheduled completion date of December 31, 2022.

Information regarding the delay and final completion schedules was requested.

 - Cedar Street and Public Works facility parking lots are now in the design engineering phase.
- The Finance Department’s Capital Projects Manager provided the following update:
 - The City Controller continues preparing for the 2022 fiscal year external audit.

FIRE:

- Fire Chief James Stoudt attending a Career Night at 12th & Marion Elementary School on March 8. The children were very kind and receptive.
- Fire Chief James Stoudt attended a College Heights neighborhood meeting on Sunday night March 12th to introduce myself and answer questions or concerns regarding the Fire Department.
- The Reading Fire Department provided the following update on the 9th and Marion Station:
- A meeting with Boyle Construction and City Solicitor Fred Lachat was held on March 10th to place Perrotto on notice for all of the delays. A new list of completion was submitted and states all work will be done by June 1, 2023.

LIBRARY:

- The Reading Public Library is pleased to announce that the Jerome Marcus Meeting Room at the RPL’s Northeast Branch is complete. An open house will be held for all members of the public on Wednesday, March 29th, from 5pm-6:30pm. Residents from the surrounding neighborhood are encouraged to attend.
- The RPL is happy to announce that they have filled the Digital Preservation Intern position to support the Digitization of the PA Room project. The scanner will be assembled on March 13th, and staff will be trained to use the device.
- R.P.L. is still seeking a full-time:
 - One (1) Systems Administrator/Assistant Director
 - Two (2) Librarian II

Anyone interested in applying can visit the Library’s website at:
[Employment Opportunities - Reading Public Library](#)

PUBLIC WORKS:

- Public Works staff has also completed:
 - 64 sites cleaned up, primarily illegal dumping sites, were cleaned up, resulting in 283 bags of trash and litter, 19 bulk items, 40 tires, and 38 televisions.
 - 5 dead animals were picked up.
 - 125 recycling bin deliveries
 - 42 catch basins were checked, with 16 needing to be cleared which resulted in 4 bags of debris collected.
- Public Works Clean City Coordinator reports:
 - 17 new Adopt-A-Block signs were installed.
 - Adopt-A-Block participants cleaned up their area, which resulted in 17 bags of trash and litter and two bags of yard waste.
 - Beginning in April will host “Our World, Our City” program on BCTV.
- Public Work’s Solid Waste and Recycling Manager completed data for DEP 904 Recycling Performance Grant and submitted it to the County on March 14th.
- Public Work’s Solid Waste and Recycling Manager held a quarterly meeting with Republic Services on March 7th to discuss Solid Waste and Recycling issues.
- Public Work’s Solid Waste and Recycling Manager attended Career Night on March 8th at 12th & Marion Elementary School will speak and instruct at the PA Professional Recyclers Association (PROP) conference in Lancaster, PA, on March 22nd.