



Administrative Report  
Mayor Eddie Moran

**TO:** City Council  
**FROM:** William M. Heim, Managing Director  
**PREPARED BY:** Kenya S. Edmonds, Special Assistant  
**MEETING DATE:** August 28, 2023  
**AGENDA MEMO DATE:** August 23, 2023

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➤ **COMMUNITY DEVELOPMENT**

CD has the following updates:

**ACCOMPLISHMENTS**

- HUD's annual grant for Community Development in the amount of \$ 3,560,461 was awarded to CD for the PY2023 Action Plan. Following is a breakdown of the approved funds:
  - Community Development Block Grant Program (CDBG) \$2,361,194.
  - HOME Investment Partnerships (HOME) \$988,462
  - Emergency Solutions Grant (ESG) \$210,805
- Community Development received two (2) applications in response to the HOME ARP non-congregate funds approved by HUD for \$3,580,856.00.
  - GoodKnight the clubhouse inc., located on 645 Walnut Street is seeking funds for the Second Chance Program
  - Opportunity House is proposing to develop 18 to 30 affordable rental units.

Discussion with both Applicants started for better understanding of requested funds.

- CD sent letters to qualified residents for sidewalk replacement. There was a total of 32 property owners contacted and offered a list of qualified contractors to perform the work. In addition, a meeting is scheduled for August 25, 2023, to brief the contractors on payment details.

## ➤ FINANCE

Finance has the following updates:

### ACCOMPLISHMENTS

#### ○ Citizens Service Center (CSC)

- **Tyler Software** - Daily meetings continue on EnerGov, ESR conversion, roll out, configuration and outstanding issues.
- **Delinquent Business Licenses** - In anticipation of the conversion to a new licensing software system, unpaid 2023 business license bills were turned over to the delinquent collector earlier than in the past to allow for a smoother transition.
- **ARPA Small Business Grants** - The CSC manager recommends that CSC office staff review all ARPA Small Business Grant applications to confirm that the business license accounts are current and paid in full. While recently assisting an applicant by providing their license number, it was discovered that the business owner has not paid for their license for over seven years despite collection attempts. In this case, staff provided the balance due and information for the collectors so that the business owner may bring their account into a current status.

#### ○ Purchasing

##### ▪ Recently Awarded Projects

- Costars purchase from Asphalt Paving Group to refurbish the Baer Park Tennis Courts and the 6<sup>th</sup> and Amity Basketball Court for a total of \$93,000.

##### ▪ Current Projects

- **Buttonwood Gateway Improvements - Phase 1 - Sanitary/Storm Sewer Rehabilitations** - The engineer contacted PA CO STARS Vendor, Performance Pipelining, Inc., (PPI) who provided a proposal for sanitary sewer pipe and manhole rehabilitation work. The total quoted cost is \$379,346.08, whereas Eagle Contracting bid \$594,800 (from the original bid) for the same scope of work.
- **Centre Park Revitalization** - The original bid came in over budget. Responses to the re-bid were received on June 29<sup>th</sup>. The City's architect will be reviewing

the lowest bidder's paperwork with the intent of forwarding to City Council for action on August 28<sup>th</sup>.

- **Liggett Avenue, Hancock Blvd., and Wyomissing Blvd. Storm Sewer Improvements** - Bids for this project have been advertised to be due on August 22<sup>nd</sup>.

- **Project Manager (ERP System)**

- **EnerGov Implementation**

- The internal go-live is scheduled for October 3rd, while the public go-live is scheduled for November 1st. However, it's possible that these dates may need to be moved up.
    - The fifth pass of Hansen conversion data is still a work in progress.
    - It is planned to enter some of the applications on behalf of the citizen during the internal go-live in order to test the customer portal. Contractors will be recruited to submit applications directly through the portal.
    - On August 29, training sessions will be held for Tyler Cashiering end users.
    - The process of establishing user roles is ongoing. To date, the Zoning User role has been completed with the Zoning Administrator role to follow.

- **Advancing Health Literacy (AHL) Grant**

- At the Penn Street Berks Community Health Center Community Festival, members of the AHL hosted a table and 103 COVID prevention kits were distributed; 90 paper copies of the Misinformation Toolkit were distributed; 49 English and 41 Spanish surveys on misinformation were completed in RedCap.
  - A meeting was attended with representatives of I-Lead/ Latino Chamber of Commerce to finalize partnering with upcoming events: Baseball Game, Latino Gala, Puerto Rican Day Parade, and other events.
  - Misinformation toolkit videos have been completed and are in review for health literacy.
  - Planning is under way for a second round of community assessments.

- Finalization of Year Two payments and Year Three budgets continues.

- **Upcoming Events**

- August 20,2023- NAACP event with Bring the Change Organization - Health Fair at City Park
- September 01,2023 - First Friday
- September 1 - Baseball Game- Latino Chamber of Commerce/I-Lead
- September 15 - Latino Chamber of Commerce
- September 24 - Puerto Rican Day Parade
- October 01, 2023- Berks Cultural Diversity Festival at City Park

➤ **FIRE**

The Fire department has the following updates:

**ACCOMPLISHMENTS**

- La'Raela McQuay, a participant in the Mayor's summer youth program, has completed her stay with us. She aspires to work in EMS in the future.

**INCIDENTS / CHALLENGES**

- On August 12, while returning to station, one of our medical units was involved in an accident near 6th & Walnut early in the morning. A passenger car ran the red light, hitting the unit and turning it on its side. Fortunately, there was nobody inside the medical unit's back. The ambulance's driver received a minor wound. The car's driver also had a minor injury and received many citations from RPD. The spare medic vehicle appears to be totaled.

➤ **LIBRARY**

The RPL has the following updates:

**ACCOMPLISHMENTS**

- On a BCTV recorded presentation about book banning, the executive director of libraries and a few other local librarians took part. TBD is the airdate.
- Custodian/Driver vacancy has been filled as of 8/14/2023.
- The main branch if the RPL is now an official passport location. While we make changes to our website, we are taking appointments for September over the phone (610)-655-6365. On our website, the general public will eventually be able to schedule appointments. All visitors must schedule an appointment; walk-ins are not permitted.

➤ **POLICE**

The Police department has the following updates:

**ACCOMPLISHMENTS**

- On Monday, August 14, the Neighborhood Gun Violence Unit conducted an operation that netted three drug-related arrests and revealed a robbery suspect in one of our cases. The unit then focused on helping patrol with a homicide where a 14-year-old suspect was taken into custody.

**ONGOING PROJECTS**

- MDT Replacement and CI Tablets: IT continues to issue tablets to patrol personnel, so far 29 out of 120 are deployed. SGT Lonsinger (Project Manager) is coordinating conversion of patrol vehicles for tablet use with the up fitter.
- Investigations Office Renovations: Phase 2 of the project (Vice offices) is active.

**DECISION MAKING**

- Promotional testing for Sergeants, Lieutenants, and Captains was held on August 12, 2023, awaiting the outcomes of the promotional testing and the certified civil service list.

➤ **PUBLIC WORKS**

Public Works department has the following updates:

**ACCOMPLISHMENTS**

- Riverzilla- approx. 35 volunteers for cleanup, 250 attendees, 14 exhibitors.
- Mineral Spring Hotel Demolition, McKnight, and Spring FS, 800 Penn courtyard, and 6th and Amity Playground are all near completion.
- Solid Waste/Recycling Division Manager with Sustainability Manager put together a presentation for August 22nd MP3 on the feasibility of installing a guardrail along Skyline Drive to enhance safety and deter illegal dumping.
- Clean City Team (City Staff) completed cleaning and clearing the pedestrian bridge from West Green to Lafayette St. in anticipation of increased foot traffic due to Schuylkill Ave. bridge closure in the 400 block later in August 2023.
- Old Wyomissing Road – The Sewers team and Engineering are investigating an ongoing issue in the area where the runoff is not reaching the Wyomissing Creek.
- The 2023 Paving is scheduled to begin on August 21 and will finish Angora Road and hopefully Shearer Road prior to the bike race on August 27, weather permitting. The rest of the paving is scheduled to be completed by the October 31<sup>st</sup> deadline. The 2022 ADA ramps are to be completed by the end of September, and the 2023 ramps began last week.
- Summit Chase Street Lighting – Trees are trimmed, and the lights are on order. The project expected to be completed by the end of September.
- Hampden Boulevard Traffic Calming – McCormick Taylor authorized to begin the design work on the safe sight distance layout at 4 intersections.
- 18W – Sidewalk/curb rehabilitation to start first week of Sept. The Liggett Ave. Stormwater Improvements Project bid opening is Aug. 22.