



Administrative Report  
Mayor Eddie Moran

**TO:** City Council  
**FROM:** William M. Heim, Managing Director  
**PREPARED BY:** Kenya S. Edmonds, Special Assistant  
**MEETING DATE:** September 11, 2023  
**AGENDA MEMO DATE:** September 06, 2023

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## HUMAN RESOURCE

The HR department has the following updates:

The HR Team just started to meet with employees to conduct exit interviews and document feedback, in hopes to identify trends by the fourth quarter of the year.

**Turnover:** Employee turnover rate is a good indicator of the City of Reading's work culture, effectiveness of hiring policies and overall employee management.

Employee turnover has many serious consequences such as increase cost in recruitment, shortage of skilled and knowledgeable workforce, overtime pay, productivity, and lower morale for those who are left.

Below you will find a summary regarding the turnover for the City of Reading employees who have resigned, retired, or terminated **as of August 30, 2023.**

- **Police:** Total YTD turnover 18. (11 resignations and 7 retirements.)
- **Community Development:** Total YTD turnover 12. (8 resignations, 2 retirements, and 2 involuntary terminations.)
- **Public Works:** Total YTD turnover 9. (5 resignations and 4 retirements.)
- **Fire:** Total YTD turnover 6. (3 resignations and 3 retirements.)
- **Finance:** Total YTD turnover 2. (1 resignation and 1 retirement.)
- **Auditing:** Total YTD turnover 2. (2 resignations.)
- **Managing Director:** Total YTD turnover 1. (resignation)

- **Human Resources:** Total YTD turnover 1. (resignation).

**City of Reading:** Total YTD turnover 51. (32 resignations, 17 retirements and 2 involuntary terminations. Overall turnover rate @ 9 % (51 turnovers / 573 total staff)

Of the 51 turnovers 32 (63%) resignations, 17 (33%) retirements, and 2 (4 %) involuntary terminations.

Overall, the City of Reading is heading in the right direction when comparing (2023) turnover 51 to (2022) turnover 56 during the same time.

Employee retention, engagement, job satisfaction and professional development will continue to be a priority for management.

## **LIBRARY**

The RPL has the following updates:

The Executive Director of Libraries and a few other local librarians participated in a BCTV recorded show on the topic of Book Banning. Airdate was Monday August 21 at 8:00pm.

- [https://www.youtube.com/watch?v=wFxcOIWX\\_2E](https://www.youtube.com/watch?v=wFxcOIWX_2E)

Emily McNulty will be stepping into the new role of Assistant Director at RPL on October 2, 2023, bringing with her 22+ years' experience at RPL, 15+ years of which was as a supervisor.

## **POLICE**

The Police department has the following updates:

Saturday, August 26, 2023, we held a Civil Service Test, and the results showed that 32 applicants passed and 11 advanced to the next round of testing.

Monday, August 28th, the Neighborhood Gun Violence Unit conducted an operation that led to two drug-related arrests (one felony and one misdemeanor), identified, and towed a vehicle used in a commercial burglary.

Tuesday, August 29th, 2023, the Neighborhood Gun Violence Unit conducted an operation that resulted in three summary arrests and one misdemeanor arrest.

Tablets for CI and MDT Replacement are still being provided by IT to patrol officers. This project is being assisted full-time by Scott from IT. SGT Lonsinger (Project Manager) is coordinating conversion of patrol vehicles for tablet use with the up fitter.

## **PUBLIC WORKS**

Public Works department has the following updates:

800 Penn Courtyard opened on Friday, September 01, 2023. Everyone was informed, including RPA, Community Health, Family Dollar, Downtown, and PW.

Flyway Construction has been awarded the Center Park Rehabilitation Project.

The Alvernia University Freshman on their return to school clean-up program was organized and coordinated by the Clean City Coordinator, who had 257 Students cleanup 157 bags of trash and litter, 25-yard waste bags, and 5 bulk goods.

46 clean-ups completed by the Clean City Team (City Staff), who disposed of 284 bags of trash, 13 bulky items, and other debris.

Northmont area –Preparations for repair of the missing storm system pipe section are ongoing with additional investigation to determine a good point to separate phased repairs and evaluation of repair options and pricing.

On August 22, the Sustainability Manager met with MP3 members on for verbal support of proposed Skyline Drive improvements and to continue to develop project and grant application. Developing artist renderings of proposed improvements for continued community input and grant application.

Prior to the cycle race on August 27, the 2023 Paving was complete on Angora Road and Shearer Road. The paving of the streets in NW Reading began on August 31, 2023. Weather allowing, the paving should finish by the end of September according to the contractor. ADA ramps for 2022 are nearing completion, while ramps for 2023 have begun.

Summit Chase Street Lighting – Streetlights have been ordered, and trees have been pruned. By the end of September, the project is anticipated to be finished.

Buttonwood Gateway – The Phase 1 Sewer Rehabilitation Work awarded, and it will start in September. Our proposal for a sidewalk easement to renovate Speidel St. is being reviewed by the Reading Redevelopment Authority.

Hampden Boulevard Traffic Calming – McCormick Taylor was authorized to begin the design work on the safe sight distance layout at 4 intersections.