



Administrative Report
Mayor Eddie Moran

TO: City Council
FROM: William M. Heim, Managing Director
PREPARED BY: Kenya S. Edmonds, Special Assistant
MEETING DATE: October 23, 2023
AGENDA MEMO DATE: October 18, 2023

COMMUNITY DEVELOPMENT

CD has the following updates:

Resumed discussions with Douglass Development Group about reviving their Reading Station site, which consists of three parcels. The focus of the discussion is on 600 Spring Street, where we are looking at different options for this land, including multifamily residential or industrial. Douglas Development has not made a final choice because they are still investigating tax abatement programs available through the state, county, and city. Furthermore, the Developer finished the reconstruction of 650 Spring Street into a new retail strip mall, which is fully leased to four tenants (goPuff, 3 Rivers Beer Bar & Restaurant, Cricket Wireless, and a cell phone repair company). And, at 951 N 6th Street, work is already underway to transform the former Family Dollar location into a 741-unit CubeSmart managed self-storage facility. Construction is scheduled to be finished and open by the end of January.

Community Development is coordinating the effort to define the City Revitalization Improvement Zone (CRIZ) in order to secure the backing of legislators. When fully implemented, CRIZ will be the most appealing economic growth instrument for businesses and large developers.

CD continues to organize actions in order to award HOME ARPA to Opportunity House by purchasing 5 buildings on Walnut Street in order to develop 15 affordable apartments. Opportunity House submitted an RFP to hire a site engineer and an architect to prepare the necessary designs.

CD is assisting the NewCold due diligence team in coordinating duties with First Energy and Norfolk Southern in order to acquire utility to the site and to construct a spur line for materials delivery. It is vital to note that the Keystone Opportunity Zone (KOZ) could not be extended in order to benefit NewCold since the City was unable to obtain time extension resolutions from the three taxing entities.

The Sidewalk Residential Program is progressing well. To date, we have received 29 signed agreements from homeowners to choose contractors of their choosing. To present, the total cost of contracts received is \$299,470. With five (5) more houses to submit cost estimates by October 31st.

The yearly public hearing for the PY2024 Action Plan and the consolidated five (5) year Plan through 2028 was held by Community Development. The integrated plan contained equity methods for fair housing as well as creations of job opportunities to minorities. On November 3rd, the report will be presented to City Council. The report outlined 14 goals and actionable measures for establishing a fair housing policy over the next five years.

CD participated in a meeting with the Parking Authority to discuss specifics about parking lot impervious covering and ways for maintaining gravel rather than blacktop.

FIRE

The Fire Department has the following updates:

On September 23, two of the three paramedic applicants showed up for the written exam. Both passed and will now proceed to the physical exam and interview. The goal is to have them on board by December.

On October 1, the whole Department apparatus, including Chief Stoudt and other Deputy Chiefs, marched in the City's 275th Parade.

Last Friday, October 6, a probationary class of ten new Firefighter/EMTs graduated. All have been assigned to their platoons and will complete the last four months of training on the street.

On Saturday, October 7, there was a medal day. Chief Stoudt would like to thank Bill Heim for his presence and kind remarks.

The final inspection of New Rescue 1 is scheduled for November 1.

A retiree's benefits were the subject of one dispute. Chief Stoudt was unable to respond at his step.

LIBRARY

The Library has the following updates:

The new LOGO for RPL



It can be seen on their website

(<https://readingpubliclibrary.org/>)

and

Facebook

account

(<https://www.facebook.com/ReadingPublicLib>).

RPL is looking for a new Director of Advancement and Communications. The job advertisement and description are available on their website at <https://readingpubliclibrary.org/employment-opportunities/>.

RPL's Annual Halloween Bash will be held on Saturday, October 28 from 11:30 a.m. to 2 p.m. in the main library. The Reading Philharmonic Orchestra, Cosplayers, Halloween Activities, and a Costume Contest are all part of this event.

POLICE

The Police Department has the following updates:

The Neighborhood Gun Violence Unit conducted an operation on Wednesday, October 04, 2023, from 1600-2200hrs.

The results of this operation were:

- One Arrest (Warrant Service)
- Three Traffic Stops
- Two Subject Stops

The Neighborhood Gun Violence Unit conducted an operation on Tuesday, October 10, 2023, from 1500-2200hrs.

The results of this operation were:

- Three Arrests (Warrant Service)

Ongoing Projects

Oct 2023: 10-8 Getac Tablet vehicle fleet updates - IN PROGRESS: 47% (21 of 45 Patrol cars converted; 24 remain - pending tablet deployments)

CI Division, CIP Office Improvement Project # 34-08-28-100 Project Phase, timeline:

Phase I

Main CI Office Suite (April-Jul 2023); Complete (small punch list remains) - **Complete.**

Phase II

Vice Office Suite (Jul– Nov 2023); **In progress**

Tentative timeline: (Subject to change)

- 28 Jun – 14 Jul; Relocate VICE personnel; **Complete.**
- 10 Jul- 9 Aug; PW(Glenn Fake) Replace kitchenette/counters/cabinets; **Complete.**
- 17 Jul – 9 Aug; Remove furniture/remove cove base; **Complete.**
- 24 Jul – 21 Aug; PW painting doors and cabinets; **Complete**
- 1 Aug – 18 Aug; PW (Chico) Strip Vice floors in preparation for new floor installs; **Complete**
- 21 Aug – 25 Aug; CertaPro Painters to paint Vice Walls (CONTRACTED); **Complete.**
- 24 Sep; PW install wall-mounted Mail Sorter; **Complete.**
- 5-8 Sep; CFP flooring installed new floors for Phase II (CONTRACTED); **Complete.**
- 8-29 Sep; Quartermaster installed Evidence Tables/chairs; **Complete.**
- 3 Oct; PW electrician installed power outlets/whips; **Complete.**
- 3-4 Oct; Linktech to installed New Data cables (CONTRACTED); **Complete.**
- 4 Oct; PW patched abandoned holes in the block wall in preparation for paint; **Complete.**
- 2-5 Oct; systems Furniture installed (CONTRACTED); COMPLETE (See attached punch list for more details)
- 10 Oct; PW completed touch up of gray trim and ceiling tiles, except for few outliers (See attached punch list for more details)
- 10-16; Oct ; Move personnel back into Vice; IN PROGRESS - **Complete**
- Oct: PW staff to touch up gray door trim and replace/touch up ceiling tiles.
- Nov: Lockers Delivered/installed.
- Nov 2023; Phase II Completed

Coordination/progress

- Furniture Soup completed delivering and installing most of the furniture for Vice-Phase II, but some items came damaged and need replaced. (See Punchlist for more information).
- Public Works patched abandoned holes in walls, and I painted these patches along with other touch ups needed.
- A small rip in a floor plank next to a cleanout cover was noted on punch list and sent to flooring contractor. They plan to address when they return for Phase III.
- I cleaned and prepped Vice and then advised Vice personnel they were free to begin to move back in on 10/10.
- Furniture Soup agreed to return and credit Reading for a light duty storage cabinet that does not meet our needs and I ordered a replacement heavy duty cabinet from Uline, due for delivery today.

Pending orders:

- Vice Lockers/storage cabinets from Diversified Storage Solutions; Total \$31,646.47 (CIP Project # 34-08-28-100, GL # 470774-48001); projected ship date 1 Nov 2023

Completed/received orders:

- (1) heavy duty storage cabinet for Vice from Uline; Total \$644.31 (City CC, CIP Project # 34-08-28-100, GL # 470774-48001); I hope to assemble and install by early next week.
- Vice Supervisor Office desks, Conference Room file cabinets, and Locker Room partition w/door from Friant; Total \$9,090.98 (Project # 34-08-28-100, GL # 470774-48001)
- Vice cubicles/mail center from Friant (Furniture Soup); Total \$33,511.63 (CIP Project # 34-08-28-100, GL # 470774-48001)
- Vice Office new Data cables by LinkTech; Total: \$5,407.00 (Project # 34-08-30-110, GL # 310800-42160)
- (2) 4-drawer filing cabinets f/LT Driesbach's office from Amazon; Total \$605.36 (98 (City CC, Project # 34-08-28-100, GL # 470774-48001); (1) arrived damaged; Amazon Seller has agreed to provide a partial refund of \$75.67

Phase III

ATTF Office Suite (Oct – Dec 2023)

Tentative timeline: (Subject to change)

- 9 Oct – 13 Oct, Relocate ATTF Office Personnel (Vice/CI extra cubicles)
- 16 Oct – 3 Nov; remove old furniture/cove base from ATTF.
- 16 Oct- 3 Nov; PW (Glenn Fake) Replace kitchenette counters/cabinets.
- 16 Oct- 3 Nov; PW paint doors
- 23 Oct- 10 Nov; PW (Chico) Strip ATTF floors in preparation for new floor installs
- 6 –10 Nov; CertaPro Painters to paint ATTF Walls (CONTRACTED)
- 13-17 Nov; CFP flooring installs new floors for ATTF Office (CONTRACTED)
- 20 Nov –1 Dec; PW address ceiling tiles and touch up trim paint.
- 4 –8 Dec; Systems Furniture installed (CONTRACTED)
- 5 –7 Dec; Oct; PW electrician install power outlets/whips after furniture partitions and wall shelves are installed
- 5 –7 Dec; Linktech to install New Data cables after furniture partitions and wall shelves are installed (CONTRACTED)
- 11 Dec; Move personnel back into ATTF.
- 11-15 Dec; Quartermaster purchase/install Misc. soft interview room furniture.
- 15 Dec; Phase III Complete

Coordination/progress:

- Linktech Quote for Phase III was received and submitted for PO, awaiting PO.

Pending orders:

- CertaPro Painter's for walls; Total \$4,343.27 (Project # 34-08-28-100, GL # 470774-48001); PO sent to contractor; tentative for early-mid-Nov 2023
- Flooring install; Total \$7,213.82 (Project # 34-08-28-100, GL # 470774-48001); PO sent to contractor; tentative for mid-late -Nov 2023
- Friant furniture purchase; Total \$ 41,359.75 (Project # 34-08-28-100, GL # 340829-48002); PO sent to contractor; tentative delivery/ install 4 Dec.
- Linktech Data install; Total \$3,705.00 (Project # 34-08-30-110, GL # 310800-42160); Quote submitted for PO.

Decision Making

- While Deputy Chief Ruiz is at the IACP, Cpt. Brian Rogers has been designated as the OIC.
- Officer James G. Yeasted was named acting Sergeant by the team because he was the only one who passed the Sergeant's Test. This decision was made to allow him the opportunity to get a feel for the position before making it a full-time position.
- It will also be determined to adjust the work schedule of the officers with the least amount of seniority one month in advance to cover any major event (parades, runs, etc.).
- Deputy Chief Ruiz, along with Captains Rogers, Rothermel, and Pentheny, met with Lt. Lance Lillis and Sgt. Melville Fegely on Thursday, September 28th, 2023, to discuss departmental job rotation.

The following changes were made:

- Lt. Lance Lillis will be replacing Lt. Luz Shade from C platoon.
- Sgt. Melville Fegely will be the Community Response Coordinator.
- Lt. Luz Shade will be the Chief's Administrative Assistant.

These changes will be taking place on November 6th of 2023.

PUBLIC WORKS

The Public Works has the following updates:

On October 09, 2023, and October 11, 2023, the sustainability manager led water chemistry lab tests in Rose Valley Stream (Mineral Spring and Pandora Parks) with Alveria ecology students and Reading Climate Corps. The chemistry of the stream water is good.

October 1, 2023, Centre Park Pre-Construction Meeting

The Capital Projects Manager is drafting close out documents for Grants that will expire in December.

Solid Waste/Recycling Division Manager working with Effect TV, a Comcast business, on budget issues and 2024 advertising and public outreach programs to increase trash and recycling put outs and resident awareness of trash/recycling issues and schedules.

Ryan Bradley, Clean City Coordinator, finished the Schuylkill River Trail (SRT) Clean-Up with Penn State Berks, cleaning up 38 bags of litter and trash; 14 of 15 "Doggie Stations" have been placed.

The Clean City Team (City Staff) did 49 clean-ups, removing 175 bags of trash and litter, as well as 22 bulk items, and providing trash removal and support for both recent parades.

PA DEP conducted the MS4 inspection on September 29, 2023. The draft annual MS4 report is being reviewed before it is signed and submitted.

As required by the agreements, intermunicipal wastewater rates were generated and transmitted to the contributing municipalities under both the 'old' and 'new' intermunicipal agreements. The rates for the 'old' IMA are effective from April 1, 2024, to March 31, 2025, whereas the rates for the 'new' IMA are effective for the calendar year 2024.

The US EPA conducted a pretreatment program audit at the end of September. This one-and-a-half-day visit included file review of WWTP operational data, pretreatment reports, and site visits to two permitted industries they selected.

Utilities was present at Reading High's program to offer interested students a chance to participate in a paid internship. Last school year, the WWTP had two students, one of whom is now a full-time WWTP employee and can demonstrate the program's success to his teachers.

The WWTP was visited by around sixty educators as part of Albright College's TExpl in-service day program.