

DEPARTMENTAL WEEKLY REPORTS

April 5, 2013

Electric

The line crews have continued their work installing network devices for the smart meter radio system. The line crews reconfigured and installed pole mount transformers for the Carroll Commons project on Amstel Avenue. They also started work at the Newark Preserve development off Casho Mill Road. They have transferred all facilities to a new pole that will be used to feed the development.

The electricians continued working at the substations finishing the punch list for all the SCADA equipment and worked on maintenance items at City Hall and the Police Station.

Engineering continued work on the Smart Meter Project including surveying poles to find space for fiber optic cables and working with the police to find good spots for cameras. Engineering is also working with the University's Electric Vehicle to Grid (EV2G) personnel on metering and installation of new charge/discharge sites.

Parks & Recreation

Administration & Planning

Working with our consultant, Pennoni, we have finalized a report that will go to Council regarding site modifications required for the construction of the Curtis Mill Park. I'm preparing to submit a second grant request to the Delaware Land and Water Conservation Trust Fund (DTF) for this project.

Last week we met with representatives of State Parks and Delaware Trail Spinners (at the north end of Redd Park) to continue discussions about how best to connect the parks trails with Possum Park Road which would then provide access to the White Clay Creek State Park and Middle Run Natural Area trail networks.

We reviewed subdivision plans and submitted comments to Planning.

I had a discussion this week with the DTF coordinator regarding two project grant proposals I submitted earlier. The pre-applications were accepted and I'll follow up with formal proposals in the near future.

We're continuing to finalize details with the Public Works and Water Resources Department for the Refuse Division's takeover of emptying trash cans at City parks. Trash cans will be relocated to park parking lots or near streets for pick up by the automated haulers on their normal routes.

Tom is finalizing plans for the Christina Clean Up event to be held this Saturday. Twenty-five to thirty volunteers will come out to clean up the Newark section of the Christina Creek.

Tom began working on preparing a contract for drainage improvements at the LeRoy Hill Park baseball field. In addition to funding in the CIP, the Newark American Little League has agreed to help fund the project. This is also one of the two DTF project pre-application (mentioned above) I submitted to secure matching funds.

Parks Maintenance

The crew removed the lights from the trees along Main Street.

We committed time doing early season preparations to the baseball and softball fields. Teams have begun practicing recently.

We're painting collapsible bollards along the Hall Trail safety yellow.

The crew committed time working on or completing several maintenance work orders.

Recreation Services

Paula completed data entry forms for the upcoming summer activities and reviewed the first draft of the summer newsletter. She also sent out an email blast for upcoming summer camps to previous participants.

Paula removed supplies and equipment from the schools that were used for our winter basketball program and dropped off trophies for the championships in the winter volleyball leagues.

Park permits were issued to our adult summer softball league teams. The teams started practicing April 1.

Recreation staff are setting up interview dates for prospective summer camp counselors and life guards.

Sharon is organizing the Nefosky Run scheduled for Friday, April 19 and the Community Clean-up which is scheduled for April 20.

Tyler prepared supplies and scheduled staff for the Spring Break Camp scheduled at the Wilson Center April 1-5.

The recreation staff worked on proofing the summer newsletter and is finalizing program schedules with instructors.

Joe attended the management team meeting with Andy Haines.

Joe is organizing the Summer E-Newsletter which will be distributed via email on April 29.

Joe is working on getting material to potentially be included in the skate spot design including a section of railroad rail from the Pomeroy and Newark Line.

Alderman's Court

This past week was spring break for the University of Delaware therefore our calendars were much lighter. We held three Court sessions. This resulted in 69 Arraignments, 43 Trials processed, and 1 Case Review. We also had 3 prisoners transported from prison, 2 for failure to pay fines and one for a probation violation hearing.

Police

On Sunday, March 31, 2013, the Newark Police Department arrested Xue Gao for a residential burglary that occurred on Eleanor's Way, Newark, DE. At approximately 4:20 p.m. on Sunday, March 31, 2013, Newark Police responded to Eleanor's Way in regards to a burglary in progress. The victims returned home and discovered an Asian male in their home, who then jumped out of a 2nd floor window. The victims chased the suspect but lost sight of him. They also recognized the suspect as someone who was previously at their house to do home improvement work. An officer later observed a subject who fit the suspect's description near the 300 block of Possum Park Road, where he was taken into custody without incident. The stolen property (assorted jewelry) has not been recovered.

Defendant: Xue Gao (DOB 4/01/71)
7345 Revere Street
Philadelphia, PA 19152

Charges: Burglary 2nd Degree, Theft \$1,500 or Greater and Victim is 62 years of Age or Older, Criminal Mischief Under \$1,000

Gao was committed to Howard R. Young in lieu of \$7,750 cash bail.

The department is continuing with the spring firearms qualifications of all officers. All officers should all be qualified by April 10th.

City Manager's Office

Personnel

- Joined Director of Finance Lou Vitola on a citywide tour of the parks & recreation operations with Director Charlie Emerson. This provided a full breadth and better understanding of the complete and complex operation within the department. The cultural wellness of the City is greatly enhanced by the parks & recreation staff and operations.
- Council Follow-Up: Regarding the inquiry to most recent Pension/OPEB Investment Report, this shall confirm the confidence in Russell Investment and the Large Cap Defensive Equity Fund. The underperformance of the Fund, compared to the benchmark was less than 1% for Fiscal Year 2012. Furthermore it outperformed the benchmark in the 4QTR 2012 and has outperformed the general market index

benchmark YTD. Future investment reports from Director of Finance Lou Vitola and myself will provide a more thorough explanation of fund deviations.

- Continue to work with the management team, as well as union representatives, on Personnel Manual policy updates.
- Met with the Parking Division to review a software program that may increase efficiencies of the division, as well as provide a method to increase accountability and collections of parking fees.

Community Affairs Officer

I finished and e-mailed the DNP April events e-newsletter and updated the downtown Newark website's events for April.

I created new web graphic panels for the city's website for upcoming events and workshops.

I have spent a considerable amount of time preparing the summer 2013 municipal newsletter. There is still a lot to do, but I have most departments' updates and am now working on the layout of the printed version.

I have begun working on publicizing the National Prescription Drug Take Back Day. It has been placed on the city website, DNP website, TV 22, and flyers have been updated with the date, time and collection locations in Newark. I plan to send out a press release in the next couple weeks.

I am working on the Administrative Professional's Day luncheon. I have created and sent out the invitations to the city's administrative staff and am receiving RSVPs daily. I have arranged with Joe Spadafino in Parks and Recreation for the use of the grill for the luncheon.

I sent out a press release for the Nefosky Police Memorial 5K fundraiser.

I am working on scheduling a Food and Brew Fest planning meeting/Wine and Dine post event meeting that will happen in the next couple weeks, hopefully.

I worked with Roy Simonson in Public Works and Water Resources on how to use the Report a Concern feature on the city's website administrative end so that he could manage it and respond to concerns for his department without my needing to be involved. It will eliminate redundancy and enable him to keep track of issues and PWWR's response and action plans. I plan to do the same for Code Enforcement in the near future.

I have purchased a camcorder and tri-pod for the city's use. It should be here by the end of this week. This will help to diversify what we post on Newark TV 22 and on the website. It will also allow the city to offer people who cannot attend workshops and such the opportunity to watch it on TV 22 at another time or date. There are also many other uses I can think of including promoting programs, events, etc.

Planning & Development

Planning

On Tuesday evening the Planning Commission recommended to Council approval the following planning related items:

1. A minor subdivision of .469 acres at 65-67 E. Cleveland Avenue in order to replace the existing two unit duplex residential building with four (4) townhouse style apartments.
2. The minor resubdivision of a portion of the Kershaw Commons subdivision located at Kershaw Street and E. Cleveland Avenue in order to remove parcel lines, reconfigure parking spaces, and construct five (5) townhouse style apartments.

The Planning Commission also approved an 11 space parking waiver for the vacant commercial property located at 46 E. Main Street.

Development Supervisor Mike Fortner also attended the Planning Commission meeting and presented a progress report on the Comprehensive Development Plan update.

Finally, at the meeting, a continuation of the Commission's review of the major subdivision of .457 +/- acres at 63 W. Cleveland Avenue and 60 New London Avenue to rezone the parcels from BN (business neighborhood) and RM (residential multi-family) respectively to BLR (business limited residential), create one tax parcel and construct six (6) townhouse style apartments, with associated parking and access ways was requested by the applicant and approved by the Commission. The continuance will allow the developer to rethink his application and then notify the Planning and Development Department when they are ready for consideration again. Appropriate advertising and notifications, of course, will take place when the application is rescheduled for Planning Commission review.

On Wednesday, I attended a meeting with DeIDOT and the developers of the Cottages at the Plaza rezoning and major subdivision plan to discuss Christina Parkway Extended (Suburban Drive) as it relates to the development.

Considerable time was spent this week preparing for the next Planning Commission workshop for the update of the Comprehensive Development Plan. The workshop will be held on April 23rd at 7:00 p.m. in the Council Chamber, Municipal Building, 220 South Main Street, and will focus on Transportation.

Mike completed a loan signing for a Façade Improvement Program Loan.

Economic Development

On Tuesday, Planner Ricky Nietubicz and Mike staffed the DNP Design Committee meeting. The Committee reviewed the design proposal for the redevelopment of the Newark Newsstand building. Please note that other than rebuilding the commercial space in the existing footprint, no plans have been submitted for the Newsstand property.

This week Ricky collected merchant feedback about this year's Wine and Dine event – participating restaurants were pleased with the revised hours (starting at 2 p.m.) and the turnout for the event.

Ricky also finalized four main sponsors for the Main Street Mile guest bartending event and run, and developed a sponsor agreement for the event this week.

Community Development

Work began on 710 S. College under the Home Improvement Loan program to remediate Code violations and repair home to a more livable state.

Parking

To assist in efficient lot usage during construction, several parking spaces in Lot #3 have been designated as one hour parking only. The necessary signage for this program was installed this week.

Parking Administrator Marvin Howard and Ricky are also exploring the idea of reconfiguring Lot # 3 to be able to increase parking spaces by 12 to 14 spots.

Code Enforcement

Porter Chevrolet renovations are complete.

Considerable time was spent this week refining amendments to Chapter 17, Property Maintenance and Housing. Staff believes we are close to being able to submit a bill for Council consideration.

The 132 E. Delaware Avenue building permit has been approved.

Fire Prevention Inspector Bill Street attended the Jurisdictional Fire Marshal Meeting held in New Castle.

On Tuesday morning, Code Enforcement Supervisor Steve Wilson attended the DNP Design Committee meeting.

Steve attended two meetings with Kartos to discuss the security system for the Municipal Building.

Public Works & Water Resources

We have made changes to the weekend street sweeping schedule to make better use of manpower while maintaining a clean downtown. We will have the street sweeper clean Main Street Friday before the weekend and Monday after the weekend. During the weekend we will have the sidewalk sweeper pick up any curb litter as he makes his rounds. Trash on Main Street will continue to be picked up seven days a week. We will be characterizing the amount of trash that we collect each day so that we can determine what the appropriate level of service is. We may find that in the cold months that we can

extend the days between pick up without negatively affecting the downtown experience. During special event weekends we will modify the sweeping schedule to handle what might be an increased sweeping requirement.

Kelley has finished the yearly National Pollution Discharge Elimination System (NPDES) Report. This is an extensive document that details the efforts and accomplishments for the previous year with regard to the management of our NPDES program. It is easy to lose sight of the fact that we have made great strides to reduce the pollution that enters the watershed in Newark. I would not be surprised that DNREC uses our report as a model for other agencies. I look forward to continuing this effort with renewed emphasis on preventative maintenance of the storm water system.

This was the first week that we have not operated the transfer station on Wednesday. We realized that we had Main Street trash and one commercial route to collect that we were handling at the transfer station and that we were weighing the green waste that we collect. The trash will be hauled to the landfill on the collection trucks or dumped first thing on Thursday at the transfer station and we have stopped weighing green waste. The extra manpower will be used to assist with the green Wednesday collection.

Well 17 has been in operation for several weeks now. We have been watching the level manually until we get the SCADA system installed. Bill is coordinating the various vendors, contractors, and material suppliers involved in this project.

We are gearing up to advertise the street program. I am reviewing the final draft of the contract this week.

The curb ramp contract has been advertised and the pre-bid meeting is scheduled for April 9th.

The lagoon dredging project is underway.

I have been working with the University on a meter project that they have initiated to monitor water usage in their buildings. It has been a challenge to correlate the meter information that they are gathering in the field to the information that we have in our billing system. The new meter installation with Honeywell will provide us an opportunity to get our meter billing data information up to date.

We have been working with the equipment maintenance staff and vehicle operators to increase the vehicle operators' compliance with preventative maintenance that each piece of equipment requires.

Hunt at Louviers Stormwater Retrofit Update - All plans are weather permitting and subject to change:

- The sites have been sprayed and signs have been posted to identify the areas that have been sprayed. The material is safe for contact once it has dried.
- Mobilization to start the re-grading effort is planned for next Wednesday, April 10 or Thursday, April 11.

- Planting will occur on Friday, April 26 from 12:30-4:00 p.m., and continue Saturday, April 27 from 9:00 a.m.-12:00 p.m.
- All access to Pond #3 will be from Pond #2, except for watering efforts. Easement areas have been surveyed and staked.

CSH/mp