

DEPARTMENTAL WEEKLY REPORTS

April 26, 2013

Alderman's Court

This past week we held three Court sessions. This resulted in 136 Arraignments, 56 Trials processed, 22 Case Reviews, and 13 prisoners videoed or transported from prison.

Police

On September 29th from 10 a.m. to 2 p.m. the Newark Police Department, University of Delaware Office of Public Safety, and the Drug Enforcement Administration (DEA) will provide the public with another opportunity to prevent pill abuse and theft by ridding their homes of potentially dangerous expired, unused, and unwanted prescription drugs. Bring your medications for disposal to the Newark Senior Center at 200 White Chapel Drive or the UD Office of Public Safety at 413 Academy Street. The service is free and anonymous, no questions asked.

Last April, Americans turned in 552,161 pounds (276 tons) of unwanted or expired medications for safe and proper disposal at the 5,659 take-back sites operated by the DEA and nearly 4,000 state and local law enforcement partners. In its four previous Take Back events, DEA and its partners took 1.5 million pounds (774 tons) of pills.

Newark Police and University of Delaware Police have arrested 39-year-old Jason W. Grubbs of Avondale, PA for multiple incidents of Indecent Exposure dating back to June of 2011. On Saturday evening, April 20th at approximately 10:45 p.m., NPD received a call of a naked subject exposing himself to two females, ages 20 and 21 on Beverly Road near Sunset Road. At the time of the incident the victims were walking on Beverly Road when they observed a male with a shirt and no pants walking on the opposite side of the road and slapping his buttocks. The subject then fled between two homes. NPD and UDPD officers responded immediately to the scene and surrounded the area. While checking the area, an NPD and a UDPD officer observed a subject matching the description provided by the victims. The subject, who was now clothed, was seen emerging from trees at the corner of Beverly Road and Manns Avenue. Upon observing the officers, the subject fled on foot; however, he was quickly apprehended by the two officers when he attempted to climb a fence. Investigators from NPD and UDPD have been attempting to identify and locate this subject, who has been linked to at least 16 similar incidents stemming back to 2011.

Grubbs was arrested on 18 criminal charges stemming from 9 incidents in NPD jurisdiction. He was arraigned at JP Court #11 and released on \$1,800 unsecured bond. Grubbs was then turned over to UDPD where he was arrested and arraigned on 16 additional charges stemming from 7 incidents on the UD campus. Grubbs was arraigned by UDPD at JP Court #11 and released after posting \$1600 secured bond.

City Manager's Office

Community Affairs Officer

I have spent a considerable amount of time finalizing the summer 2013 municipal newsletter. I have printed, packaged, and addressed the copies that are to be mailed to residents who requested hard copies. I will continue to work on the newsletter for the e-news edition going out on Monday. I have been assisting Parks and Recreation with the posting of activities to their web pages.

I led the Food and Brew Fest planning meeting on April 18 at 2:30 p.m. at Mayor Funk's law office. I have prepared the restaurant participation letter and registration form and have e-mailed them to the potential participating restaurants. I have contacted a potential sponsor for the sampling mugs with the help of Jeremy Hughes from Deer Park Tavern.

Tuesday was the Administrative Professional's Day luncheon. I spent a considerable amount of time on this event.

I distributed a press release for the National Prescription Drug Take Back Day.

I spent some time trouble shooting a TV 22 issue. I worked with Webus/Telvue and it turns out that a change they made caused our channel not to air properly. They rebooted the system and everything seems to be working fine.

IT

- Projects
 - Cityview Upgrade
 - Working with the vendor to setup demonstrations for the CityView mobile and portal modules. The Code Enforcement Mobile app was not included in the contract.
 - Harris Project v6.4 Upgrade
 - Currently in the validation project phase. I have a vendor project update call scheduled for tomorrow. Project go live is next month.
 - Received a quote for more in-depth software training which was requested by Customer Service and Finance. There appears to be a lack of application training for both groups as well as IT. My recommendation is to schedule after project go live and during a time when Customer Service is not too busy (beyond May).
- Security Assessment Remediation
 - Below is the updated list. The virtual servers were not approved. I am also working on getting quotes on backup and recovery upgrades from Evault for security remediation and the 2014 budget. The overall I.T. DR needs to be evaluated. There needs to be a discussion of what the business needs are on both recovery points and recovery times for City systems.

- Engility is working on putting together a plan for consolidating the two domains. Engility will be performing this work as part of the Security Assessment grant which is a separate fund. We are looking to include upgrading the Exchange e-mail application as part of this project.
- Getting quotes on the server room move from Steve Wilson.
- IT Operations
 - The system drive on server NWKSERVER1 failed Thursday evening causing an outage through late Saturday. This impacted users not being able to access their U & V drive data, printers on that server, Cognos Reports Anywhere software. There was no data loss for U & V. We believe this is a result of patches installed early Friday morning and the previous weekend. All future updates are on hold until we have a better understanding of root cause.
 - Friday, 4/19/2013, 1:00am - failure occurred.
 - Saturday, 4/20/2013, 9:30 p.m. - server was back online.
 - Sunday, 4/21/2013 - U & V data shares were restored.
 - Monday, 4/22/2013 - printers were restored on server.
 - Tuesday, 4/23/2013, 4:00pm - Cognos Reports Anywhere was reinstalled by Harris.
- Other
 - Attended a Laserfiche web-ex Wednesday, 4/17/2013. Attended a MUNIS HR and TCM demonstration Thursday, 4/18/2013. The MUNIS vendor (Phil Sharp) did say some accounts use MUNIS TCM for transaction based imaging and Laserfiche for everything else. Additional MUNIS training was identified as a need.

Planning & Development

Planning

Some time was spent preparing for the upcoming Planning Commission meeting scheduled for Tuesday, May 7, 2013. The agenda items are:

1. A minor subdivision of a portion of the property located at 276 S. College Avenue. The applicant is requesting minor subdivision in order to insert a lot line between a residential rental property located at 15 Indian Road and the St. Thomas Church property located at 276 S. College Avenue to create two parcels. No new construction is proposed.
2. Amendments to the Subdivision Regulations for rezoning and subdivision application expiration and bike storage facilities.
3. Comprehensive Development Plan update discussion.

On Thursday, Development Supervisor Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting.

On Friday, I participated in Councilwoman Hadden's orientation.

Some time was spent reviewing regulations as they relate to handicapped parking spaces and associated signage.

On Monday morning, I hosted a meeting with representatives of College Square, WILMAPCO and DeIDOT to discuss the Newark Transportation Plan's recommendation for a connection between Library Avenue and Marrows Road.

On Monday evening, City Council approved the following planning and development related agenda items:

1. A Comprehensive Development Plan amendment, rezoning and major subdivision of 24.39 acres of the remaining lands of the Pauline A. Mayer, Inc. properties at Suburban Plaza in order to construct 168 lodge and cottage cluster style apartment units on 19.69 acres to be known as The Cottages at the Plaza.
2. A rezoning and major subdivision, of 16.4479 acres located at 230 E. Main Street (Newark Shopping Center) and two special use permits in order to renovate and restore the existing shopping center through selective demolition of portions of the existing commercial buildings, and build a bank with drive-through window service and 220 two-bedroom apartments and associated 455 space parking garage.
3. A special use permit for a customary home occupation at the residence located at 810 South Twin Lakes Boulevard.
4. A special use permit for a customary home occupation at the residence located at 300 Edjil Drive.

Some time was spent on Chapter 17.

Some time was spent researching height limitations.

Some time was spent on preparing an RFP for a rental housing market analysis.

Ricky received rental permit information from Code Enforcement/IT and digested, organized, analyzed and distilled the raw data to addresses of rental properties, the number of rental units at each, and the maximum number of tenants allowed in each unit, in order to determine the total number of possible tenants in the City of Newark.

This week two new development proposals were received for consideration:

1. The rezoning and major subdivision of a townhouse development on Barksdale Road just east of Casho Mill Road;
2. The rezoning, major subdivision and site plan approval for a 10 unit townhouse apartment development on the east side of S. Chapel Street, just north of Chambers Street.

On Tuesday evening, Mike hosted and I attended the Comprehensive Development Plan Update Planning Commission Workshop. The focus of the workshop was on Transportation.

This morning I attended a meeting for a development project on the STAR Campus.

On Wednesday, Mike met with representatives of the Institute of Public Administration to discuss their technical support for the Newark Comprehensive Development Plan.

On Wednesday afternoon, Planning and Development Department staff attended the Parliamentary Procedure and Practice Workshop held in Council Chamber.

Economic Development

This week, DNP Administrator Ricky Nietubicz attended the National Main Street Conference. He brought back several ideas that may be able to be put to use in downtown, particularly in the areas of a Welcome Guide for new and prospective businesses, business recruitment materials, and social media marketing.

Ricky met with DeIDOT, Lt. Hargrove and the promoter for the Newark Twilight Criterium Bike Race, to review traffic impact/detour plans and costs. During the meeting, we were able to make minor revisions to the plans to minimize traffic impact during the morning, as well as to ensure access to businesses.

Community Development

On Thursday, Mike did a loan signing for a Home Improvement Program loan.

Parking

The Parking Division finished the installation of the 28 new meters on Main Street this week.

Diamond Hill Company continues to work on the entrance to Lot 3 off of Center Street and the one hour parking in Lot 3 seems to be working out well.

Code Enforcement

Fountainview townhouses (5 units) received permits this week.

Kate's Place has a building permit issued.

Newark Preserve had 4 Certificates of Occupancy issued. Ricky may get to move into his house now. Yay!

UD's Health Sciences Building has a full building permit.

132 Delaware Avenue has a footing and foundation permit.

Code Enforcement Supervisor Steve Wilson met on server room relocation with contractors this week.

Steve had a meeting on building security with Advantech this week to go over some changes to the plan.

Public Works & Water Resources

We have been working with the Planning & Development Department, DeIDOT, WILMAPCO, and the local bicycle committee on the placement of pavement markings on Main Street to designate the right lane as a shared bike and car lane (Sharrows). This is something that the Mayor discussed at the last “Bike To Work Day” that he would like to see in Newark. If all goes as planned, we will have the markings in place in time for the next “Bike To Work Day”. Here is an example of a Sharrow.



The paving project from last year has been completed. Brian is working on a punch list of items that need to be completed.

Kelley has been tracking the progress of the stormwater pond retrofits at the Hunt at Louviers. The contractor has prepared the ponds and has placed the plantings that were part of their project. The volunteer plantings will be completed on Friday, April 26th and Saturday, April 27th.

Mike Clark has sent informational letters to the City residents who live within the area where we will be inspecting sidewalks this year. The actual inspections will begin shortly. Mike is also working to finish up last year’s sidewalk inspection program. We have adjusted the schedule for this year so that the sidewalk program will be completed at the end of the year. We will be offering property owners the option to have the city’s contractor complete the work for them. We will be providing details of that program when the deficiency reports are delivered.

Tom Coleman has been working on the water main repair/relining program. The water main breaks and subsequent repairs along Nottingham Road, Corbit Lane, and Old Oak Road demonstrated to us the need to move our program into this area. Fire flows and water quality indicators in this area are below what we expect. We are considering the use of a structural liner for this year’s program. The cement lining that we used last year is good when the surrounding pipe is otherwise sound. A structural lining is designed to maintain its integrity even if the host pipe fails. The same company that did the lining last

year is now qualified to use this new product. We are making inquiries of others who have used the product so that we may evaluate our potential use.

Merit Construction will be moving to the second pond very soon. The picture below shows a portion of the first pond after having been cleaned.



We continue to make adjustments to the trash and recycling program. We are working on a master plan for the future that takes into consideration the potential for different equipment, new routes, maintaining the same level of service, and making the changes we are recommending within a framework that takes into account budget realities, getting the changes approved, and physically managing the change. This is a significant effort.

We are also making changes to the street sweeping program that we believe will reduce costs and improve the effectiveness of this activity.

Electric

The line crews responded to a pole hit late Friday night into Saturday morning. An alleged drunk driver broke a pole causing a 34kV circuit to explode and catch the pole on fire. The crews switched the circuits to restore power and it took several hours to repair the damage and install a new pole.

The line crews continued installing devices on poles for the smart meter project, while the electricians made up custom cables needed to connect the devices.

An electrician accompanied a contractor on the bi-yearly infrared inspection of circuits and substation equipment. Two pieces of substation equipment are getting immediate attention because of the scan.

The meter technician accompanied a contractor on the bi-yearly spraying of substations for weeds. The meter technician also worked on the primary metering for the Bloom Energy service.

Engineering spent considerable time managing the smart meter project. After all the network and radio meter nodes are installed in the proper places, electric meter installation can begin. Engineering also worked on next year's budget, managing various construction projects, and Bloom Energy requirements for generation.

Parks & Recreation

Administration & Planning

I committed a large amount of time working on items relating to the Curtis Mill Park project.

We're arranging with Pennoni to complete the first of four annual inspections and reports of the Conservation Areas on the Pomeroy Trail for the Army CORPS. After working with Pennoni on this first report we hope to do the remaining three in-house.

On Thursday we met with PW&WR engineers at the Hill Park baseball field. The outfield of the baseball field does not drain well. This is primarily due to a 2'+ layer of clay just under the turf. We discussed options for correcting the problem. It's likely that we'll have to excavate 1'+ of the clay and add back a top soil and sand mix and possibly an under drain.

I began working on items for the 2014-2018 CIP.

I prepared a recommendation to award the Main Street Tree Pit Rehab contract.

We committed time reviewing subdivision plans and providing comments on each.

Tom and Rich worked on the items:

- Conducted park inspections and prepared related maintenance work orders.
- Tom attended the post Christina Clean Up meeting.
- Tom sat in on a webinar dealing with Community Gardens and met with the landscape architect concerning the proposed South Main Street Wawa.
- Tom met with representatives of West Park School to discuss a tree planting at the school to commemorate Arbor Day.
- We created cost estimates for park site modifications to continue our effort to comply with the new Department of Justice requirements for accessibility in park areas. This will be a multi-year project.
- Tom met with an Eagle Scout candidate and representative from Delaware Nature Society concerning a habitat/rain garden installation at Fairfield Crest Park. The meeting covered the plant material selection and scheduling of the project.
- Rich coordinated sign installations at several park sites and coordinated support to the recreation division for last Friday's Nefosky Run.
- Our contractor completed the installation of concrete pads under picnic shelters at Wilson and Dickey Parks.

Parks Maintenance

- We began the installation of handicapped chair lifts at our outdoor pool sites.
- The crew finished applying soil and grass seed around the shelter at Handloff Park.
- Park and landscape site mowing is in full gear!
- We completed the pre-season softball ball field prep list for upcoming season.
- The crew installed signs for Redd Park trail access and lower trail access in Karpinski Park.
- The crew provided assistance for last Friday's Nefosky Run.
- We completed the relocation of park trash containers for the Refuse Division to begin emptying them.
- We continued painting the bollards yellow along the Hall Trail for better visibility.
- The crew completed several building maintenance tasks.
- We continued mulching landscaped areas with assistance from the female DOC crew; they are working out very well.
- We are spraying Round Up as needed and started putting down pre-emergence crab grass control.

Recreation Services

Paula interviewed and selected three counselors to fill vacancy at our Before and After Care programs.

The recreation staff attended a "Stewards of Children" training workshop last Wednesday. This training will also be conducted for our summer counselors during their orientation and for the Before and After Care Counselors prior to school beginning.

Paula completed the schedules for our Summer Adult Softball and Volleyball Leagues and distributed them to the teams. There are seven softball and thirty-two volleyball teams.

Paula worked with the yoga instructor to finalize details for the start of her new sessions and delivered supplies for the special clubs being held at the After Care programs at Downes and West Park Schools.

Tyler committed time interviewing applicants and working with returning staff to determine schedule and availability for summer programs.

Public Works & Water Resources employees were called to the George Wilson Center on Sunday, April 21 to fix a sewer backup in the basement.

Tyler worked on finalizing summer program planning and proofed the activities newsletter.

Sharon and Debbie had a busy week planning for and holding two events.

- Friday night, the Nefosky Police Memorial Walk & 5K Run was held with approximately 280 participants. The event was well attended with three police academy classes participating and running in ranks. The total amount raised will be calculated following the Guest Bartender Night which is scheduled for May 16.

- Saturday, the annual Spring Community Clean Up was held with 95 volunteers cleaning up over 900 pounds of trash from streets, parks, and common areas throughout Newark.

Sharon also finished booking performers for the Spring Concert Series. The first concert will occur next Thursday, May 2, at 7 p.m. on the Academy Building lawn

Joe attended the superintendents' meeting with the Director to discuss department happenings.

Joe attended a meeting with Newark American Little League, Public Works & Water Resources and Parks and Recreation to discuss the drainage issues in the outfield of the Leroy Hill baseball field.

Joe met with the Sharon and Debbie about the Nefosky Run and the Community Clean Up; both events went very well.

Joe met with Tyler Jacobson and Charlie to discuss the new designs that were received from Grindline Skate Park Design. We hope to finalize the designs soon. Grindline will then prepare construction drawing and detail for our review.

Finance

I participated in a Tyler Technologies demonstration of document management software solutions that integrate with our existing Munis financial accounting system with City Management/HR, Finance, IT, and the City Secretary as part of our ongoing efforts to streamline our document retention and management processes. I'm working with Cenise to schedule Canon to provide a demonstration of its document management solutions; we may reach out to Xerox as well.

I participated in a Parliamentary Procedure Seminar conducted by the City Secretary's Office.

I met with Councilwoman Hadden to review accounting, finance and customer service personnel and key functions.

I had discussions with Paul Murray of Morgan Stanley to reinvest a total of \$304 million in matured and/or called investments in the cash reserve portfolio.

Customer Service

Finance and Customer Service made progress toward achieving the ideal layout for the departments once the IT servers are centralized in a secure location pursuant to best practices. Jim Smith moved to vacant office 108, and Diane Daniels is moving into Jim's vacated office. The Meter Department will move some equipment and furniture into the space vacated by Diane, and other equipment will be moved into Diane's new office.

We changed the phone greeting to encourage online bill payments, discourage payments over the phone (which tie up customer service resources at the expense of visitors to the building), and we added operating hours for customer service and the court.

Accounting

Staff continues to compile financial data for the 2012 financial statements/CAFR. The audit fieldwork for 2012 is expected to resume on Monday, April 29.

CSH/mp