

DEPARTMENTAL WEEKLY REPORTS

May 23, 2013

Public Works & Water Resources

Work on the settling basin cleaning at the Newark Water Treatment Plant continues. That work should be finished in June.

I attended the open house for the Newark Comprehensive Plan Chapter Seven dealing with Environmental Quality.

We held a pre-construction conference with the University for the Alison Hall construction project.

JMT has begun work on the system evaluation for the Kells Avenue Sewer Project.

We are in the process of final reviews for the project to extend the 16-inch water line across the White Clay Creek and the project to renovate the treatment units at the Newark Water Treatment Plant. We will have a set of plans and specs to review at the end of the month for the concrete tank on Paper Mill Road roof repair project.

Austin and Bednash is almost halfway done with their water line installation work on Brook Hill Drive. They have scheduled their work on SR 72 for next week. This work will be done at night to avoid traffic during the day.

Our inspectors have been busy tracking the various projects throughout the City that affect in one way or another the facilities that we manage and the services that we provide. Without their oversight we would risk losing track of what is being done below, on, and along the roads and facilities that we are charged with maintaining.

We are sending out the first round of letters resulting from our sidewalk inspections. Calls continue to come in in response to the need to finish work from last year's program.

Installation of the water and electric meters is getting under way. I have been working on the training material to be used by our internal customer service representatives this week.

Electric

The line crews have installed several switched capacitor banks to prepare for the summer loads. At one location the meter technician had to extend control wiring to allow programming and manual switching without the use of a bucket truck.

The electricians have been busy at City Hall on various electric and phone relocations and installing computer cabling for the smart meter project. One electrician also accompanied a contractor infrared scanning the aerial lines and substation equipment.

The engineering technician has been preparing a mobile device for use in the field after the smart meters are installed. Software for line crews has to be found that will work with the GIS system and the work order system to get accurate meter and transformer location and real time mapping functionality.

Engineering spent considerable time troubleshooting the substation circuitry that burned up several weeks ago and was replaced. A couple of key components were also affected by the surges that caused the fire. All parts have been replaced or are on order. The relay and breaker have tested successfully and the unit will be put back on-line as soon as a new tap changer control board arrives.

Engineering has been in negotiations with The Data Centers, the University, and DEMEC on substation issues. Also, the Bloom project is almost ready for permanent power and like The Data Centers, their projected generation requires negotiations for a Purchase Power Agreement.

Parks & Recreation

Administration & Planning

I committed time this week preparing for the Comprehensive Plan Workshop, specifically to speak on Parks, Open Space and Urban Tree Management.

I completed and submitted my 2014-2018 CIP materials to Finance.

Our contractor for the Pomeroy Trail is making good progress in completing final project items.

I committed time reviewing and commenting on the Handloff Park Skate Spot construction drawings.

Sunday's Memorial Day Ceremony and Parade was a very nice success. Sharon, Debbie, Joe, maintenance personnel and several volunteers did a great job! We thank all of those who have and do serve our country.

I prepared and submitted an amendment to a previously awarded DTF grant for the Curtis Mill Park Project. We were able to secure funds through the State Bond Bill to make improvements to the entrance to include minor improvements to Paper Mill Road at the park entrance. This amendment (request) is for funds to match the Bond Bill funding.

Tom conducted park inspections and prepared related maintenance work orders.

Tom completed paperwork and he and Rich are making final arrangements for the start of the 2013 Youth Beautification Corps. This summer youth employment program is funded through the CDBG program.

Tom is in the beginning stages of research and discussions with the New Castle Conservation District and DNREC regarding grant funding to remove a stand of Bamboo in Karpinski Park.

We're working with the Delaware Nature Society on the design and installation of a Habitat Garden at Fairfield Crest Park. Installation will occur this weekend.

Parks Maintenance

- The crew committed significant time on mowing operations and loading materials and supplies for the Memorial Day Parade.
- We completed the maintenance task list for the opening of Rittenhouse Day Camp and continued preparing the pool for the upcoming season.
- The crew committed time preparing ball fields and set up and removed staging for Thursday's spring concert.
- We completed several building maintenance tasks.
- We finished planting annuals on the South Main Street/Elkton Road traffic medians. Tulip bulbs have been ordered and will be planted in the fall.

Recreation Services

Paula continued completing staff evaluations for the Before and After Care program.

Paula completed employment contracts for summer camp staff and independent contractor contracts.

Paula researched alternative activities for Rittenhouse Camps oldest groups including zip lining and horseback riding at Lums Pond. The rock climbing that is normally done during camp is not available this year due to construction at the U of D Carpenter Sports Building.

Paula registered summer camp staff for the Stewards of Children training program that will be offered during camp orientation. Staff who will be working for the Before and After Care program in the fall will receive the credits and apply them towards the 9 credit hours they are required to complete annually.

Sharon, Debbie and the Memorial Day Parade Committee held the 78th Annual Memorial Day Parade on Sunday, May 19th. Although the weather was dreary and drizzly in the morning, it stopped raining and was dry for the ceremony and parade. Attendance was good on Main Street and although several groups did not show up for the parade, there was a very diverse group of entrants and they had a wonderful time. Thank you to everyone who helped out and worked or volunteered at the event.

Sharon and Debbie are also busy working on items associated with Newark Day. Performer contracts were sent out and vendor registrations have been coming in steadily.

Sharon did two editions of Comcast Newsmakers on Friday to talk about Newark Day and summer programs.

Tyler prepared materials and met with the trip leader in preparation for the New York City bus trip held on Saturday, May 18.

Tyler attended Memorial Day Parade meeting and worked the event assisting at the Green and the Academy Building Lawn.

Tyler picked up pool supplies from Leslie's Pool Supply and delivered to GWC and Dickey pools.

Tyler met with tennis instructors as the spring session of lessons began this week.

Joe attended the Memorial Day Parade meeting with the parks staff that worked the event.

Joe edited the abbreviated activity schedule for summer programs.

Joe attended the Memorial Day Parade Committee meeting to finalize logistics for the event.

Joe completed several fee assistance awards and accepted Jim Hall Scholarship applications.

Joe completed an inspection of Redd Park.

Finance

Customer Service

The Harris Northstar 6.4 upgrade is complete, and the vast majority of open items were resolved with Harris after the transition.

The "move out" rush is underway for our student population. Through 11 a.m. on May 21, 2013, customer service handled 453 verbal requests, 168 web requests, and 22 voice mail requests. Customer service also handled 1,251 calls with an average call length of 2:53 and an average wait time of 2:24 since May 13, 2013.

Accounting

All department directors submitted the first drafts of their CIP budgets on May 17, 2013. CIP budget hearings took place on May 21, 2013 and May 22, 2013 to review and prioritize all requests. Follow up work, such as documentation and pricing, is ongoing and will contribute toward the final draft of the CIP budget.

Alderman's Court

This past week we held three Court sessions. This resulted in 74 Arraignments, 73 Trials processed, 3 Case Reviews and 1 prisoner videoed from prison.

Police

On May 19, 2013, the Newark Police Department arrested 31-year-old Charles C. Word of Newark after he exposed himself this morning to a 22-year-old female. On this date at approximately 6:15 a.m. the victim was walking southbound on South Chapel Street near

Delaware Avenue when Word pulled over his vehicle, a Silver Dodge Charger, and asked the victim for directions. When the victim approached and looked into the vehicle she observed that Word's pants were down and that he was exposing his genitalia. The victim walked away from the vehicle which pulled away and turned left onto East Main Street. The victim continued to walk away and turned onto eastbound Delaware Avenue when Word pulled up to the victim a second time and attempted to engage her in conversation. Word then fled in his vehicle when the victim advised that she was calling the police. Using video surveillance cameras, NPD officers obtained the registration information for the vehicle and were able to positively identify Word as the driver. Officers responded to Word's residence and took him into custody without incident. Word was arrested on the below charges, arraigned through JP Court, and released on \$4,000 unsecured bail.

Defendant: Charles C. Word (DOB 02/24/1982)
5 Sandalwood Drive, Apt. 11
Newark, DE 19713

Charges: 1 ct. Indecent Exposure 2nd Degree
1 ct. Harassment

On Monday, May 20, 2013, Master Corporal Gillespie and Corporal Dawson responded to KMART located at the College Square Shopping Center on a report of a shoplifter. Upon arresting and searching the suspect 2 bags of heroin was found on this person. A second suspect was also arrested and charged with shoplifting.

On Tuesday, May 21, 2013, the Lions Club had to suddenly postpone the Police Officer of the Year dinner, due to illness of several of their members. The dinner will be rescheduled at which time Officer Lawrence will be presented with his award.

City Manager's Office

Personnel

- Lead a meeting with the Finance Department meter reader staff regarding the Smart Meter Project.
- Met with Carol and Diamond Technologies representatives to discuss our IT relationship and the current staff results.
- Worked with Mercer along with Blue Cross Blue Shield regarding the administrative changes to the web portal effective May 18th.
- Met with employees regarding their options for retirement.
- May 20th started the Summer Blood Drive and donated platelets for Team City Manager's Office (challenge among departments).
- Attended the May 21st Traffic Committee.
- Met with representative from Willis regarding potential employee risk management trainings and seminars.
- Carol and I joined Lou and his team to convene all the departmental CIP hearings for FY2014.

IT

- Projects
 - Cityview Application Upgrade
 - A Cityview mobile and portal demonstration was held for the project team.
 - Project team meeting was held this week with the vendor. The software upgrade is scheduled for end of July 2013.
 - MUNIS Application Upgrade
 - We are in the early planning stages of a MUNIS version upgrade. This needs to be in place by end of year since the current version will be expiring.
 - Smart Meter Project
 - Attended a Harris training session with customer service on the PMI file import process for the mass meter exchange.
 - On site progress meeting was held with the vendor, May 15, 2013.
- I.T. Security Assessment Remediation
 - We are waiting on State approval for the final two items submitted for security remediation - Desktop Management software (patching, software updates) and virtual server upgrades. This will bring us to a final total of \$160,000, all State funded.
- IT Operations
 - I.T. projects being planned/scheduled within the next few weeks:
 - MS Exchange upgrade and domain consolidation. This work will be performed by the City's network engineer and Engility (security assessment vendor) within the next couple of weeks.
 - Symantec End Point Upgrade - Enterprise anti-virus protection. This will be centrally managed and deployed to all City desktops (excluding Public Safety computers which are State managed).
 - I.T. 2014 Capital Budget submitted.

Planning & Development

Planning

On Thursday afternoon I attend a meeting to talk about fill in the floodplain fringe.

Also on Thursday afternoon I joined City Solicitor Bruce Herron in a meeting with Councilmen Clifton and Morehead to discuss rental housing and Chapter 17.

On Thursday evening the Board of Adjustment approved a variance for Roland and Regina Roth, 274 Beverly Road. The approved variance was for Sec. 32-9(c)(2) – lot coverage. Maximum lot coverage shall be 20%. Plan shows 22.1%. Variance of 2.1% was granted.

On Friday morning I met with Rick Longo of Hillcrest Associates to discuss the Subdivision Advisory Committee comments for East Village rezoning, major subdivision and site plan approval.

Considerable time was spent this week preparing for the June 4th Planning Commission meeting. Agenda items include:

1. The minutes of the May 7, 2013 Planning Commission meeting.
2. A major subdivision approval to construct a four story building with ground and second level parking and 12 upper floor two and three bedroom apartments on .88 acres at the location of the existing surface parking lot and attached to the Trader's Alley building at 147-163 E. Main Street. In addition, the required BB zoning special use permit for the upper floor apartments is being requested. [Tabled August 2, 2011]
3. A rezoning and major subdivision for .457+/- acres at 63 W. Cleveland Avenue and 60 New London Road. The applicants are requesting rezoning from BN (business neighborhood) for the West Cleveland Avenue parcel and RM (residential multi-family) for the New London Avenue parcel to BLR (business, limited residential), and subdivision approval to create one tax parcel to construct six (6) townhouse style apartments with associated parking and access ways. A Comprehensive Development Plan amendment is also requested to accommodate the proposed development.
4. The rezoning from BL (limited business) to BB (central business district) and major subdivision to construct a five story mixed use building with 11,000 sq. ft. of commercial space and 15 upper floor apartments on .335 acres located at 7-15 South Main Street to be known as One South Main. In addition, the required BB zoning Special Use Permit for the upper floor apartments.
5. Consideration of a Zoning Code Amendment: Definition of Height of a building.
6. Comprehensive Development Plan update discussion.

Considerable time was spent preparing materials for two separate FOIA requests for downtown development projects.

Some time was spent reviewing collective bargaining agreements for an upcoming meeting with Deputy City Manager Andrew Haines.

On Tuesday afternoon and all day today I will be participating in the CIP hearings for 2014-2018.

Comprehensive Development Plan

Last Wednesday, May 15, Mike conducted a Neighborhood Workshop for the update of the Comprehensive Development Plan with the residents and stakeholders of the New London community at St. John's AUMP Church, 77 New London Road. Rick assisted

with facilitating the meeting, which was well attended (about 20 members of the public attended) and generated a large amount of valuable and constructive discussion. Two representatives from the Newark Police Department attended to answer questions regarding public safety, a concern for the community. The session gathered a large amount of valuable historical information about the neighborhood that can be included in the Comprehensive Development Plan. A follow up meeting, or meetings, will be scheduled as the Plan sections begin to take shape.

On Tuesday, May 21, Mike conducted a Planning Commission Workshop for the Comprehensive Development Plan section on Environmental Quality and Natural Resources. The workshop was attended by about ten members of the public. Rick assisted in facilitating the workshop, and Charlie Emerson and Roy Simonson presented on the City's current and planned parks, recreation facilities, and water resources. Several policy suggestions were made by members of the public, which can be incorporated into the Comprehensive Development Plan.

Economic Development

Rick attended a follow-up meeting with representatives from the DE Sports Commission, UD Athletics and other stakeholders regarding the NCAA Women's' basketball tournament to review lessons learned from this initial foray into hosting tournaments. It was agreed that communications from UD Athletics should and will be improved for future events. Relative to downtown, it was felt that we should focus more on people driving to the downtown area rather than taking the shuttle bus that was provided, especially when the University of Delaware is competing in the tournament and a large proportion of the fan base is local.

On Thursday morning I participated in a focus group on Newark with Mayor Funk, UD representatives and Bill Sullivan of the Courtyard by Marriott for the Greater Wilmington Convention and Visitor's Bureau branding project.

Rick and Dana made in-person visits to those restaurants who we have not yet heard from regarding Food & Brew Fest participation. Ole Tapas was confirmed as a new participant.

Rick attended a ceremony to commemorate the expansion of the GE Aviation facility on Bellevue Road, which is expected to bring an additional 151 jobs to Newark over the coming years. Provided photos for live web-posting via the City of Newark Facebook and Twitter accounts.

Community Development

Rick and Code Enforcement Officer Brian Daring inspected 404 Webb Road for CDBG Home Improvement Program, completed work write-up to be put out to bid this week.

Parking

To prepare for graduation and move-out weekend, the Parking Division brought in additional dumpsters in our municipal lots, to accommodate students' move-out needs and to minimize the impact to parking inventory.

Considerable time was spent this week preparing the Parking Division's submittals for the 2014-2018 Capital Improvements Program.

In recognition of Memorial Day, parking will be free on Monday, May 27.

Code Enforcement

Also on Friday morning, Code Enforcement Supervisor Steve Wilson, Inspector Brian Daring and I met with Cornell Homes to discuss deed restrictions and their enforcement for the Village of Twin Lakes and Newark Preserve.

Grass and weed complaints and the associated enforcement activities continued this week.

CSH/mp