

DEPARTMENTAL WEEKLY REPORTS

June 7, 2013

Electric

The line crews are replacing old transformers in the center part of the city. They also installed three radio devices needed for smart metering and installed wiring to streetlights on Townsend Road after the bore contractor installed piping under Sunset Road Tuesday.

The electricians started installing a microprocessor type relay to replace the old mechanical type on a substation transformer. This is necessary for the next phase of the SCADA project.

Engineering worked with the line crews to troubleshoot a smart meter device. Engineering also worked with the meter technician and a University electrician to fix the University's metering at the Lovett Avenue Science Building. The metering points for the University have both a City meter and a University meter to be used as comparison and backup. Engineering and the meter technician retrieved a recorder and evaluated the readings for a large customer on Innovation Way concerned about power quality. Since the customer has two transformers, the recorder was moved and final evaluation will be next week, but so far no issues with the City's power.

Parks & Recreation

Administration & Planning

Last Tuesday I met with Joe and Tom to discuss partnerships we have with other agencies, organizations and businesses.

Tom, Joe and I met with a representative of MUSCO Lighting to discuss the lighting on our tennis and basketball courts. The existing fixtures have been in place, in most cases, for more than 35 years and the lights we use are no longer made. I have a project in my CIP for 2014 to replace the lights. We will likely replace the lights with the assistance of the Electric Department.

I attended a meeting last Tuesday to discuss the current and long-term maintenance situation with the traffic median on Elkton Road in front of Suburban Plaza.

On Friday I gave a tour of our park system to new Council Member Marge Hadden and Dana Johnston.

Great job by Sharon, Debbie and the rest of the Recreation and Parks staff with Newark Day!! The weather was very nice, perhaps just a bit warm, but we'll take that. We want to thank the Police, Electric and Public Works & Water Resources Departments for their assistance.

The contractor selected to complete the tree pit replacement project on Main Street will begin that project very soon. In order to install the flush mounted tree pits and grate system the existing trees must be removed. New trees will be planted in each pit.

I've worked with Pennoni on several items relating to the Curtis Mill Park construction project. We are finalizing several required permitting processes and putting the finishing touches on some park design and construction contract items.

I committed significant time researching and writing a report for the Delaware Land and Water Conservation Trust Fund (DTF) on the impact and benefits the grant program has had on the City of Newark. Over the past 22 years we have submitted project grant proposals and have been awarded funding to complete dozens of parkland and open space acquisitions, park design, rehab and construction projects. All total Newark has received \$1,439,519 in DTF grant funds. Currently we are working on three (3) DTF funded projects: Curtis Mill Park (DTF Grant: \$250,000), Redd Park Trail Building and Rehab (DTF Grant: \$100,000) and Skate Spots (DTF Grant: \$85,000).

The contractor selected to design and build the Skate Spots will begin construction late this week or early next week.

Tom did park inspections and wrote maintenance work orders as needed.

Rich continued daily scheduling of field staff and assisting crews when needed.

Tom continued working with contractor awarded the Main Street Tree Pit project to coordinate upcoming work.

Parks Maintenance

- Both crews continue mowing of park and horticulture areas.
- The crew committed time planting perennials at selected sites.
- The crew assisted with loading and set up for Newark Day.
- Watered newly planted materials as needed.
- The crew continued mulching planting bed areas as needed.
- Prepared ball fields for league play.
- Completed tree work at Lewis Park.

Recreation Services

Paula continued to complete final evaluations on Before and After School program staff.

Paula worked on confirming alternative activities for the oldest groups for the Rittenhouse Camp.

Paula confirmed buses for summer camp bus trips.

Paula attended the Art Show at the Downes School After Care program and participated in handing out certificates to all the kids who participated in the program.

Tyler held interviews for tennis instructors and substitutes for lifeguards and camp counselors.

Tyler is working to finalize volunteer staff for Camp GWC.

Tyler held lifeguard orientation and completed the June lifeguard schedule in preparation for the opening of the pools scheduled for June 11.

The community events staff prepared for and held Newark Day on Saturday, June 1. The attendance for the event was down from last year, we believe due to the high humidity and temperature. The number of vendors was 183, which is about the same as 2012. Feedback for attendees was, once again, positive for the change in hours and Main Street was reopened in 50 minutes. Thank you to all departments that assisted with the event!

Joe worked on finalizing the Handloff Skate Spot construction documents.

Joe attended a pre-Newark Day meeting with Sharon and our parks staff who were scheduled worked the event.

Joe is working on the Curtis Paper Mill Park Plaza and kiosk designs.

Finance

I attended the 107th Annual Government Finance Officers Association (GFOA) Conference in San Francisco from Monday through Wednesday this week. I sat in on valuable seminars covering actuarial services, managing and reporting investment risk in investment portfolios, long-term financial planning, and implementing the new GASB pension standards. The information and materials I gathered will be instrumental in my administration of the department and in the production of the City's budgets, annual reports, financial statements, and CAFRs.

Accounting

Work to complete the CIP budget is ongoing with a modified template for 2014 to show historical spend and to include justification categories.

The CAFR is in draft form as we continue to work on the notes to the financial statements, disclosures, and management's discussion and analysis.

Alderman's Court

This past week we only held two Court sessions because of the Memorial Day holiday. This resulted in 75 Arraignments, 23 Trials processed, 2 Case Reviews and 6 prisoners videoed from prison.

Police

Alumni Weekend and Newark Day went off very smoothly. The Newark Police Department did not receive any complaints of noise during Mug Night. Newark Day had only a few minor issues that Lt. Hargrove will address in his after action report.

Several Newark Police Officers were honored and acknowledged this week. Corporal Darryl Saunders was awarded an honorary degree from Newark High School at the graduation ceremony. Cpl. Saunders has been assigned to the school district as the School Resource Officer for the past five years. He is returning to the Patrol Division at the end of this school semester.

Officer Paul Lawrence was awarded the Lions Club Officer of the Year Award. The award was presented by the Lions Club and Chief Tiernan at the annual awards dinner on Tuesday evening.

Corporal Greg D'Elia was featured in a Newark Post article about the day in the life of a Newark Police Officer. The headline of the article was "For Newark cop, police work is in his blood." Cpl. D'Elia has received many positive comments from his co-workers about the article.

Lieutenant Kevin Feeney is working with the University of Delaware Police Department on a joint agency alcohol initiative. The goal of the program is "...to reduce the amount of underage drinking that occurs on and off campus, reduce excessive alcohol consumption, and address order maintenance issues that affect the city and university communities." Education, outreach, and enforcement will be used to help achieve these goals. Officers hope to partner with other key agencies such as Delaware Alcohol Tobacco Enforcement, Office of Highway Safety, Alderman's Court, City of Newark building inspectors, and the UD Office of Student Conduct.

City Manager's Office

Community Affairs Officer

I am continuing to work on the Food and Brew Fest. Restaurants were to have their menus to me this past Monday, so I am following up with those that have not yet submitted their menus.

I joined Council Member Hadden on her tour of Newark's parks with Parks and Recreation Director Charlie Emerson. I took photos and tweeted interesting facts and information while on tour.

I stopped by the Downes After Care program to take photos of the kids with their art show certificates and posted photos on Twitter.

I spent some time with Stone Balloon Winehouse's General Manager Dustin Gross and Marketing Manager Holly Jones about the Food and Brew event in July.

I spent some time this week working on a Bike Newark page for the website. It has been added under the "Resident" and "Visitor" global navigation links. It is still a work in progress as I intend for there to be more information added about specific trails and other amenities and such.

I spent some time following up with departments on some open items in the "Report a Concern" queue in the back-end of the website in order to close some concerns.

I spent some time updating the downtown Newark website events section and graphics.

I attended Newark Day and took photos.

IT

- The Newark e-mail software upgrade and domain consolidation is complete. The most challenging part of the upgrade was moving the e-mail system into the Newark domain. This probably generated most of the issues we encountered (and user frustrations). Every user desktop needed to be updated and issues varied depending on the desktop's software version and type. The older the version the more problems we encountered. While we still have a few (non-critical) items to finish up, overall the upgrade went well. This satisfies I.T. security audit finding - *having a simpler single domain architecture*. It also increased the level of security to the Newark e-mail system.
- As part of the Smart Meter project, we worked with the Tropos technician to successfully configure and test the Tropos WiFi DHCP server connection.
- We began the installation of the new CAD mobile client on the police vehicle laptops.
- There was a meeting with Comcast Business Services to discuss managed services in the areas of remote facility connectivity, communications redundancy and VOIP.
- A CityView project team meeting was held to discuss team validation updates. Validation testing needs to be completed by end of month to allow time for vendor software corrections. The go live date is scheduled for July 29, 2013.
- The MUNIS software upgrade to version 10.3 has been scheduled with the vendor for November 9, 2013. The installation of the test environment is scheduled for September 23, 2013. This upgrade will include rolling out the MUNIS Dashboard to the desktop clients.

Planning & Development

Planning

Some work was performed this week preparing amendments to Code Chapter 27-Subdivisions - for City Council consideration at an upcoming meeting.

Some time was spent preparing the staff report to City Council for a Special Use Permit for a home occupation at 401 Apple Road.

Some time was spent this week filling FOIA requests for two separate development projects.

Revised plans for the Barksdale Green proposed townhouse development on Barksdale Road were submitted this week. These plans have been distributed to operating departments for review. The project may be reviewed at the July Planning Commission meeting.

On Wednesday afternoon I attended a meeting to discuss Elkton Road landscaping.

Also on Thursday evening Planning/Survey Technician Brian Laws and I joined City Solicitor Bruce Herron and members of the Board of Adjustment in a workshop regarding the Board's role and responsibilities provided by Max Walton, Esquire.

Some time was spent on the rental housing market analysis draft RFP for future discussions.

On Friday morning I met with a developer to discuss a potential redevelopment project downtown.

On Friday afternoon I participated in the second round of CIP reviews.

This morning I attended the Code Enforcement Division staff meeting.

This week the Department received a request to consider an extension for an approved subdivision (Pike Park), which was started but not completed within the required 5 year from Council approval timeframes. As per our Subdivision Regulations, this request will be sent to the Planning Commission for consideration in July.

On Tuesday evening, I staffed the Planning Commission meeting. At the meeting, the Commission took the following actions:

- Did not recommend approval of the rezoning and major subdivision for .457 acres at 63 W. Cleveland Avenue and 60 New London Road.
- Recommended approval of a Zoning Code Amendment: Definition of Height of a Building.

This week the Planning and Development Department hired two graduate level interns who are currently working on the following projects:

- Nicole Seymour is working on the update of the Fiscal Impact Model and developing a guide entitled "Car Free Newark."
- Tyler Berl is working on the Newark Comprehensive Plan's Community Profile and updating a proposal for the City's Sign Ordinance.

As these projects are completed, other planning projects will be assigned. The Department is excited to be tackling projects we had hoped to accomplish but had not had time to take on through the internship program.

Economic Development

DNP Administrator Ricky Nietubicz staffed the DNP booth at Newark Day (held on Saturday, June 1, 2013) with the help of Jeremy Krabill from Fulton Bank, Nicole, Planning and Development intern, and Kim Reinagel-Nietubicz. At the DNP booth poster-sized photos of development projects currently underway downtown – the Newark Shopping Center, 132 Delaware Avenue, Kate’s Place, and South Main Plaza, were displayed, as well as information regarding upcoming events and activities, and general downtown information. Overall, the public seemed very pleased with the downtown and the development underway.

On Thursday evening I attended and Ricky presented downtown information at the Greater Newark Economic Development Partnership Mixer at the Embassy Suites.

On Tuesday morning Ricky staffed the Design Committee meeting. The Design Committee is very interested in acquiring the CSX property on South Main Street, as well as expanding public art downtown.

On Wednesday morning, Ricky staffed the Merchants Committee meeting. Discussion included the upcoming Open Forum (June 13th, 4-7 p.m. at Klondike Kate’s, second floor) for businesses and encouraged each of the businesses present to invite their colleagues; potential new events downtown such as an outdoor movie night (or series of outdoor movie nights), retail/restaurant pairings, an arts festival, and several other ideas. These ideas will be discussed at the Open Forum (and other ideas will be solicited at the same time), as well as a discussion of business support needs.

This week Ricky met with promoters of Newark Twilight Criterium; at present, sponsorship revenue is insufficient to cover the expenses of putting on the event. The promoters continue to seek out sponsors and agreed to a 2-week go/no-go decision for the event.

Parking

The Parking Division is in the process of reconditioning all of the municipal parking lots. This is an ideal summer maintenance activity.

Some time was spent on an RFP for a pilot “smart” parking meter program.

Code Enforcement

Some time was spent on Charter School details in anticipation of their request for a Certificate of Occupancy mid-month.

The University ISEB building C/O has been issued.

Grass cutting continues at various places around town.

136 South Main Street C/O for the 8 apartments should be issued later this week or first of next week.

Cherry Hill Manor property maintenance sweep continues. This will be our fourth week of hard enforcement. This week we will be getting addresses of those who did not make corrections and forwarding the information for the next phase for corrections.

Public Works & Water Resources

We have been installing the mixer in the reservoir. We are placing two floats so that we can move the mixer as the water level varies or the need arises to relocate the mixer. The mixer should reduce the impact of algae on the reservoir and improve the water quality.

The water level in the creek continues to be below the 25th percentile. The reservoir is full. We will be watching the progress of Tropical Storm Andrea this weekend. Hopefully we can get some more rain without ruining the weekend.

The Public Works and Water Resource inspectors continue to do their silent service. At any time they can be found reviewing developer projects in the field or in the office, inspecting existing stormwater systems, working on city construction projects, consulting with citizens to address their concerns, and developing new projects. The work they do is critical to the efficient operation and maintenance of the city and our infrastructure.

Merit Construction has finished their work cleaning the back wash lagoons and is demobilizing. We are refilling the ponds and will return to normal operation.

We had a problem with the pump controllers at the Newark Water Treatment Plant. The Variable Frequency Drives were causing the pumps to search excessively for their set point causing pressure variations in the distribution system. We had two calls concerning the situation. The customers were impressed with how quickly we resolved the problem.

Work on the meter installations seems to be going well. The preparation that the City and Honeywell have put into this project seems to be paying off.

Student move out went very well this year. The crew we had working at UDon't Need It? did a very nice job. We also picked up a lot of trash that was improperly placed at the curb or piled outside commercial dumpsters. Next year we will coordinate our activity with the landlords and inform them that improperly placed trash will continue to be picked up but that there will be a cost associated with the service designed to discourage the practice.

CSH/mp