

DEPARTMENTAL WEEKLY REPORTS

June 14, 2013

Parks & Recreation

Administration & Planning

Last Tuesday we conducted a pre-construction meeting for the Skate Spot project. The contractor began working at the Handloff Park site on June 5.

Joe and I met to discuss the planned plaza area for the Curtis Mill Park project. The plaza will include kiosks with information and photos of the former mill, benches, picnic tables and entrance pillars constructed from brick salvaged from the smoke stack. The pillars will be constructed to look like the smoke stack.

I met with Kelly Rasero, the new Delaware representative for the United States Tennis Association, to discuss our tennis program, tennis facilities and their grant program for facility rehab.

I committed time preparing materials for a reimbursement request to the Delaware Land and Water Conservation Fund Grant program for grant funding awarded for the Curtis Mill Park project. Also, Pennoni prepared the application for a Notice of Intent for Storm Water Discharge under a NPDES General Permit for the project to DNREC.

The recent heavy rains have caused us to fall behind in our grass mowing operations. We also committed considerable time, after Monday's storm, cutting up and clearing downed trees and debris at several park sites.

Rich researched and got cost estimates for a roll down security door for block building at Rittenhouse Park.

Tom prepared two concept plans and cost estimates to make-over the landscaping in the front of City Hall.

Tom met with two homeowners to answer questions and provide information on landscape plantings.

Tom and Joe met to discuss wording and design for the signs to be placed at each skate spot site.

Parks Maintenance

The crews continue mowing operations.

We completed final maintenance items in preparation for the opening of Rittenhouse Day Camp.

The crew worked on landscape bed maintenance at several sites.

Building maintenance tasks completed: replaced light bulbs, restocked paper for copiers, attached filing cabinets to walls at City Hall, repaired several chairs, repaired a toilet in the Police Station, and replaced liquid soap dispensers at Parks Building.

On Monday we stored away materials and supplies from Newark Day.

We dragged and prepared ball field for league play, raking off horseshoe pits, and set up and removed the stage for Thursday's Spring Concert.

We met with the pool lifeguards for a training and orientation session on pool opening procedures, vacuuming operations, and other routine operating and maintenance items.

The crew did frontline equipment maintenance to all mowing equipment, blowers and string line trimmers.

Recreation Services

Joe met with Pennoni Engineering about the Curtis Paper Mill plaza design.

Joe is working on the skate spot rules and regulation signage for Handloff and Phillips Parks.

Joe is organizing the summer staff orientation and training sessions which will be held this Friday.

Joe met with Sharon for a wrap up and evaluation of the 2013 Newark Day event.

Paula completed employment paperwork for summer staff and started gathering supplies for the orientation and training session and the first days of camp.

The State Public Health Department completed an inspection of our Rittenhouse Camp facilities and site.

Paula sent out first day letters for participants for Rittenhouse Camp, Hobbit Half Day Camp and the After Camp Care. Camp begins June 17.

Sharon and Debbie committed considerable time with "wrap up" items associated with Newark Day. They are now focused on Liberty Day and the July 4 Fireworks event. Sharon set up a meeting with the fireworks company, UD personnel, and City personnel involved in the event in order to review traffic, parking, and event plans. Food vendors are going through the state to get permits.

Debbie has been setting up interviews with potential Safety Town volunteers and is working on this year's schedule of activities and guest speakers.

Tyler is preparing for summer staff trainings.

Tyler was on jury duty Monday-Thursday and spent most of Friday catching up.

Finance

Representatives from DEMEC, the City of Newark, Delmarva Power, the University of Delaware, and The Data Centers, LLC met to discuss the facility being planned on the STAR Campus. TDC's next steps are to deliver information requested by Delmarva in an effort to understand the scope of the infrastructure required to support the project and to begin building a project timeline.

Bruce, Andrew, Maureen, Marvin and I met with representatives of NDT to discuss the parking garage concept on Lot #1. Additional meetings were scheduled for next week to discuss the economics of the project and a path forward.

Customer Service

The student move in/move out rush is abating. From 5/20/13 through 6/7/13, customer service handled 2,720 calls with an average call length of 3:23 and an average wait time of 3:00. An average of 194 calls were handled per day; each customer service representative handled an average of 55 calls per day during that time period.

Accounting

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

The CAFR draft is complete and going through final edits before we pass it along to the senior managers of our audit team at Clifton Larson Allen. The auditors will receive the final draft on 6/13/13 and turn around the review at their earliest convenience so that we can publish the document within the six-month guideline.

Alderman's Court

This past week we held three Court sessions. This resulted in 70 Arraignments, 104 Trials processed (this was our traffic trial week), 8 Case Reviews, 7 prisoners brought from prison on Friday and 1 prisoner videoed from prison on Monday.

Police

On Saturday, June 1, 2013, at approximately 9:32 a.m., the Newark Police Department responded to the 300 block of W. Main Street in regards to a burglary that had occurred sometime during the previous week. The victim, a 48 year old female, advised that her house had been unlawfully entered and that jewelry and two cast iron wood stoves had been removed. During a thorough investigation, officers were able to link three suspects to the burglary. One suspect was arrested and two suspects are still being actively sought by NPD.

On Saturday, June 8, 2013, at approximately 9:55 p.m., the Newark Police Department responded to Kmart located at 301 College Square in regards to a strong-arm robbery

that occurred in the parking lot. The victim, a 32 year old Hispanic male, stated that he was approached by a black male that asked him for the time. The victim responded by taking his cell phone, a Samsung Galaxy 3, out of his pocket. In response, the black male pushed the victim in the chest and grabbed the victim's cell phone. The suspect then ran towards a car that another black male was driving and fled southbound on Library Avenue. The victim was not injured. The suspect's vehicle was described as a dark colored four-door sedan, possibly a Honda.

Suspect #1 is described as a black male, approximately late 20s to mid-30s, white t-shirt, blue jeans, light blue hat with an orange bill, and wearing a gold chain.

Suspect #2 (driver) is described as a black male, approximately late 20's to mid-30's, white t-shirt, blue jeans, wearing a dark blue hat with a red bill.

Lt. Hargrove is working with the Parks and Recreation Department on the final plans for the July 4th fireworks.

City Manager's Office

Personnel

On Tuesday, Mayor Funk, Carol and myself attended in Dover the Governor's Council on Health Promotion & Disease Prevent Recognition ceremony. Seven (7) municipalities throughout the state were recipients for their efforts in promotion, education and commitment to community wellness. The City was a Bronze Medal recipient, and Mayor Funk served us all well in acceptance of the recognition. We now have new goals and benchmarks to seek to increase our level to silver, but more so to achieve gold status.

Carol advised you in the last Administrative Report that she is away, however she is available via email or cell phone. Tomorrow (Friday) I will also be out of the office as I will finally be relocating to Delaware this weekend. Cannot say I will miss the past five months with 1.5-2 hour commutes each way. On Friday I too am available via email and cell phone (302.521.6308) and Rick Vitelli will handle any administrative matters that require a quick answer if Carol or I are not able to be reached.

IT

Worked on finishing the Exchange 2013 upgrade and Outlook migration work. We did have an issue with MUNIS generating e-mail which was resolved by installing a MS Exchange update. There are no unresolved issues to report.

I.T. staff worked on catching up on I.T. ticket requests now that the new e-mail system upgrade is complete.

Began building a new virtual environment to house the anti-virus system upgrade and new network monitoring software system. Both systems were purchased through the security remediation funds.

The new I.T. ticketing system has been installed and is ready for configuration and testing. The vendor is scheduled to be on site July 9th for staff training. A go live date has not been set. This system was purchased through the security remediation funds.

Kratos was in Friday to work on our building cameras. They installed a new firmware on the DVR and it appears to have corrected the issue where the server was crashing. The server upgrade software is still being processed by Lenel. Until this upgrade we won't be able to bring over the Water and Electric Department cameras.

The mobile dispatch software had 2 major issues after the upgrade: Couldn't chat amongst users and can't see the unit status monitor list. New World made some changes to the message switch and fixed the chat issue. Still installing the new version in cars.

State GIS installed a new version of the maps for the CAD system. There are a couple of issues that New World is resolving.

There was a CAD users group meeting on Tuesday. A state Project Manager choice will be presented to the 911 board next week.

Planning & Development

Planning

On Wednesday afternoon, I attended a CityView meeting to discuss progress and validations.

This week follow-up work was performed from the June 4th Planning Commission meeting to get projects/amendments onto the Council agenda for review.

Some time was spent this week on the rental housing market analysis RFP.

On Thursday morning PWWR Director Roy Simonson and I walked South Main Street to determine optimal placement of Welcome to South Main Street signs.

On Friday morning, I met with the developers of the One South Main project to discuss height and density of the project.

On Friday afternoon, I met with developers to discuss the Village East Project.

On Monday afternoon, Code Enforcement Supervisor Steve Wilson and I met with the developers of Trader's Alley to discuss another submittal.

Considerable time was spent this week preparing for the July Planning Commission meeting. Tentatively scheduled for review are:

- 2014-2018 CIP

- One South Main, rezoning, major subdivision and special use permit.
- Barksdale Green – rezoning and major subdivision.
- Pike Park – request for an exception to the expiration of a major subdivision.
- Comprehensive Development Plan discussion.

Some time was spent this week preparing for the June 20th Board of Adjustment meeting. At the meeting the Board will review the following:

- A request for variances for maximum lot coverage (total and individual lot), open space, and minimum lot area for the Barksdale Green subdivision.
- A request for a variance to allow a shed in the side yard at 18 Shenandoah Drive.

At its regularly scheduled meeting held Monday, June 10, 2013, City Council approved an amendment to Chapter 7, Building with respect to delinquencies in payment of monies owed to the City.

Summer Intern Tyler Berl is working on an update and revisions to our sign code ordinance for Downtown. He is also doing research on writing components of the update of the Comprehensive Development Plan.

Summer Intern Nicole Seymour is working on updating and revising the City's Fiscal Impact Model (FIM) which evaluates the costs and revenues of new development. She is also researching and designing a guide, tentatively titled "Living Car Free in Newark" that will provide information on how to get around in Newark and regional destinations without an automobile.

Development Supervisor Mike Fortner has updated the Zoning Wall Map and the Official Zoning Map on the City's Web Page.

Mike has spent considerable time this week researching and composing draft portions of the Newark Comprehensive Development Plan for Planning Commission discussion at their July meeting.

Economic Development

DNP Administrator Ricky Nietubicz staffed the Merchants' Committee meeting on Wednesday, June 5th. The Committee was very excited about the Open Forum to be held this Thursday (June 13th) upstairs at Klondike Kate's from 4-7 p.m. The committee is looking forward to hearing new ideas on how to move the downtown forward with DNP support. In addition, there was a lot of discussion about Newark Day. The members of the Committee expressed concern about the disruption of business to support a day-event, and with the amount of business that the event generated for them during the event. They decided to solicit input from other businesses during the Open Forum and make suggestions for event improvement to the Parks and Recreation Department after the Forum. The Committee was disappointed to learn that the promoter of the Newark Twilight Criterium not yet secured a title sponsor, and is facing a significant budgetary shortfall. The result may be that the event, scheduled for August 10th will be canceled. The committee agreed to gather suggestions during the Open Forum for possible downtown promotions during the month of August. Based on the discussion, the need to gather additional input and the upcoming Open Forum, the Committee decided to conduct

another meeting on Wednesday, June 19th, rather than waiting until their regularly scheduled July meeting date.

With the assistance of Block Captains, the Merchants' Committee promoted the upcoming Open Forum, and prepared to educate the merchant community about programs available to them (Façade Improvement, Gift Card program, Parking Validation) and gather input as to how we can better advertise, promote and reach people to come downtown.

Community Development

Mike completed Financial Draw #8 to New Castle County for the 38th Year CDBG Program.

Ricky updated CDBG/RS applications for the upcoming year. Hard copies will be mailed to previous applicants as well as any other interested parties upon request; documents have already been made available to organizations electronically upon request.

Parking

The Parking Division continues its summer program to clean and restripe parking spots, as well as repaint fire lanes and yellow curbs in municipal lots.

On Thursday, Parking Administrator Marvin Howard had a meeting with the contractor replacing the roof on the Panera Bread building, and was informed that they will need 2-3 weeks for the project and will need 4-6 parking spaces for a dumpster and an area to lay down materials.

Marvin had a meeting with Earth Security to look at camera options for Lot 3 for the opening of the entrance from Center Street, along with getting coverage though out that lot.

This morning Marvin and I joined Deputy City Manager Andy Haines, Finance Director Lou Vitola, and City Solicitor Bruce Herron in a meeting with the Newark Development Trust. The Lot #1 garage was the focus of this discussion. We hope to report to City Council on the project in July.

Code Enforcement

211 Sutton Way C/O was issued.

At 136 South Main Street, eight apartments were issued a conditional C/O for 30 days.

225 East Park Place has applied for a C/O. All fire restoration has been completed.

The Division continues to address weed and high grass complaints.

The Division continues to work with IT on the CityView system for Code Enforcement.

Public Works & Water Resources

We had crews working during the two recent weather events responding to calls regarding flooding and road conditions and we are getting ready to respond yet again as I draft this report. One observation I have made is the expectation that we will clean every drain during every storm. Some of our drains are designed/situated such that they can only handle small events and are overcome or flooded during larger events with no added risk posed to adjoining property other than that caused by the event that overcame our facility. In these cases there is really nothing else that we can do so we will continue to spend our time at a site where our efforts can in fact make a positive impact on the surrounding public and private improvements.

I have included a chart showing the increase in inspection activity that we have accommodated in the past ten years with the same work force. With our new NPDES permit and the reliance on "on site" treatment facilities this activity will only increase. We continue to do more with the same work force. The use of computer technology has played a role in allowing us to take on this extra work and will be crucial going forward as the demands on our available time will continue to increase.

	<u>2003</u>	<u>2013</u>
Bio-retention	15	92
Sand filter/infiltration	51	85
Detention/retention	101	127
Misc bmps	<u>0</u>	<u>17</u>
Total	167	321

The mixer has been placed in the reservoir (photos attached). It is solar powered and operates during the day light hours. The suction draws from an intermediate and deeper depth to recirculate the water and inhibit algae growth by eliminating stratification and creating vertical mixing that disrupts the life cycle of algae. The mixing will improve the quality of the raw water and make treatment easier.

Electric

On Monday evening about 5:00, a tornado touched down and traveled through parts of Newark. All the line crews were called in to restore a 34kV circuit that tripped and took out two substations feeding the southern part of the City. After finding a tree and a burned wire at separate locations, the power was restored after two hours. Meanwhile line crews had de-energized Yorkshire Woods after finding broken poles and burning wires. Restoration to the neighborhood did not happen until midnight after a temporary cable was run. An underground bore contractor will be installing cable to eliminate the original route the aerial lines made through a heavily wooded area.

The line crews are installing primary cable under Chestnut Hill Road after DeIDOT repaired conduits that they had inadvertently bored through years earlier. The unknown problem surfaced after the cables in one of the pipes failed several weeks ago and crews could not pull new cable in.

The electricians and engineering are replacing mechanical relays with microprocessor types to enable SCADA communications. The SCADA system was very useful during the storm as engineering could immediately see what circuits were faulted and the distance to the fault provided by the advanced relay. The ability to control the circuits from one location saved much time.

Engineering worked on the smart meter system with the different component vendors on the system's functionality. Engineering also worked with the meter technician to upgrade the Bloom Plant's primary meter to allow for bi-directional energy flow necessary for Bloom Box testing.

CSH/mp



