

DEPARTMENTAL WEEKLY REPORTS

June 21, 2013

Finance

Bruce, Andrew, Maureen, Marvin and I met with representatives of NDT again this week to discuss the parking garage concept on Lot #1. Additional meetings will be scheduled to continue discussions about the economics of the project and a path forward.

I attended the annual American Public Power Association (APPA) Conference on Monday, Tuesday, and Wednesday this week. Some of the most valuable material came out of the breakout sessions related to the ratings agencies' outlook for public power, communication tactics in a smart meter deployment, and new ideas for customer service. I will continue to review the conference materials and look for ways to deploy new concepts, improvements, and efficiencies in the Finance Department and beyond.

I met with a banker engaged in a project with the League of Local Governments to discuss the City's current merchant services vendors and processes. We may be able to streamline our bank card processing and save money doing so.

I had discussions with Paul Murray of Morgan Stanley to reinvest a total of \$713 thousand in matured and/or called investments in the cash reserve portfolio.

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 draft is complete and was passed along to the senior managers of our audit team at Clifton Larson Allen last week. The audit review of the document is underway.

Alderman's Court

This past week we held three Court sessions and one case review session. This resulted in 57 arraignments, 49 trials processed, 12 case reviews and 10 prisoners videoed from prison.

Police

It has been a busy few weeks for the Police Department. On June 14th, Newark Police arrested three subjects responsible for the June 9th armed robbery of the Mi Ranchito food market located at 13 North Chapel Street. During this robbery, two suspects entered the store and, after one suspect displayed a handgun, ordered two employees and a customer to the rear of the store. The suspects then tied the hands of two of the victims behind their back, and demanded money from the third victim. After the suspects received an undisclosed amount of money, they tied the hands of the third victim and then

fled the store. Using surveillance video from the network of video cameras throughout the business district, detectives captured the two suspects walking on East Main Street immediately prior to the robbery. The same surveillance cameras captured the suspects fleeing the area immediately following the robbery in a silver Honda Accord. Detectives obtained registration information on the fleeing car and located the vehicle at 623 West 3rd Street in Wilmington. Three suspects were eventually arrested and charged with the crime.

On June 17th, at 1:09 p.m., officers responded to a report of two people shot at a motel located on South College Avenue. Responding officers located a male and female with gunshot wounds. Both victims were transported to Christiana Hospital and stabilized. Officers received information that the gunman still may have been in one of the motel rooms. The Newark Police SWAT team, with the assistance of the University of Delaware Police SWAT team, secured the area around the motel, evacuated the remaining motel guests and searched the premises. It took several hours to safely search the motel and grounds. It was determined the suspect fled the area prior to the police arriving. Detectives have identified a suspect and expect to have him in custody soon. This incident was expertly handled by our patrol officers, detectives, and SWAT team members.

Sergeant Michael VanCampen will be presented with a proclamation from City Council at the meeting on June 24th. Sergeant VanCampen was selected as a finalist as one of the top police officers in the country.

Lieutenant Hargrove has finalized the final planning for the Fourth of July Fireworks Traffic Plan and work assignments have been sent to the officers.

City Manager's Office

IT

- We will be deploying a new secure guest and private wireless network in the City administration building. A conference call was held this week with the vendor to discuss the new system implementation. We plan to start with adding back wireless access to Council Chamber. This system was purchased through the security remediation funds.
- We are working with an outside contractor to upgrade the audio system in Council Chamber. We had a meeting with the contractor this week to discuss/review system requirements. We should be finalizing design plans within the next couple of weeks.
- Smart Meter Project
 - Had a conference call with Honeywell to discuss setting up meter read schedules.
 - Worked with PMI on the Mass Meter Exchange program configuration.
- There was a LEISS system meeting in Dover this week.
- We are working with the State to resolve an issue with updating the CAD maps.
- A power outage caused the CAD system to go down. The CAD application was able to automatically fail over to another server. The camera system also went down. Rebooting workstations brought all systems back on-line.

Planning & Development

Planning

On Friday, Nicole Seymour, Planning Intern, and I met with Bernard Au from DART to discuss Newark services and creating better information material for the public.

On Tuesday, June 18th, Survey Technician Brian Laws and I, along with PW&WR Director Roy Simonson, attended the FEMA Risk Map and Community Coordination and Outreach meeting in New Castle. The meeting was to update local communities on the new preliminary Flood Insurance Study and Flood Insurance Rate Maps (FIRMs). The review only affected the northeast section of the City along the White Clay Creek around Paper Mill Farm, Creek Bend and Laura's Glenn. The Christina Creek was not part of the study. City departments will be reviewing base map features for non-technical changes and inaccuracies (incorrect spellings, municipal boundary changes) of the preliminary FIRMs over the next 30 days and report to FEMA. Later in the fall, FEMA will hold a 90-day regulatory appeals period and an open house workshop. The City is working with DNREC on reviewing the maps and making any further revisions to our OFD Code to remain compliant with the National Flood Insurance Program.

This week I completed the Annual Report to the Office of State Planning Coordination on Newark's Comprehensive Plan.

Time was spent this week preparing for the July Planning Commission meeting. On the agenda are the following:

1. The 2014 – 2018 Capital Improvements Program
2. A request for an extension for an approved major subdivision at 163, 171, 175 and 179 South Chapel Street (Pike Park), which was started but not completed within the required timeframes.
3. A rezoning from BC (general business) to BB (central business district) and major subdivision of the .335 acre property located at 7 and 15 South Main Street to construct a four-story mixed use building containing 11,000 sq. ft. of office/retail space and 12 apartments.
4. A rezoning from RS (one family detached residential) to RR (row or townhouses), and major subdivision of 1.38 acres to build 14 fee simple townhomes at 1101 and 1107 Barksdale Road.
5. A Comprehensive Development Plan update discussion.

The Newark Planning Commission will hold two Public Workshops this summer. The first Workshop is scheduled for Tuesday, July 30th at 7 p.m. and will cover Land Use and Annexation. The second workshop will be held on Tuesday, August 13th at 7 p.m. and will cover Community Vision and Aspirations. Both workshops will be held in Council Chamber at City Hall.

The City of Newark and the Newark Bicycle Committee will hold a workshop for the development of the Newark Bicycle Plan on Wednesday, June 26th, at 7 p.m. at the Newark Bike Project location on 7 South Main Street.

Planning Intern Tyler Berl is working on revisions to the City's Sign Code Ordinance to be reviewed by the Design Committee at their next meeting on Tuesday, July 2nd.

Economic Development

Planner/DNP Administrator Ricky Nietubicz held the Merchants' Open Forum on Thursday, June 13th. He gathered lots of input from the merchant community, and heard from several business owners/managers who we haven't reached in the past. The event helped to raise the profile of the Gift Card and Parking Validation programs, as well as raise awareness of how merchants can become involved with the DNP. We received valuable input about Newark Day, potential August promotions, how to better target our event and general advertising. Several follow-up meetings with individual merchants were requested, and will be completed in the coming weeks.

This morning, Ricky staffed the Merchants' Committee meeting. The committee decided to try a sidewalk sale promotion on August 15th (a Thursday evening), as a way to get people to check out our shops. In order to make the event happen in such a short timeframe, Ricky will be visiting several businesses with the Block Captains in order to gather support. Several members of the committee were very willing to play an active role in making the event happen.

Community Development

Ricky conducted inspection of 201 Madison Drive with Code Enforcement Officer Brian Daring for the Home Improvement Program. The homeowner wasn't aware of the program and was reaching out for help, so I explained the program to her. She is going to review the work that we could do, along with the process and application, with her son, and make a decision about whether or not to move forward.

Parking

The Parking Division continues its summer program of cleaning and repainting the municipal parking lots.

Code Enforcement

A C/O was issued for U/D's Allison Hall interior renovations.

A building permit was issued for interior renovations to the Blue/Gold club.

We did a damage assessment after last week's tornado. Damage was limited to a small area in Yorkshire Woods. Trees and sheds were the most damaged.

Public Works & Water Resources

I have been working with Steve Wilson to see if there are not some more permanent solutions to help solve some of the recurrent flooding problems at the loading dock of the City Hall/Police complex.

We have been working with the University on the repaving of a section of Academy Street at the new Interdisciplinary Science and Engineering Building (ISEB).

The rain free weather for the next week or so will hopefully allow us to get back to some outdoors construction activity. Next week after the ground gets a chance to dry out we should be back at it again.

The project for the repair of the concrete tank roof on the Paper Mill Road tank will be advertised this week. The bids will open in August. We will be prequalifying contractors to bid on this work based on information that they submit in response to the advertisement. This work is highly specialized so we want to make sure that they have the financial resources and history of similar work to successfully complete the project.

Electric

Monday evening another lightning storm blew through Newark creating havoc on the electric system. The crews were called out to repair two phases that burned down at the Apple Road Bridge and three phases that burned down on Paper Mill Road. Also, fuses had to be replaced on the feed to the Bob Carpenter and Ice Arena Complexes.

The line crews finished installing and testing the primary cable under Chestnut Hill Road. Also, all the circuits associated with that cable and repairs made on another circuit were switched back to normal.

Transformer testing scheduled for last Friday is rescheduled for this week because of torrential rains in the morning. Hopefully, the transformer and breakers test out after a three phase lightning hit close to the station last week and evidence of flashover inside the bus bar compartment was discovered.

The electricians and engineering continued replacing older relays with microprocessor relays at a substation in preparation for SCADA deployment. The electricians also worked on a few pump issues for the PW&WR/Water Division and fixed some communication cable at the garage.

Engineering evaluated the recorded data from a customer concerned about power quality and helped the University's electrical engineer and Newark's meter technician install new primary metering points on University circuits.

Parks & Recreation

Administration & Planning

I met with the Finance Department to review fund accounting for the Curtis Mill Park project. The project has four (4) funding sources to keep track of.

Last Friday representatives of Pennoni, State Parks, DeIDOT and I did a final – final inspection of the Pomeroy and Newark Rail Trail. A couple of minor items were taken care of.

I committed time preparing materials that will be submitted for reimbursement to DTF grant funds for the Curtis Mill Park project. We continue to wait on certain project permits to be approved and processed.

Tuesday night I attended the Conservation Advisory Commission meeting. A representative from DEMEC attended to give the members an overview of the McKees solar project.

A recent heavy rain event caused a small section of a soil slope along the Pomeroy Trail to wash out. We met with PW&WR personnel to discuss a fix.

The Skate Spot contractor started on the Handloff site, but recent heavy rains have all but stopped any work.

Tom met with the New Castle Conservation District to apply for a grant for bamboo removal at Karpinski Park and started working on Hill Park drainage system contract specifications.

Tom, Rich and I spent time inspecting park areas for damages from this week's storms. Several trees came down requiring our attention.

Rich did daily scheduling of the field crews and readied the drain pump at the City Hall loading dock in preparation for more heavy rains.

Parks Maintenance

In spite of the recent heavy rains we have been able to mow in certain locations.

The crew checked and cleared inlet pipes as needed in all park and horticulture areas.

We continued to work at landscaped sites doing routine weeding and applying mulch.

The crew limbed up Willow Oaks (as needed) along Main Street and staked certain tree whips at Reservoir.

We completed all items in preparation for pool openings and for the first session of the Day Camp at Rittenhouse.

We removed materials and supplies from the Before and After School Centers at Downes and West Park Schools and stored them away for the summer.

We installed "National Recreation Trail" signs along the Pomeroy Trail.

The crew completed several general park and building maintenance work orders.

We placed extra trash cans and recycling containers at Handloff Park for the Special Olympics use of the park.

We completed front line equipment maintenance on mowing equipment and the ball field conditioner.

Recreation Services

Our Before and After School programs at West Park and Downes Elementary School's ended this past week. Another very good year!

Paula prepared for the start of Rittenhouse Camp by loading supplies and conducting orientation with the camp counselors.

Sharon and Debbie have been preparing for the 4th of July fireworks and Liberty Day. They held a meeting for all key players to review set up, parking, clean up, sign offs, traffic, etc.

Sharon has been preparing for Camp Kids Caboodle and helped to conduct summer staff training.

Debbie has been working on the Safety Town schedule and volunteer recruitment.

Tyler held lifeguard staff training on Monday, June 10.

The outdoor pools opened on Tuesday, June 11 with lower than unusual attendance due to the overcast weather and cooler temperatures.

The recreation staff conducted its camp counselor training and orientation sessions on Thursday and Friday, June 13-14.

Joe is organizing a Newark Parks and Recreation historical display for the Newark Library.

Joe attended the fireworks meeting to discuss security and event logistics.

Joe is meeting with the recreation staff about fall programs in preparation for the fall e-newsletter.

CSH/mp