

DEPARTMENTAL WEEKLY REPORTS

July 3, 2013

Police

On Friday, June 28th, officers spent considerable time dealing with flooding and road closures due to the heavy rain. At 4:57 p.m., officers received a call from Timothy's Restaurant that two females were trapped in the creek. Corporal Patrick Craig responded. He was able to assist one female out of the water and found the other female unconscious in the water. Corporal Craig was able to pull the second female to the shore line. Officers Gruszecki and Wolfrom secured a rope around the female and pulled her up the bank of the creek to safety.

Most of the department will be working July 4th, for the fireworks display. Two officers will be assigned to the reservoir to ensure people do not trespass after dark.

City Manager's Office

Community Affairs Officer

I am continuing to work on the Food and Brew Fest. I created a map of all the participating restaurants and have sent it to UD transportation office to see if they could prepare a shuttle stop schedule for the event. Preparations are slowing down and will pick up again a week to two weeks prior to the event. I have a press release written and ready to go out early next week.

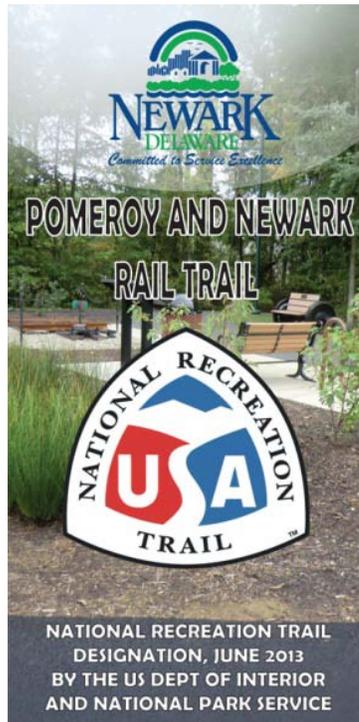
I built a webpage titled "Green Newark" that lists an example of all the initiatives, programs and projects the City has instituted to make Newark a greener place to live. It is currently located under the "Resident" global navigation.

I have been updating other departments' webpages with new information and updated information.

I updated the downtown Newark webpage with the July events and created the July Happenings E-newsletter.

I sent out the press release for the July 4 fireworks and Liberty Day celebration.

I created an entry way banner to be displayed as people enter the Municipal Building about the Pomeroy and Newark Rail Trail being recognized as a National Recreation Trail. It will hopefully arrive soon.



IT

We continue to work with Customer Service on the Smart Meter Project, meter exchange and meter read imports. A process document was developed for Customer Service. We are also working with the Tropos vendor on the server configuration.

The camera network software upgrade was completed Friday by the vendor. All building cameras are back on-line.

We held a CityView project team meeting last Wednesday. We are currently in the user validation project phase. The go live date is scheduled for July 29th. The decision was made to move the Real Estate Tax module go live to October due to additional time needed for vendor programming. We will continue to use the current system for Real Estate Tax until the new module is ready. This custom module is being developed by the vendor for the City.

We are in the process of upgrading and expanding our data backup system for on site and off site (disaster recovery) storage. The new server was mounted and we are currently working with the vendor on the data vault configuration. This upgrade was purchased through the security remediation funds.

We continue to work with our wireless vendor to setup the secure guest and internal wireless network. The first access point will be City Council Chamber. An order has been placed for new wiring.

The latest MUNIS application patches were applied last weekend.

Next week we plan to roll out the new enterprise anti-virus system to users' desktops.

Planning & Development

Planning

Considerable time was spent his week preparing for tonight's (July 2, 2013) Planning Commission meeting. Agenda items include:

1. 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.
2. 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.
3. A Comprehensive Development Plan update discussion.

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

Some time was spent on CityView implementation issues.

Considerable time was spent on Subdivision Regulations as they relate to bike racks.

Economic Development

This morning, DNP Administrator Ricky Nietubicz staffed the Design Committee. At the meeting, summer Intern Tyler Berl presented some proposals for revised Sign Code provisions.

Development Supervisor Mike Fortner submitted materials on the Newark Comprehensive Development Plan V for the Delaware Office of State Planning Coordination as part of their Pre-Preliminary Land Use Service (PLUS) review. The review provides suggestions for revisions and improvements, and to notify the municipality of any Code changes since the certification of the previous plan that should be included in the update.

Mike continues to work with the Institute for Public Administration on developing and revising maps for the Comprehensive Development Plan update.

Summer Interns Nicole Seymour and Tyler Berl continue to work on projects that include developing a "Car Free Newark" brochure, updating the City's Fiscal Impact Model, and updating the City's Sign Code. Next week they will start on a Land Use Survey, a requirement for the Comprehensive Development Plan.

The Merchants' Committee, which typically meets the first Wednesday of the month, was rescheduled to Wednesday, July 10th due to the holiday.

Ricky attended Delaware Transit Corporation Community Advisory Meeting on Thursday evening.

This morning, Ricky attended a meeting with City Manager Carol Houck, Parks Director Charlie Emerson, Recreation Supervisor Sharon Bruen and Recreation Superintendent Joe Spadafino to discuss Newark Day.

Community Development

Ricky and Code Enforcement Officer Brian Daring inspected a home on Swarthmore Drive to determine if it would be a candidate for a CDBG Home Improvement loan. The house has water leaking into the basement as a result of poor grading around the lot. Ricky gave application materials to the homeowner for the program and he expects to have a completed application for income qualification purposes soon so that he can contact contractors for bids.

Parking

Some time was spent on Municipal Parking lot leases.

The Parking Division continues their summer maintenance program in the municipal lots.

Code Enforcement

Work continues on the fuel supply for the backup generators for the Police headquarters. Weather permitting, the contractor should be done this week.

Demolition is complete on 82 Kershaw Street.

Fire and sprinkler alarm testing has been completed in all City owned buildings. There are a few minor repairs that need to be done. Code Enforcement Supervisor Steve Wilson will schedule that work to be done later this month.

Due to all the rain, the loading dock needed to be pumped out 8 times last week to prevent flooding of the Municipal Building.

Public Works & Water Resources

I have spent all of my time responding to run off related flood issues. We are keeping track of the areas that we are responding to and will be allocating the limited funds we have available to the inspection of storm system pipes that might be aggravating the drainage situation.

I have also been in contact with a homeowner who is interested in having his house purchased for demolition and believe that there may be other locations in the City that might be interested. I have made contact with state emergency management personnel and have received the paperwork necessary to make application for funding. Working with others on the City staff we will move forward with this process.

Electric

The line crews were called out over the weekend because a primary metering point feeding the University's Chiller Plant on Academy Street burned up. Although there was no interruption of service, the meter technician is quickly constructing new metering so the billing will be accurate.

The line crews replaced a rotten Verizon pole on Chambers Street after a phone service was removed and it fell over. Even though it was technically Verizon's responsibility, the city crews had to respond quickly as electric wires and a transformer were involved.

Early Tuesday morning a tree limbs fell on wires on Bent Lane and blew fuses. The crews rapidly responded and removed the large limbs.

The line crews continued replacing repeaters for the smart metering and changed the banners on Main Street for the July 4th holidays.

The electricians have been pulling network cable at City Hall and in between storms have been working at substations on installing relays and fixing communication issues.

Engineering has been busy managing the smart meter project, finding replacement parts for substation equipment, and compiling the University's June loads for DEMEC and the City's billing.

Parks & Recreation

Administration & Planning

On Tuesday Tom and I attended a meeting to discuss flooding issues resulting from the recent heavy rains.

I committed significant time reviewing and preparing comments on the Construction Improvement Plan for the Cottages at the Plaza subdivision.

Recent heavy and persistent rains have slowed progress on the construction of the Handloff Park Skate Spot.

On Friday I met with Joe Charma to discuss landscaping matters pertaining to the Cottages at the Plaza project.

On Friday I met with a representative of the Delaware Trail Spinners to review items getting ready for the re-start of trail work at Redd Park.

The recent rains have caused us to fall behind in our grass cutting operations. Even when we get a bit of an opening to cut we must be very careful because of how soft the ground is. We don't want to cause ruts and create more work for ourselves.

Parks Maintenance

The crew prepared ball fields for league play.

We continue to perform weed control operations at our landscaped sites.

The crew committed considerable time repairing surface cracks at the Phillips Park tennis courts.

We committed considerable time dealing with flood control matters.

The crew cut grass in locations where we would not cause rutting.

Recreation Services

Paula wrapped up her first session of Rittenhouse Camp and is preparing for session two which began Monday.

Paula has been busy rescheduling rainout games for Adult Softball and Volleyball Leagues.

Session I of Camp Kids Caboodle went well with eight campers, the week's theme was Circus.

Sharon has been working on the 4th of July Fireworks and Liberty Day preparations. Vendor materials have been sent and she met with Tom about the Friday clean up and subsequent sign offs.

Sharon and Debbie have been reviewing and modifying the Safety Town schedule. Debbie has been checking vehicle batteries and is in the process of ordering replacements for those that are not usable.

Sharon and Joe met with the parks personnel who worked Newark Day, as well as Tom and Rich to get feedback on this year's event.

The Rittenhouse Day Camp Before and After Camp Care, Broadway Musical Theater Camp and Camp GWC were held at the Wilson Center this week.

Tennis Camp was held all week at Handloff Park. Despite the heat, it was a successful camp with 14 participants.

Broadway Musical Theater Camp was held all week at Wilson Center with 12 participants. They had a successful performance of several Broadway songs on Friday for family and friends.

The rainy weather has been difficult with the scheduling of evening tennis lessons. Tyler is working on makeup schedules for many of the classes.

Tyler completed the lifeguards schedule for July.

Summer camp and program registration is going very well. Last week we had over 175 youth participants involved in our camps and activities.

Joe is meeting with the recreation staff about fall programs and activities in preparation for the Fall E-newsletter that will go out on August 19.

Joe has been working with Grindline Skateparks to receive the construction documents for the Phillips Park Skate Spot.

Joe completed several fee assistance and James Hall Scholarship applications.

Joe worked on a 2014 Community Development Block Grant project application.

Alderman's Court

This past week we held 3 Court sessions and 1 Case Review session. This resulted in 126 Arraignments, 99 Trials processed, 21 Case Reviews, 1 prisoner videoed.

CSH/mp