

## DEPARTMENTAL WEEKLY REPORTS

July 12, 2013

### Planning & Development

#### Planning

At the July 2<sup>nd</sup> Planning Commission meeting, the Commission took the following action:

1. Denied 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. Recommended that Council approve the 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.

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

Some time was spent preparing for the August 6, 2013 Planning Commission meeting. Tentatively scheduled are the review of a rezoning, major subdivision and site plan approval plan for East Village at 178 South Chapel Street for 10 townhouse style apartments and a discussion regarding the Comprehensive Development Plan update.

Some time was spent reviewing CIP plans for the Cottages at the Plaza project. Due to water issues at the site, a water tank on the south side of the development will be necessary to ensure required fire flows. This tank was not on the original plan, but because it is required for fire safety and accessory to the development itself, it has been approved as substantially compliant. A similar situation happened with the Home Depot development at Suburban Plaza, which is also served by a water tank. The Cottages developer will be required to install significant trees and provide exterior tank treatments to minimize the visual impact on the development.

Some time was spent organizing materials for a FOIA request for The Data Centers.

Development Supervisor Mike Fortner has been doing research on the DEMA and DNREC processes for HMA Pre-Applications to purchase properties in the repetitive flood areas.

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 suggestions for updates of the City's Sign Code. They have also begun the Land Use Survey, which is a requirement for the Comprehensive Development Plan.

Thirteen (13) building permits were reviewed for Zoning Code compliance this week.

## Economic Development

This morning, DNP Administrator/Planner Ricky Nietubicz staffed the Merchants Committee. At the meeting, the committee discussed several potential events to add to next year's calendar.

Considerable time was spent this week preparing for the Downtown Newark Partnership Board meeting scheduled for this evening. Agenda items include discussions regarding Newark Day, the Open Forum for downtown businesses and the upcoming Food & Brew Fest scheduled for July 27<sup>th</sup>.

## Community Development

This week Ricky received and reviewed two applications for the CDBG Home Improvement Program. The program provides no and low interest loans to income eligible owner occupants for necessary repairs to their homes.

On Wednesday, Mike Fortner completed the Final Financial Draw for the 38<sup>th</sup> Year (7/1/12 – 6/3/13) CDBG Program.

## Parking

Some time was spent on Municipal Parking lot leases.

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

The rainy weather has delayed the completion of the entrance into Municipal Lot #3 from Center Street. The contractor estimates another two weeks of work to complete the entrance and eight (8) new parking spaces, and then he can move on to removing the end caps in the lot to create additional spaces.

Smart parking meter RFPs were received this week. A Steering Committee will review them and select firms to provide meters for a trial period of 90 days to determine which will provide the best service, reporting and enforcement options.

## Code Enforcement

Considerable time was spent completing the CityView validations for the new system

A temporary C/O was issued for the office areas of the new UD Gilbert Hall Dormitory located in the East Campus Housing complex.

A footing and foundation permit has been issued for Pilgrim Baptist Church located on Barksdale Road.

Demolition has been completed at the Rupp Farm located on Chambers Street. All 4 houses have been removed without incident.

Kershaw Street demolition was also completed without incident.

## **Public Works & Water Resources**

We met this week with contractors interested in repairing the roof of the concrete tank on Paper Mill Road. The purpose of this meeting was to allow the contractors to walk around the site and develop a sense of the project. Prequalification packages are due next week from the attendees so that we may evaluate their capability to perform the work and prequalify them to bid on the project.

In spite of the weather we have had some progress on the installation of ADA compliant curb ramps. The weather has slowed progress on the repaving project.

We met with contractors to discuss the repair of a storm water pipe and embankment in the Creek Bend area. We are developing a written scope of work that we will provide to the contractors so that they are all bidding on the same proposal.

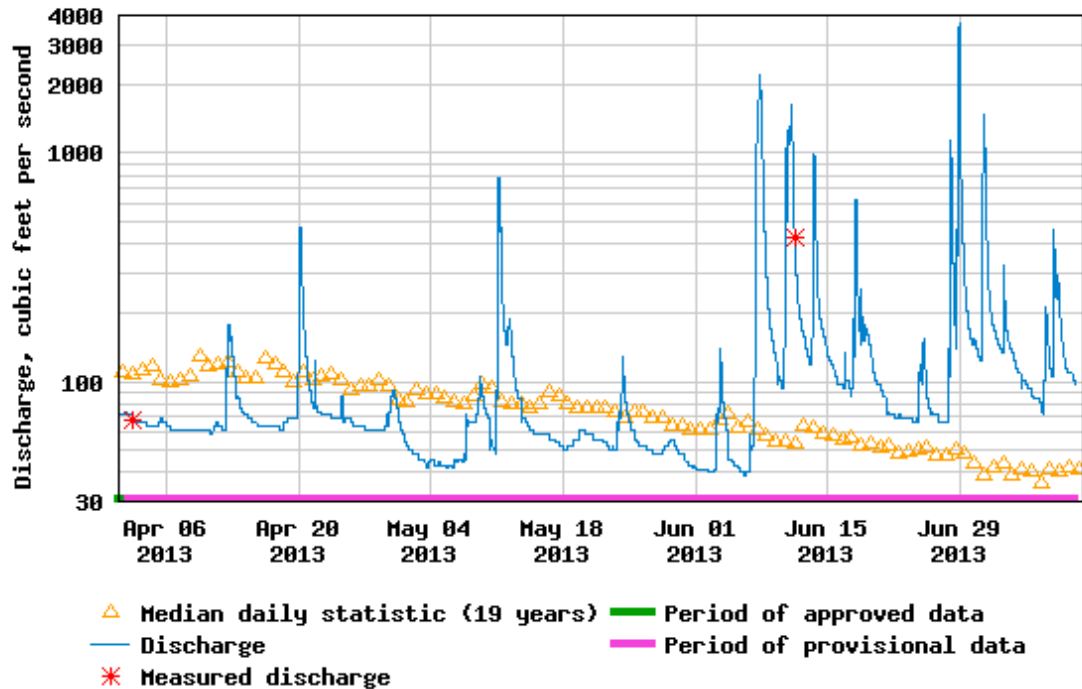
We have continued our investigation of drainage problems throughout the city. We have observed that improper disposal of yard waste (grass clippings, leaves, and branches) along the backs of property accounts for a significant volume of the material that we find blocking the ends of pipes and inlets along the various drainage ways that we have investigated.

I have been in contact with Bruce Herron to review Delaware law as it relates to storm water runoff. As I have experienced in other states the issue is largely a civil matter between adjoining property owners to be resolved in a court of law. It would be a rare instance where the city has an ability to do more than advise a resident what they might do to protect their property from the water that will flow from the adjacent yards.

We have a meeting scheduled for the July 23 at 7:00 p.m. in the Council Chamber to meet with concerned residents to discuss drainage issues.

The recent rains we have been having have had a significant affect on the stream flow. I have attached a chart from the USGS stream flow web page so that one can visualize the change in the flow. It remains to be seen if these rains will have a persistent and long-lasting affect on the base stream flow.

USGS 01478650 WHITE CLAY CREEK AT NEWARK, DE



### Electric

The line crews are still busy putting up and checking the repeaters needed to read water meters outside of the City. As the repeaters are installed and checked by engineering, final changes are being made to the overall system to enhance performance. The crews have also been repairing hot spots that the electricians have found while scanning the aerial circuits with infrared cameras on the hot, high load days.

An underground bore contractor has bored in primary cables to Yorkshire Woods to replace the temporary feed installed several weeks ago after a tornado tore up aerial lines through a wooded area. The contractor subsequently started bores along Sunset Road to install primary cable as a system reinforcement project.

The electricians finished installing and assisted in testing relays at the Phillips Avenue Substation. Now that this substation is complete, the SCADA developer can install equipment and software for Phillips and the Chestnut Hill Road Substations.

### Parks & Recreation

#### Administration & Planning

Joe, Sharon and I attend a meeting with other City staff to discuss Newark Day as part of an effort to develop new direction for the event in the future.

I committed a great deal of time with Pennoni dealing with various regulatory agencies on matters relating to the Curtis Mill Park development project.

I had discussions with Senator Sokola's office and the Delaware Land and Water Conservation Trust Fund grant coordinator regarding funding opportunities to make improvements to the maintenance road/utility easement/trail stretching from Fremont Road (Fairfield Crest) to Creek Road.

We conducted a very successful Liberty Day and Fireworks event on the 4<sup>th</sup>. Sharon, Debbie and Joe did a great job! Many thanks to the parks crew for their efforts before, during and the day after and the Police, Planning and Public Works Departments for their assistance.

I committed a good amount of time reviewing and commenting on landscaping and open space aspects development plans.

Tom conducted park inspections and developed several maintenance work orders and attended a meeting with several City staff concerning drainage issues around town.

Tom met with a homeowner on a tree issues at the residence.

Tom inspected the landscape plantings at Newark Preserve for a CO and supervised the Fireworks clean-up effort on the 5<sup>th</sup>.

The contractor who is retrofitting the remaining Main Street tree pits took down the trees last week and will begin constructing the new pits very soon.

Rich assisted with the repairs to the back-up generator at City Hall.

Rich completed daily scheduling of field staff and assisted on work orders as needed.

### Parks Maintenance

We conducted mowing operations between the rain storms!!

The crew gathered, loaded and delivered materials and supplies for Liberty Day. On July 5 the crew committed a good amount of time cleaning up the Liberty Day and Fireworks site at the U of D South Campus.

Parks staff continued on ball field and horseshoe pit maintenance.

The crew applied woodcarpet (safety surface) in several play features, completed a number of park maintenance work orders and pruned a number of trees.

We attended to several building maintenance tasks this week.

### Recreation Services

Paula worked on updating information for the fall newsletter, sent out email blasts to previous participants for upcoming fitness programs and sent rosters to the instructors for the upcoming sports camps.

Paula sent out first day materials to the registrants in our golf and soccer camps.

Paula sent out letters to last year's soccer coaches inquiring if they will be returning for the upcoming season.

Paula continues to reschedule softball games and volleyball matches which have been rained out and is keeping coaches updated on changes.

Sharon and Debbie prepared for and held the annual 4<sup>th</sup> of July Fireworks and Liberty Day celebration. The event was well attended and both the event and clean up ran very smoothly. They held a meeting with the parks crew and Sharon and Joe met with UD athletics personnel to check the site. Sharon also prepared pertinent paperwork for the event and touched base with DeIDOT, UD, Newark Police and Aetna on final preparations.

Debbie continues to work on recruiting Safety Town volunteers and contacting the guest speakers about their sessions.

The Rittenhouse After Camp Care and Camp GWC were held at the Center last week.

Tyler worked on fall program planning.

Tyler made preparations for camps and programs scheduled for the week of July 8. They include swim lessons, the Daring Camp for Girls, Camp GWC and Mad Science.

Tyler committed significant time to cleaning and organizing the GWC storage areas.

Joe is meeting with the recreation staff regarding fall programs.

Joe is working on updating the department's power point display in preparation for his Morning Rotary Club talk this week.

Joe met with the community events staff about the fireworks display and Liberty Day.

Joe is organizing the fall e-newsletter that will go out on August 19.

The Handloff Park skate spot construction is moving forward and the construction team hopes to begin some concrete work this week.

## **Finance**

I sat with the interview team to evaluate the four IT Manager finalists. The team anticipates making a recommendation by July 19, 2013.

## **Customer Service**

Larissa is out of the office until July 17, 2013. Cindy DuVall is acting as Customer Service Manager in her absence, and there are no problems to report.

## Accounting

The 2012 CAFR was successfully published on 7/1/2013. The document can be accessed here: <http://www.cityofnewarkde.us/DocumentCenter/View/4260>

I'm working with staff and department directors to produce a budget calendar for the summer and fall months. After the June financials are produced, they will serve as the basis for a "6-6" projection, which utilizes six months of actual data and six months of projected data in an effort to predict 2013 results. The first drafts of the 2014 operating budget will be based on the 6-6 projection.

## Alderman's Court

This past week we held only two Court sessions because of the holiday weekend. This resulted in 20 Arraignments, 81 Trials processed (this was our traffic week) and 2 prisoners videoed.

## Police

The Newark Police Department has received a federal grant in the amount of \$22,450.00 to combat domestic violence. The majority of the funding will be used for the purchase of a Cellebrite Physical Analyzer and a high performance lap top computer. The analyzer and laptop are critical to improving the investigation of domestic violence and stalking cases. These devices enable investigators to obtain, extract, analyze, and preserve invaluable evidentiary data stored or used on cellular and electronic devices. A portion of the funding includes training an officer on the equipment. Additional funding from the grant will be used to send our Victim Services Coordinator and two officers to a national conference on using technology to combat domestic violence.

On July 9<sup>th</sup>, while conducting speed enforcement on Otts Chapel Road, M/Cpl. Keld stopped a pickup truck for speeding. During the course of the stop, the officer discovered that the operator of the vehicle was wanted on an outstanding robbery warrant from Newark. The suspect was taken into custody as an accomplice of the Fairfield PNC ATM robbery on May 13<sup>th</sup>, the Domino's robbery on May 17<sup>th</sup>, and the T-Mobile Robbery on May 23<sup>rd</sup>. The other accomplice in the robberies had previously been arrested. M/Cpl. Keld did an outstanding job in going beyond the initial traffic stop.

Detective Micolucci, Cpl. Adam Mease, and Officer Will Smith have raised \$7,800.00 for the Newark Police Department trading card project. Mayor Funk, local businesses and community groups contributed funding for the project. While they are still \$1,500 short of the total funds needed, work has begun on the project. Each member of the Police Department will be photographed for a baseball style trading card. The trading card program will be announced at the elementary schools in September. Officers will give out cards to any child who requests one. An officer of the day will be held once a week at the Police Department for children to meet and collect a trading card of officers that work in plain clothes or in the administrative units. The first three children to collect a complete set of trading cards will win a bicycle and helmet. These officers are to be

commended for undertaking this project on their own and improving the positive interaction between police officers and our younger residents.

Detectives continue with their exceptional clearance rate of investigations. Recent burglaries and thefts have been closed out by arrest.

### **City Manager's Office**

#### **Personnel**

- Facilitated IT Manager interviews; a 5-member panel, including myself, conducted interviews of candidates.
- Met with Carol and other staff members regarding recent flooding issues and how to address moving forward.
- Met with Carol, Lou and Roy to review water and sewer rates.
- Held the monthly IT staff meeting and reviewed various projects. Comcast is looking to try to provide a service that would be a primary fiber source to the City remote offices and double as VoIP to all facilities. Staff is intrigued to review this proposal and assess its merits.

#### **IT**

We held a CityView project team meeting Wednesday with the software vendor. The project team is still working through system validations. We are evaluating whether additional time is needed for the cutover currently scheduled July 29th. A final decision will be made next Tuesday.

On Monday we began the process of upgrading all City computers with the enterprise anti-virus software. While at each desktop we are also performing additional network enhancements as part of the security remediation. We plan to have this completed by end of week.

The new Help Desk software vendor was on site Tuesday to assist with system configuration and provide staff training.

We continue to work with Honeywell, PMI, Elster on the Smart Meter Project.

As of yesterday we are live on the new backup and recovery system. We worked with the vendor the last few days on data replication to the new system.

CSH/mp