

DEPARTMENTAL WEEKLY REPORTS

August 2, 2013

Parks & Recreation

Administration & Planning

We received the final plans for the Phillips Park Skate Spot. We're reviewing the plan and will communicate back to Grindline. Construction should begin at Phillips in a couple of weeks.

The Skate Spot at Handloff is nearing completion. We're waiting for the Rules and Regulation signs to arrive. Tomorrow we will erect fencing around the facility to prevent any use until it is fully completed.

The Main Street tree pit retrofit project is progressing well.

We committed time reviewing the final plans for the Curtis Mill Park project.

We committed time this week preparing the 2014 Operating Budget.

Parks Maintenance

We cut the grass at McKees Park and sprayed the fence line in preparation for the solar panel install.

The crew continued with mowing operations.

The crew continued with landscape bed maintenance and applied insecticides where needed throughout park system.

We pruned several trees at various park locations.

We completed crack repairs on a select few tennis court surfaces.

Recreation Services

Paula continued to reschedule softball games that were previously rained out prior to the start of the league playoffs.

Paula met with the volleyball camp instructor prior to the camp beginning to show her the location and layout of the facility and to drop off equipment prior to the start of camp.

Paula checked on the Soccer and Lacrosse Camps and Rittenhouse Day and Hobbit Camps throughout the week.

Paula and Tyler met with the counselors involved with the upcoming Rittenhouse Rocks Camp regarding the schedule of activities, etc.

Sharon and Debbie committed considerable time preparing for this year's Safety Town program. The two week children's safety education program started this past Monday at the Wilson Center.

Camps held at GWC included Rittenhouse Before and After Camp Care, Camp GWC, Mad Science Radical Reactions and Curtains Up Theatre Camp.

Curtains Up Theatre Camp got off to a great start. The camp was full with 16 campers and they had a great performance of 'Alice in Wonderland' on Friday for family and friends.

Swim lessons were held in the evenings all week at the GWC pool.

The recreation staff is editing the fall e-newsletter and organizing fall programs.

Joe met at Phillips Park with Brian Daring and the Grindline construction foreman about Phillips Park skate spot construction.

Joe reviewed the construction documents for the Curtis Paper Mill Park and the Phillips Park skate spot.

Finance

Customer Service

We conducted a review of the costs incurred to process a tenant move-in and a tenant move-out based on four scenarios:

Scenario	Landlord/Owner Preference for Electric Service after Move-Out	Meter Type
1	"On for Owner"	Standard Meter
2	"On for Owner"	Smart Meter
3	"Off for Owner"	Standard Meter
4	"Off for Owner"	Smart Meter

The results of the study show that the existing \$30 fee, charged to the new electric account holder each time service is transferred, is appropriate and serves to recover our true operating costs. This is true for either landlord election in our current operating environment (no smart meters, or scenarios one and three).

The results of the study also show that costs will be roughly halved once we move to smart meters. This is true for either landlord election in our future operating environment (smart meters, or scenarios two and four).

A memo will be distributed to Council recommending a course of action with respect to §11-16(c).

Accounting

I continue to work with staff and department directors to produce a budget calendar for the summer and fall months. The June YTD financials 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 three Court sessions. This resulted in 77 Arraignments, 52 Trials processed, 3 Case Reviews and 1 plea worked out. There were 5 prisoners videoed this past week also.

Police

The Newark Police Department is investigating two indecent exposure incidents that happened last week. The incidents appear to be unrelated at this time. The first incident occurred at 9:30 p.m. on July 20, 2013, at McDonald's Restaurant located at 815 S. College Avenue. The victims, a 42-year-old female and her 12-year-old daughter, told officers that they drove southbound down the common service road for McDonald's and Matilda's Restaurant. They observed a white male standing by the dumpsters that border the restaurants who appeared to be urinating. They went through the drive-thru of McDonald's, and on their way out of the parking lot they observed the same white male masturbating. After being observed, the suspect ran towards the opening of a fence towards McVey Elementary School. After the 42-year-old female dropped her daughter off at a friend's house, she returned to the scene and contacted Newark Police. Multiple NPD officers and NPD Canine Kody checked the area but didn't locate the suspect.

The second incident occurred at 10:00 p.m. on July 23, 2013, at the apartment complex located at 334 E. Main Street. During that incident, a 23-year-old female pulled into her parking space on the west side of Building D. She exited her vehicle and observed the suspect, a white male, come around the northwest corner of Building D between building D and B. The suspect stopped walking and said "Hey girl" to the victim. The victim observed that his penis was sticking out of the zipper area of his pants. The victim ran away and then contacted police. NPD officers were unable to locate the suspect.

All four suspects of the July 15th armed robbery of two English Language Institute students have now been arrested.

On Friday, August 2, 2013, NPD's three newest officers will join the force after graduating from the Delaware State Police Academy as part of the 85th DSP and 76th Municipal Recruit Class. The new officers began their training on March 4, 2013. The class consists of 19 municipal officers and 34 state troopers. NPD recruit Daniel Burgess is the class president.

City Manager's Office

Personnel

- Worked on 2014 budget sheets for the Administration Department.
- Finalized the scope of work with Milliman for the pension modeling request.
- Participated in a DELPELRA Executive Board conference call regarding 2013 annual conference and academy.
- Lou and I met with our Russell Investment representative to review the first half of 2013, discuss expectations for the remainder of the year, and discussed options to further enhance our investments. Russell will provide several options out we outlined and staff will review their benefits for the City.
- Was a participant in the RFP review committee for smart parking meters, and the team convened on Tuesday to review individual rankings and confirm selection of two (2) pilot vendors.
- Met with Carol, Bruce, Lou and Marv to discuss negotiation and proposal with the Cox family regarding the Lot 3 lease agreement, in advance of our next meeting on August 13.
- Continued to develop the transition plan between Diamond Technologies and new IT Manager Joshua Brechbuehl for the Monday, August 12 turnover date. Coordinating with department directors meetings and additional on boarding for Joshua.

Community Affairs Officer

I spent a considerable amount of time preparing for the Food and Brew Festival last week. We had great weather and the event was well attended. Feedback from the few restaurants I have heard from has been very positive. Jerry DuPhily from Out & About magazine was very happy with the turn out and the entire event.

I helped Nic DeCaire with the Press Release for the Main Street Mile's Battle of the Bartenders event on August 16, 5 p.m. – 8:00 p.m.

This week I have begun to work on the Fall 2013 Municipal Newsletter to be e-mailed on Monday, August 19. Updates have been submitted to me from departments that usually include service related information. I have worked on the Manager's Message and submitted to the City Manager for review and comment. I am work on the layout of the pages as I await additional information from departments to be included.

IT

- Successfully performed a system data failover test with our backup vendor.
- All servers are now updated with the latest anti-virus protection.
- The latest security patches are in the process of being applied this week for all servers.
- We continue to work on the smart meter project and assisting Customer Service with the new billing process.
- Water and electric cameras are now operating on the new encoder system.
- An FBI Information Technology Security Audit was performed last week in Public Safety. We passed the audit with only a couple issues.

- Assisted Delaware River & Bay Police with information on the License Plate Reader System.
- Received a state grant to provide cyber security education to all City employees.

Planning & Development

Planning

Nicole Seymour and Tyler Berl completed the first draft of the Newark Land Use Survey and Future Land Use Survey. The information was presented to the public at the Planning Commission Workshop on July 30th, 7:00 p.m., in the City Council Chamber.

On Tuesday, July 30, I meet with Carol Houck to discuss the Newark Student Home Ordinance with a constituent.

On Friday, July 26, Ricky Neitubicz met with the owner of the Super 8 Motel on Main Street about potential redevelopment of their property to answer questions on zoning and possible rezoning of the property and redevelopment options. Plans for initial review is anticipated to be submitted in the coming months.

On Thursday, July 25, I staffed the Newark Bicycle Committee meeting where we continued to work on the update to the Newark Bicycle Plan.

Brian Laws did five Plan Reviews for code compliancy.

Economic Development

This week Ricky finalized several details for the upcoming Food and Brew Fest. Food and Brew – the 10th annual Food and Brew was a resounding success – several businesses reported that sales were very strong during the day.

Community Development

Applications for the Community Development and Revenue Sharing Program are due on August 2. Ricky Neitubicz will distribute the applications to the members of the Community Development Advisory Committee and hold a series of meetings to develop a recommendation to City Council.

Parking

This week contractors continued to work on removing the end caps and working on the new entrance to Lot #3 off Center Street.

The Parking Division continues maintenance in the municipal lots.

Code Enforcement

Bloom Energy should receive it's C/O this week.

Footing/Foundation permit has been issued for Rupp Farm on Chambers Street.

Footing/Foundation permit has been issued for the Health Sciences Building (the south end of the old Chrysler Admin Building).

The police station diesel tank repairs are completed. Parks personnel will finish grading around the new concrete, and re-install the air intake grill.

Public Works & Water Resources

I attended a workshop for the Drinking Water and Clean Water State Revolving Loan Funds. If we are able to develop a stable source of funding for stormwater related projects the state is offering loans at rates that could be quite attractive. We can discuss this in more detail at the stormwater workshop planned for September 30.

We visited Lakewood, NJ to look at new style of trash truck that has excellent maneuverability and carrying capacity. We believe that it may be the right piece of equipment for the City. Here is a link to a video of a truck similar to what we are looking at (<https://www.youtube.com/watch?v=pGmfGr8s2UI>) the turning radius is just one of the many features that has us very interested.

We have been successful operating without using the city's transfer station. We have been hauling all of our trash directly to the transfer station outside Townsend. We are able to haul more weight over state roads than on the federal highway system. We avoid the tire damage and the damage that we were experiencing due to the corrosive cover material used at the landfill and we are able to reallocate the manpower previously used to operate the transfer station and drive the trucks to the landfill. The additional \$4/ton that we pay for tipping is more than offset by the savings.

We have been addressing the issue of the stragglers who have not responded to the requests to schedule an appointment to have their new water meter installed. Between PMI and the City we have sent four (4) mailings and now we are making personal calls. We will soon be sending out a final notice advising that the water will be shut off unless an appointment is made.

Tom and I met with the engineers that worked on the traffic signal operation on South Main Street. We are cautiously optimistic that we will be able to have them make changes to the system that will accommodate cross traffic much better than is currently being done. We are also working with the state on other intersections throughout the City.

Construction activity has picked up some with the respite from the rain. I expect that we will still be able to get all of our work done this year.

Electric

The line crews and electricians worked on making a substation transformer weather proof. The transformer had tripped several weeks ago because of internal condensation on bus bars. Extra heaters were installed and areas were caulked, but water has still penetrated the bus bar enclosure. The transformer was quickly switched out and turned off and all possible penetrations were caulked. The Water Division is scheduled to spray the transformer to look for leaks before reenergizing.

The electricians replaced the battery bank on a substation transformer. The old batteries were weakening, showing signs of corrosion, and were scheduled to be replaced in the near future; therefore, were replaced with 20-year batteries early. The electricians also worked with Water Division personnel on issues with a sewer pumping station.

Engineering has been checking capacitor banks for proper operation, fixing communication issues, and assisting the meter technician with power quality evaluations and metering point calibrations.

CSH/mp