

DEPARTMENTAL WEEKLY REPORTS

October 25, 2013

Planning & Development

Planning

Considerable time was spent this week preparing for the November 5, 2013 Planning Commission meeting. On the agenda are:

1. A major resubdivision and site plan approval for the 4.53 acres located off of Paper Mill Road bordering Dean Drive, Margaret and Annabelle Streets in order to convert the existing pump house building into four two-bedroom apartments and to construct ten new four-bedroom townhouse style apartments at the Mill at White Clay.
2. A Comprehensive Development Plan amendment, the rezoning of .26 acres of land located at 49 S. Chapel Street from BC (general business) to RA (multi-family dwelling – high-rise apartments), and major subdivision to construct six new townhouse style apartments to add to the existing Continental Court subdivision at 65 S. Chapel Street.
3. A major subdivision, parking waiver and special use permit for the property located at 58 E. Main Street (formerly Delaware Book Exchange) in order to demolish the 26,720 gross square feet of existing buildings at the site to construct a new mixed use, four story building consisting of 24 upper floor apartments and 6,800 sq. ft. first floor commercial space.
4. A rezoning of a portion of 52 Benny Street from RD to RM, and the major subdivision of 1.21 acres located at 163, 171, 175 and 179 S. Chapel Street, to construct a 12 unit apartment building.

Some time was spent reviewing plans and departmental comments for the December Planning Commission. Tentatively scheduled for review are:

1. The rezoning, major subdivision and two special use permits for the Newark Housing Authority's Cleveland Heights project.
2. The major subdivision and special use permit for Trader's Alley.
3. The minor subdivision, parking waiver and special use permit for 70 E. Main Street.
4. The annexation and minor subdivision at 428 Paper Mill Road.
5. A rezoning at 101 Dallam Road.

Some time this week was spent reviewing the definitions and Special Use Permit requirements for home based occupations.

On Thursday afternoon, Development Supervisor Mike Fortner and I met with one potential business and one existing business to discuss alcohol restrictions in downtown Newark.

On Thursday night, Mike staffed the Board of Adjustment meeting. The Board reviewed and approved, with conditions, the variance request for 7 Scotch Pine Road, to build an enclosed porch for a 9.2 foot variance in their rear yard, and to exceed the maximum lot coverage by 3.3%. The condition was that the property owner would work with the Public Works and Water Resources Department to minimize stormwater run-off from the increased impervious surface.

On Monday morning, Deputy City Manager Andrew Haines and I met with representatives of the State Office of Volunteerism to discuss the AmeriCorps program.

On Monday afternoon, I joined Councilman Clifton and a potential developer to discuss a property along South Chapel Street.

On Tuesday afternoon, I joined City Manager Carol Houck in a meeting with representatives of the Lang Development Group to discuss development issues.

This morning I met with Mayoral candidate Polly Sierer to discuss land use planning in the City.

Some time was spent this week processing paperwork for the Rental Housing Needs Assessment Study. Once the contract is signed, a kick-off meeting will be scheduled with the Steering Committee. At this meeting, one of the tasks will be to establish the constituencies that should participate in focus groups. If anyone has suggestions for who should be invited to participate, we welcome recommendations.

This week an administrative subdivision to create one larger lot out of two lots on Gravenor Lane was approved.

On Thursday afternoon, Mike attended the WILMAPCO Technical Advisory Committee meeting. At the meeting, WILMAPCO gave a presentation on the update to the Newark Bicycle Plan.

On Monday, Mike attended a meeting with Parks and Recreation staff, the Office of State Planning Coordination, and DNREC. The purpose of the meeting was to review how DNREC's GIS database which could assist the City of Newark with parks planning and the Newark Comprehensive Development Plan.

Economic Development

On Thursday afternoon, I accompanied you to the Greater Newark Economic Development Partnership's Steering Committee meeting held at the Delaware Technology Park.

On Friday, Mike and DNP Administrator Ricky Nietubicz attended the opening ribbon cutting ceremony for a new Newark Industrial Business, Natural by Nature. The business is a processing and distribution facility for locally produced organic milk. The event was attended by Governor Jack Markell and several elected officials, including Acting Mayor Jerry Clifton.

This week Ricky continued work on the DNP Annual Report.

Some time was also spent this week preparing for the DNP 15th Anniversary Celebration to be held on Thursday, November 14th from 5-7 p.m. at the Courtyard by Marriott-UD.

This week Ricky spent considerable time writing eight pages of editorial content for Newark Life Magazine, which are provided to the DNP at no charge.

Community Development

Work began on a home in Cannon's Gate under the CDBG Home Improvement Program to repair a roof leak issue that has caused significant damage to the first floor ceiling and flooring. Work should be completed in the next 1-2 weeks.

Parking

On Tuesday morning, I joined City Manager Carol Houck, City Solicitor Bruce Herron, Deputy City Manager Andrew Haines, Finance Director Lou Vitola and Parking Administrator Marvin Howard in a conference call with special counsel Mark Dunkle to discuss the Lot #1 parking garage project.

This week Marvin met with Main Street property owner Eric Mayer to discuss dumpster consolidation in Lot #3.

The Parking Division continues to monitor the new smart meters which were installed on Main Street.

Work continued this week on the new entrance/exit to Lot #3. The contractor should be placing the cashier's booth next week. The location of the booth has been shifted somewhat to the east of the property than originally anticipated in order to maximize spaces, limit the lot to one fee collection system and accommodate future expansion opportunities which may arise. The Division hopes to have the entrance/exit project completed by mid-November.

Code Enforcement

On Monday afternoon, Code Enforcement Supervisor Steve Wilson, Property Maintenance Inspector Ryan Straub and I met with Kells Avenue residents to discuss property maintenance, rental occupancy restrictions, the student home ordinance and noise concerns in the area.

This morning I attended the Code Enforcement Division staff meeting. CityView processing and building permit plans and documents were among the items discussed

A C/O was issued this week for the former UD Blue and Gold Club. This building is now offices.

Choate Street Townhouses are under way.

Building plans were submitted for South Main Street Commons (formerly Hanceton Court Apartments). Demolition has been completed.

A building permit for 4 new townhouses has been issued for 65/67 East Cleveland Avenue.

Price Toyota (formerly New Car Pontiac) has completed interior demolition.

Public Works & Water Resources

We met with Merit Construction at Creek Bend to discuss the embankment repair project. They will be starting next week and expect to finish in 4-6 weeks.

Well 13 has been returned to service. The line shaft and pump assembly was replaced with a submersible pump.

The SCADA system on Well 17 has been installed and is reporting information back to the operators. We are also working with our equipment supplier to outfit the other pump stations, wells, and treatment plants. We have received preliminary pricing for instrumentation at all remote facilities and are planning to begin the larger installation before the end of the year. We are very happy with the current installations.

We are continuing our coordination with DNREC to test a treatment technology on Well 14 to remove volatile compounds from the water. We met with DNREC to discuss their requirements for a pilot study and are working on a summary response letter which will be the final step before getting the go ahead.

Work is underway at Iron Glen to reduce the volume stockpiled yard waste. Our contractor is removing woody items for chipping, sorting and removing trash and debris and making piles of the remaining material which will be used in a new composting effort. We are working with the Parks Department to investigate the possibility of using topsoil from Iron Glen at the upcoming Curtis Park project. This has the potential to save Public Works the costs associated with removing the topsoil and Parks the costs associated with purchasing topsoil.

Paving under the street project should be complete by the end of this week. We will be working on tying up loose ends moving forward.

Roy, Tim and Tom attended an AWWA training session on our preferred alternative disinfection methodology for the Newark Water Treatment Plant, on-site sodium hypochlorite generation. We received a lot of valuable insight into the benefits and challenges associated with replacing our current gaseous chlorine disinfection system.

We have spent time this week making direct calls to residents who have thus far failed to respond to the first four notices for water meter replacement. We have been having good success between the 4th mailing and direct calls with approximately 600 out of 1,500 responding within the first week. We are currently working on sending out the second batch of 4th notices and first batch of 5th notices.

Electric

The line crews have been busy with changing a pole that was hit on New London Road and Cleveland Avenue. Extensive switching on 34kV and 12kV circuits to de-energize the three circuits on the pole has been done and the pole has been set. The hardware installation and transfers will be complete soon.

The line crews are beginning to change insulators in Devon for another voltage upgrade project and they are installing five more radios for optimizing the smart meter system.

The electricians are working on the tap changer on one of the City's main transformers. After new metering components were installed and Delmarva verified proper operation, it was found that parts of the transformer's automatic voltage control were not working properly.

Engineering worked with a line crew to troubleshoot and reprogram a pole mounted communication device used for smart metering and also reprogrammed a couple of smart meters that were installed without net metering capabilities on solar installations.

Engineering is working closely with university personnel and designers on the STAR Campus infrastructure and is also designing and setting up a construction contract to change the service to Harrington Hall on Courtney Street from 4kV to 12kV.

Parks & Recreation

Administration & Planning

I completed a final review of the 2014-2018 Capital Budget.

I committed time updating the Parks and Recreation and Open Space chapter in the Comprehensive Plan.

Last Tuesday we walked the route of the North Loop Trail in Redd Park with representatives of the Trails Spinners and discussed layout, construction methodology, footbridge placement and the completion of a few items that need attention from previously constructed sections of the trail.

We conducted a pre-bid meeting for the Curtis Mill Park construction contract last week. More than a dozen firms attended and contract bid packages are due November 12.

Construction of the Phillips Park Skate Spot is nearly completed. The final items to be done are the hard surface path leading to the skate area and site grading.

Tom conducted park inspections and prepared maintenance work orders, reviewed landscape installations at Sutton Place for the start of the two-year warranty period and met with DeIDOT's roadside maintenance representative to review a landscape plan for the two traffic medians west of Casho Mill Road on Elkton Road.

Tom conducted the annual Tree Board meeting with board members Roy Simonson, Rick Vitelli and Charlie Emerson.

Tom met with two landscape contractors to get pricing on installing new plantings on the two Elkton Road traffic medians.

Parks Maintenance

The crew continued mowing operations and committed significant time cutting back plantings in and around the City Hall parking lot to improve line-of-site visibility for vehicular traffic.

We continued placing wood carpet (safety surface) under park play units.

The crew completed tree work at Folk Park, prepared athletic fields for play and continued mowing operations.

We completed several building maintenance tasks.

Recreation Services

Paula conducted the Adult Winter Volleyball League coaches meeting for the upcoming season. League play is scheduled to start November 13 and 14. Fifteen teams will participate in this year's league.

Paula completed correcting items noted in the State inspection for the West Park Elementary School Before and After Care program.

Paula sent out reminders to participants registered for the Youth Basketball Leagues regarding the upcoming Skills Day. Coaches were also sent information about the coach's clinic being held in conjunction with a U of D men's basketball team practice.

Sharon, Cpl. Micolucci, and Cpl. Mease delivered the donation check from the Nefosky Memorial Walk & 5K Run to the National Law Enforcement Memorial.



Sharon has been preparing for the Halloween Parade, as well as other fall events:

- Parade line up information was sent to all pre-registered participants.
- Applications continue to come in and line up information is sent once they have been enrolled.
- There are currently over 60 groups registered for the parade.
- Donations for the Halloween Parade and the Turkey Trot continue to come in from local businesses. Once again, local businesses are being very generous with their donations to these events. To date, over \$1,500 in prizes have been donated.

The City's 66th Annual Halloween Parade will take place this Sunday down Main Street. Parade units will assemble in the Newark High School parking lot and at George Read Park. The Parade will begin at 3 p.m. with Trick-or-Treat Main Street to follow.

Sharon attended a Memorial Day Parade Committee meeting in preparation for the 2014 parade. At this meeting, a list of invitees was given out for members of the committee to help revise and update. Save the date emails will be sent within the next few weeks and applications will be sent in January.

Tyler is preparing for the annual Kids Halloween Party scheduled at the Wilson Center on Thursday, October 24 at 4 p.m.

Tyler reviewed quotations and submitted purchase order for pottery supplies.

Eight new round tables arrived at the Center to replace old, broken tables!!

Tyler sent out sponsor requests for the 27th Annual Thanksgiving Day Breakfast.

The recreation staff are working on winter/spring 2014 program organization.

Joe, Liz, Wilma and Josh had a conference call with Maximum Solutions to discuss our training for the updated activity registration system which will occur next week.

Joe and Tyler met about updating the George Wilson Center facility use regulations.

Joe is working on updating the part-time employee manual and volunteer handbook.

Finance

The Finance Department has been busy preparing the CIP and Operating Budget presentations which will be distributed to City Council on October 28th. Two separate but corresponding documents are being compiled at the same time this year. After the presentation to Council on October 28th there will be a Public Hearing on November 11th. The final Adoption of the budget(s) is slated for December 9th.

The following is an overview of the proposed budget for 2014.

CITY OF NEWARK, DELAWARE
2014 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
SUMMARY OF REVENUE AND EXPENSES

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	BUDGET 2014	CHANGE FROM 2013 BUDGET
Revenue							
Utilities Contributions	\$17,954,183	\$24,729,516	\$23,935,341	\$25,183,923	\$23,996,663	\$25,967,869	8.2%
Property and Realty Taxes	5,949,963	6,205,974	6,412,978	6,841,073	7,002,653	7,312,680	4.4%
Property Tax Rate	\$0.5558	\$0.5558	\$0.6458	\$0.6858	\$0.6961	\$0.7065	1.5%
Fees for Service	5,416,820	7,036,096	7,306,168	7,212,419	6,499,196	7,819,411	20.3%
Intergovernmental Revenue	1,220,088	1,586,092	1,482,360	1,223,233	1,341,403	1,552,797	15.8%
Other Revenue	715,717	972,307	1,454,343	857,578	658,219	879,671	33.6%
Total Operating Revenue	\$31,256,771	\$40,529,985	\$40,591,190	\$41,318,226	\$39,498,134	\$43,532,428	10.2%
Expenditures							
Personnel Services	\$22,044,421	\$22,953,786	\$24,271,551	\$24,346,860	\$24,716,830	\$26,427,951	6.9%
Materials and Supplies	1,890,583	1,884,014	1,934,340	1,994,414	2,006,199	1,937,399	-3.4%
Contractual Services	3,636,116	4,351,758	5,655,170	5,321,726	5,690,644	6,266,056	10.1%
Equipment Depreciation	1,036,738	1,200,636	1,083,434	1,112,577	1,109,840	1,249,269	12.6%
Other Expenses	315,928	229,021	269,417	325,208	266,149	373,755	40.4%
Total Operating Expenses	\$28,923,786	\$30,619,215	\$33,213,912	\$33,100,785	\$33,789,662	\$36,254,430	7.3%
Capital Improvements							
Gross Capital Improvements	\$3,985,368	\$3,558,180	\$8,895,490	\$10,650,063	\$6,389,555	\$12,765,359	99.8%
Less: Use of Reserves	(1,487,303)	(525,634)	(2,038,186)	(4,233,575)	(428,000)	(3,357,943)	684.6%
Equipment and Vehicle Replacement	(486,233)	(652,591)	(971,278)	(599,318)	(1,106,600)	(1,750,569)	58.2%
Grants	(573,382)	(1,514,952)	(2,155,378)	(3,833,045)	(795,000)	(1,348,364)	69.6%
Bond Issues	(147,800)	-	(5,861)	-	-	-	0.0%
Other Sources	-	-	-	-	-	(1,500,000)	100.0%
Net Capital Improvements	\$1,290,650	\$865,003	\$3,724,787	\$1,984,125	\$4,059,955	\$4,808,483	18.4%
Debt Service	\$1,965,622	\$1,739,140	\$2,221,509	\$1,473,535	\$1,473,703	\$2,226,988	51.1%
Net Current Surplus	(923,287)	7,306,627	1,430,982	4,759,781	174,814	242,527	38.7%
TOTAL EXPENDITURES AND SURPLUS	\$31,256,771	\$40,529,985	\$40,591,190	\$41,318,226	\$39,498,134	\$43,532,428	10.2%

The Customer Service staff, along with several Finance staff, has been attending Harris-Northstar Training which will enhance our ability to meet the needs and questions from our customer base. Everyone has been working hard to maintain their da- to-day activities while attending these sessions. Everyone has remarked on the quality of the instruction and are anxious to apply the enhancements to support their interactions with our residents.

Lou is on vacation and will return on November 1st.

Alderman's Court

This past week we held 3 Court sessions. This resulted in 92 Arraignments, 66 Trials processed, 4 Case Reviews and 10 other events, such as copias or warrant returns. There were 3 prisoners videoed and 5 transported to court for trials.

Police

Newark Police continues to investigate the September 9th "I'm Schmacked" incident. On October 18, 2013, a press release was sent out requesting tips identifying 44 participants. Multiple tips have been received as a result of the press release and more arrests are anticipated.

On October 26, 2013, Newark Police is hosting the police officer employment test for the Newark Police applicants. NPD hired a dispatcher to fill the vacant position and he is slated to start November 4, 2013.

Newark's newest police officers finish their field training this week. They are all excited to complete their training phase and commence their career with the Newark Police Department.

During the patrol saturation for University of Delaware homecoming, Newark Police made the following arrests: 21 open container arrests, 14 underage consumption arrests, 2 disorderly conduct arrests, 2 disorderly premise arrests, 1 DUI arrest, 1 offensive touching arrest, 1 littering arrest, 1 arrest for failing to obtain a special event permit, and 1 fictitious license arrest.

City Manager's Office

Personnel

- Attend the grand opening of the Natural by Nature dairy in Newark; wonderful new addition to the City and state.
- Facilitated negotiation meetings on Monday, October 21 with AFSCME and CWA, respectively, and a joint meeting among the two unions regarding Defined Contribution pension plans.
- Dealt with several personnel matters, including various FMLA cases, as well as a Step 2 union grievance.
- Continue to be part of the staff team working on the Lot 1 land negotiations; coordinate and liaison with parking garage engineer to ensure design functionality.
- Continue to work with the Health Benefits Committee to try to find amenable plan design changes to lower the 2014 Renewal – target has been to achieve single digit increase. Note: any renewal for 2014 includes 4% to support the new public exchanges (marketplace) as mandated by Affordable Care Act.

Community Affairs Officer

I attended University of Delaware's ISE Lab ribbon cutting.

I attended Natural Dairy Products ribbon cutting.

I spent some time creating an information page for the Special Mayoral Election, as well as creating a graphic panel for the homepage for ease of navigating to the page for residents. It contains polling location information, council district street listing, listing of current filed candidates, and voter information for registration and absentee ballots.

I spent some time creating the City E-news e-mail that was e-mailed on Tuesday, October 22, to the city e-newsletter mailing list. It contained information about upcoming events and city service reminders for things happening in the next couple weeks and save the dates for future meetings and events. This will be a regular occurrence and I expect it to be a monthly/bi-monthly e-mailing.

I have been working with ZZ House on refining the logo for “A New Night in Downtown Newark”.

I completed the design work for the DNP’s 2013 Annual Report cover.

I have completed the process for updating the information for the DNP 2014 Events Calendar magnet and will soon begin design work.

I have begun the process for preparing for Restaurant Week. The planning meeting with the restaurants is the first week of November.

City of Newark - Major IT Projects		
CityView Upgrade	On Track	Completed
We are currently using CityView 8 (2003) and we are upgrading to CityView 2012 (2012)		
Latest Update: Training has completed and we are piloting iPads in the field (8 in Code Enforcement)		
<p>Product Information:</p> <p>Check business license status. By signing into the public portal, citizens can obtain up-to-date status information pertaining to their business license or business license application, and check to see which fees they still owe.</p> <p>Apply for a permit. Citizens may apply for simple, over-the-counter permits online. These permits would typically require no plan reviews and would have easy-to-calculate fees. If the user chooses to pay their permit fees online, the system will automatically generate a payment receipt, issue the permit, and allow the user to immediately print their permit. The user will also have the option to come into the municipal office to pay for and pick up their permit.</p> <p>Check permit status. By signing into the public portal, citizens can obtain up-to-date status information pertaining to the permits they have applied for using the CityView Portal.</p> <p>Schedule permit inspections. Permit applicants can check the list of outstanding inspections and request a date for the next inspection. The system will generate a printable receipt for the inspection request. Inspection status remains requested until the appointment is confirmed by municipal staff.</p> <p>Check planning application status. By signing into the public portal, citizens can obtain up-to-date status information pertaining to their planning application, including checking the status of submittals, reviews, and fees.</p> <p>View hearings. Citizens can examine planning development approval agenda for upcoming hearings of the Planning Commission or Council and can also obtain a list of invitees.</p>		
Laserfiche Document Management	On Track	Expected Completion Fall 2013
We are implementing a Document Management (Digital) Scanning Solution for City Secretary as a Pilot for citywide use		
Latest Update: Server has been built and is ready for Laserfiche application installation. (scheduled)		
<p>Today, successful organizations need more than search and retrieval of imaged and electronic documents. They need to optimize the decision-making process by getting the right content—whether structured or unstructured, paper or electronic, audio or video, photograph or e-mail—into the right hands at the right time.</p> <p>Laserfiche Avante is a cutting-edge solution that combines comprehensive content management functionality with business process management (BPM) tools to both manage and process information—turning it into an asset that enables efficiency and smart decision-making organization-wide.</p>		

ArcGIS	Awaiting Approval	Expected Completion Spring 2014
Public Works & Water Resources and Planning & Development Departments will begin imputing paper kept data into digital form for greater control, efficiency and sharing		
Latest Update: Working with ArcGIS Sales Support to get finalized license pricing as well as roadmapping data input process.		
Create, share, and manage geographic data, maps, and analytical models using desktop and server applications. Deploy GIS across your organization and on the web.		
Use ArcGIS maps to compile geographic data, perform spatial analysis, and share your geographic information online.		
ArcGIS is enterprise-ready technology that scales and integrates across your organization. Manage and share massive volumes of geographic data, imagery, and Lidar with any number of users. Integrate with other enterprise technology, control security and access, and grow your system on your local network or in a hosted cloud environment.		
Office 365, Microsoft EA and Desktop Standardization	Awaiting Approval	Expected Completion Spring 2014
Moving City Email to Cloud, Upgrading all PC's to Windows 7		
Latest Update: Trial of Office 365 in process. Quote in hand for all upgrades - waiting for funding		
As many of you know, the City is lagging behind in terms of desktop computer hardware and software. Many of our PC's are 7-10 years and are running an Operating System (Windows XP) that will no longer be supported in April 2014. It is critical that all of our systems be upgraded to Windows 7 so that application support, network security and system performance is in line with the demands of the software we are currently running and expect to run in the near future. Through a new Microsoft Enterprise Agreement (EA) the City will be able to receive the best pricing and also receive extended support for new versions of Windows and Office as they become available.		
Our plan is to decommission outdated hardware with new computers, standardize all computers to Windows 7 and deploy Office 2013 (latest version of Microsoft Office) to all computers. This will allow the City to increase its IT support efficiency, as well as allow our users to use standardized platforms for daily function.		
In addition to the desktop hardware and software refresh, we will be moving our Email Systems to the Microsoft Cloud. This will add a greater level of availability in terms of providing a secured, redundant and scalable solution to meet the City's email needs.		
Microsoft Lync Enterprise Voice (Phone System Replacement)	Awaiting Approval	Expected Completion Summer 2014
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: Preliminary review and discussions for required system upgrades and potential vendors to implement		
City will see improved call control, conference call features, voice mail integration, collaboration and call clarity. This will also cut down or even eliminate long distance phone charges.		
Computer and Mobile Device Management Solution	On Track	Expected Completion Fall 2013
To improve internal computer and mobile device management and security, the City will be implementing a solution called Dell KACE		
Latest Update: Implementation completed, testing phase starting.		
Provides Software and Hardware Inventory, Software Distribution, Patch Management, HelpDesk (Ticketing) and Mobile Device Management (Security). This will be crucial to the City's computer and mobile device security assurance now and in the future.		
Wide Area Network and Internal WiFi Projects	On Track	Expected Completion Winter 2014
This is separate from the City Mesh for the Honeywell Project		

Latest Update: All DSL Lines have been upgraded to max speed. City Firewall upgraded to latest firmware. Waiting for funding for additional devices. Internal WiFi has been completed.		
We will be linking our buildings via a Wide Area Network (WAN) to allow all facilities to share network resources and allow for computer management. Also included is the City's new internal Wireless connectivity project to allow laptop users the ability to travel throughout the building while maintaining a network connection.		
Honeywell Smart Meter Project	On Track	Expected Completion Spring 2014
Creating Citywide wireless network mesh to allow Electric Meter and Water Meter communication to Municipal Building Data Center		
Latest Update: John Herring is in California for training		
Replaces need for Meter Readers and offers the ability for some remote disconnects and reconnects.		
Data Center Virtualization Project	Awaiting Approval	Expected Completion Winter 2014
Due to antiquated server hardware and inefficient use of resources a new shared storage and virtualization environment will be implemented		
Working to P2V (Physical to Virtual Migration) with existing hardware. Awaiting funding for execution of project.		
Using Microsoft Hyper-V Server Solutions, we will be converting from a physical server environment, to a highly available and redundant virtual server environment. This will allow the City to manage its IT resources much more efficiently and provide needed failover capabilities.		
Harris iNOVA Module Integration	Awaiting Approval	Expected Completion Summer 2014
Module Integration Software will link together CityView, Cashiering, MUNIS and provide cross platform search capabilities		
Latest Update: Not yet started		
Users will be able to search and pull reports from all systems as if they were one central database. This allows the users to effectively check for customers in good standing.		

Other Notable IT Updates		
1. We are working to provide a new Uninterruptable Power Supply (UPS) to the IT Data Center. Currently holding for Electric to provide power to location for new UPS device. (Hold)		
2. IT's new Helpdesk portal has been rolled out and is now being used to submit and track tickets.		
3. IT set up a mobile device access website for use with iPads in the field. This is now completed and we are starting deployment of mobile devices.		
4. IT has requested use of the Election Board room in the basement to convert to a full time training center. Approval granted, however multiple work orders must be processed prior to room being ready for use.		
5. We have added additional security to our VPN configuration. This is a significant change that should be transparent to the end users, but should ensure added security to potential threats.		

CSH/mp