

Tom committed considerable time gathering price quotes for 2013 material and supply purchases.

Tom sent DNREC preliminary paperwork and drawing for grant funding for a proposed expansion of the Rain Garden at Phillips Park.

Parks Maintenance

We committed considerable time early in the week on snow and ice control operations.

The crew completed several building and park maintenance tasks.

Recreation Services

Paula completed an orientation with four new employees at the Before and After Care program.

Paula worked to get rosters and attendance forms to winter program instructors. She also did an email blast to previous activity participants to encourage registration.

Paula completed and distributed the final work schedule for the gym supervisors and referees for our youth basketball programs.

Paula sent letters to past participants in our summer adult softball and volleyball leagues regarding the upcoming seasons.

Sharon attended a training seminar in Wilmington.

Sharon mailed the remainder of the Nefosky Walk & 5K Run checks to the charities that were unable to send a representative for the check presentations.

Sharon has been emailing and calling to confirm the 2014 Adopt A Park participants.

The recreation staff met with Dom Valines, U of D student and Parks and Recreation intern, to give him an overview of their programs and responsibilities.

Sharon is accepting performer demos for the 2014 events season and has been booking concerts for the Winter Jazz Series.

Tyler is working on planning for summer camps and programs.

Tyler completed his 2013 annual report for the Wilson Center.

Tyler and Joe met and worked to finalize speakers for the 2014 Delaware Recreation and Parks Society Conference scheduled for the end of February.

Tyler worked on school flyers and promotional emails for upcoming programs.

Liz and Andee have been very busy entering activity registration information into the new registration system. We have had some issues with the new system that we are working

through with Max Galaxy. Thank you to our IT Department for assisting us with these matters.

Joe attended a pre-construction meeting with Pennoni engineering for the Curtis Mill Project.

Joe attended a meeting with Charlie, Rich and Tom to discuss our snow removal plan.

Finance

The recruitment for a part-time Secretary I position closed on Friday, January 10, 2014. The Deputy City Manager is reviewing the applications received for that position, and we are working together to initiate the recruitment for the Mail Room Attendant position.

The Deputy City Manager and I also met with Russell Investments to plan the agenda for an upcoming meeting with City employees.

Customer Service

The Customer Service group continues to work on troubleshooting various setbacks observed in our billing generation and verification processes. The group has stepped up in the face of tremendous challenges lately, including an upgrade to the utility billing system, an upgrade to the eCare system (customer internet access), the installation of new software related to the smart meter upgrade, including mCare (mobile work order system), EAMS (smart meter reading/data collection/remote disconnects), and metersense (integrates smart meters with the billing system), as well as the training required for all of the above. Further, in an effort to resolve segregation of duties issues, the Customer Service group is also handling all permit and business license payments, which involved training in a new system (CityView) and the time required to process payments and issue permits. We appreciate your patience as we digest the large number of concurrent changes into our daily operations.

Accounting

Thank you for approving the budget on December 9, 2013 and the Court Security fee on January 13, 2014. The new fee was already employed on new infractions this week. The schedule below outlines future budget-related actions:

- Monday, January 27, 2014
- ▶ Budget revision proposals
 - Impact of tax increase reduction
 - Impact of changes to credit card fee
 - Impact of changes to court security fee
 - Implementation of RSA

Alderman's Court

This past week we held two court sessions. The first one included our traffic division's monthly court session. We processed a total of 43 arraignments, 60 trials, 14 case reviews, 2 pleas and several capias/warrant returns.

Mr. Donald Gregory, our tentative new Deputy Alderman was in attendance to observe the court session and how it operates.

Judge Lisa Hatfield met with Lydia Prigg from the Governor's Office to discuss the hiring preparations of our new Deputy Alderman.

Police

Background investigations and interviews continue for the open police position. The Delaware State Police Academy is scheduled to begin on February 24th.

In the January 12th edition of the News Journal there was a nice article on the continuing reduction of crime in Newark over the past seven years. The article mentioned that Newark's violent crime rate, along with other cities in Delaware, is above the national norm. The article did not note that the majority of residential college towns across the country have higher than average crime rates due to the unique demographics. The article also mentioned that alcohol offenses remain steady. Many of our alcohol arrests are due to proactive policing such as party patrols, Cops in Shops, Homecoming and Saint Patrick's Day enforcement, etc. The fact that the number remains steady means that our officers continue to be aggressively patrolling and taking enforcement action.

A few months ago, Patrol Lieutenant Kevin Feeney completed an after action report regarding the "I'm Shmacked" incident. UDPD has suggested a joint review of the incident. On February 6th, members of the command staff from both departments will meet at the university to review the incident and police response.

Lieutenant Feeney, Sergeant Aniuinas, and Sergeant VanCampen have recently begun the West Point Command and Leadership course. This extensive multi-month training course is considered one of the premier practical training programs in the country.

City Manager's Office

Personnel

- Held a phone conference with our labor counsel regarding a personnel matter.
- Josh Brechbuehl and I met with Chief and police staff regarding IT matters within the Police Department.
- Worked on CWA administrative changes based on Council approval of the Agreement.

- Renee Bensley and I, along with Alice Van Veen, interviewed candidates for City Secretary part-time staff.
- Tom Coleman, PWR staff and I interviewed candidates to fill the vacant Refuse Driver I position.

Community Affairs

Preparations have concluded for Restaurant Week. The culinary event begins January 20 and goes through January 26. Menus may be viewed at www.enjoydowntownnewark.com/restaurantweek. A press release was sent out this week.

I held the Wine and Dine planning meeting on Tuesday, January 14. Several marketing ideas were suggested, and we will be changing our marketing tactics this year to include more digital and social media. The restaurants suggested extending the event time in order to appeal to a wider audience that includes a lunch time draw. They mentioned the time it took to set up for the event was disproportionate to the event hours and longer event hours would be more beneficial in that regard as well. The extension of the event time is under review at this time. I am currently awaiting decision on the hours of the event before sending out the restaurant registration letters. I am writing the marketing plan for the event, sharing it with ZZ House as they are directly involved in the design and collateral materials. I have authored the sponsorship letters, which await the Mayor's signature, and restaurant registration letters. I have secured the balloon vendor for the event at an almost \$900 savings from previous years. I have requested, with the Mayor's signature, a variance from the Commissioner of the Office of Alcohol and Beverage Control for a discount on wine for the restaurants for the event. I have requested use of UD's bus for shuttle service the day of the event. I have contacted Delaware Designated Drivers about retaining service for the event. I am waiting to hear back from all on my requests.

I have begun preparations for the Stormwater Infrastructure Fund Community Meetings notice. A webpage has been built on our website and awaits information to be posted. At this time the dates and locations of the meetings are posted on the page. I am working on postcard notification: requested a city mailing list and drafting designs of postcard for review.

I met with Mark VanderHaar of WSTW, along with Ricky Nietubicz, about promotion opportunities for Downtown Newark.

I put together the January City E-News and sent it out with information about the Stormwater Infrastructure Fund community meetings, information about the beginning of Curtis Mill Park construction, City of Newark Night at the BOB, Restaurant Week, among others.

City of Newark - Weekly Status Report		
Total Tickets Currently Open - 95		
Total Tickets Opened Last Week - 44		
ArcGIS	Holding for Project Start	Expected Completion Spring 2014
Public Works and Planning Departments will be imputing paper kept data into digital form for greater control, efficiency and sharing		
Latest Update: Tom Coleman has reached out to JMT for updated pricing so that we may compare apples to apples with another vendor.		
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	Started - HOLD	Expected Completion Spring 2014
Moving City Email to Cloud, Upgrading all PC's to Windows 7		
Latest Update: Pilot Group Completed – Holding for Windows 7 Roll-out		
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 inline 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)	Hold for Project Start	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.		
Wide Area Network and Internal WiFi Projects	Started	Expected Completion Winter 2014
This is separate from the City Mesh for the Honeywell Project		
Latest Update: Comcast and Verizon Quotes being compiled. SonicWall VPN Devices purchased (4). Redundant Sonicwall (Core) being considered to complete.		
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: Network Evaluation for Police. Remainder of Project on Track.		
Replaces need for Meter Readers and offers the ability for some remote disconnects and reconnects.		

Data Center Virtualization Project	Started	Expected Completion Winter 2014
Due to antiquated server hardware and inefficient use of resources a new shared storage and virtualization environment will be implemented		
Latest Update: Pricing Finalized, preparing PO		
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	Holding for Project Start	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.		
PC Refresh	Started	Expected Completion Summer 2014
Upgrade or Replace existing PC's to align with computing standards of current software.		
Latest Update: Pricing Finalized, Preparing PO		
Physical hardware upgrade or refresh will affect every user within the city to improve computer performance and software compatibility.		

Planning & Development

Planning

This week two applications for Special Use Permits were received by the Department. One is for commercial indoor recreation at 200 Interchange Blvd. and the other for an automotive repair center at 353 Cleveland Avenue. Site plans and related information were distributed to operating departments for review and comment.

Some time was spent this week preparing materials for developments recommended for approval by the Planning Commission at their January meeting for Council review scheduling.

Considerable time was spent this week preparing for the February Planning Commission. Tentatively scheduled for review are:

- Rezoning of 101 Dallam Road.
- Rezoning, Major Subdivision and Special Use Permit for 201 East Delaware Avenue.
- Parking Waiver and Special Use Permit for 168 E. Main Street.

Some time was spent on the agreement for 58 E. Main Street to be reviewed by Council at an upcoming meeting.

An inordinate amount of time was spent this week reviewing materials for the Data Centers' request for zoning verification.

Some time was spent reviewing Construction Improvement Plans for One South Main. Upon this review, the Department determined that one specific change to the Construction Improvement Plan (CIP) for One South Main was not a substantial change

requiring Council review. Specifically, when the CIP was submitted instead of the 3,000 square feet of brick pavers in the driveway and a green roof shown on the plan when approved by Council on September 9, 2013, 700 square feet of brick pavers in the area closest to South Main Street, with another section in the rear drive area consisting of 1,000 sq ft +/- of reinforced pervious drive (looks like grass but you can drive a fire truck on it) and regular asphalt drive in between (1300 sq. ft. +/-). The change was offered as a result of the developer's experience with the green roof technologies on the 132 East Delaware Avenue project, and to address Councilman Markham's request that porous pavement be incorporated into the plans. PW&WR has reviewed and approved the change as equal or improved technologies, and the revision will incorporate more green at the pedestrian level as opposed to the roof of the 4 story building. Therefore, the change was approved.

On Monday evening City Council approved a Comprehensive Development Plan amendment, a rezoning and major subdivision to add six 4-bedroom townhouse apartments to the Continental Court subdivision on South Chapel Street.

On Monday, January 13th, Mike attended the Chesapeake Science & Security Corridor Regional Rail Meeting.

On Tuesday, January 14th, Development Supervisor Mike Fortner staffed and Planner/DNP Administrator Ricky Nietubicz attended a Planning Commission Workshop on the Comprehensive Development Plan chapters on Land Use and Annexation. The next Planning Commission Workshop will be held on January 28th at 7 p.m.

Economic Development

On Thursday, Ricky represented the Downtown Newark Partnership (DNP) at the Governor's "31 Days to a Healthier You" campaign kickoff at Fusion Fitness Center. The DNP is pleased that the Governor and DHSS Secretary chose our home town, downtown gym (Fusion Fitness), to kick off this statewide initiative.

On Friday morning, I met with Ricky to discuss and strategize for A New Night – a new event to replace Newark Nite and focus more on downtown businesses. The event is scheduled for June 21, 2014.

This week Ricky made door-to-door deliveries of Restaurant Week materials to participating venues. This year, the organizing committee decided to invest in 3'x5' flags so that participating restaurants could be easily identified by passers-by, as well as the window posters and check inserts. We are looking forward to another successful Restaurant Week (January 20-26)! There are 19 participating restaurants this year, complete details and menus can be found at <http://enjoydowntownnewark.com/restaurantweek>.

Ricky began the planning process for Wine and Dine, which will be held April 5th by hosting a meeting of restaurant owners/managers and representatives from United Distributors to begin crafting a "game plan" for advertising, promoting and executing the event. Overall everyone seems happy with how the event has been run in past years, but in the interest of trying to reach new audiences, several suggestions were made to move more toward digital advertising.

Community Development

Code Enforcement Officer Brian Daring and Ricky inspected a home on Ray Street for the Home Improvement Loan Program. It was confirmed that the roof should be replaced. The family is currently discussing the best option to move forward, whether through our program or through other means.

This week Ricky requested guidance from the City Solicitor on best practices for the Community Development/Revenue Sharing Advisory Committee review process. The information will help shape the next funding review process.

Parking

Considerable time was spent this week on land assemblage for the Lot #1 Garage project.

The parking equipment for the Lot #3 entrance was installed today and Beste Associates plans to have everything wired by Friday or the early part of next week. The Electric Department installed additional lighting today to illuminate the new parking booth. The new entrance/exit should be open in the very near future!

The Parking Division continues to monitor the Smart Meter Pilot Program. Parking Administrator Marvin Howard will be updating staff and the Parking Committee on the results of the Smart Meter Pilot Program soon to determine the path forward.

Code Enforcement

This week foundations are completed at the South Main Street Commons at South Main and Murray Road.

Fire Marshal Bill Street and Code Enforcement Supervisor Steve Wilson are still working with some property owners to finish repairs to broken sprinkler systems caused by the recent cold snap.

Code Enforcement staff responded to a fire at Fairfield Apartments for unattended cooking. Damage was minor.

Court #40 security measures to the office area are now complete.

Public Works & Water Resources

We have been picking up Christmas trees based on the leave collection schedule. This year we are shredding them at the curb instead of hauling them back to the yard to be handled one or more times to be disposed of.

The Street Division has placed the concrete for the sidewalk on Casho Mill Road in the vicinity of Julie Lane and they have also been making repairs to the roadways that we have opened up to repair water lines.

The reservoir computer has failed for the last time. We are exploring alternative means to gather and track the data needed to monitor the reservoir. In the mean time, we have implemented visual inspections to monitor the reservoir.

We have been installing SCADA equipment at our tank sites to automate our ability to monitor the system.

We are gearing up to start making shut off notifications. We have hung door hangers advising residents that we need to have them make appointments to have their meter changed. We will provide Council an updated list of residents that will be receiving the shut off notices. Those receiving shut off notices have already received a certified letter advising them of same.

The embankment project on Creek Bend Road has been completed. The site looks much different with the trees removed, the area freshly seeded and stabilized.

Work is underway on the atrium project to address the water issues that we have been experiencing. We have been sealing wall penetrations that we are aware of and will eventually expose the joint between the first floor and basement. Once we have exposed the joint (we will not bury it again) we will seal it and prepare the atrium area for the Parks Department to landscape.

We are working on various contracts for the Street Division including the Curb Ramps, Street Repairs, and Cherry Hill Manor. We have also been finishing up the work at Laura's Glenn using the funds available in the letter of credit as a result of the developer filing for bankruptcy.

We have been patching pot holes throughout the City. The following roads are some of the more notable roads. I have indicated the approximate number of holes and the number of days that we have working those repairs. On the lower volume roads the repairs will stay in place longer than the high volume roads.

Main Street	14 locations	4 days
Elkton Road (Casho to Rt 4)	7 locations	4 days
East Park	3 locations	4 days
North Chapel	2 locations	2 days
Woodlawn Avenue	1 location	1 day
Ray Street	2 locations	3 days
South College	2 locations	3 days

Electric

The line crews have been busy installing a new primary riser to a Dow Chemical building on Bellevue Road, fixing all the park court lights, replacing a streetlight on Main Street damaged by an automobile, working with Verizon setting poles and transferring facilities on College Avenue to make room for fiber optic cable, and changing insulators in Center City and Devon areas for future voltage upgrades.

The meter technician has been working closely with PMI installing the hard to schedule and difficult electric meters, while the electricians have been doing maintenance items at the Municipal Building and working on two substation backup communication systems.

Engineering has been working on managing the smart meter project, working with the electricians on the communications systems, and evaluating TDC's proposal for a generation plant.

CSH/mp