

DEPARTMENTAL WEEKLY REPORTS

March 7, 2014

Electric

The line crews installed a transformer for a new service on New London Road and changed a rotten pole at the University's Athletic Complex on South College Avenue. The crews also continued make ready work for AT&T attachments to poles along on South Chapel Street.

A substation transformer was switched off to allow a testing contractor to completely test the transformer as part of a scheduled periodic testing plan. Another transformer is being tested tomorrow.

The electrician is checking grounds on utility poles and periodic maintenance on building systems while the meter technician continued with smart meter changes and installed a recorder in response to a power quality issue.

Engineering met with the smart meter representatives to go over any new and outstanding issues and worked on the Bloom Energy Interconnection Agreement. Engineering found a SCADA issue when the substation transformer was de-energized. It was found that a template for the communication points was recently updated, but had some errors. Engineering and the SCADA developer are working to correct this.

Parks & Recreation

Administration & Planning

Last Tuesday representatives of the Parks and Planning offices met with the new president of the Newark Historical Society (NHS) to discuss their continued use of the Old Train Station. We discussed items relating to building maintenance and a renewal of the use agreement between the NHS and City.

On Tuesday we held a bid opening for our contractual mowing operations. This contract includes mowing the slopes of the Reservoir, storm water basins and several other remote sites. For the first time Parks and Public Works & Water Resources combined each of their routinely contracted areas onto one contract. By doing this, we will realize an approximate \$1,000 savings in each of the three years of the contract. A recommendation to award the contract will be presented to the City Manager shortly.

Last Wednesday and Thursday several staff members attended the Delaware Recreation and Park Society's annual conference. At the awards luncheon on day two of the conference Newark Parks and Recreation was presented the Outstanding Organization Award for 2013 and Tom Zaleski received the George Sargisson Fellow Award for his many years of service to the parks and recreation profession. Mayor Sierer and Carol Houck attended the luncheon and shared in the honors. I want to congratulate Tom and thank my entire staff; that would include all full- and part-time employees and the many

volunteers who contribute to our success. I couldn't be more proud of the effort that they each make to bring the citizens of Newark our wonderful parks and fun and exciting recreation programs and events.

On Friday Jim Angelo and I met with our consultant and contractor for the Curtis Mill Park project to review erosion and sediment controls for the project. The silt fence will be erected very soon. That is, so long as the weather cooperates!!

I committed time reviewing the Construction Improvement Plans for the Mill at White Clay subdivision.

We committed significant time dealing with the Sunday/Monday snow event.

Rich obtained specification and a price quote for a replacement mower used primarily for our landscaped traffic median areas.

Parks Maintenance

We performed preventative maintenance tasks at the Wilson Center.

The crew committed time preparation equipment for recent snow storm. Most of their time on Monday and Tuesday was committed to snow and ice control operations.

We purchased and installed blinds in the Alderman's Court.

The arm gate at the entrance to Rittenhouse Park was recently damaged. We replaced the arm and had to make some system adjustments so that the arm will lift and lower per the timing mechanism.

Female inmates from the Department of Corrections have been working with us to complete certain maintenance tasks.

The crew repaired a door in the lower level of City Hall and delivered and set up office furniture in the Finance Department.

Recreation Services

Paula attended the youth basketball team photo night. It had been cancelled two previous times due to weather. She also rescheduled games for the basketball and volleyball leagues that were cancelled.

Paula continued to work with Before and After Care staff regarding training hours needed. She also hired three (3) new staff to start in March to fill open recreation leader positions.

The recreation staff proofed the Summer Camp Guide and is finalizing details on summer camp scheduling.

Tyler contacted camp counselors and lifeguards from last summer about returning for the coming season. Interviews will be held over the next month.

Tyler is preparing for the scheduled start of tennis lessons. We will see if the weather allows us to start the week of March 16. Tyler is working with instructors and trying to finalize the schedule.

Sharon has been preparing the 2014 Summer Camp Guide, which will be emailed to our customers the week of March 3rd.

Sharon conducted a walkthrough of Mitchell Hall with a representative from the Air Force for the upcoming USAF Heritage of America Concert Band performance, which is scheduled for April 21 at 7 p.m. Tickets are free and available through the Parks and Recreation Department.

Sharon completed the 2015 Delaware Division of the Arts Grant application.

Joe attended the State of Delaware Grants Workshop held at Delaware State University.

Joe is reviewing the 2014 Equipment and Supply Bids that were received.

Joe is reviewing updating the Seasonal Personnel Manual in preparation for summer staff training and orientations.

Finance

I attended the third of six Public Power Certification Training webinars hosted by the American Public Power Association (APPA).

Deputy City Manager Andrew Haines, Marta Pacheco and I met with FOP and AFSCME leadership this week as part of the ongoing labor negotiations with the City's unions.

Deputy Finance Director Wilma Garriz and I met with representatives of our insurance broker, Willis of Pennsylvania, Inc., to review this year's quoted renewal premiums. A memo was distributed in the Council packets to detail the renewal on a line by line basis. We will achieve significant savings on the auto policy this year.

Customer Service

The Customer Service group continues to work on various upgrades and implementation work related to the smart meter project. The smart meter working group held a progress meeting to address the mCare (mobile work order platform) implementation and MeterSense user acceptance testing. Customer Service has been putting in additional hours in an effort to bring billing cycles and payment applications current.

Accounting

Year-end work continues. The preliminary audit is complete, and the financial statement audit will kick-off on March 2, 2014. A complete list of year-end processes was reported in the weekly report dated February 28, 2014, which exhibited the hard work put forth by the Finance Department to make year-end adjusting entries, close the accounting year, and execute processes with critical deadlines.

I have communicated a preliminary budget schedule to the department directors, and the IT group is assisting with a centralized electronic calendar so that we can dynamically coordinate the schedules and tasks of all participants in the budget process.

Alderman's Court

This past week we held three court sessions. We processed a total of 84 arraignments, 74 trials, 2 pleas, 6 case reviews and 2 prisoners were videoed from various prisons. This was also Judge Gregory's first opportunity to work as Judge by himself.

Police

On Friday, February 28, 2014 at approximately 1:40 a.m., NPD officers responded to a collision in the drive through lanes of the McDonalds on East Main Street. Officers located 32-year-old Elizabeth Blankenship of Newark behind the wheel and under the influence of illegal narcotics. Blankenship was also found in possession of 53 packets of heroin. She was arrested for Possession of Heroin, Drug Paraphernalia and Driving Under the Influence. Blankenship was arraigned via JP Court #11 and released on \$9,200 unsecured bond.

On Friday, February 28, 2014 patrol officers arrested 28-year-old Emily Popkey, currently homeless, for a trespassing incident which occurred on February 22, 2014 at approximately 7:00 p.m. inside a vacant home in the 500 block of Briar Lane. During the incident a caretaker of the vacant home was in the basement conducting work. When the caretaker came out of the basement to the first floor, he discovered an unknown female in the home. The female claimed to be looking for a friend and quickly left the home. NPD Officers responded to the scene, however, the female was gone. NPD officers quickly identified the suspect as Popkey and obtained warrants for her arrest. Popkey turned herself in to NPD on February 28th and she was arrested for Trespassing 1st Degree. She was released on her signature pending her appearance in Alderman Court.

On Friday, February 28th, 2014 at approximately 4:30 p.m. a hiker, who was searching off trail for shed deer antlers discovered human skeletal remains in a heavily wooded area behind Fremont Road in the City of Newark. The remains were located in an area of thick brush and thickets approximately 400' from a trail head on Fremont Road. The hiker left the area and alerted State Park Rangers who returned to the area to investigate. After confirming the remains, Newark Police were notified. Preliminary Investigation by the Newark Police and the Office of the Chief Medical Examiner positively identified the remains through dental records as that of John Dohms, missing since September 13, 2012. Newark Police Detectives continue their investigation into the circumstances surrounding this incident. The cause and manner of death is still under investigation.

On March 1, 2014 at approximately 11:50 p.m., NPD Officers Will Smith and Dan Bystricky responded to an address on Art Lane for a medical emergency. Upon their arrival they found a 60-year-old male in cardiac arrest with the patient's wife performing CPR. The officers found the patient to be without any breathing or pulse. They immediately took over CPR and after several rounds of chest compressions and rescue breathing went to apply their AED equipment. A weak pulse was detected and EMS

personnel arrived on scene and continued rescue efforts. The patient was transported to Christiana Hospital and by the time he arrived, his breathing was recovering and he was admitted in stable condition. New Castle County Paramedics commended both officers and related that their rescue efforts directly impacted the patient's survival.

NPD continues to make preparations for St. Patrick's Day weekend. Preparations include redeployment of resources including the Street Crimes Unit and the Special Operations Unit and the addition of six officers working grant funded overtime. The Department will utilize both uniformed high visibility patrols as well as plain clothes officers to aggressively enforce alcohol and order maintenance violations throughout the weekend. Officers from the Delaware Division of Alcohol and Tobacco Enforcement (DATE) and the University of Delaware Police Department (UDPD), along with inspectors from the Code Enforcement Division, will assist with enforcement throughout the City. Additionally, the Special Operations Unit is reaching out to area liquor stores, restaurants and bars and is disseminating information regarding local and state ordinances pertaining to alcohol and order maintenance.

City Manager's Office

Community Affairs

I spent some time completing the Mayor's Heels and Wheels conference speech and power point. At this point there are minor edits and additions to be made. The power point has been forwarded to Heather Dunigan for the day of prep work.

I attended the Clothes in the Past Lane and Gloss Blow-Dry Beauty Bar ribbon cutting on February 28 with the Mayor. A media advisory and press release were sent out for the event.

I spent a considerable amount of time on Sunday preparing press releases and posting information on the website, social media, and Channel 22 regarding storm preparations and service changes for the anticipated snowfall.

I attended the Delaware State Parks and Recreation Conference awards luncheon and photographed the Parks and Recreation Organization of the Year award and Tom Zaleski's fellowship award.

I have spent some time preparing a Marketing and Communications Plan and Media Policy draft.

I spent some time building the Healthy Newark webpage on the city's website. www.cityofnewarkde.us/HealthyNewark.

I put together the March DNP events e-newsletter and sent it out. There are some issues with the DNP website and the hosting site – that IT is helping out with – which is delaying updating the events part of the website.

I have been working on Wine and Dine. Posters and postcards were handed out to participating restaurants last week, at which time I was able to catch up with a few

straggler restaurants on their registration. Menus and wine selections are due to me this week and will need to be prepared for design and layout of the event program. I have ordered the wine glasses and artwork has been completed for the printing of the wine pockets.

In the past week we have welcomed 18 new followers on Twitter and had 50 unique interactions. We had 8 new likes of the Facebook page with 157 likes on posts, 23 comments, 44 shares, 493 post clicks.

City of Newark – IT Weekly Status Report		
Total Tickets Currently Open - 152		
Total Tickets Opened Last Week - 37		
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: PO being created.		
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 - Started	Expected Completion Spring 2014
Moving City Email to Cloud, Upgrading all PC's to Windows 7		
Latest Update: Computers being deployed		
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: No Update		
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: Parking Division and George Wilson Center – Ready for new PC's at those locations.		

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: Currently in "Harris Phase". Ramping up for Customer Connect		
Replaces need for Meter Readers and offers the ability for some remote disconnects and reconnects.		
Data Center Virtualization Project	On Track	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: Currently Implementing. Expected completion next Mid March.		
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: Ongoing Deployments		
Physical hardware upgrade or refresh will affect every user within the city to improve computer performance and software compatibility.		

Planning & Development

Planning

On Wednesday afternoon, I met with a Main Street property owner to discuss potential tenants for a downtown vacancy.

Considerable time was spent fulfilling the latest FOIA request on the Data Center project.

Some time was spent reviewing Unicity bus schedules as they have been affected by DART schedule changes implemented in mid-February. We have reached out to UD to discuss Unicity schedule adjustments and to DART to better coordinate changes in schedules to accommodate passenger needs.

On Thursday afternoon, I hosted a meeting of Electric, Public Works and Water Resources and Planning and Development staff with a Main Street property owner to discuss a potential development project downtown.

On Thursday evening, I attended the Delaware League of Local Governments meeting in Dover.

On Friday afternoon, I joined City Manager Carol Houck, Deputy City Manager Andrew Haines, City Solicitor Bruce Herron and Finance Director Lou Vitola in a meeting with Special Counsel Max Walton and Christina Thompson to discuss the next Board of Adjustment meeting.

Some time was spent preparing an informational memo on the Rental Housing Needs Assessment Study Steering Committee for Council consideration during the upcoming Council Workshop on committee membership.

Some time was spent responding to questions raised at the February 24, 2014 Council meeting regarding the Wilson Farm and the Cottages at the Plaza developments.

This week the Department approved changes to the side façade (facing Chapel Street) of the Continental Court townhouse apartment project based on Council direction requesting additional embellishment for the side facing S. Chapel Street. The front door of the end unit has been moved to the side and covered with an oriel and an ornamental eave for shading, an additional roof eave has been added, as well as extra windows to address the concern.

At last night's Planning Commission meeting, the Commission recommended Council approval of:

1. A subdivision amendment for Chapter 27, Appendix III, Section VIII, Wetlands, to give the Public Works and Water Resources Director authority, in certain instances, to modify the site design and construction requirements concerning wetlands.
2. A minor subdivision of the .3542 acre property at 75 Ray Street and 0 Rose Street in order to demolish the existing vacant single-family dwelling at the site, and replace it with two one-family dwellings in semi-detached (duplex) layout.

In addition the Commission participated in a discussion regarding the Comprehensive Plan update led by Development Supervisor Mike Fortner.

Considerable time was spent updating the draft of the Comprehensive Development Plan. The newest Draft, dated March 4, 2014 has been submitted to the Planning Commission and posted on the City's website. The next Planning Commission Workshop is on **March 25, 2014 at 7 p.m. in the City Council Chamber**. The Planning Commission will hold a public hearing on the Comprehensive Development Plan tentatively on May 1st and is anticipated to provide a recommendation to City Council.

Economic Development

On Friday morning, DNP Administrator Ricky Nietubicz, Research Aide Tommy Atadan and I attended the ribbon cutting and grand opening of Clothes in the Past Lane and Gloss Blow-Out Bar at 77 East Main Street.

Tuesday morning, Ricky staffed the DNP Design Committee meeting.

This morning, Ricky staffed the DNP Merchants' Committee meeting which was attended by Mayor Sierer. The Committee had a number of positive discussions for summertime promotional opportunities and events, as well as New Night Downtown.

Ricky met with UD and Parks and Recreation representatives yesterday to coordinate parking for the events taking place in and around downtown throughout the year.

Some time was spent on the DNP Meet & Greet scheduled for March 27th and on New Night Downtown logistics.

Parking

On Friday, tenants of Capano Management had an overflowing grease pit which spilled into City Municipal Lot #1 that covered a portion of the parking lot. Capano Management and the tenant spent the weekend putting down oil dry and have promised to completely clean up and power wash the affected part of the parking lot as soon as weather allows.

Considerable time was spent this week making sure the parking lots were safe for vehicles and pedestrians and parking spaces were available after Monday's snow event.

Code Enforcement

Building framing is going on at a very fast pace at The Retreat at Suburban Plaza. Three of the five larger apartment buildings are up and under roof.

29 thru 35 Prospect Avenue footings are going in for the four new townhouses being built there.

Fire Marshal Bill Street is working to finalize the upcoming spring fraternity and sorority inspections with the UD.

Code Enforcement Officer Tim Poole has been on jury duty. Other staff members have been filling in for his inspection schedule while he is out.

Public Works & Water Resources

I attended the Water Environment Federation (WEF) Utility Management Conference which covered water, sewer and stormwater utilities. Some of the material received on stormwater utility fee structures will be very helpful during the upcoming planning sessions when we will prepare a revised structure for Council consideration.

We were able to get approximately 35 tons of salt from DeIDOT for the storm that came through Sunday night into Monday. This was very helpful and allowed us to salt primary and critical routes that would have otherwise received the salt/sand mixture. Based on conversations with International Salt we are expecting salt deliveries to resume this week. There is a second barge scheduled to arrive on the 10th so hopefully this will be the end of the region's salt woes.

We met with the contractor for the Northwest Booster project to go over the final punchlist items. We are now ready for project closeout. Landscaping is the only remaining item and will be handled separately once the weather breaks.

We had a pump failure at our Academy Street interconnection with United Water last week. We are working with a contractor to get the pump back up and running to ensure we have redundancy at this critical water source. (There are three pumps at this location.) Due to risk to the City if it were to fail and the age/condition of this station, we are planning on creating a capital project to rehab or replace this station in the coming years.

Sewer crews responded to two sewer main blockages.

Water crews have been working to make contact with the remaining accounts where we have not been able to access for smart meter installation. We are booking appointments at a good clip and have our meter installer booked up for the next month already. Depending on the response rate we may start to schedule a second installer.

Water crews responded to one main break this week on North College Avenue.

Street crews have been busy this week responding to the snow storm and filling potholes. When possible we have two, two man crews filling potholes.

Our mechanics are looking into several possible pieces of equipment for our fleet. Specifically, they are looking into a diesel fuel trailer for generator filling during emergencies and alternate vehicle types for the next dump truck replacement (smaller and larger trucks). They are also researching a waste oil heater that can use spent oil generated during oil changes and other maintenance to heat the garage.

Our contractor for the water main crossing of the White Clay Creek has mobilized to the site and has begun cofferdam construction. They have until the end of March to complete all work in the streambed.

The filter rehab project at the Newark Water Treatment Plant is progressing nicely. We have identified the cause of failure in units 1 and 3 and have developed a plan to address it.

CSH/mp