

DEPARTMENTAL WEEKLY REPORTS

March 21, 2014

Finance

I attended the Board of Adjustment Hearing on Wednesday, March 19, 2014 to observe the presentations and deliberation that resulted in the affirmation of the City's zoning verification letter to The Data Centers, LLC.

I attended the fourth of six Public Power Certification Training webinars hosted by the American Public Power Association (APPA) and made arrangements to attend the annual conference in June.

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.

Accounting

Year-end work continues. The preliminary audit is complete, and the financial statement audit will kick-off on March 24, 2014.

The January 2014 financials were prepared using a new format requested by Council and will be presented at the March 24, 2014 meeting.

Alderman's Court

This past week we held three court sessions. We processed a total of 77 arraignments, 59 trials, 15 case reviews, 2 pleas and 3 prisoners were videoed from various prisons.

Police

The weekend before St. Patrick's Day passed without any serious crimes. Extra patrols were on duty Saturday and Sunday and focused on heavy pedestrian traffic on Main Street. Preliminary numbers indicate that officers made approximately 73 arrests, generally for order maintenance violations such as noise violations and disorderly conduct.

The Newark Police Department is attempting to identify two suspects captured by cell phone video and photos engaging in sexual intercourse in public in the rear parking lot of the Galleria Building located at 45 East Main Street. The incident occurred in broad daylight in the afternoon hours of March 15th in plain view of numerous passers-by. The incident was captured by several witnesses via cell phone and was quickly posted on various social media websites.

Suspect 1 is described as a college aged white male with brown hair. He was last seen wearing a green button down shirt, khaki pants and brown boots.

Suspect 2 is described as a college aged white female with blonde hair. She was last seen wearing a green short sleeve t-shirt, jean shorts, brown cowboy boots and glasses.

Apartment residents throughout Newark have fallen victim to their packages being stolen from doorsteps or common areas. Newark Police posted a crime alert on social media in an attempt to warn citizens of this new trend and ways to avoid it.

Cpl. Micolucci and Sgt. VanCampen are completing a proactive policing strategy to reduce criminal incidents focusing on Annabelle Street. They are involving the Code Enforcement and contacting property managers to encourage cooperation and combat crime collectively.

City Manager's Office

Personnel

- Completed interviews with Parks & Recreation personnel for a few seasonal positions.
- Was a part of the City team that met with the NDT organization regarding the ongoing dialogue for a parking garage downtown.
- Met with police personnel regarding negotiation matters for CWA dispatchers as well as other personnel matters.
- Speaking of police personnel, Master Corporal Robert Luff submitted his retirement paperwork. His last day worked will be April 1 and shall officially retire at the end of May. The City will look to the Fall 2014 Police Academy to await a new employee to backfill this vacancy.
- I met with the Court division and its full-time personnel to review and answer questions regarding a promotional plan.
- Community Affairs Officer Dana Johnston and I met to review and plan a rollout of an employee recognition program – WOW. This is planned to be initiated by April 1 and continue to foster a supportive environment where great deeds can be acknowledged and celebrated.
- Met with employees regarding possible retirement information.
- Met with employees regarding benefits and options as a full-time employee.

Community Affairs

I spent a considerable amount of time this week working on the Healthy Newark kick off. I updated the web page, scheduled Facebook posts and tweets for posting over the following three weeks. I ordered balloons and had signage made for the morning of the kick off. I prepared the media advisory and sent it out.

I have been doing a lot of follow up with restaurants about receiving their menu and wine selections for the event. To date, I have just three restaurants that I am waiting for some information. I have placed the event information on the city's website since we are not able to update the DNP website. I added a link to the DNP Wine and Dine page to direct visitors to the city's page. I have been updating it regularly as I begin to finalize preparations for the event including parking, balloons, and sidewalk sweeping and power washing prior to the event and after.

I reviewed the Parks and Recreation Department's 2014 vendor package.

I spent some time creating new pages for Parks and Recreation's Adopt-a-Park/Stream program.

We broke the 700 mark for Facebook page likes this week.

Facebook

Likes of Page	Likes of Posts	Comments	Shares	Post Clicks
18	41	18	28	177

Twitter

New Followers	Unique Interactions
59	39

IT Weekly Status Report		
Total Tickets Currently Open - 98 Total Tickets Opened Last Week - 31		
ArcGIS	Started – On Track	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 Sent – waiting for processing		
<p>Create, share, and manage geographic data, maps, and analytical models using desktop and server applications. Deploy GIS across your organization and on the web.</p> <p>Use ArcGIS maps to compile geographic data, perform spatial analysis, and share your geographic information online.</p> <p>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.</p>		
Office 365, Microsoft EA and Desktop Standardization	On Track	Expected Completion Spring 2014
Moving City Email to Cloud, Upgrading all PC's to Windows 7		
Latest Update: Computers being deployed – 50% completed		
<p>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.</p> <p>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.</p> <p>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.</p>		
Microsoft Lync Enterprise Voice (Phone System)	Started – Adjusted	Expected Completion Fall 2014
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		

Latest Update: Initiated project – investigating vendors capabilities		
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	Behind – Adjusted	Expected Completion Spring 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	Completing	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: Implementation complete – Currently converting servers from physical to virtual		
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	Hold	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	On Track	Expected Completion Summer 2014
Upgrade or Replace existing PC's to align with computing standards of current software.		
Latest Update: 50% completed		
Physical hardware upgrade or refresh will affect every user within the city to improve computer performance and software compatibility.		

Planning & Development

Planning

Considerable time was spent this week assessing potential Code amendments and development proposals in various stages of review to determine if any would be ready for Planning Commission review in April. None are developed to a point where Planning Commission review is appropriate, and therefore, the regularly scheduled Planning Commission meeting for Tuesday, April 1, 2014 will not be held. Instead the Planning Commission will hold a Comprehensive Development Plan workshop that evening beginning at 7 p.m. in the City Council Chamber. The workshop should be one of the last few necessary before the Comp Plan update is scheduled for Planning Commission review and public hearing later this year.

Considerable time was spent reviewing briefs, exhibits and affidavits relating to the Board of Adjustment meeting scheduled for this evening.

This week the Department received an application for an administrative subdivision to eliminate a parcel line on the McDonald's property at 374 East Main Street.

This week the Department received two applications for major subdivisions. One application proposes to add 10 apartments to the existing Madeline Crossing subdivision at 163 South Main Street; and the other to demolish 5 units and build back 6 units at the Kershaw Commons subdivision off Cleveland Avenue. The plans have been distributed to operating departments for review and comment.

Considerable time was spent this week preparing for the St. Patrick's Day weekend and its impact on trash and occupancy limits at downtown establishments. The DNP sent information on these matters, including a reminder of patio alcohol sales restrictions via our Merchant E-Newsletter System and Code Enforcement Officers personally visited establishments and provided written confirmation of rules and potential penalties for their disregard.

Some time was spent preparing materials for upcoming Council review:

- A minor subdivision at 75 Ray and 0 Rose Streets;
- The proposed amendment to Chapter 27 as it relates to wetlands; and,
- A special use permit for a communications tower at 1344 Marrows Road.

Some time was spent reviewing research previously done on home based businesses for consideration of a potential amendment to the Zoning Code.

On Thursday, March 13th, Development Supervisor Mike Fortner attended a Bike Delaware meeting.

On Friday, March 14th, Mike worked with staff of the Institute of Public Administration on maps for the update to the Comprehensive Development Plan.

This afternoon, Public Works and Water Resources Director Tom Coleman and Mike met with the owners of 1110 South College Avenue to discuss Flood Plain Regulations.

Time was spent working with the Newark Bicycle Committee to plan for the Bike to Work Day event to be held on May 16th.

Economic Development

Planner/DNP Administrator Ricky Nietubicz created an interactive event map for Wine & Dine via Google Maps and distributed the link via social media. The map has participating venues listed with their menu offerings, as well as parking information and the entertainment information we have received to date. As more restaurants submit their menus or additional offerings, the map will be updated.

This week Ricky continued gathering restaurant participation for the Healthy Newark Initiative, which begins on Saturday, March 22nd.

Last evening I joined City Manager Carol Houck at the New Castle County Chamber of Commerce Annual Dinner and Meeting.

This afternoon Ricky is attending a Delaware Main Street Program training in Smyrna.

Community Development

One Home Improvement Program roof replacement project of a home was completed this week.

On Wednesday, March 19th, Mike completed a Financial Draw to New Castle County for Newark's Community Development Block Grant Program (CDBG).

Parking

On Friday morning, I joined City Manager Carol Houck, Deputy City Manager Andrew Haines, City Solicitor Bruce Herron, Finance Director Lou Vitola and Parking Administrator Marvin Howard in a meeting with the Newark Development Trust to discuss the Lot #1 Garage Project.

This morning Marvin met with a representative of Security Instruments to discuss adding additional cameras in Lot #3 and #4 to cover the new booth at the Center Street entrance/exit.

Code Enforcement

A C/O has been issued for the Local Sprout Coffee Bar in the Health Sciences Building at the STAR Campus.

Code Enforcement staff worked all weekend for the St. Patrick's Day weekend events downtown. All of the restaurants were well behaved and stayed within their occupancy limits. We will continue the extensive outreach program, which we believe was instrumental in ensuring St. Patrick's Day compliance for the upcoming Cinco de Mayo celebrations.

Fire Marshal Bill Street investigated three fires this week:

- 850 Elkton Road - electric fire in upstairs bedroom.
- 344 E. Main St. - suspicious fire in the stairwell.
- U/D Farm - chicken house #3 had an electrical fire.

Public Works & Water Resources

Streets

- Responded to snow event that began late Sunday night. Full crews were in as the forecasts varied and changed numerous times throughout the day on Sunday. Moderate snowfall through most of morning commute with around 4 inches of accumulation.
- Began spring leaf collection late on Tuesday due to the snow event on Monday.
- One pothole crew has been out on patrol each day now that the roads are clear enough to fill.
- Provided barricades for crowd control at Data Centers BOA hearing.

Refuse

- Green Wednesday yard waste volume is picking up. Estimate close to 50 yards of material collected during Wednesday's route. Believe it or not, some Christmas Trees are still out there!

Water and Wastewater

- Repaired main break on railroad property near ticket booth off South College Avenue.
- The Silverbrook Pump Station pump has been reinstalled.
- The street sweeper has been working on the downtown route for the last week. The blacktop, sand, salt, etc. from this year's storms has been collecting in the gutters and the street sweeper will collect most of that prior to it getting into the streams and rivers.
- An extra sidewalk sweeper shift was added on Sunday due to the St. Patrick's holiday festivities.

Management

- Met with UD officials on new site for UDNI. Will be held at STAR Campus, near the new Health Sciences building.
- We reviewed the Newark water resource protection standards this week and expect to have a code modification proposed for Council in the coming months. We have identified several restrictions that have not kept pace with general practice in New Castle County and elsewhere in the state. Specifically, "Class C Wellhead Protection Areas" and "Recharge Protection Areas."
- Eastern States has begun installing water main in the stream at the new White Clay Creek crossing. The contractor is working hard to complete work in the stream prior to the permit mandated restriction from April 1 through June. If work is not complete by April, they will have to stop and re-mobilize for a few weeks this summer.
- We met with representatives from DNREC this week to discuss Newark's participation in the first phase of a two phase stream restoration project on the Upper Christina. Phase 1 is located almost entirely on City of Newark parkland between Timberline Drive and Timber Creek Drive. This project is estimated to cost approximately \$266,000 and will be completed at no cost to the City due to DNREC's ability to procure sufficient funding to cover 100% of the project. DNREC will be managing the

project with the City providing erosion and sediment control inspections, similar to other development projects within the City.

The project proposes to restore approximately 1,100' of the stream and will help stabilize the banks, reduce erosion, and improve water quality. MDE estimates that every 100' of stream restoration has a water quality benefit roughly equivalent to removing 1 acre of impervious from the watershed. Work will be performed on one parcel of private property where the stream is threatening to damage the house. This homeowner has been actively involved in the project and extremely supportive. In addition to the above described project benefits, a 10' wide wood chip access way will be installed as part of the project that will remain at the end of the project. This access way will connect, and run collinearly to, the existing single track hiking trail in that area. This will also provide much improved vehicular access to our sanitary sewer mains along that stretch of the Christina.

As mentioned above, this is Phase 1 of a proposed 2 phase project. Phase 2 is located north of 273, between Christianstead and West Branch. This project will be very similar in nature to Phase 1 but will restore approximately 2,300' of stream and slightly improve floodplain storage. One significant difference between Phase 1 and Phase 2 is that Phase 2 is located mostly on private property and will require the approval of each property owner in order to do work on their property. Hopefully, we will be able to gain support for the project by using Phase 1 as a demonstration project. This project is estimated to cost between \$650,000 and \$700,000 and is currently unfunded. Depending on the permit requirements associated with our pending MS4 permit, we may be able to meet our requirements by using the funding already included in our Capital Improvement Plan for water quality improvements to provide a portion of the funding to DNREC for Phase 2. Ultimately, it depends on the final permit requirements, but this is still a great opportunity to leverage our funding.

- Work is continuing on the filter rehabilitation project at the Newark Water Treatment Plant. We had a project meeting this week with the contractor, our engineer and the filter manufacturer to discuss the current project status. If everything continues as planned, we are looking to have the first two filters back online within 4 weeks. This is essential as it will allow us to stop purchasing water from United. We purchased approximately 3 million gallons last week at a cost of \$2.9994 per 1,000 gallons for a cost of \$9,000. Purchases are expected to increase over the weeks into summer peak season so we are working with the contractor to speed up the process as much as practicable.
- We are putting the final touches on the street contract and hope to get it to purchasing by the end of the week. We are well ahead of schedule compared to recent years.
- We have completed the ADA handicap ramp contract and submitted it to purchasing for final review. We are well ahead of schedule compared to recent years.
- We met with the engineer preparing construction plans for this year's water main replacement project proposed for this summer. We are hoping to get this contract to purchasing within the next 2 weeks in order to stay on schedule for an early June start.
- We were busy preparing Refuse Division reports this week and submitted our annual solid waste collector permit report, the annual transfer station permit report and the monthly transporter report this week.
- We prepared and submitted our monthly Office of Drinking Water, water quality reports this week.

- Kelley Dinsmore hosted the monthly Delaware MS4 stormwater consortium meeting at City Hall this past week. Kelley was integral to the formation of this group which was formed to discuss permit regulations and share information amount MS4 permittees within the state.
- We have been reviewing the Spill Prevention Containment and Control (SPCC) regulations to see how the Electric Department's current plan needs to be updated to account for all operations at the maintenance yard. Kelley has been gathering information on all above ground storage containers on-site and will discuss the results with DNREC.

Electric

At 12:30 a.m. Saturday a termination failed on one of three transformers feeding the City. Unfortunately at the time, more customers than usual were on the transformer as a manufacturer's firmware update was scheduled for Monday to repair a failed relay on one of the other transformers. The power was restored to thousands of customers within an hour. The relay has been fixed and normal load restored and it has been decided to replace the cables and terminations from the transformer that is off.

Engineering, the field supervisor, and an underground line worker met with the developer of the South Main Commons project on Murray Road to go over the underground distribution installation.

The electrician worked on issues at various pumping stations and park lighting.

Engineering worked with the meter technician on evaluating a customer's power quality issues and worked with the electrician to change a 70 cent o-ring on a 34kV breaker that was not working properly. Engineering also worked on finalizing the Bloom interconnection agreement and worked with SCADA developers and smart meter engineers on fixing and improving both systems.

Parks & Recreation

Administration & Planning

I met with Joe to review the design concepts for the information signs that will be produced and placed at the Curtis Mill Park. The signs will include information, history and photos about the former Curtis Paper Mill and the White Clay Creek and its importance to the area.

On Wednesday I met with my staff to begin discussions about the 2015–2019 Parks Capital Budget.

Curtis Mill Park Update: The contractor is nearly finished with the necessary clearing and grubbing and began installing erosion and sediment control silt fence.

We committed time reviewing subdivision plans and preparing comments.

We completed interviews to fill seasonal park maintenance positions. These employees will begin working later this month.

Tom finished measuring park and open space areas for inclusion in our park data base.

Tom conducted park inspections and prepared maintenance work orders.

Tom and Paula visited our ball fields and Rittenhouse Park to assess maintenance needs in preparation for the coming softball season and summer nature camp programs.

Tom continued coordinating for upcoming Christina River Clean up. This year's clean-up will include tree and shrub planting along the White Clay Creek, trash/debris removal at two sites along the Christina and bulb planting at the Reservoir. The event will be held on Saturday, April 12.

Rich communicated with DeIDOT regarding the safety permit for installing plantings on the Elkton Road traffic medians between Casho Mill Road and Suburban Plaza.

Parks Maintenance

We committed considerable time cutting back lirope and perennials at park sites and at traffic medians and did interior planting bed maintenance in City Hall.

The crew was very busy completing a variety of general maintenance tasks. Following a pretty tough winter the parks need lots of TLC! They also began cutting meadow areas, assisted in relocating office furniture in City Hall, replaced ceiling tiles in Alderman's Court, started building a box to cover the throw switch for tennis court lights at Lewis Park, delivered materials and supplies to Wilson Center for the Summer Camp Fair, and sharpened blades on meadow mowing unit.

Recreation Services

Paula scheduled interviews for perspective summer camp counselor applicants.

Paula completed a ball field and Rittenhouse Park inspection with Tom in preparation for the upcoming softball leagues and summer camps.

Paula completed an orientation with a new staff member for the Before and After Care program. She organized staff folders in preparation for the annual inspection prior to the license renewal by the State Office of Child Care Licensing.

Sharon has been working on items associated with the #HealthyNewarkDE initiative, including Facebook posts and flyers.

Sharon continues to plan for the Spring Community Clean-up scheduled for this Saturday, March 22.

Sharon sent requests for quotes for signage and sound for the upcoming 2014 events.

Sharon prepared the 2014 event vendor package, which will be available on the website the week of March 24.

Joe, Paula and Sharon have been covering the George Wilson Center day time activities and assisting with Tyler's activities while he is out.

Joe is working on the Curtis Paper Mill kiosk design and researching the history of the mill.

The 2nd Annual Summer Camp and Program Fair was held last Saturday at the Wilson Center. More than 100 people attending and an estimated \$6,000 worth of activity registrations was generated from the event.

Joe is coordinating the Summer Activity Guide that will go out via email on April 28.

Tyler DeBruin and his wife Laura welcomed their third child, Ruby Marie, into their family last Tuesday.

CSH/mp