

## **DEPARTMENTAL WEEKLY REPORTS**

**May 16, 2014**

### **Finance**

We continue to review the voluntary green energy subscription program and a revision of the letter will be completed. Please note that we are also exploring a new opportunity with DEMEC to continue the voluntary subscription program (after a pause) as well as offer a new program associated with the McKees Solar Park.

### **Customer Service**

The Customer Service group continues to work on various upgrades and implementation work related to the smart meter project. The Customer Connect platform, which allows utility customers to view utility account details via an online portal, underwent a “soft launch” on Thursday and Friday, May 15<sup>th</sup> and 16<sup>th</sup>, to test features with actual users and customer service representatives in a live environment. Issues arising from the launch will be targeted for improvement in advance of the comprehensive rollout of the software to all users.

### **Accounting**

The auditors returned the draft 2013 Comprehensive Annual Financial Report (CAFR) to the City last week. The accounting staff continues to work on finalizing the statements so that the tables, charts, graphs, narratives, discussion and analysis can be drafted.

### **Alderman’s Court**

This past week we held three court sessions and one case review DUI session. We processed a total of 85 arraignments, 81 trials, 13 case reviews, 3 capias returns, 4 pleas and 3 prisoners were videoed from prison.

### **Police**

On Saturday, May 17<sup>th</sup> beginning at 8:00 a.m., the written exam will be administered for Newark Police Officers aspiring to the ranks of Master Corporal and Sergeant. The exam material was purchased from the International Chiefs of Police Association.

Beginning Monday and continuing through Wednesday, the oral interview portion of the exam process will take place. The oral board is comprised of Deputy City Manager Andrew Haines, along with a representative from the Wilmington Police Department and the Delaware State Police.

The Police Department has completed preparations for the Memorial Day parade and ceremony this Sunday beginning at 1:00 p.m. Traffic assignments are in place to handle traffic detours.

Plans have been put in place for the University of Delaware Graduation Day ceremonies. The Vice President of the United States will be the Commencement speaker which makes security and traffic plans tighter. Newark Officers assigned to work the graduation detail will begin work at 4:00 a.m.

One of our officers was injured while making an arrest and wrestling with the suspect last week. When he is able to return to work, the officer will be on light duty for at least a month. This will be our second officer currently assigned to light duty.

A formal promotional ceremony is scheduled for May 22<sup>nd</sup> at 3:00 p.m. in Council Chamber. Christopher Jones and Michael Watson will both be officially promoted by the City Manager to the rank of Master Corporal. Delaware's Secretary of Public Safety is expected to be the keynote speaker.

Our detectives were very busy last week and have arrested and charged suspects in recent burglaries, drug activity, robbery, and the false report of a bomb at one of our automobile dealerships.

Our patrol officers have been very vigilant in keeping disorderly conduct to a minimum these past two weekends. Due to the warm weather, there has been an increase of late night outdoor activity.

### **City Manager's Office**

#### **Personnel**

- Attend an annual labor law seminar hosted by Young Conway; was able to bring new members of the management team. The content is of high quality regarding changes and pending legislation regarding state and national regulations.
- We hosted the inaugural WOW recognition breakfast for April's nominees. The employees present were highly appreciative of the program, opportunity to spend time with colleagues and the sense of being thanked for their efforts.
- Was a part of the staff that continues to review and refine the stormwater infrastructure fund fee and proposal.
- Met with employees that are considering the current ERIP offer.
- Met with Police Department supervision regarding personnel matters and scheduling issues.
- Joined Renee and Josh, along with Research Aide Tommy Atadan on a webinar for IMQ2, which could be a potential solution for digital meeting packets, minute facilitation and meeting video.

#### **Community Affairs**

I attended the City Council meeting on Monday night.

I spent some time working with the Newark Bicycle Committee preparing press releases regarding Bike to Work Day. I prepared remarks for the City Manager as well.

I spent some time working on the “UDon’t Need It?” press release as well as updating the webpage with sale information.

I spent some time preparing the community garden public meeting press release.

I spent some time preparing the monthly city e-news for distribution this upcoming Monday.

I reviewed the Curtis Mill historical information plaque for Parks and Recreation.

I toured the Curtis Mill Park construction site with the City Manager and Park and Recreation Director as well as the possible site of the community garden.

I joined Stormwater Program Coordinator Kelley Dinsmore on a stream analysis at Rittenhouse Park to take photos and video for use on social media.

The bicycle donation drive for Newark Bike Project is going well. We made two deliveries last week and will be making at least one more this week. We have collected a total of 19 bikes for the organization, but on their Facebook page they thanked the City of Newark for helping get the word out about the organization and their need for bikes; and that as a result they have received over 40 bikes as of Friday, May 9, from people who heard the news originating from the City of Newark.

**Facebook**

Likes of Page	Likes of Posts	Comments	Shares	Post Clicks
17	56	24	49	311

**Twitter**

New Followers	Unique Interactions	Link Clicks
22	50	73

<b>IT Weekly Status Report</b>		
<b>Total Tickets Currently Open - 91</b>		
<b>Total Tickets Opened Last Week - 39</b>		
<b>ArcGIS</b>	<b>Started – On Track</b>	<b>Expected Completion Spring 2014</b>
Public Works and Planning Departments will be imputing paper kept data into digital form for greater control, efficiency and sharing		
Latest Update: Implementation Scheduled for Last week of May		
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.		
<b>Microsoft Lync Enterprise Voice (Phone System)</b>	<b>Started</b>	<b>Expected Completion Fall 2014</b>
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: 2 Vendors being interviewed – 1 <sup>st</sup> vendor on-site May 20 for demo.		

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.		
<b>Wide Area Network and Internal WiFi Projects</b>	<b>Behind – Adjusted</b>	<b>Expected Completion Spring 2014</b>
This is separate from the City Mesh for the Honeywell Project		
Latest Update: City Yard equipment has arrived. Starting configuration.		
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.		
<b>Honeywell Smart Meter Project</b>	<b>On Track</b>	<b>Expected Completion June 1, 2014</b>
Creating Citywide wireless network mesh to allow Electric Meter and Water Meter communication to Municipal Building Data Center		
Latest Update: Customer Connect Soft Launch Thursday/Friday of this week.		
Replaces need for Meter Readers and offers the ability for some remote disconnects and reconnects.		
<b>Harris iNOVA Module Integration</b>	<b>Hold</b>	<b>Expected Completion Summer 2014</b>
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.		

## Planning & Development

### Planning

On Friday, Research Aide Tommy Atadan attended Board of Adjustment training (Planning 206) provided by the University's Institute for Public Administration. Tommy enjoyed the workshop, presented by Max Walton and found it useful and informative for his position in the Department.

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

- A minor resubdivision to add 4 units to Pomeroy Station
- A major resubdivision to add 10 units to Madeline Crossing
- A major subdivision at 305 Capitol Trail to add 3 buildable lots

This week the Department received applications for the rezoning, major subdivision, parking waiver and special use permit for the west side of Center Street north of the Center Street entrance/exit for Municipal Lot #3. A Comprehensive Development Plan amendment will also be necessary to accommodate the proposal. Plans have been distributed to staff for review and comment.

Considerable time was spent this week on the Accessory Use/Neighborhood report.

On Friday morning, I joined City Solicitor Bruce Herron, Code Enforcement Supervisor Steve Wilson, Finance Director Lou Vitola and Accountant Jim Smith in a meeting to discuss the Good Standing Ordinance and its application.

On Monday evening, I attended the Executive Session and the City Council meeting.

Some time was spent this week on a Rental Housing Needs Assessment Steering Committee report for the next City Council meeting.

On Tuesday and on Wednesday morning, I met with two different developers to discuss potential projects involving rezoning and major subdivisions. These discussions were exploratory and, at this point, no concrete plans are forthcoming.

Considerable time was spent this week helping with the organization of Bike to Work Day originally to be held on Friday, May 16<sup>th</sup>. The event has been rescheduled for Monday, May 19<sup>th</sup> at 7:30 a.m. at the Trabant University Center.

Development Supervisor Mike Fortner spent time this week preparing for the Public Workshop for the Comprehensive Development Plan to be held on May 20<sup>th</sup>.

Time was spent preparing for a presentation on Thursday, May 15<sup>th</sup>, to the Newark Morning Rotary Club on the update to the Comprehensive Development Plan.

### Economic Development

Planner/DNP Administrator Ricky Nietubicz met with Aaron Moszer, President of the Delaware 87ers, regarding possible promotions for their upcoming season, this coming winter, in addition to possible partnerships for the 87ers to provide entertainment/guest appearances/additional attractions during our existing events, such as A New Night Downtown.

This morning, Ricky staffed the Merchants' Committee meeting – the members are very excited about the upcoming summer TV ad campaign that will be starting next week, as well as A New Night Downtown.

New Night updates – the Newark Arts Alliance has booked 20 very high quality arts and crafts exhibitors/vendors for a show on the Academy Lawn, and we are working with a music promoter on 8-10 musical acts to be positioned throughout Main Street during the event.

### Community Development

A dead tree at a Newark home was assessed by Parks Superintendent Tom Zaleski and determined to pose a significant risk to the electric line feeding the house. Ricky will assist the resident through the CDBG application process for the Home Improvement Program to have the tree removed.

### Parking

On Thursday afternoon, Downtown Parking Administrator Marvin Howard and I met with a downtown property owner to discuss the benefits of leasing property to the City to add to the municipal parking inventory.

This week the Main Street entrance to Municipal Lot #4, was redesigned as part of the Kate's Place construction and should be fully reopened for public parking later this week. The redesign netted 14 additional parking spaces for the public parking inventory

downtown. This addition, coupled with the new entrance/exit to Lot #3 off Center Street will provide a considerable improvement to the parking system in the area.

### Code Enforcement

This week Certificates of Occupancy were issued for Kate's Place.

Also this week, Certificates of Occupancy were issued for Choate Street Commons.

High grass complaints are coming in at a high volume. Inspections are being done; and Violation Notices are going out as soon as we receive them.

We would like to welcome Laura DeDeus (Part-time Clerk Typist) to the Code Enforcement Division.

## **Public Works & Water Resources**

### **Streets**

- Sharrows and bike lane markings installed at Hillside Drive, New London Road south of Cleveland Avenue, West Main Street and South Main Street in preparation for Bike to Work Day.
- Black top at Country Hills and pothole repairs at the Old South Chapel (access to the transfer station), Christina Parkway and Library Avenue.
- Memorial Day Parade detour signage preparation.

### **Water and Wastewater**

- Dallam Road Tank overflow pipe rerouting and pond installation.
- Top soil and seeding of large area at previous main break location at South Gate Apartments.
- UDon't Need It! (UDNI) staging area clean up (sweeping of layout and parking area, weed removal, dewatering of dumpster area and large debris clean up).

### **Garage**

- The shop performed large welding repairs on two of our older trash trucks. The downside of recycling material is that there is very little 'trash juice' to lubricate the compactor when operational, causing metal and broken glass to scar and eventually cause holes in the metal. The garage is brainstorming cost effective ways to combat this in our older trucks.

### **Stormwater Program**

- ♻️ Donated 52 yards of leaf compost to London Grove Township, PA for bioretention areas they are building.
- ♻️ Completed the response to DNREC Audit and Inspection of Combined University of Delaware and City of Newark.

### **Management**

- Met with Parks Department to review options for Paper Mill Road Culvert. Parks is open to the concept of removal of the access and relocation of waterline. This option

would effectively 'daylight' the end of the stream, which is usually a positive for the stream ecosystem. A PO has been issued for the preliminary work and PW&WR will investigate the possibility of getting emergency funding for this project.

- UDNI site meetings conducted for the tent rental and dumpster service.
- Hazardous Materials Survey completed by consultant on Refuse Transfer Station for closure. Results are pending.
- Street sweeper waste material sent for screening to allow for material dumping at the Cherry Island Landfill. DNREC informed us that the landfill will require annual testing of the material and a letter to accompany any sweeper material delivered to the landfill.
- Prepare May 15 meeting with residents to discuss Upper Christina Stream Restoration.
- Advised by DNREC that the Federal Environmental Protection Agency (EPA) has chosen the City of Newark for an audit of our Sediment and Stormwater Program as part of a broad 'Delegated Agency Review'. More details to follow.
- Purchase order was issued to have landscaping planted this coming week at Northwest Booster Station near West Branch.

### **Electric**

The line crews are installing the terminations on the new replacement cables from one of the City's main transformers. They also continued working at The Cottages at the Plaza, finished the DeIDOT road project on Old Chestnut Hill Road, and are attempting to locate a fault in a streetlight circuit on Lafayette Road.

The meter technician has reprogrammed 36 substation meters. The new smart meters were preprogrammed with the transformer's current and voltage ratios, but because of the custom reporting issues the ratios were taken out of the meter and inserted into the reporting software.

The electricians continued with the substation work involving the new battery cabinet and associated equipment. They are installing all the SCADA devices needed including an antenna and radio and running alarm and DC circuits from the battery cabinet.

Engineering has been working with the smart meter software developers getting special engineering substation reports and University billing reports working correctly. Because of the University's special billing requirements all the 15 minute energy intervals have to actually exist and no estimates can be allowed. For the 23 meters that the University uses, a special program was downloaded to the system to get information further back in time and more often, ensuring the completeness of the billing report.

### **Parks & Recreation**

#### **Administration & Planning**

We committed time reviewing and commenting on four (4) subdivision and construction improvement plans.

Last Wednesday I met with staff to begin preparing for the community garden public meeting scheduled for the evening of May 21.

I committed time working on the 2015-2019 Capital Improvement Budget.

Last Thursday I attend a Labor Law Conference in Wilmington.

On Friday I met with Tim Filaski to discuss plans for drainage improvements in the area of Old Paper Mill Road Park.

Remediation work is nearly complete at the Curtis Mill Park site. We received the permit from DeIDOT for the work to be completed for the park entrance and on Paper Mill Road. This work will begin in early June.

I committed time preparing reporting materials and a request for reimbursement for grant funding we secured for the Curtis Mill Park project.

I took Carol and Dana to the Curtis site for a visit and update on the project. We also visited Fairfield Park, the proposed site for the Community Garden.

Joe and I met at the Old Train Station site with a representative of the State Archives Office to discuss the creation and placement of a historic marker for the building. Our local State legislators have committed to fund the marker.

Tom did park inspections and wrote up work orders as needed. He also attended two meetings dealing with the proposed Community Garden and put finishing touches on proposed plan for the lay out of the garden.

Tom organized and attended this year's Arbor Day planting at Downes School. We planted a Star Magnolia and Crape Myrtle. A first grade class assisted with planting the Magnolia. Thanks to Ron Martin and James Sharpe of the horticulture staff for planting the Magnolia and instructing the children about why we need trees and the correct way to plant them.

Tom continued working on organizing for the 2014 Youth Beautification Corps crew.

### Parks Maintenance

Mowing operations continue.

We potted up and placed a planter at train station.

We committed significant time working at landscaped sites.

The crew committed time working on tasks at Rittenhouse Park getting the area ready for the summer Day Camp program.

We did tree work at various park sites.

The baseball and softball fields were prepared for play.



The crew completed several building maintenance tasks.

We set up and removed stages for the Spring Concert.

We gathered stones from the Curtis site and placed them in storage. Later we will work with a local stone mason to create something with them at the new park.

### Recreation Services

Paula met with the new basketball camp instructor regarding summer camp planned June.

Paula sent out a Request for Quotes to local bus companies for summer camp trips.

Paula sent out employment contracts to summer camp counselors in preparation for orientations in June.

Joe met with the recreation staff regarding the summer camp orientation schedule.

Sharon has been preparing for the Newark Memorial Day Parade, which will be held on Sunday, May 18<sup>th</sup>. The Ceremony on the Green will begin at 1 p.m. followed by a Silent March down Delaware Avenue and the Parade, which will begin at approximately 2 p.m. She attended a parade committee meeting, wrote the script book, talked to the emcee, created the lineup and sent notifications to all participants. RSVPs from VIPs and parade applications continue to come in. Sharon attended the Newark Morning Rotary meeting to solicit volunteers for the Memorial Day Parade. She also made logistical arrangements for the event, including securing chairs from UD and the Unicity bus.

Debbie has been contacting Safety Town guest speakers and volunteers. She has also been recruiting volunteers for the Memorial Day Parade.

Sharon, Debbie and Joe met about the upcoming events and ongoing projects.

Lifeline Screening held a rental at the George Wilson Center on Monday, May 5. There was a steady flow of patients throughout the day receiving tests to help prevent the complications of cardiovascular disease and sudden stroke.

Tyler completed purchase requisitions for pool chemicals and supplies for the upcoming pool season. The pools are scheduled to open June 10.

Tyler is working on finalizing field trips for Camp GWC.

Tyler delivered flyers to the schools promoting the Newark Parks Scavenger Hunt in celebration of National Kids to Parks Day. National Kids to Parks Day is a nationwide grassroots movement to connect youth across the country with nature and encourage them to explore outdoors – especially at parks in their communities.

Joe met with Tom, Rich and individuals from Newark Natural Food about the Community Garden Program.

Joe is working on the map and information kiosk for Curtis Mill Park.

Joe has been working on the Summer Camp orientation schedule and reviewing and updating the camp manuals.

Joe has been gathering information and sending out materials in preparation for the May 21 Community Garden public meeting.

CSH/mp