

DEPARTMENTAL WEEKLY REPORTS

May 9, 2014

Parks & Recreation

Administration & Planning

We recently submitted the Curtis Mill Park plans to the county to be recorded.

Last Tuesday Tom attended a meeting with DeIDOT representatives for an inspection of the South Main Street/Elkton Road landscaping which was installed as part of their recently completed street rehab project. Some of the plantings either did not survive or are not doing well. We're attempting to work with DeIDOT and their landscape contractor to resolve the matter.

Last Wednesday I attend the quarterly meeting of the Governor's Council on Greenways and Trails.

Tom, Joe and I met with a local stone mason who is interested in collecting some of the stones at the Curtis Mill Park site to perhaps create something on site.

Last Thursday I attended the Walkable/Bikeable Delaware Summit. A big part of the event was the announcement that Delaware moved up from 5th to 4th nationally as a Bike Friendly State and is first among all states east of the Mississippi River.

Pusey and I visited Fairfield Park to evaluate how best to improve accessibility from the parking lot to the park facilities area.

Last Thursday female inmates from the Department of Corrections did a litter clean-up along the Christina Parkway. The women work with us frequently to help with various maintenance tasks.

The contractor at Curtis Mill Park committed considerable time last week importing fill material and relocating and grading on-site soil to cap remediation areas.

We committed time working the 2015 Operating Budget.

We are planning a meeting to discuss the Community Garden concept on Wednesday, May 21, 7 pm. at the Wilson Center. More than 120 people responded to a survey we conducted earlier this spring.

Tom spent quite a bit of time on recruitment for the 2014 Youth Beautification Corps. The Corps is funded through the CDBG program and works with the Parks Division to complete park maintenance and landscaping tasks. The program provides summer employment to teens from low- to moderate-income households.

Parks Maintenance

We placed spring and summer event promotion banners on poles along the Hall and Pomeroy Trails.

Continued mowing operations.

We started working on a wall in Police Station that has been damaged by water.

The crew committed time cleaning bricks salvaged from the Curtis smoke stack for use in the site re-development plan.

We're making repairs to the Rittenhouse Park building in preparation for this summer's Rittenhouse Day Camp program.

We prepared baseball and softball fields for play.

The crew completed several general park maintenance work orders.

We committed a great deal of time doing maintenance at several landscaped sites.

Recreation Services

Paula attended the first night of adult volleyball and softball games.

Paula completed the recruitment process for summer camp staff.

Paula committed time preparing materials and planning for the Rittenhouse Day Camp program.

Paula is working on final evaluations with Before and After School Care staff prior to the end of the school year.

Sharon prepared for and held the first of 2014's Spring Concerts. The group Freelance performed to a crowd of approximately 50 people on Thursday evening in the Aetna parking lot due to the wet conditions of the Academy Building Lawn.

Sharon prepared for and attended the Memorial Day Parade Committee meeting on Wednesday evening. The Parade is scheduled for Sunday, May 18.

Sharon prepared and presented a session on event marketing and promotions to the students in the UD events planning class.

Sharon worked on additional items for upcoming events as well as trying to find volunteers to help do a clean-up on the Christina Parkway.

Debbie has been preparing volunteer information for several upcoming events and has begun contacting potential Safety Town speakers.

The end of year Dance Recital was held on Saturday, May 3 at the Delaware School for the Deaf. It was a nice show with over 100 people attending. Tyler made preparations throughout the week and attended the recital. A dance picture session was also held on Wednesday at the George Wilson Center.

Tyler completed promotional flyers and PSAs for summer programs.

We had a request to paint lines on a couple of our tennis courts so the courts could also be used for Pickleball. We did so at the Wilson and Folk Park courts. The lines are painted a different color so as not to cause confusion for the two user groups.

Tyler is working on finalizing the weekly field trips for Camp GWC.

Joe met with the Newark Historical Society about placing a sign at the Newark Train Station to make people more aware of the Museum.

Joe is working on the Curtis Paper Mill information signs that will be placed in the plaza area.

Joe met with Charlie, Tom and Rich about the Community Garden and did a site visit at Fairfield Park.

Joe completed four park use permits.

Joe attend the Walkable/Bikeable Summit last week.

Finance

Thank you for your time and attention at the financial policies workshop the evening of May 5, 2014. I appreciate your feedback, and I look forward to recommending refined versions of the financial policies along with the investment policy statements and charter revisions we discussed.

We reported in the April 17, 2014 weekly report that the voluntary green energy purchase program would be discontinued as of June 1, 2014 (the normal renewal period) because the renewable energy procured by DEMEC is no longer available. In addition, the voluntary program was rendered unnecessary by virtue of the state's revised renewable portfolio standards, which require us to incorporate green energy into our energy portfolio. Newark maintains the last municipal voluntary green energy program in the state; we were reluctant to terminate the program in the past because it was evident that residents remained committed to procuring additional green energy for Newark's grid, over and above the mandatory levels. Alas, that is longer viable, so the program must be discontinued after all. Fortunately, the solar generating facility at McKees Park will step in to fill the void later this year. The City is currently working with the Solar Electric Power Association (SEPA) and DEMEC to create several different options for our community to participate in the solar project. Please stay tuned for community-wide notifications of the new program. Residents currently participating in the sun-setting voluntary program will be sent a letter regarding the cancellation in the near future. A sample of the notification letter is attached for reference.

A total of \$250,000 in available cash resulting from called and/or matured securities was reinvested in the cash reserve portfolio with Morgan Stanley.

Customer Service

The Customer Service group continues to work on various upgrades and implementation work related to the smart meter project. MeterSense user acceptance testing is complete and the software is live. The smart meter working group continues to hold regular progress meetings, the most recent of which was held last week.

**Harris (our utility billing software vendor) was on site this week for Customer Connect administration and customer service representative (CSR) configuration and training. Training was held on Thursday, May 8, 2014 with all CSRs, which necessitated the "partial closure" of customer service, which was advertised in the lobby, at the CSR desks, on the website, and on Newark TV 22. The Welcome Center remained staffed, and payments were accepted in the center and through the kiosk in the lobby.

Accounting

The auditors returned the draft 2013 Comprehensive Annual Financial Report (CAFR) to the City this week. The accounting staff will finalize 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. We processed a total of 64 arraignments, 87 trials, 7 case reviews, 4 capias returns, 2 pleas and 5 prisoners were videoed from prison.

Police

On May 5, 2014, a suspect was arrested for a burglary at an acquaintance's apartment, on Welsh Tract Road, where he stole a key and removed two TVs and a computer. During an inventory of his property, a stolen credit card belonging to another neighbor was located. The suspect admitted entering the victim's unlocked apartment and stealing her purse. He later used the victim's credit card to make purchases. The suspect was also arrested for stealing a Kindle and money from another acquaintance, on Welsh Tract Road.

The suspect was committed on \$24,000 secured and given no contact orders with all of the victims, meaning he cannot return to his apartment if he is released.

Newark Police have arrested 31-year-old Jeffrey Walker, of New Castle, for the April 16th bomb threat at Porter Auto Group. The incident began at approximately 5:23 p.m. on April 16th when an unknown suspect called in a bomb threat at an unspecified Porter Auto Group location on East Cleveland Avenue. Four Porter Auto Group buildings were evacuated and K-9 teams from DSP and UDPD swept the buildings for explosives. An investigation determined that the threat was unfounded. Cleveland Avenue was closed in both directions from Capitol Trail to Paper Mill Road for approximately 90 minutes.

During the subsequent investigation, detectives learned that Walker, a former sub-contractor for the Porter Auto Group, had recently been terminated. He was linked to the crime using phone records. He was arrested after detectives executed a search warrant at his residence.

Walker was charged with 1 count of Terroristic Threatening Causing a Building Evacuation and was arraigned at JP Court #2 and released on \$2,000 unsecured bail.

Officers were busy on Saturday, May 3rd, due to many people celebrating Cinco de Mayo. Extra officers worked grant funded overtime to assist patrol in keeping areas in order. Officers issued a total of 14 citations, 9 noise warnings and have warrants pending for six additional charges.

The traffic control order has been issued for the Memorial Day Parade on May 18th. The ceremony will take place on the Green and will begin at 1:00 p.m., followed by the parade beginning at 2:00 p.m. Officers will be assigned to traffic posts assisting with traffic detours.

Detectives are continuing to investigate the incident on Witherspoon Lane that occurred on May 1st. Police received a report at 3:30 p.m. that two groups were firing guns at each other. Upon arriving at the scene, police recovered several shell casings and one handgun.

City Manager's Office

Personnel

- Spent Thursday working in the Evidence and Property Divisions of the Police Department to have a fuller understanding of the day-to-day operations. Operational needs, including staffing, have been conversational, and I received a better understanding with my day directly working with Cpl. Schwagel.
- Completed Exit Interviews of retiring Clerk Typists Linda Sprintz and Nancy Wright. Both employees were my first Exit Interviewees as the City had not completed such a process in the past. Good content and feedback was provided during the process.
- Convened the Health Benefits Committee, which is comprised of all four (4) employee sectors, as well as the Finance Director and City Manager, to hear our benefits broker, Mercer's presentation on 1st Quarter 2014. The Committee also reviewed the concept of an "A la carte" health purchasing solution through Mercer's private marketplace.
- Spent Monday with the PW&WR leadership completing Laborer interviews – there are currently two (2) vacancies, one in each the Water and Streets Divisions. The candidates presented themselves well, and staff believes two candidates will be recruited, as well as potential seasonal employees.
- Staff met with the regional DEA manager regarding drug task force and administrative matters. The task force is a valuable asset to the region and benefits Newark.

Community Affairs

The bicycle donation drive is in full swing and today we are making the first delivery of bicycles to the Newark Bike Project. As of Wednesday afternoon we have received eight (8) bicycles. Everyone at Newark Bike Project is very appreciative and excited. I have focused on social media marketing for this as a call to action, and I believe we are receiving a good turnout at this point.

UDon't Need It? postcards to rentals and their landlords were finalized and turned over to Fed Ex for production and mailing. They should be in the mail by the end of the week. Thank you to Daina Montgomery in IT for her help in quickly producing what should be very accurate mailing lists.

I have begun the restaurant registration process for Food & Brew Fest. The information/ planning meeting for the restaurants is scheduled for Tuesday, May 20.

I was busy this week posting notices about the special meeting and then its cancellation, online network outage for the server room renovation, and customer service closure on Thursday, May 8 for training.

Facebook

Likes of Page	Likes of Posts	Comments	Shares	Post Clicks
8	44	1	37	517

Twitter

New Followers	Unique Interactions	Link Clicks
26	54	119

IT Weekly Status Report		
Total Tickets Currently Open - 103		
Total Tickets Opened Last Week - 52		
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: Implementation Scheduled for Middle 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.		
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: 2 Vendors being interviewed – 1 st 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.		
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: 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.		
Honeywell Smart Meter Project	On Track	Expected Completion June 1, 2014
Creating Citywide wireless network mesh to allow Electric Meter and Water Meter communication to Municipal Building Data Center		
Latest Update: Customer Connect User Acceptance Training going on now (Harris on-site this week)		
Replaces need for Meter Readers and offers the ability for some remote disconnects and reconnects.		
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.		

Planning & Development

Planning

On Tuesday evening, the Planning Commission approved a three space parking waiver for 72 East Main Street (Indian Sizzler) to expand the number of seats in the restaurant.

Also on Tuesday evening, Development Supervisor Mike Fortner presented a revised draft of the Comprehensive Development Plan V at the regularly scheduled Planning Commission meeting. The Planning Commission reviewed the Land Use chapter.

This week considerable time was spent preparing Subdivision Advisory Committee comments and reviewing materials for the June 6, 2014 Planning Commission meeting. Tentatively scheduled for review are:

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

This week considerable time was spent preparing a memo for Council review on the definition of accessory use and neighborhood.

Some time was spent reviewing job descriptions and workloads for Code Enforcement Division staff to determine the best approach to filling clerk typist vacancies.

Some time was spent responding to FOIA requests for the Data Center.

On Thursday, Mike attended the Delaware Bike Summit in Dover. It was announced that Delaware is now ranked 4th in the Nation as a Bicycle Friendly State.

On Wednesday, Mike attended the Mid-Atlantic's Regional Conference of the National Association of Housing and Redevelopment Officials (MARC NAHRO) Conference in Dover.

One item which should have been in an earlier Planning and Development Department Administrative Report but was not, the Department recently received notice from WILMAPCO that the City's application for FY 2014-2015 Unified Planning Work Program (UPWP) granted for downtown pedestrian and streetscape improvement was not funded due to a restriction on using the funds for design.

Economic Development

On Friday morning, DNP Administrator Ricky Nietubicz and I joined Mayor Sierer, former Mayor Funk and representatives of UD HRIM to discuss this year's Taste of Newark.

On Tuesday morning, Ricky staffed the Design Committee. The Committee reviewed additions to Madeline Court (162 S. Main Street) and Pomeroy Station (218 E. Main Street). Reports are being prepared for Planning Commission review.

This morning Ricky attended the Delaware Tourism Office "Make Your Fest the Best" training.

Time was spent this week coordinating the summer advertising campaign for downtown Newark. Numerous merchants have agreed to contribute funds to a cooperative TV ad campaign.

Time was spent this week reviewing proposals for the redesign of the DNP website due to the need to update platform it is currently built on being incompatible with current technology.

Parking

The Parking Division is reopening the entrance to Lot #4 next to Kate's Place today.

Code Enforcement

Fire Marshal Bill Street responded to several fire alarms this week at Fountainview, Building 2000. No fires were reported, however, the fire pump system is not functioning properly. Repairs are being made at this time.

49 South Chapel Street, Continental Court townhouses have started foundation work.

County Environmental came to look at the water damage at the Police Station this week. They will be submitting a proposal for repairs.

The IT training room and all basement areas in City Hall along the court yard, as well as the atrium, were dry after 5 inches of rain last week! It was a good test for the French drain system and so far so good. Let's hope it stays that way.

Public Works & Water Resources

Streets

- New sidewalks poured at Creek Bend Court and Darwin Drive, Phyllis Drive.

Refuse

- Yard waste collection volume continues to increase. The silver lining is the hope that residents along creeks are piling less along the streambank.

Water and Wastewater

- The wastewater division performed emergency maintenance of the Silverbrook and Cooches Bridge sewer pumping stations and responded to resident concerns regarding high water alarms at Pheasant Run and Rahway Drive during the heavy rain event on April 30. The alarms are in place to alert residents to use their sewer drain plugs to prevent sewer backups into the house.
- New curb stop installed at 714 Susquehanna Court.
- Pot holing and air release valve installation preparation at North College Avenue for the WCC Crossing water main connection. The creek work is expected to be completed late summer 2014.
- Drinking water supply raceway maintenance including tree removal and debris clearing from inlet.

Garage

- Mechanic met with the Senior Water Plant Operator to gather information so that we can take over maintenance of the air compressors in the treatment plants.
- The shop is in the process of updating our parts inventory to help control costs but still retain the proper stock for priority vehicles.

Stormwater Program

- ☛ Conducted 25 dry weather outfall inspections and the associated documentation. Eight of these inspections were completed utilizing a Windows tablet which, so far, has substantially cut down on the amount of time spent doing paperwork once returning to the office.
- ☛ Worked on coordinating the donation of leaf compost from Iron Glen Park to London Grove Township in Pennsylvania. They are working on a rain garden project with the White Clay Wild and Scenic program in May, and they reached out to us for the material. We agreed to provide approximately 52 cubic yards of leaf compost and an operator to load trucks provided by the Township. This is a good example of cooperation with our neighbors across the state line.
- ☛ Provided several lower cost rain barrel options to the Parks Supervisor who is investigating a community garden at Fairfield Park.
- ☛ Completed the NPDES MS4 final report for the combined University of Delaware and City of Newark Stormwater Programs, and submitted it to DNREC.
- ☛ Worked with White Clay Wild and Scenic on an informational poster planned for the Curtis Mill Park. Met with the UD Water Resources Agency to edit a location map, which will be incorporated into the poster.

- ☛ Observed 12 stormwater management areas in a recent rain event measuring > 4”.
- ☛ Participated in Creek Fest at White Clay Creek State Park. We had approximately 265 visitors to the booth, and answered various questions about stormwater and water quality. The newly created QR code was well received, and a few people opted to scan it, rather than take literature. This code takes them directly to the NPDES stormwater website, where all of the educational materials are available electronically.
- ☛ Responded to several requests from residents about lower cost rain barrel purchase options. So far, the DNREC cost share program is the best option, until their supplies run out.
- ☛ Continue to spend time in set up and operation of the Windows tablet. Once fully operational, it will provide time savings and organizational benefits.

Management

- Transfer Station Closure Plan coordination and submission to DNREC
- Tom Coleman attended DEWARN tabletop exercise for water and wastewater emergency response network.
- Tim Filasky attended a Delaware Surface Water State Revolving Fund Borrower’s Conference. Utilizing the fund would require the ability to borrow money. Money is available at low rates for water quality improvements that the city could take advantage.
- Water and Street Divisions interviews were conducted on May 5 for Laborer positions. Candidates were recommended for each Laborer position as well as seasonal positions.
- Tenant Sentinel Street Sweeper demo at the Maintenance Yard on May 7.
- Scoping meeting held with Pennoni to perform engineering services and analysis at the flooding locations on Papermill Road, Old Papermill Road, and Curtis Lane. Options discussed included the evaluation of culvert capacity for the access road carrying the water main extending over Jenney’s Run from the reservoir, the evaluation of culvert capacity at Curtis Lane, and the evaluation of culvert capacity at Old Paper Mill Road. A cost and constructability analysis will be completed to determine a preferred option of either lowering of the water main to eliminate the culvert at the access road or a culvert replacement.

Electric

The line crews are working at South College Avenue and Old Chestnut Hill Road setting back the poles and circuits for a DelDOT road project. The line crews also reinstalled a substation breaker and switched load around after it was brought back from being refurbished and continued working on the electric infrastructure at The Cottages at the Plaza.

The electricians are installing a battery cabinet, charger, transfer switch, batteries, and pulling circuits at a substation. The DC system will allow state of the art relaying to be installed along with SCADA communications.

Engineering attended Delmarva's Annual Wholesale meeting where Delmarva's managers and engineers give the past, current, and future conditions and expectations; their version of a State of the Union address. Engineering has also been working closely with the smart meter engineers to develop special reports for University billing and substation loads.

CSH/mp