

DEPARTMENTAL WEEKLY REPORTS

June 13, 2014

Planning & Development

Planning

On Monday evening Council took action on the following Planning and Development related items:

- Appointed the Technical Advisory Committee for the Rental Housing Needs Assessment Study, Phase I.
- Delayed consideration of the recommendation on RFP 13-02 Credit/Debit Card Enabled Single Space Parking Meters.

On Tuesday morning, I hosted and Development Supervisor Mike Fortner attended the Subdivision Advisory Committee meeting to review the Lofts at Center Street development proposal, which includes a Comprehensive Development Plan Amendment, a Rezoning, a Major Subdivision, a Special Use Permit and a Parking Waiver. Committee comments will be forwarded to the developer later this week for plan revisions.

Some time was spent this week preparing for the July Planning Commission Meeting. Tentatively on the agenda are:

- The Minor Subdivision and Special Use Permit for Pomeroy Station.
- A Public Hearing on the Comprehensive Development Plan V.

Preceding the Planning Commission meeting, from 4 p.m. to 7 p.m., the Planning and Development Department will hold an "Open House" for the public to review and ask questions about the draft Plan.

On Tuesday morning, Mike and I met with a representative of Jenney's Run to discuss occupancy, property maintenance and parking concerns.

On Monday, Anna Gill started her summer internship with the Planning and Development Department. Anna is a senior at the University of Delaware majoring in marketing at the Alfred Lerner College of Business and Economics. She will assist the Department with event planning, business outreach, and creating public education materials.

Economic Development

Time was spent this week working through details for New Night Downtown with various other City departments. The event will be held on Saturday, June 21st from 3-9 p.m.

Planner/DNP Administrator Ricky Nietubicz joined City staff members, DeIDOT and Chamber of Commerce representatives regarding the possible extension of Delaware Avenue through College Square Shopping Center to connect to Marrows Road.

This week Ricky began working on Downtown Newark website redesign with Catalyst Visuals, after reviewing proposals from four different development companies. We are looking forward to launching the new site in the coming months.

Parking

Some time was spent preparing for the Phase One Environmental Study needed for the land swap deal for the Lot #1 garage project.

This morning, Parking Administrator Marvin Howard staffed and DNP Administrator Ricky Nietubicz attended the DNP Parking Committee meeting.

Code Enforcement

Footing and foundation work has started at McDonalds on Main Street.

58 East Main Street – the fall protection cover has been installed over the public sidewalk to protect the public for the demolition of 58 East Main Street. Demolition should start at the end of June.

Newark Preserve – the first single family home foundation has been installed in this development.

Grass complaints are still being addressed throughout the City.

Public Works & Water Resources

Management

- Coordinated removal of dumpsters, remaining food donation items, and the tent from the UDNI student move out program.
- Attended an Asphalt Construction Best Management Practices seminar in Dover at the UD Paradee Center.
- A meeting was held with DeIDOT to discuss interagency communication on planning as well as maintenance issues. Specifically, we discussed critical DeIDOT inspections and when they need to be addressed prior to issuance of building permits and certificates of occupancy, the large potholes in the intersection of Christina Parkway and Elkton Road, catch basin repair materials, and inspection responsibilities.
- Attended the quarterly Christina Basin Task Force meeting where we discussed riparian buffer ordinances, the Christina Stream Restoration project and other items related to source water protection.
- We received approval from DNREC on the sub-slab vapor barrier that has been holding up progress on installation of the electrical controls shed at McKees Park. All documents have been provided to the contractor as of this week and they are now fully moving forward. The contractor has installed all necessary perimeter controls and removed the existing basketball court. Street Division staff hauled away the asphalt and concrete in an effort to save costs.
- Spent significant time preparing the preliminary 2015 budget.

- Reviewed structural problems with the salt storage shed that were identified by Code Enforcement. The existing concrete block walls are failing and we have been notified by Code Enforcement that we need to begin the process of replacing the shed as it will be unusable if the walls shift much further. We are in the process of preparing a plan to shore up the walls to buy time to allow us to prepare a comprehensive plan for the maintenance yard that will ensure the new shed will fit well into the long-term plan for the yard.
- We have identified a consultant that can bring our road surface management system data up to be compatible with the new version for an extremely low fee. As a result, we are now going to migrate to the newest version of RSMS in order to give us time to fully roll out our GIS system, opening up more possibilities for software packages.
- The reclamation pump at south well field has had to be repaired two times this year at a significant cost due to tree debris falling into the open top backwash reclamation tank. We have designed and installed a debris screen which should prevent debris from getting sucked into the pump as a stop gap until we can get a roof installed. The screen will require maintenance to prevent clogging, preventing it from being a viable long-term solution.
- Bids were opened for the Corbit Street Area Water Main Replacement project. The apparent low bid was Reybold Construction and the value was just under \$700,000. We have had good experience with Reybold on previous water main projects, and they are currently the contractor for the Curtis Park project where they are performing well.

Streets

- UDNI collections, disposal and sale days were completed on Saturday. The Street Division supported the sales effort and continues maintaining the site and helping with donations and item disposal.
- The repairs at the Pomeroy Trail slope washouts near North College Avenue continue with stone and filter cloth placed at both locations. Final adjustments remain in addition to another truck load of stone.
- Removal of asphalt at McKees Park began on Wednesday with 14 truckloads removed in support of the solar project.
- 35 tons of salt that was borrowed from DelDOT was returned to their north district maintenance yard.
- Maintenance trimming was completed at Eleanor's Way to increase sight distance at Possum Park Road.

Refuse

- Normal refuse collection operations conducted.

Water & Wastewater

- A debris screen was designed and installed on the south well field suction reclamation line located in the backwash tank.
- A curb stop valve was replaced at 22 Choate Street (galvanized on resident side) due to plumber repairs.
- Topsoil and seeding was completed at 179 Haines.

- A section of water main at water treatment plant was excavated and removed. The ends at the removed section were capped as necessary for the intersection relocation at Curtis Mill Park.

Garage

- The garage supported the Public Works Division by turning the leaf pile at Iron Glen and responding to a down tree with the knuckle boom at Paper Mill Road.
- A complete service was completed on the thermoplastic machine prior to the pavement marking season to optimize production. This machine is in very bad shape and takes around 4 hours to warm up before it can be used. We are looking into replacement machines that will significantly improve productivity.

Stormwater

- Discussed industrial stormwater sampling with the Town of Middletown. I indicated we use QC Labs for our analyses, and gave them our contact there. They have several industrial sites and were most concerned about finding someone who would follow EPA Protocol.
- Met with the Tom Coleman on maintenance budget items. There is a need for maintenance at both the Hunt at Louviers SWMA's for invasive plant control, and the 896 water tower site for bamboo that is coming back.
- Re-inspected the Maintenance Yard. All identified corrective action issues have been addressed, so the paperwork was completed and filed onsite.
- Discussed our upcoming EPA Delegated Agency review with the University of Delaware. Notified them of sites Mike Sistik had identified as active between 10/1/2012-9/30/2013.
- Discussed charity car washing BMP's with the City of Dover. They recently received a request to allow one, and if not done properly, can be considered an illicit discharge under their MS4 permit.
- Investigated an illicit discharge complaint at the Galleria parking lot. Sent an enforcement letter with pictures and a deadline of two (2) weeks to fix the items identified.
- Shaqueal (our intern) started working on a stormwater ordinance review to see where we could make changes and/or additions to our current ordinance by researching other comprehensive municipal ordinances.
- Attended the CWEA Stormwater Seminar in Linthicum Heights, MD. Listened to EPA and various MS4's share their success stories and challenges.
- Followed up with UD to get more information about a sewage blockage/spill off of Syncock Lane.
- Attended the Christina Basin Task Force meeting at the Mt. Cuba Center in Hockessin.
- Responded to a FOIA request for the Creek View and Dean Roads area.
- Assisted Shaqueal with a riparian buffer mailing for residents living on the main stem of the Christina Creek. He spot checked addresses I was able to retrieve from the GIS, and drafted a letter to residents regarding riparian buffer maintenance and debris dumping on the creek banks. Forwarded the draft letter to Tom Coleman for review and comment.

Electric

The line crews installed a transformer at Newark Preserve, finished all the work needed to be ready for energization at South Main Commons, and continued installing transformers and cables at the Cottages at the Plaza. Other crews worked on changing the fixtures on tennis and basketball courts at various parks.

The line crews responded to an outage on Beagle Club Way where no cause was found for a blown fuse and the Newark Charter School lost power temporarily when a fuse blew from a bird inside of an enclosure.

The electricians started installing state of the art relays at the substation on Fremont Road. This is the last substation remaining to be integrated on to the SCADA system.

Engineering worked on the budget which included research and getting prices on automatic switching devices and engineering software for load flow and fault studies. Engineering checked capacitors and programmed and tested relays that the electricians installed and trouble shot an intermittent substation breaker problem.

Parks & Recreation

Administration & Planning

I attended a public meeting last week hosted by WILMAPCO, where DeIDOT presented an update on the Newark to Wilmington Trail concept. Four route options are still being considered.

Many thanks to the PW&WR Department for their assistance to repair partially washed slopes on the Pomeroy and Newark Rail Trail.

Curtis Mill Park Update:

- We submitted materials to the contractor for the creation of Information Signs which will be placed in the Plaza area. The three (3) signs will contain photos and historic information about the old Paper Mill, a Newark and regional trails and parks map and information about the White Clay Wild and Scenic River.
- I met with the contractor to finalize material selections (pavers and blue stone) for the Plaza area.
- I met with our consultant, contractor and Police Department representative to finalize plans and arrangements for the work to take place on and along Paper Mill Road. That work began this week.
- The fencing along Paper Mill Road was removed and the base for the new park entrance and internal roadway was applied.

I committed significant time working on the 2015-2019 Capital Improvement Program materials.

Tom continued to work on the design for the concrete pad and two (2) decks at the Handloff Park skate spot. We have identified patterns of use at the facility and want to address the areas of worn turf around the skate area.

Staff met to discuss plans for Liberty Day and fireworks display.

Tom and Rich conducted interviews for the 2014 Youth Beautification Corps. The youth employment program is funded through the CDBG program. For more than 25 years the program has employed teens from low- to moderate-income families to work within our Parks Division.

Tom and Rich committed time reviewing employment applications to fill seasonal park maintenance positions.

In that we have a new mowing contractor to cut grass at the reservoir, storm water facilities and other city owned properties, Tom committed extra time this week with the contractor ensuring that they are mowing all areas and at the appropriate height.

Tom has scheduled the first organizational meeting for the Community Garden program. The group of interested gardeners will meet on June 17 at 6:30 p.m. at Fairfield Park.

Parks Maintenance

Mowing operations continue.

We placed two (2) potted plants at the Train Station, pruned trees at several sites, did landscape bed maintenance and mulch application at several locations and watered plantings as needed.

The crew began installing a replacement children's play unit at Wilson Park.

We completed several building maintenance tasks and park work orders.

Handloff Park hosted the Delaware Special Olympic Softball competition last week.

We had a volunteer do a clean-up along the Christina Parkway. He removed more than 200 pounds of trash and debris.

Department of Corrections inmates were back working with us last week. They did litter sweeps in several park locations and assisted in applying mulch at a landscaped site.

Recreation Services

Paula continued to work on finalizing details for Rittenhouse and Hobbit Camp schedules. First day letters were sent to registrants with details about camp.

Paula and Tyler met with Debbie Keeley (Finance Department) about changes for the timesheet process for part-time recreation leaders.

Paula continued to secure volunteers for Rittenhouse and Hobbit Camp. She sent out the orientation schedule and background check information to all the volunteers for camp.

Debbie has been working on items associated with Safety Town. She has been ordering supplies, interviewing volunteers, and completing paperwork for the State.

Sharon created the summer volunteer orientation agenda and package, reviewed it with Paula and Tyler and made revisions based on their meeting. The training is set for Wednesday, June 11.

Sharon has also been preparing items for the 4th of July Fireworks and Liberty Day event. She held a meeting with key players to discuss the logistics of the event, has been processing check requests and purchase orders for items needed for the event.

Sharon contacted Funtastix about rentals for A New Night Downtown.

Sharon continues to post on the Parks and Recreation Facebook page regularly with upcoming events and updates to the Curtis Mill Park construction and parks information.

Tyler held lifeguard orientations on June 5 and completed the work schedule for week one.

Tyler also spent significant time preparing the pools for June 10 opening. He tested the water and added chemicals as needed.

Tyler, Sharon and Paul met regarding the volunteer staff training scheduled for June 11.

Tyler is preparing for Camp GWC staff training scheduled June 11-13

Tyler is finalizing details for the beginning of Camp GWC. He is scheduling staff, finalizing field trip details, finalizing first day letters, and coordinating volunteers.

Tyler met with the State inspector who completed inspections and issued permits for Camp GWC, the pools, and Rittenhouse Camp.

The Young Actors Take the Stage Theater program concluded the spring session of classes at the George Wilson Center on Friday, June 6. A performance of "You're a Good Man Charlie Brown" was held with approximately 50 people attending the show.

Joe continued to assist in organizing the Summer Camp staff orientations.

Joe is working with Reybold and Pannier Graphics developing the Information Signs for the Curtis Mill Park.

Joe, Paula and Sharon continued organizing the game area for "A New Night Downtown".

Finance

Scott Lynch, Energy Services Manager for DEMEC, Inc., City Manager Carol Houck and I presented a modified version of the voluntary green energy block program in connection with the McKees Park solar project to the Conservation Advisory Commission on June 10, 2014. The feedback for the proposal was generally positive, and an updated version will be presented to Council at the June 23, 2014 meeting.

A revision to the City's budget billing code was proposed and underwent a first reading on June 9, 2014. The second reading is scheduled for June 23, 2014. The updates to the code suggest that the legacy provisions be stricken and be replaced with a more robust framework and set of regulations to govern the program, which is expected to improve customer service for residents as well as promote payment processing efficiency without any increase in spending.

Customer Service

We are nearing the final stages of the smart meter implementation project. One of the final components is the integration of "Customer Connect," which is the online portal that allows customers to view their utility usage and manage their accounts remotely. The launch was kicked off last week, and the staged approach to the conversion is proving successful. The first stage involved the conversion of our customers using the existing eCare portal. Through June 11, 2014, a total of 674 residents were enrolled in the new Customer Connect portal. The second stage will involve our customers that are enrolled in preauthorized payments ("PAP"). The final PAP batch was executed the week of June 2, and all PAP enrollees will receive a customized notice that the existing PAP program will be replaced with the Customer Connect portal. Customer Service will be dedicated to the eCare conversions and the PAP conversions during the first three weeks of June. The third and final stage of the conversion will involve the rest of the customer base. After the third week of June, the availability of Customer Connect will be broadcast widely to the City's utility customers using every media outlet and customer notification method at our disposal, including newspaper advertisements, social media, Newark TV 22, the City's website, bill inserts, bill messaging, flyers at the Municipal Building, customer service handouts, and inbound call messaging. We are confident in the success of our rollout, and we will keep you posted with our progress.

The Customer Service group also continues to work on other implementation items related to the smart meter project. The smart meter working group continues to hold progress meetings. The most recent meeting was held on June 11, 2014, and a follow-up is scheduled for June 26. We expect Honeywell to request a formal "cutover" and transition the project management to the City of Newark team thereafter.

Accounting

The auditors returned the draft 2013 Comprehensive Annual Financial Report (CAFR) to the City. The accounting staff has finalized the statements, leaving the tables, charts, graphs, narratives, discussion and analysis as the final items to be completed before the CAFR is published at the end of June. As always, the CAFR will be presented to Council by the City's independent auditors after it is published.

Alderman's Court

This past week we held 3 court sessions. We processed a total of 48 arraignments, 77 trials, 12 case reviews and 3 capias returns. Monday we videoed 7 prisoners from the various prisons, and Friday we transported 7 to court for trials and case reviews.

Police

University of Delaware Alumni Weekend passed without any major incidents. While foot traffic was above normal for a June weekend, there were no serious issues. New Night Downtown is the next major event in Newark. The Newark Police Department plans to have a strong presence so everyone can enjoy the event without incident as well.

Newark Police sent out a press release on June 9th seeking the public's assistance in identifying a strong-arm robbery suspect. On May 23rd at approximately 10:50 a.m., the suspect attempted to leave Walgreen's (216 Suburban Drive) with a pack of diapers. Upon being confronted by an employee, the suspect initially gave the diapers back to the store clerk, but then wrestled the diapers out of the employee's grasp. The suspect fled in a maroon, older model Pontiac vehicle, possibly with NJ registration. Anyone with any information on the case is asked to contact Officer Bystricky at daniel.bystricky@cj.state.de.us or 302-366-7110 x 461.

Officer Gerasimov arrested a suspect for stealing tires from the Pep Boys on June 9th. While on patrol at 4:37 a.m., he observed a pick-up truck pulling out of the College Square parking lot with tires. After observing a traffic violation, Officer Gerasimov pulled over the vehicle. Based upon his investigation, he determined the tires were stolen. Gerasimov had the driver return the tires, and was then arrested for theft. He was released on \$750.00 unsecured bond.

Multiple officers are attending a community meeting on June 17th at 6:30 p.m. at the Newark Senior Center to discuss crime in the Fountainview/White Chapel area. Newark Police Department looks forward to answering any questions and addressing any concerns.

City Manager's Office

Community Affairs

This week I have spent some time working on wrangling in late registrations for Food and Brew Fest and have been quite successful. There are still a few latecomers, but this is usual. I reserved use of the Academy Building Lawn the day of the event, ordered the novelty tasting mugs, and secured the balloon vendor.

I developed social media community posting guidelines and have submitted them to the City Solicitor for review and comment.

Press releases went out this past week for the Spring Concert featuring the USAF Langley Winds and New Night Downtown Newark.

Facebook

Likes of Page	Likes of Posts	Comments	Shares	Post Clicks
15	43	5	23	1,200

We had a good response on a posting about New Night Downtown Newark with 11 shares and a reach of 2,264 people, meaning that many people at least saw it in their newsfeed organically.

Twitter

New Followers	Unique Interactions	Link Clicks
24	58	112

People clicked links for more information on New Night Downtown Newark and there was a large response to a post about a TLC Show featuring Bing's Bakery in an upcoming season:

"The [#Delaware](#) bakery 'Cake Boss' star Buddy Valastro visits for new series is in [#NewarkDE](#) Any ideas who it is? bit.ly/1mUILcQ"

IT Weekly Status Report		
Total Tickets Currently Open - 99		
Total Tickets Opened Last Week - 62		
Voice Over IP (Phone System) Replacement	Started	Expected Completion Fall 2014
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: Council Approved Bid Waiver – Checking Vendor References and verifying Contract Terms		
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 Wi-Fi Projects	On Track	Expected Completion Spring 2014
This is separate from the City Mesh for the Honeywell Project		
Latest Update: City Yard Wiring Started – 75% completed		
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.		
Terminal Server Solution	On Track	Expected Completion Summer 2014
Provides "Thin Client" Devices for selected departments to operate computers in a centralized, shared environment. Excellent for environments like the City Yard and other remote locations where expensive computers are not required.		
Latest Update: Hardware, Software, Licenses Ordered		
Users will be provided low-cost alternatives to high priced PC's. These devices will be used to remotely connect to a server, hosted in the City's server room, to access key business applications. This project is a pilot for future City growth and allows for ease of device/user management as well as quick replacement during failure.		
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.		
Interview Room Camera System	Started	Expected Completion Summer 2014
Provides replacement for cameras in Police Interview Rooms. Also offers new recording capabilities. Additional storage purchased.		
Latest Update: Contract Signed, Funds Released		