

## **DEPARTMENTAL WEEKLY REPORTS**

**June 20, 2014**

### **Public Works & Water Resources**

#### **Management**

- Attended the “Flood Ready Community” seminar in Dover at the UD Paradee Center.
- The department held a meeting to revise and discuss implementation the City of Newark Roadway Sign Retroreflectivity Plan to meet the FHWA MUTCD retroreflectivity mandate effective June 14<sup>th</sup>. As this is an unfunded mandate we have reached out to the University of Delaware’s T2 center for Civil Engineering interns to support in the data collection phases of the plan.
- A coordination meeting was held to with Planning, Parks and the PW&WR Departments to assign responsibilities for this weekend’s “New Night” on Main Street.
- Continued work on the 2015 budget.
- Finalized vehicle specifications for several vehicles scheduled to be purchased in 2015. Waiting on vendor information currently.
- Met with CES, the company currently performing video inspection and cleaning services for the sanitary sewer system. They are finishing up work associated with our White Clay Creek SSES and separate work on Kells Avenue and East Main Street.
- Held a pre-construction meeting for the Corbit Area Water Main Replacement Project. This has not been approved by Council yet (on the June 23 agenda) but due to the time sensitive nature of the project, we need to be off Corbit, Old Oak and Dallam Roads before repaving under the street project, the contractor was willing to meet prior to having a signed agreement.
- We held a kick off meeting on the surface water planning grant GIS project.
- Continued preparation efforts for the upcoming EPA audit scheduled for early July. This audit is technically an audit of DNREC’s delegation procedures for the sediment and stormwater program, but the audit is performed by reviewing the agencies which have been delegated responsibility by DNREC. Newark is the only agency being audited at this time.
- A page has been set up on the City website for the Upper Christina Stream Restoration project schedule for later this summer. The link is: [www.cityofnewarkde.us/RiverRestoration](http://www.cityofnewarkde.us/RiverRestoration).

#### **Streets**

- Stop bar thermoplastic installed at 18 locations throughout the Hunt at Louviers.
- Lane line thermoplastic and Premark Right and Left turn arrows lane installed on Ray Street at the intersection with New London Road.
- Signs have been installed at the NWTP Raceway and at the one-way portion of Thompson Circle.

- Potholes at several locations on Elkton Road from Christina Parkway to the State Line have been repaired. Embankment modifications have also been made near the Otts Chapel intersection to improve roadway drainage.
- Church Road catch basin near Casho Mill Road excavated and demolished to stable brick for reconstruction.
- Catch basins have been rebuilt near intersection of Ritter and Beverly, West Park Place and South College, and South College and Delaware Avenue.
- Blacktop has been completed at previous catch basin repairs.
- Remaining asphalt has been removed from McKees Park in support of the Solar Project. Larger concrete blocks have been crushed and are in the process of being removed.

### **Refuse**

- Normal refuse collection operations conducted.

### **Water and Wastewater**

- Fallen trees and large bushes have been removed at the NWTP Raceway.
- Excavated and replaced sewer frame and cover on the gravel road leading to the Kershaw Substation.
- Sections of the Reservoir bird deterrent rope have been removed and will be replaced due to tangled and broken sections.
- New sump pump ordered and installed at South Well Field Filter building pit.
- Sewer push camera video completed at Woodlawn, Windsor and Kenyon and Wilson Center.

### **Garage**

- The Garage has rebuilt the rear axle assembly for one of the police cars and developed an improved tire recycling process that will save the city future costs.

### **Stormwater**

- Attended the DNS Watershed Stewardship Committee meeting in Ashland.
- Attended Center for Watershed protection webcast at DNREC on proper bioretention plantings.
- Requested and received a copy of a Pennsylvania Riparian Buffer ordinance from Wes Horner at the Brandywine Conservancy. Forwarded this information to Tom Coleman.
- Prepared the agenda for an upcoming MS4 Stormwater Consortium meeting.

### **Electric**

The line crews responded to an outage at the STAR Campus after a large bird caused two fuses to blow. The crews have also kept busy at the Cottages at the Plaza and switching circuits in order to fix several issues safely on poles and on substation transformers.

The electricians have been working on substation installation of SCADA devices, getting oil samples, and assisting a contractor with infrared scanning of the overhead lines all around the City.

Engineering is working on SCADA development and capacitor controllers. Engineering also attended an environmental permitting meeting with DeIDOT, Verizon, Comcast, and Delmarva representatives and met with City staff and developers, construction managers, and engineers about the Newark Shopping Center project.

## **Parks & Recreation**

### **Administration & Planning**

I committed a significant amount of time preparing the 2015-2019 Capital Budget and 2015 Operating Budget.

Last week's rainy weather prevented our contractor from doing very much work at the Curtis Mill Park site. I did attend two on-site meetings to discuss project items.

I attended a meeting of the Subdivision Advisory Committee to discuss the proposed Lofts at Center Street subdivision plan.

I attended a meeting in Dover to be briefed on and discuss pending legislation for revisions to the Delaware Land and Water Conservation Trust Fund grants program.

On Friday, Tom and I met with a tennis court expert to discuss repair options and techniques for cracking surfaces.

Tom completed inspections at three park sites and processed related maintenance work orders.

Tom continued to work on the design for the decks and paver edging at the Handloff Skate Spot.

Tom met with our mowing contractor to iron out three small issues with the work being done and secured quote for mowing and weed control at the McKees Solar Park and steep sloped areas at Curtis Mill Park.

Tom gave a brief talk at the summer camp staff orientation.

Tom talked with Brickman (Home Depot's landscape contractor) about the maintenance and grass cutting of the traffic median in front of Suburban Plaza.

### **Parks Maintenance**

Last week's rain put us behind with grass cutting operations. Playing catch up this week!

The crew continued to do landscape bed maintenance, deadheading perennials and annuals as needed and mulching at several horticulture and park sites.

The crew continued working on the installation of a replacement children's play unit at the Wilson Park. Installation should be completed this week. Pat Robinson did a great job of leading this project.

We completed the pre-season swimming pool preparation work for the pools to open last Tuesday.

The crew repaired two rain garden information kiosks at Rittenhouse Park.

### Recreation Services

Paula gathered and delivered camp supplies and equipment to Rittenhouse Park in preparation for start of the first session of Rittenhouse Day Camp.

Paula assisted with the final cleaning and removal of supplies from the Downes and West Park Elementary School's after the completion of the school year and Before and After School Care programs.

Paula, Tyler and Sharon conducted a volunteer orientation sessions for our summer volunteers. There are over 30 volunteers scheduled for Rittenhouse and Hobbit Camp this summer.

Debbie has been working on preparations for Safety Town - ordering supplies, working on the schedule, interviewing volunteers, and arranging guest speakers.

The Spring Concert this week featured two groups; the USAF Langley Winds and Venom Blues. Because of inclement weather, the concert was held at Newark High School's auditorium. June 19 will be the final concert of the 2014 series.

Sharon has been preparing for the upcoming 4<sup>th</sup> of July festivities. She has been ordering supplies, collecting contracts, initiating check requests, arranging volunteers and staff, etc. We are still waiting to hear about an up and coming artist from WXCY. Vendor set up information will be sent on Friday, June 20<sup>th</sup>.

Sharon met with the Art Camp Jr. instructor and helped her gather supplies for camp.

Tyler met with the dance program instructor to discuss class schedules for the 2014-2015 season.

The outdoor pools opened on Tuesday, June 10. It was a slow week with the rainy weather. Tyler completed the lifeguards schedule for June.

Joe talked with Piranha Sports about the 2014 Newark Triathlon and is organizing a City meeting with the event organizer.

Joe met with the Planning Department about "A New Night Downtown" logistics.

Joe worked on 2015 budget estimates in preparation for the 2015 budget submittals.

Joe is on the interview committee for the Facilities Maintenance Superintendent position and participated in the first round of interviews that were conducted last week.

The recreation staff conducted three days of orientation and training for new and returning summer employees in preparation for the start of camps and programs this week.

### **Finance**

I held discussions with Paul Murray of Morgan Stanley to reinvest \$125,000 in matured and/or called investments in the cash reserve portfolio.

### **Customer Service**

We are nearing the final stages of the smart meter project implementation. 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 the first week of June, and the staged approach to the conversion is proving successful. Through June 19, 2014, more than 1,000 residents were enrolled in the new Customer Connect portal. We will continue to 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 accounting staff has finalized the statements, tables, charts, and graphs exhibited in the Comprehensive Annual Financial Report (CAFR). The narratives, discussion and analysis are 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 four court sessions. We processed a total of 71 arraignments, 59 trials, 17 case reviews, 5 pleas and 21 capias returns. Monday we videoed 2 prisoners from the various prisons.

### **Police**

On June 17<sup>th</sup>, Chief Tiernan, Lt. Feeney, Sgt. VanCampen, and Cpl. Spadola attended a community meeting with residents of White Chapel and Fountainview. The meeting was organized by Councilman Todd Ruckle. Over eighty (80) residents attended the meeting. Cpl. Spadola outlined prior calls for service in those neighborhoods, and provided crime prevention information. All officers gave presentations about their respective area of the Police Department and answered questions from the audience. The residents expressed

their pleasure with the Police Department and several members of the audience shared specific experiences of the police responding quickly and professionally to their calls. On June 19<sup>th</sup>, Chief Tiernan, Lieutenant Feeney, and Lieutenant Farrall joined City Manager Carol Houck and Deputy City Manager Andrew Haines at a training seminar entitled, “The New Normal in Policing”. Mr. Haines discovered this valuable seminar and organized our attendance.

The Police Department personnel order and assignments for Newark’s “New Night Downtown” is in place. A large number of officers will be working on traffic control and safety.

Newark Police are investigating two separate incidents involving a suspicious vehicle. On June 13<sup>th</sup> at approximately 9:30 a.m., an 18-year-old female was walking in the 600 block of Dallam Road. She observed a white work van with ladders on top parked on the street. As she walked past, the vehicle turned around in a driveway and drove up to her. The driver asked her if she wanted a ride. She ignored the driver and the vehicle continued driving on Dallam Road and left the area. The female described the vehicle as being occupied by two Hispanic males.

On June 13<sup>th</sup> at approximately 8:16 p.m., a female reported that a white mini-van slowed down as it drove past her on Dallas Avenue near Beverly Road. The vehicle then made a U-turn a short distance ahead and again drove past her at a slow rate of speed. The vehicle was described as a bright white mini-van with dark windows, possibly with a roof rack.

While no criminal activity occurred, NPD would like to remind residents to promptly report suspicious activity by calling (302) 366-7111.

**City Manager’s Office**

<b>IT Weekly Status Report</b>		
<b>Total Tickets Currently Open - 108</b>		
<b>Total Tickets Opened Last Week - 71</b>		
<b>Voice Over IP (Phone System) Replacement</b>	<b>Approved - 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: Working out final details of contract.		
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 Wi-Fi Projects</b>	<b>Completed</b>	<b>Expected Completion Spring 2014</b>
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.		
<b>Terminal Server Solution</b>	<b>On-Track</b>	<b>Expected Completion Summer 2014</b>
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: Equipment 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.		
<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.		
<b>PCI Compliance</b>	<b>Started</b>	<b>No ETA</b>
City has upgraded itself to higher standard for PCI Compliance. New benchmarks are required and City is working towards those new benchmarks in security and process.		
Latest Update: Information Gathering		
Achieving this higher standard of PCI compliance will provide the City a better level of security for monetary transactions.		

## Planning & Development

### Planning

This week some time was spent arranging for the kick-off meeting for Phase One of the Rental Housing Needs Assessment Study Technical Advisory Committee scheduled for Thursday evening, June 26, 2014 at 7 p.m. in the City Council Chamber. The meeting, which is open to the public including a public comment section, has been posted in the Municipal Building and on the website and will be advertised in the News Journal on Tuesday. The consultant promises an agenda shortly which will also be posted.

On Thursday morning, Development Supervisor Mike Fortner joined Councilwoman Marge Hadden in attending the Flood Resilient Communities Seminar in Dover.

On Thursday afternoon, I met with UD Director of Auxiliary Service Rich Rind to discuss smart parking meters and transportation services. Considerable time was spent this week on the accessory use and neighborhood definitions memorandum.

Some time was spent this week preparing for the upcoming Planning Commission meeting scheduled for July 1, 2014. Items on the agenda are:

1. Review and consideration of the minor resubdivision of the 1.84 acre property at 218 East Main Street (Pomeroy Station) and Special Use Permit to add four apartments with first floor parking to the site.
2. Review and Public Hearing of the Newark Comprehensive Development Plan V.

Some time was spent reviewing other land development projects under consideration including 305 Capitol Trail, the Lofts at Center Street, 162 S. Main Street and Trader's Alley.

On Monday afternoon, Mike and Planner/DNP Administrator Ricky Nietubicz joined other staff members in a meeting with consultant Dave Woglom in preparation for the Council-Staff meeting to be held on Saturday, June 21<sup>st</sup>.

On Tuesday morning, I joined Code Enforcement, Public Works & Water Resources and Electric staff in a meeting with representatives of Bainbridge properties to talk about moving forward with the residential development of the Newark Shopping Center. The developer suggested some changes from the approved subdivision plan which staff has determined are substantial and, should they wish to pursue them, the project will be placed on an upcoming City Council agenda for consideration.

This morning Mike and I met with representatives of the West End Neighborhood House to discuss possibilities for affordable owner-occupied housing in the City.

### Economic Development

On Wednesday evening, I attended and Ricky hosted the DNP Board meeting. On the agenda were New Night Downtown, summer promotions and potential new summer events.

DNP Administrator/Planner Ricky Nietubicz spent time this week finalizing New Night Downtown coordination. The event will be held this Saturday (June 21<sup>st</sup>) from 3-9 p.m.

Time was spent this week editing the article for Business In Focus magazine.

### Community Development

The CDBG/RS applications for the 41<sup>st</sup> Year Community Development Block Grant (CDBG) Program and the 2015 Revenue Sharing Program were sent out and Ricky began preparing for the question and answer session to be held on June 25<sup>th</sup> from 5-7 p.m.

### Parking

Some time was spent this week on the Phase I Environmental Study necessary for the Lot #1 Land Swap Agreement.

The Parking Division has been making preparations for a New Night Downtown to be held this Saturday from 3-9 p.m.

### Code Enforcement

The 174 South Chapel Street demolition permit has been issued.

163 South Main Street Building "B" demolition permit has been applied for.

58 East Main Street public protection scaffolding has been put in place prior to demolition.

This week the 353 East Cleveland Avenue Porter Hyundai Service Center footing and foundation is being installed.



This week Code Enforcement Supervisor Steve Wilson participated in interviews for the Building Maintenance Superintendent position. As of this morning, the selection committee had the applicant pool down to two potential candidates.

CSH/mp