

DEPARTMENTAL WEEKLY REPORTS

July 3, 2014

Parks & Recreation

Administration & Planning

Department staff attended a meeting pertaining to the triathlon schedule to take place at the reservoir in August.

I committed significant time working on items relating to landscape escrows for several subdivisions.

On Friday I met with representatives of the Delaware Trail Spinners to discuss their resuming trail building and rehab work at Redd Park.

Curtis Mill Park Update:

- We coordinated with Delmarva to relocate a gas line running parallel with Paper Mill Road.
- We continued to apply top soil throughout the site.
- The masonry contractor is scheduled to begin working on the Plaza area this week. The Plaza will include a brick paver surface, the construction of two pillar to replicate the old smoke stack, and the installation of benches, picnic tables and information signage.

Andrew Steward, park maintenance crew, recently left for a deployment to the Middle East. Stew is in the Air Force Reserves and will be away for several months.

I committed time working on 2015 budget related items.

Tom met with the developer and their landscaper at Newark Preserve to correct some tree installation issues.

Tom spent time working with the electrical contractor for the Pomeroy Trail evaluating the lighting fixtures. Some are allowing water to penetrate inside the light.

We brought on two new seasonal maintenance workers and the YBC crew this week.

Tom conducted park inspections and developed work orders as needed.

Parks Maintenance

The lack of recent rains has slowed our mowing operations just a bit. This permits the crew to assist with general park maintenance tasks.

We prepared ball fields for league play, painted mile markings on both the Hall Trail and Reservoir Trail, cleaned out the chlorinators at both pools, mowed the meadow at McKees in preparation for the solar park installation, pruned trees at several sites, committed time completing several general maintenance and completed landscape maintenance at several sites and did some watering due to dry conditions.

A Department of Corrections women's crew worked with us this week doing litter sweeps and helped with a painting project.

Recreation Services

Paula met with new fitness instructor regarding upcoming fall classes and met with Nic DeCaire from Fusion Fitness about an upcoming couch to 5K program.

Paula completed indoor facility requests for upcoming fall programs and completed the spreadsheet for the activity information.

Paula stopped by Rittenhouse and Hobbit Camps throughout week to check on final week of 1st session.

Debbie has been working on items associated with Safety Town including the schedule and parent pre-camp letter.

Art Camp I was held this week. The campers did a variety of projects that focused on the elements of art. Projects included watercolor and illustrations for a story that they read during camp.

Sharon prepared for the start of Eco Kids Camp, which has 12 enrollees. Thanks to Bob, Patrick, and Rich from the parks crew for helping with some of the supplies for camp.

Sharon and Joe met with Joe Shirley from UD to tour the newly renovated baseball stadium and field house prior to the 4th of July Fireworks.

Sharon has been working on several items for the 4th of July including assigning vendors, coordinating the needs of the performers, writing check requests, and confirming the logistics for the day. She has been designing signage and working with UD, NPD, DeIDOT, Public Works and Parks on items for the event and clean up.

Sharon, Joe and Paula and Tyler met regarding fall programs. They have several ideas for new programs that they hope will be well received by the staff and community.

Tyler completed the GWC attendants schedule for July.

Tyler worked on the lifeguards schedule for July and is working to secure subs for the week of July 7-11.

Tennis Camp was held all week at Handloff Park. It was a successful week with no rain and 16 kids. Tyler checked on the camp daily.

Broadway Musical Theater Camp had a great week. We had 12 kids participate and a successful show for family and friends on Friday at the George Wilson Center with about 40 people attending.

Camps held at the George Wilson Center this week included: Camp GWC, Art Camp, Before & After Camp Care, Pottery Camp and Broadway Musical Theater Camp.

Joe is organizing the fall e-newsletter in preparation for the August 18 delivery.

Joe, Sharon and Charlie met with Public Works and Newark Police to discuss the Newark Triathlon logistics with Piranha Sports.

Alderman's Court

This past week we held three court sessions and one DUI case review session. We processed a total of 77 arraignments, 54 trials, 11 case reviews, 3 pleas, 2 Capias returns and 4 prisoners were videoed from the different prisons.

Police

Lieutenant Hargrove has been notified that the Newark Police Department Traffic Division has been awarded \$4,000 to purchase one handheld radar gun and one handheld laser speed measuring device. The award is from the Delaware Office of Highway Safety in recognition of the joint traffic safety efforts conducted by both agencies.

Corporal Patrick Craig has recently completed an accident reconstruction investigation training conducted by the Baltimore County Maryland Police Department. This is an extensive six week training program.

Officer assignments are completed for the July 4th fireworks celebration. A large crowd is expected to attend the city event.

We are investigating shots fired at an unoccupied vehicle on Madison Drive that occurred just after midnight on Tuesday. Officers from the Criminal Investigations Division and Special Operations Unit are continuing to investigate. Uniformed patrol officers will increase patrols in the area.

On Saturday, the Newark Police Department and Fire Marshal investigated the fire and death of a resident on Capitol Trail (A Street). The resident was pulled from a fully engulfed house fire by the Aetna Fire Department.

The annual Guest Bartender event benefiting the Newark Police Department K-9 program, will be held at the Courtyard Marriott on Friday, August 15, 2014 from 5:00-8:00 p.m.

City Manager's Office

Community Affairs

This week I have spent some time gathering menus from restaurants for Food and Brew. The sampling mugs have arrived and await distribution prior to the event. I am working with Jerry Duphily on the program design.

Press releases went out this past week for the Liberty Day Celebration & Fireworks and Independence Day holiday recycling schedule.

I spent some time with the Electric Department's infrared contractor taking photos and learning why it is important to do infrared scans of the power lines and associated equipment so that I can post information to social media and use in a future newsletter. I am awaiting digital infrared photos prior to posting anything since that is what is truly interesting.

Facebook

Likes of Page	Likes of Posts	Comments	Shares	Post Clicks
14	59	16	41	1,100

We had a high level of engagement for the Curtis Mill Park construction update photos, Liberty Day and Fireworks post, and Bing's Bakery on TLC post.

As of this week, we have increased our following on Facebook to 892, with 49 total new followers in the last two weeks. This tells me that we are providing interesting and relevant information that word is getting around.

Twitter

New Followers	Unique Interactions	Link Clicks
25	23	40

IT Weekly Status Report		
Total Tickets Currently Open - 104		
Total Tickets Opened Last Week - 64		
Voice Over IP (Phone System) Replacement	On-Track	Expected Completion Fall 2014
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: Equipment Purchased – Waiting for delivery		
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.		
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: Devices deployed (75%)		
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.		
PCI Compliance	Started	No ETA
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: Evaluation Started		
Achieving this higher standard of PCI compliance will provide the City a better level of security for monetary transactions.		

Planning & Development

Planning

Considerable time was spent this week preparing the Department's 2015 Operating and Capital Improvement Budget requests, including personnel considerations.

On Thursday afternoon, I met with representatives of DeIDOT to talk about the land development process and ways the City can assist them in the entrance permit application and review process.

On Thursday evening, I provided the background and welcome for the first meeting of the Technical Advisory Committee (TAC) meeting for Phase I of the Newark Rental Housing Needs Assessment Study. Development Supervisor Mike Fortner, along with Deputy City Manager Andrew Haines are Committee members along with four other volunteers appointed by the Mayor and Council. The meeting, which was hosted by the consultants, Urban Partners, included introduction of Committee members, review of preliminary data collected by the consultants, and public comments. The next TAC meeting is scheduled for August 28th. At that meeting, the TAC will plan an open public forum to be held in the fall 2014 to collect public comments and input for the study.

Some time was spent complying with another FOIA request; this time on noise.

Also on Friday morning, I attended the Safe and Smart Cities informational session.

On Friday afternoon, Planner Ricky Nietubicz, Code Enforcement Officer Tim Poole, PW&WR Deputy Director Tim Filasky, PW&WR Director Tom Coleman and I met with Councilman Gifford to discuss Twin Lakes and Pilgrim Baptist Church.

This week 15 Buyer's Information Affidavits were processed.

On Monday, Mike and I met with representatives of a property owner on North Chapel Street to discuss redevelopment opportunities.

On Tuesday, July 1, 4-7 p.m., the Planning and Development Department held a Public "Walk In" Open House on the Comprehensive Development Plan. At 7 p.m., at the regularly scheduled Planning Commission meeting, the Commission held a Public

Hearing on the Draft of the Comprehensive Development Plan. After a short presentation by Development Supervisor Michael Fortner, a few comments from the Planning Commissioners, and no further comments from the public, the Planning Commission unanimously recommended the draft of the Comprehensive Development Plan V to be forwarded to City Council for their review.

Also, at last night's Planning Commission meeting, the Commission recommended approval 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.

Economic Development

On Thursday, I attended the Greater Newark Economic Development Partnership Steering Committee meeting. The organization's goals and work plans were discussed.

On Friday morning, I met with Main Street Mile coordinator Nic DeCaire to discuss that event and other potential opportunities to promote downtown businesses.

This week Ricky confirmed that the flag banners designed by the Design Committee are in keeping with the Flag Code after some concerns were brought to our attention.

Ricky spent some time this week reviewing the Downtown Development District application guidelines and process in preparation for our submittal of an application later this year.

Community Development

The CDBG/RS public open house/question and answer session for interested applicants and prospective applicants was held on Wednesday evening, June 25th. It was very well attended with representatives from Chimes, Goodwill Industries, Girl Scouts, Reading Assist and the YWCA in attendance. Ricky answered several follow-up questions in the subsequent days from these and other organizations as well.

Parking

This week the Division placed the order with IPS for smart parking meters as approved by Council on Monday, June 23, 2014. We anticipate all meters to be installed by the end of August.

This week the Division began cutting poles and sleeves to make the parking meters ADA-compliant height in anticipation of the new credit card/debit card enabled meter heads being taller.

Summer maintenance activities continued this week in municipal lots.

Code Enforcement

This week the Department received an appeal from the Pilgrim Baptist Church to the City's sprinkling requirement. The Board of Building Appeals has been called together and will hear the case on Thursday, July 10, 2014 at 3 p.m. in the City Council Chamber.

This weekend the Fire Marshal responded to a house fire where, sadly, a man lost his life on A Street. Inattentive cooking was determined to be the cause of the blaze.

58 E. Main Street demolition of the main building has started.

The Alder Creek demolition permit has been approved.

Public Works & Water Resources

Management

- Performed pre-storm preparation for Hurricane Arthur which is currently making its way up the coast.
- The McKees Solar Park contractor has begun pouring the concrete ballast which will hold the panels in place. Once the ballast are poured, rack and panel construction will begin.



- Mike Sisteck's last day was this past Friday, he retired, and we held interviews this week for his replacement. We will have several weeks where we are down a person which, in conjunction with the EPA audit on July 10th, will be a heavy burden on management staff. We had several extremely qualified candidates interview.
- Water main construction is scheduled to begin on Tuesday, July 8th and will start on Ray Street. The contractor is working with UD to procure a staging area on UD property which will eliminate the need to store equipment in the right-of-way at night.
- In conjunction with the department's initiative to implement the FHWA mandated City of Newark Roadway Sign Retroreflectivity Plan, intern candidates were interviewed and selected for positions to collect sign data to develop and maintain the City's roadside sign database.
- Held a meeting with JMT, one of our two engineering consultants under contract, to discuss several ongoing projects and to review the draft Kells Avenue Sanitary Sewer Engineering Study report. We are very pleased with the results of the study as we won't have to increase any pipe sizes. We will be performing more smoke testing to identify the possibility of additional storm sewer cross connections. We have identified two large cross connections, aggressive root intrusion, and several manholes in need of repair.
- In addition to the Kells Avenue sewer project, JMT performed an analysis of the CCTV inspections completed by our contractor during 2013 on the White Clay Creek sanitary sewer interceptor. We identified several large diameter mains that will require repair within the next year or two. These mains will be difficult to access due to their location near the White Clay Creek. We are going to hold off on repairing the damaged sections until we have had an opportunity to complete the additional smoke testing in the Kells Avenue sewer basin and CCTV work on in the Cooches Bridge sewer basin. We will get better pricing economy of scale on the contract if we are able to put together a larger contract.
- We opened bids for the Cherry Hill Manor Service Road resurfacing project this week and had a surprisingly good response. We received eight (8) bids with A-Del Construction being the apparent low bidder with a bid of \$219,080. The bids are being evaluated and a final determination and recommendation will be made to Council for its meeting of July 28th.
- We put out a request for quotes for leak detection services on the water system. We are compelled to perform a leak detection survey of the entire system every 5 years and we are currently in year 4 from the previous full system survey. This is also a good practice as any water that leaks from the mains costs the City the cost of production.
- Attended a meeting with the tank mixing supplier for our potable water tanks.
- Initiated a conversation with DelDOT regarding a drainage concern on Barksdale Road.
- Continued work on the 2015 operating and capital budgets.
- Attended a meeting with the Parks & Recreation Department to coordinate the clean-up following the Liberty Day Fireworks.
- CB Structures was contacted for estimates on new buildings and storage bins at the maintenance yard.
- New vehicle analysis spreadsheets have been completed for several vehicles planned for replacement this year.

- Conducted Monthly Progress Meetings to review progress and set goals for the following month for our new full-time and seasonal employees in the Water and Street Divisions.
- A living repair list document has been developed to track maintenance needs for asphalt, concrete, catch basins, manholes and other miscellaneous projects throughout the city.
- Weekly Staff and Project Scheduling Meetings have been instituted to increase staff utilization and productivity between the Water, Streets, and Refuse Divisions.
- Construction at the Harrington dorm complex will cause a portion of Courtney Street to be closed on July 9th. The contractor has submitted the detour plan, and we are going to put information on the closure on the City website.

Streets

- A new full-time employee in the Street Division started on June 30 and he is being integrated into the group.
- Catch basin bonnets have been poured at Bird Way, Church Road, and the City Hall parking lot, and sidewalk repairs have been completed on Dallam and Webb Roads.
- Large asphalt patches have been completed at the VFW lot adjacent to City Hall.
- Sharrows on Main Street have been repaired following plow damage over the winter.

Refuse

- Normal refuse collection operations conducted.

Water & Wastewater

- Several loads of the sweeper bin material have been taken to the Cherry Island Landfill to clear space in the storage bins following substantial accumulation while awaiting material test results and disposal approval.
- Debris has been cleared from the screens at the race way.
- Partial installation of bird deterrent string at the reservoir.
- Raised manhole and replace old pick style frame and cover off of Farm Lane. This is part of our new maintenance initiative to repair manholes in house, eliminate non-water tight manhole lids, and reduce inflow and infiltration.
- Manhole pick lid replaced with new lid at west side of West Chestnut Hill Road Bridge (MH 104-50A).
- Brush and small trees cleared and hauled away from catch basin on Gravenor Lane.

Garage

- The garage has supported the effort to finalize vehicle replacement orders.
- The garage has supported the Refuse Division and Parks & Recreation Department with various tasks including loading of mulch and emptying of refuse trucks.
- The Street Sweeper rear tank fuel line has been replaced in time for the Liberty Day clean up this weekend.

Stormwater

- ☛ Our intern finished scanning all pre-2008 IDDE complaints/spill records. This will help speed up the FOIA research process by having the records available electronically.
- ☛ Attended a meeting to discuss the upcoming EPA audit of our Delegated Agency files. We now know it is happening July 10th, and 15 projects they are interested in reviewing. They may reduce the list to 10 before they arrive.
- ☛ Met with a representative from the Stroud Water Research Center to talk about educational programs for our local schools.
- ☛ Attended an MS4 Stormwater Consortium meeting hosted by Delaware City.
- ☛ Our stormwater intern cross referenced post construction inspection reports with the data that JMT was missing, and provided copies of those inspections.
- ☛ I touched base with a representative from DeIDOT since they have several years' worth of BMP performance data for some of their facilities. She will follow up with me in the next week or two. Our intern will start working on researching municipal wash area BMP's and/or performance data that may be available on the internet. We are specifically working on practices that can be used effectively downstream from a washout station for the street sweeper and catch basin cleaner.
- ☛ Completed the mid-term evaluation form for our intern and submitted it to his advisor.
- ☛ Completed 9 dry weather outfall inspections and the associated paperwork.

Electric

The line crews took down several poles and all the wires feeding the transfer station, energized four townhouses just built on Cleveland Avenue, and kept up with the development at The Retreat.

The electricians have been busy working on the SCADA punch list and infrared scanning of the aerial lines.

Engineering has been working with the electricians testing the SCADA system, checking the switched capacitor controllers, and is compiling the University's monthly usage report for billing.

Two scheduled jobs have been postponed because of issues, but it worked out better because the hot weather makes getting circuits off more risky. The wrong connectors were sent for a bushing replacement on a substation transformer and a contractor hired to change a pole using a taller bucket truck than the City has, could not meet the schedule.

CSH/mp