

## **DEPARTMENTAL WEEKLY REPORTS**

**July 18, 2014**

### **Alderman's Court**

This past week we held two court sessions. We processed a total of 29 arraignments, 45 trials, 23 capias returns, 2 case reviews and 5 prisoner were transported from prison for various violations.

### **Police**

Our two newest police officers, Nate Graber and Adam Heath, have graduated the police academy and are now in training with their field training officers.

The Traffic Committee was held on Tuesday, July 15<sup>th</sup>. Approximately a dozen residents attended the meeting along with many of their children. Also in attendance was Mayor Polly Sierer and Councilwoman Marge Hadden. Two residents had requested an extension of the "No Parking Anytime" and "Resident Parking Only" be extended on Ritter Lane, to include their homes. Based on information supplied by Councilman Robert Gifford, who was unable to attend the meeting, the committee voted to recommend that Council extend the parking restriction and designation on Ritter Lane to 100 feet west of Townsend Road. This will only impact the petitioner's homes. The residents were very grateful and expressed their appreciation of the attention given by Councilmembers Gifford and Hadden.

Many of the residents expressed concern with speeding and drivers who fail to stop for stop signs in the area of Cheltenham Road and the surrounding area. The many children that attended the meeting were a visual reminder of the need for traffic safety. Increased enforcement and signage were discussed by Lt. Hargrove, Tom Coleman, and the rest of the Committee with the residents. At the end of the discussion, one resident summed up the meeting by stating this was a fine example of responsive government with the City and residents working together, and that is why he and his wife moved to Newark. Mayor Sierer thanked him for the nice compliment.

On Saturday, August 2<sup>nd</sup>, Chief Tiernan, Lt. Hargrove, Lt. Farrall, and Lt Feeney will be participating in a railroad safety training exercise.

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

#### **Personnel**

- Met with colleagues from Parks & Recreation and Planning & Development regarding the transition of the maintenance operations. Mr. David Greenplate joined the City team last week as the Facilities Maintenance Superintendent, and we are actively transitioning tasks.

- Attended on Friday the Police Academy graduation for new police officers, Nathaniel Graber and Adam Heath. It was a pleasure to observe the ceremony and took pride in our cadets' participation.
- City Manager Carol Houck, Community Affairs Officer Dana Johnston and I held a conference call with the video production company for the ICMA-TV segment. Monday, July 21 was selected for on-sight filming, and the team created a rough draft of a storyboard for the 5 minute video.
- Early this year, the City was provided a Gold Level recognition for a healthy organization and community, and with that recognition comes \$10,000. The funding is restricted to further advance and promote the type of activities and initiatives that resulted in the recognition. I pulled together a group of colleagues to brainstorm and create both an internal and external plan for the funds. A future program notice and press release will be develop based on cost estimates and timelines.
- The City of Newark hosted the quarterly meeting of DELPELRA (the Delaware Public Employer Labor Relations Association - the state chapter of the national organization) of which I am one of the executive board members.
- Today (Thursday, July 17) I will host an Employee Healthcare Committee regarding a possible alternative to try to address the rising cost of healthcare to the organization.

### Community Affairs

I have spent some time on Food and Brew Fest preparations. Requesting edits/updates to the event's website, reserving police foot patrol, requests for bagging parking meters for shuttle stops, meeting with the Greene Turtle General Manager, getting last minute information from Del Pez Restaurant, and more.

I have spent a considerable amount of time in preparation for the ICMA video shoot on Monday. I have been working with the producer on the shooting schedule and production form, coordinating schedules and timing efficiencies to get as much footage as possible in a short timeframe on short notice. Everything seems to be coming together nicely. Hopefully, we will have lovely weather.

### **Twitter**

<b>New Followers</b>	<b>Unique Interactions</b>	<b>Link Clicks</b>
33	88	103

We received a lot of attention on Twitter this past week, partially due to events that happened in the City such as the story of the couple on the roof of the Chipotle. The City's Twitter handle was mentioned many times in relation to that story.

### **Facebook**

<b>Likes of Page</b>	<b>Likes of Posts</b>	<b>Comments</b>	<b>Shares</b>	<b>Post Clicks</b>
16	136	49	50	3,800

We had a high level of engagement in the Newark Post and photos regarding the ribbon cutting for Sovereign Air, LLC. Additionally, as expected, there was a lot of interest in the announcement and city response regarding UD's termination of the lease agreement with TDC.

We were very excited to share in the ribbon cutting of a new business in Newark today! Sovereign Air, LLC at 218 E. Main Street, Ste 109 offers 3D printing services in a variety of materials, direct digital manufacturing, printer sales, sc... See More (7 photos)



Like · Comment · Share

11 Shares

City of Newark - Weekly Status Report		
<b>Total Tickets Currently Open - 111</b>		
<b>Total Tickets Opened Last Week - 78</b>		
<b>Voice Over IP (Phone System) Replacement</b>	<b>On-Track</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: Equipment Purchased – Waiting for delivery, planning kickoff meeting		
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>Terminal Server Solution</b>	<b>Completed</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: Completed		
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: Evaluation Ongoing		
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 for the upcoming PC meeting – tentatively scheduled are:

- A major subdivision at 305 Capitol Trail.
- An amendment to the Zoning Code regarding “no impact” home based businesses.

On Thursday afternoon, I participated in a conference call with Atlantic Realty Company to discuss the Newark Shopping Center (commercial portion) renovations.

On Friday afternoon, I met with representatives of the Lang Development Group to discuss proposed changes to the One South Main plan. This project will be scheduled for Council review as the changes proposed do not substantially comply with the approved subdivision plan.

Work continues in reviewing plans for the residential portion of the Newark Shopping Center. You may recall that previously the new owner had submitted changes to the approved plan which staff believed substantial enough to require Council consideration. After informing the owner that the plan changes would require re-review, they reconsidered the proposed changes and submitted another revised set of plans which are still being reviewed to ensure that they substantially comply with the approved subdivision.

On Monday evening, I attended the Council Executive Session and meeting. At the meeting, Council took the following action on Planning and Development related items:

- Approved a Special Use Permit for 308 Vassar Drive for a Customary Home Occupation; and,
- Received the draft of the Comprehensive Development Plan V and scheduled a public workshop to discuss the Plan for Monday, October 20, 2014 at 7 p.m. in the City Council Chamber. Development Supervisor Mike Fortner provided information on the requirements and purpose of the Comprehensive Plan, the process that was laid out in the Planning Commission’s “Plan for Planning”,

and inventoried the numerous public meetings, workshops, open houses and the public hearing that were conducted to develop the Plan.

Some time was spent reviewing plans for the Lofts at Center Street with the developer in anticipation of a revised plan submittal for Subdivision Advisory Committee review and comment.

Some time was spent on the 2015 Operating Budgets for the Planning, Parking and Code Enforcement Divisions.

This morning Mike and I met with a property owner and engineer to discuss a potential land development along Annabelle Street.

This week the Planning Division processed:

- 3 Buyer's Affidavits
- 13 Building Permit Reviews
- 2 Certificate of Occupancy Reviews

This week the Department received notice that the article focusing on Newark and why it is a great place to do business was included in the Business in Focus magazine, which provides online and print editions of the latest news and events across a wide range of industries with an emphasis on North American firms and the business landscape. Please find links below. You can see this article on the second link starting on page 106.

<http://www.businessinfocusmagazine.com/category/in-focus/2014/july-2014/>

[http://www.businessinfocusmagazine.com/e\\_mag/BIFNAJul2014/](http://www.businessinfocusmagazine.com/e_mag/BIFNAJul2014/)

### Economic Development

On Wednesday evening, I attended and Ricky staffed the Downtown Newark Partnership Board meeting.

On Tuesday, I joined Mayor Sierer, Councilwoman Marge Hadden, Community Affairs Officer Dana Johnston and City Manager Carol Houck at the ribbon cutting for Sovereign Air, a new 3D printing company in Pomeroy Station.

Work continued this week preparing for the following:

- Downtown Newark Food & Brew Fest, Saturday, July 26<sup>th</sup>, 2-8 p.m.
  - Main Street Mile Battle of the Bars, Friday, August 15<sup>th</sup>, 5-8 p.m.,
  - Community Day, Sunday, September 21<sup>st</sup>, 11-4 p.m. and,
  - Taste of Newark, Sunday, September 28<sup>th</sup>, 12-3:00 p.m.
- (Tickets are on sale for this event in the Planning & Development Department and at <https://www.eventbrite.com/e/taste-of-newark-2014-tickets-11861809993>)

## Parking

On Thursday morning I joined, Mayor Sierer, City Manager Carol Houck and City Solicitor Bruce Herron in a meeting with Special Counsel Mark Dunkle to discuss the land swap agreement with the Exponential Development Group. In addition, regarding this project, some work was performed gathering information to assist an EDG engineer for the Phase I environmental analysis of Lot #6.

The Parking Division continues to work on making all parking meters in the City of Newark ADA compliant. At this point, the project is 60% complete and anticipated to be finished by the end of the month.

Summer parking lot maintenance activities continued this week.

In response to a question raised by Councilman Morehead at Monday night's Council meeting, the digital display on the IPS Parking meters has two screens in constant rotation. The screens are dynamic and may be changed as appropriate. Currently, they are programmed as follows: During hours of operation (Monday – Saturday 8 AM – 1 AM and Sundays 1 PM – 1 AM) at an occupied/paid space the first screen displays the amount of time on meter; the second screen is blank. For an unoccupied spot during hours of operation the first screen displays rate per hour and maximum stay and the second screen says Credit Card or Cash. (A red or green LED light indicates a fed or expired meter). Between 2 AM and 6 AM every day, the first screen reads No Parking and the second screen says Tow Away. Between 6 AM and 8 AM, Monday – Saturday and from 6 AM – 1 PM on Sundays the first screen reads Free Parking; and the second screen reads No payment needed until 8 AM or 1 PM (depending on the day of the week).

## Code Enforcement

63, 65, 67, 69 (Krohe property) E. Cleveland Avenue will be getting C/O's this week.

178 S. Chapel Street - East Village townhouses has received a footing and foundation permit.

6 Elm Avenue received a C/O for this single family home.

On Thursday I joined Code Enforcement Supervisor Steve Wilson and Facilities Maintenance Superintendent David Greenplate in a meeting with Deputy City Manager Andrew Haines, Parks and Recreation Director Charlie Emerson and Parks Supervisor Rich Gregg to discuss the transfer of responsibilities for building maintenance from Parks to Planning.

This week the Board of Building Appeals hearing for the Pilgrim Baptist Church was once again rescheduled at the request of the Church's attorney. The hearing is now scheduled for Tuesday, August 5, 2014 at 3 p.m. in the Council Chamber. At the meeting, the Church will challenge the City's interpretation of Chapter 7, Section 903.2.4, Automatic Sprinkler Protection. Also related to this matter, considerable time was spent gathering materials for three FOIA requests submitted by the Church's attorney for the case.

## Public Works & Water Resources

### **Management**

- Finalizing our draft of a formal Snow and Ice Removal Plan for presentation and approval from Council. Comprehensive Plan will allow for Council and resident expectations to be balanced with budget and public safety concerns.
- Met with representatives of Eastern Shore Natural Gas and Lang Development to discuss mandatory gas line inspections of the 16" Natural Gas pipeline running through the open space at Twin Lakes development. The inspection will take place within the next month. The homeowners' association and affected residents will be notified prior to any work taking place.
- Work has begun on the water main installation on Ray Street. The contractor is beginning on the North College end of the street and working toward New London.
- Attended a training session which covered treatment methodology for harmful algae blooms. We are reviewing methods to more effectively/efficiently control algae in the reservoir.
- Attended the Traffic Committee meeting. As a result of the meeting, we have distributed "Drive 25" refuse cart stickers to the Cheltenham area and installed new children at play signage. We are also reviewing existing 25 mph signage to ensure it is adequate.
- Completed review of a mailer which will be distributed to properties backing to the Christina Creek explaining preferred maintenance methodology for riparian areas directly adjacent to the stream. We are hoping that the mailer will help reduce the number of properties which mow all the way to the bank or pile debris in the floodplain.
- Reviewed possible grant opportunities for recycling and water quality grant programs recently announced.
- Continued work on a drainage issue on Barksdale Road near Rahway.
- Reviewed necessary information to begin rolling out solar powered refuse compactors. We hope to install three combined units this week or early next week.
- Our engineering interns have begun the street sign retroreflectivity survey. Work is progressing well.

### **Streets**

- We are pleased to have hired one of our seasonal employees as a full-time employee in the Street Division to fill a vacancy created due to a promotion.

### **Refuse**

- We are pleased to have hired one of our seasonal employees as a full-time employee in the Refuse Division to fill a vacancy caused by a recent retirement.

### **Water and Wastewater**

- The Water Division performed a valve replacement overnight Thursday that will allow us to reduce the frequency of times Shue-Medill has to have water turned off to address water main breaks further out of town. There was a failed valve that will be replaced.

- We have begun cross training employees on catch basin cleaning equipment to ensure coverage of critical maintenance procedures for storm preparations.

## **Garage**

- Performed routine vehicle maintenance.
- Presented monthly safety presentation. This month's presentation was on working safely in summer heat.
- In addition to the regular maintenance and service completed by the Garage, they have been working on the seized failed blower fan in the street sweeper. In order to ensure the vehicle will be up and running in time for the Newark Food and Brew Fest, the mechanics traveled to Silver Spring to pick up the new assembly.

## **Stormwater**

- Researched a request from Dover for any ordinance examples in regards to prohibiting sweeping or blowing grass clippings in street.
- Completed seven outfall inspections and the associated paperwork.
- Intern worked on copying 2011 E & SC inspection forms, and we worked on making 2014 inspections available electronically since EPA has given us the guidance that they will be looking one year ahead and behind the original 10/1/2011-9/30/2012 date range.
- Met with management and the Utility Inspectors to get more organized for the EPA/DNREC Delegated Agency audit. Attended the pre and post EPA/DNREC meetings.
- Reviewed and provided comment on intern's draft Confined Space Policy.
- Worked with UD to line up a PSA for WVUD. Chose "Scoop the Poop" from the EPA Toolbox since it came with permissions for use. Students at WVUD will dub in, "brought to you by the Stormwater Programs at the University of Delaware and City of Newark".
- Attended an IT training session in the new training room in the basement.
- Started working with intern on a one page press release describing the Stormwater GIS Grant, forwarded a draft version to Director.
- Investigated a potential IDDE at the UD Courtyard by Marriott hotel. Worked with UD and the Water Division to determine if there was a cross connection and/or leak of red tracing dye to the closest stream and/or our potable water supply. It was determined that the dye did not reach either.

## **Electric**

The line crews fixed a broken backyard pole in Silver Brook, removed five poles at the STAR Campus that previously fed Bloom under construction, and rearranged primary circuits in advance of the new transformer to be delivered this fall at Phillips Avenue Substation. Crews also kept working at The Retreat setting transformers and keeping ahead of that project.

The electricians worked on SCADA, rewiring the City Manager's conference room, and worked on issues in the Council Chamber. After a tree fell on the Pomeroy Trail and



damaged a light, the line crews and electricians removed and are evaluating repair or replacement options.

The engineering technician is away on an ESRI conference and classes. The City will be installing an ESRI GIS system and electric's AutoCAD maps will need to be integrated. Engineering worked on SCADA, programmed relays, and recalculated settings for the City's feeders to extend transformer capacities for emergency events.

## **Parks & Recreation**

### **Administration & Planning**

I continue to prepare materials for the 2015 Operating Budget and 2015-19 Capital Budget.

Last week I attended webinar for a Maintenance Work Order system.

Curtis Mill Park Update:

- This week's wet weather conditions have limited progress.
- Tom and I met to review the projects landscape plan. Landscape installations will be delayed until early to mid-October when weather conditions are more suitable.
- Curbing along Paper Mill Road and at the park entrance is nearly completed.



- We met with DeIDOT to review and finalize plans for changes to the traffic signal, cross walks and handicap ramps.
- The plaza is substantially completed.
- Much of the site was seeded, however, recent rains have washed away some seed. Certain areas will need to be re-done.

We are gearing up for the contracted work at Leroy Hill Park slated to start in late August. The Capital Project will entail removing non-permeable clay soil, installing an underground drain system, adding clean top soil and seeding the outfield area of the baseball field.

We're busy preparing 41<sup>st</sup> Year CDBG project submittals.

Recent bad weather had an impact on park facilities. Last week a large tree came down at George Wilson Park damaging the adjacent tennis court fence and light pole. A tree also came down on the Pomeroy Trail damaging a light fixture and pole. In both instances the light pole and light fixtures will need to be replaced. Tree damage occurred at other park sites as well.

Tom conducted park inspections and prepared work orders as needed.

Tom met with a representative of Lenape Properties concerning tree replacement and maintenance at the Shoppes at Louviers.

Tom attended an IT training session at City Hall.

We met with Planning/Code Enforcement personnel and Andrew Haines to discuss the transfer of building maintenance responsibilities to the facilities maintenance crew.

### Parks Maintenance

The crews continued with mowing operations.

We did landscape bed maintenance to include insect control, deadheading perennials, and watering as needed.

The crew committed considerable time doing tree work this week as a result of recent bad weather.

The Youth Beautification Corps crew completed mulching at Karpinski, did daily trash sweeps at City Hall and park sites, and completed several park maintenance work orders.

The crew completed several general park maintenance work orders.

### Recreation Services

Paula committed time overseeing golf, soccer and Rittenhouse nature camps this week.

Recreation staff reviewed the first draft of the fall newsletter and are continuing to confirm information with instructors for upcoming programs.

Sharon and Debbie have been working on items for the Safety Town program. They are communicating with volunteers about their availability and working on many program details.

Sharon wrapped up items associated with the 4<sup>th</sup> of July festivities.

Sharon has been working on fall programs with Tyler and Paula. Once the information was inputted from all, she prepared the information in the excel spreadsheet, sorted and printed it in the brochure format for Joe.

Camps held at the George Wilson Center and Park this week included: Camp GWC, Rittenhouse Before & After Camp Care, Mad Science Mad Robots & Widgets and Make a Movie Camp.

Make a Movie Camp was held all week and family and friends came to the George Wilson Center on Friday to watch the DVD that was made throughout the week.

A new salt chlorinator was ordered and installed at the Dickey Pool this week.

Tyler coordinated setup of a tent on the t-ball field for a weekend rental at George Wilson Park. It was a larger tent donated by the tent rental company for the family reunion who rented GWC. The family recently had a house fire.

Joe, Tom and Tim Filasky met with Neil from Piranha Sports about the Newark Triathlon logistics.

Joe is organizing the fall e-newsletter and Liz is working on a new portrait layout for the newsletter.

Joe is working on a Community Development Block Grants proposal for Year 41 of the program.

## **Finance**

### **Customer Service**

We are nearly to the finish line 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 July 16, 2014, more than 2,250 residents were enrolled in the new Customer Connect portal. We will continue to keep you posted with our progress. Honeywell will formally transition the project management to the City of Newark team on July 23, 2014.

### **Accounting**

The 2013 Comprehensive Annual Financial Report (CAFR) will be presented to Council by the City's independent auditors at the regularly scheduled meeting of Council on July 28, 2014.

The Department Directors are gearing up for the 2015 budget process. Budget hearings began on June 30, 2014 and are resuming on July 21. After the preliminary budget proposal takes shape through the summer, I will begin sharing a rolling budget calendar to report key meeting dates and deadlines as part of the weekly reports.

CSH/mp