

## **DEPARTMENTAL WEEKLY REPORTS**

**May 31, 2013**

### **Electric**

A line crew was called out to inspect the conduits DeIDOT uncovered in the road on Tuesday and Wednesday night. DeIDOT is fixing a problem where their traffic conduit was bored right through the middle of two distribution conduits in the middle of Chestnut Hill Road. The repairs are being made at night so as to have as little effect on traffic as possible. City crews need to be present to ensure the integrity of the cables inside the pipes. All cables in four conduits have been de-energized so DeIDOT can carefully chip away at the surrounding concrete encasement.

A line crew helped engineering install a power quality monitor inside a transformer after a large commercial customer had some issues with their air conditioning units. The line crews have also been installing fault indicators at strategic points on the circuits to make troubleshooting fault locations quicker and easier.

The electricians have been processing oil in a breaker and topped off two transformers that showed low oil on an infrared scan.

Engineering fixed a relay that was showing the wrong voltage, fixed a backup communication system to a substation, and helped a contractor with a remote meter installation at the Newark High School to be used in a demand response program.

Engineering, DEMEC, and other City officials have met with Bloom and The Data Centers about purchasing the excess generation of their plants.

### **Parks & Recreation**

#### **Administration & Planning**

I had my 2014-2018 CIP hearing last Tuesday.

Last week I attended the Comprehensive Plan public meeting and spoke briefly and answered questions about City parks, open space, recreation services and urban forestry program.

Tom conducted park inspections and prepared related maintenance work orders.

Working with volunteers, we installed a rain garden at Fairfield Crest Park last week. This is the fourth rain garden we've placed in City parks.

Tom conducted a pre-construction meeting with the contractor who was awarded the Main Street tree pit contract. Public Works & Water Resources and Parking Division personnel were in attendance as well. The work will begin soon after Newark Day.

Local skate boarders Matt Wilson and Eddie McCoy wanted to help with Newark's Skate Spot project. Last Friday evening they organized a fund raising event at Mojo on Main Street. The benefit raised \$4,800 for the project that included a \$3,000 donation from the Wilmington Skate Project. These funds will be used to help pay for the construction of the two Skate Spots.

### Parks Maintenance

- On Monday the crew returned supplies used for the Memorial Day Parade to storage.
- The crews continued mowing of park and horticulture areas.
- We installed perennial and annuals at various park and horticulture sites.
- We continued working on getting the pools ready to open.
- The crew prepared ball fields for league play.
- Teamworks, Christina School District student work program, is back working with us this spring. Last week they spread wood carpet (safety surface) under play equipment at Handloff Park.

### Recreation Services

Paula met with the Rittenhouse Day Camp Director to discuss activities for older campers. One of the more popular activities, rock climbing at the U of D's indoor climbing walls, will not be available to us this year due to construction at the Carpenter Sports Building.

We sent out balance payment notices to those who had placed deposits for camp registration.

Paula worked on orientation and training materials for the Before and After School Care programs for the 2013-2014 school year.

Sharon and Debbie committed time wrapping up items from the Memorial Day Parade. Sharon attended the post event meeting on Wednesday night. Everything ran smoothly, but several things will be tweaked to make the ceremony portion of the event even better next year.

Sharon and Debbie are working on items for Newark Day, which is scheduled for June 1 (rain date June 2), 12 to 5 p.m. Entertainment will continue on UD's Old College lawn until 5:30 to encourage attendees to stay downtown after the event has ended and assist with getting Main Street reopened.

This week's Spring Concert was held at Aetna HH&L due to poor weather conditions, approximately 50 people attended.

Tyler met with the Camp GWC Director in preparation for start of the camp on June 17.

Tyler is preparing for the pool openings on June 11. He is concluding lifeguard selections, scheduled the lifeguard orientation, is working to balance the pool water and tested out the new handicap accessible lift.

Tyler attended the recreation supervisors' staff meeting.

The Whee Wanna Play Day (school's out program) was held at the George Wilson Center on Friday, May 24.

Joe conducted a recreation supervisors' staff meeting to discuss programs and City happenings.

Joe has been working with Grindline to address changes to the Skate Spot construction documents.

Joe worked on the Fall e-newsletter timeline.

Joe attended the superintendents' meeting with Charlie.

Joe met with Sharon for a post-Memorial Day Parade discussion.

### **Finance**

Finance participated in meetings with Bloom Energy, The Data Centers, the University of Delaware, DEMEC, Administration, and the Electric Department regarding electric service and infrastructure on the STAR Campus.

### **Customer Service**

The "move out" rush continues for our student population. Last week, customer service handled 1,415 calls with an average call length of 3:24 and an average wait time of 2:39.

### **Accounting**

Work to complete the CIP budget is ongoing with a modified template for 2014 to show historical spend and to include justification categories.

The CAFR is in draft form as we continue to work on the notes to the financial statements, disclosures, and management's discussion and analysis.

### **Alderman's Court**

This past week we held three Court sessions and one Case Review session. This resulted in 113 Arraignments, 57 Trials processed, 16 Case Reviews, and 5 prisoners videoed from prison.

### **Police**

The Newark Police Department has arrested 35-year-old Patrick J. Mattix of Elkton for multiple robberies in the City of Newark during the month of May. On May 13, 2013 at approximately 11:05 p.m., a patron was robbed at gunpoint at the PNC Bank ATM machine located in Fairfield Shopping Center. During this incident a 21-year-old male University of Delaware student was approached by a white male wearing a scarf covering

his face and a black leather jacket. The suspect brandished what appeared to be a gun and demanded cash from the victim.

On May 17, 2013 at approximately 2:10 a.m., a white male suspect entered the Dominos Pizza store located at 232 East Cleveland Avenue. The suspect, who was wearing all black, including a mask concealing his face, presented a handgun, demanded cash from the store employees and fled with an undisclosed amount of currency. The store employees were not injured during the incident.

On May 22, 2013 at approximately 12:12 p.m. a white male suspect entered the T-Mobile Store located at 224 East Delaware Avenue. The suspect, who was wearing all black, including a mask concealing his face, presented a handgun and demanded cash from the 27-year-old male clerk. The suspect fled the store with an undisclosed amount of currency and the victim's credit card. The store employee was not injured during the incident. While investigating the May 22<sup>nd</sup> robbery detectives obtained surveillance footage of an unknown male subject in the area of the T-Mobile just prior to the robbery. Detectives also obtained surveillance footage of a black Chevrolet Cavalier leaving the area of the robbery. Approximately 20 minutes after the T-Mobile Robbery the victim's credit card was used at the WAWA convenience store on Fletchwood Road in Elkton. Detectives obtained video surveillance from the WAWA where the same subject seen near the T-Mobile robbery was observed entering the WAWA. Additionally, detectives observed the same vehicle seen leaving the scene of the T-Mobile robbery on the WAWA surveillance cameras.

A Newark Police Officer recognized the subject depicted in the surveillance photos and he was positively identified as Patrick Mattix. Detectives also linked Mattix to the black Chevrolet Cavalier seen in the surveillance footage. Following surveillance by Newark Police and the Maryland State Police, Mattix was taken into custody last evening in the 300 block of Nottingham Road. Mattix was in possession of the black Cavalier. Following the investigation by Newark Police detectives, Mattix was linked to all three of the above robberies in the City of Newark. He was arrested and arraigned through JP Court #11 and committed to the Howard R. Young Correctional facility in lieu of \$259,000 cash bail.

In addition, Mattix has been linked to two additional robberies in Maryland State Police jurisdiction and warrants are on file for his arrest by that agency. Detectives from the Cecil County Sheriff's Office and New Garden Township, PA Police are looking into a possible connection between Mattix and robberies in those police jurisdictions.

The operations plan has been issued for Newark Day this Saturday. The weather forecast is calling for sun and warm temperatures.

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

#### **IT**

We will be upgrading the City's e-mail system this Friday, May 31. This upgrade will include moving to Exchange software version 2012 and a new hardware server. We will also be consolidating user accounts into a single domain resulting in users no longer

having separate login accounts for e-mail and the City network access. This project is being funded by the State.

We have experienced several issues with the police camera system. Two encoder blades failed which provide the ports for video connections. The Electric and Police Departments are in the process of ordering blade replacements. We are also in the process of updating the server software through the vendor maintenance agreement.

There was an issue with the mobile dispatch server active call list displaying old data. The server is currently being updated to correct the issue.

We are in the early planning stages for the implementation of the Support Central help desk ticketing software which will replace the current home grown I.T. ticketing system. The vendor will be installing the new software next week. The go live date has not been set.

Attended Customer Service training for the PMI mass meter replacement portal.

We are planning the Symantec Endpoint Anti Virus software upgrade to take place after the new Exchange server installation is complete.

### **Planning & Development**

On Thursday, I attended the Department Directors' meeting with Deputy City Manager Andrew Haines to discuss collective bargaining agreements.

On Thursday, May 24, Development Supervisor Mike Fortner staffed the Newark Bicycle Committee meeting.

Considerable time was spent this week preparing for the June 4, 2013 Planning Commission meeting. Agenda items include:

1. A rezoning and major subdivision for .457 +/- acres at 63 W. Cleveland Avenue and 60 New London Road. The applicants are requesting rezoning from BN (business neighborhood) for the West Cleveland Avenue parcel and RM (residential multi-family) for the New London Avenue parcel to BLR (business, limited residential), and subdivision approval to create one tax parcel to construct six (6) townhouse style apartments with associated parking and access ways. A Comprehensive Development Plan amendment is also requested to accommodate the proposed development.
2. The rezoning from BL (limited business) to BB (central business district) and major subdivision to construct a five story above grade mixed use building with 11,000 sq. ft. of commercial space and 15 upper floor apartments on .335 acres located at 7-15 South Main Street to be known as One South Main. In addition, the required BB zoning Special Use Permit for the upper floor apartments.
3. Consideration of a Zoning Code Amendment: Definition of Height of a Building.

#### 4. Comprehensive Development Plan update discussion.

Some time was spent reviewing revised plans submitted for Barksdale Green, which is tentatively scheduled for the July Planning Commission.

Some time was spent preparing documents for two separate FOIA requests for land development projects.

At the regularly scheduled meeting last evening, City Council took the following action on Planning and Development Department related projects:

1. Approved the St. Thomas Episcopal Church minor subdivision.
2. Approved the Kershaw Commons minor re-subdivision.

Mike is working with Tom Coleman, Assistant PW & WR Director, to submit an application to Representative Paul Baumbach for Community Transportation Funds (CTF) for Sharrows on portions of Cleveland Ave., South Main Street, and Hillside Road. This will link the Sharrows on E. Main Street with the Pomeroy Trail to western areas in the City.

Today, Nicole Seymour started in the Planning and Development Department as a summer intern. She will be helping the Department update its' Fiscal Impact Model for new development projects, as well as a number of other special projects.

#### Economic Development

Planner/DNP Administrator Ricky Nietubicz attended the final meeting with DeIDOT and Lt. Hargrove to determine the traffic management plan for Newark Twilight Criterium (August 10<sup>th</sup>) bike race. He determined budget figures for police cost as well as DeIDOT cost for the race; will set up a meeting with the promoter to review the plan and the figures. Due to the large scale of the detour required, a public information campaign will begin with Newark Day, and continue through the race, to let residents, visitors, business owners and everyone else know about the race, where they can park, and detour locations.

Ricky prepared materials and information for the DNP booth at Newark Day, which will be in front of the Galleria, as in past years.

Ricky also prepared a brief presentation for tomorrow evening's Greater Newark Economic Development Partnership Information Mixer from 5:30 – 7:30 p.m. at the Embassy Suites.

#### Community Development

Ricky began updating CDBG/RS applications to make them available for the upcoming year. He continues processing invoices for the current year as they come in.

#### Parking

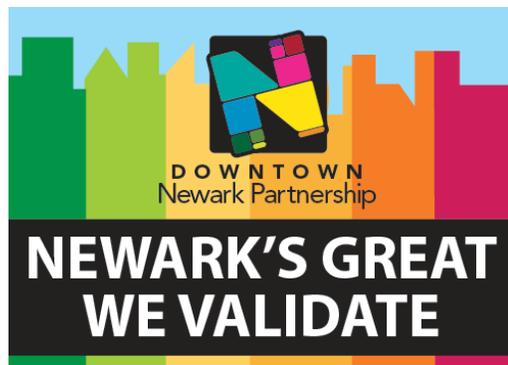
Parking Administrator Marvin Howard attended the IPI Conference last week.

The Parking Division worked on keeping the lots in order during student move out last week.

Some time was spent reviewing Lot #1 parking garage information, including our previous attempts to build a structure in Lot #1 and the More Park attempt in Lot #3 with Finance Director Lou Vitola and Deputy City Manager Andrew Haines.

Some time was spent researching smart parking meter options.

Ricky approved the design for new “Newark’s Great, We Validate” stickers for merchants. The new design is actually a static cling rather than a sticker, so it should have a bit longer life than the previous design, which was damaged each time windows were cleaned. All new businesses to the program will get the new style of sticker, and businesses with the old stickers will be given the option for new ones as well, as soon as they come in.



### Code Enforcement

110 Trout Stream Drive - Started investigating this property as possible rental. If confirmed, violation notices will go out to the owners.

113 Trout Stream Drive - Grass will be cut at this property again this year.

Allison Hall - Renovations are complete. Certificate of Completion with conditions was issued.

136 South Main Street - Applied for C/O.

UD's ISEB (Interdisciplinary Science & Engineering Building) - Applied for C/O.

304 Kinross Drive - The bank finally has come forward to maintain the property. We will keep an eye on this address.

Code Enforcement continues to cut grass at several properties around town. Currently we are cutting approximately 10 properties.

## **Public Works & Water Resources**

Student move out is largely behind us. For the last 10 days or so we modified our operations to put all of our available effort into collection of improperly discarded materials. We also kept our transfer station open on Thursday and Friday for trash instead of recycling so that we could quickly empty our collection vehicles and get back to the streets where the trash was. The recycling trucks made one trip each to the Recycling Center.

We continue our exploration of the closing of the City's Transfer Station. This week we have been sending our trash trucks directly to the transfer station in Townsend. This has allowed us to close our transfer station and reallocate the labor associated with the transfer station operation to other activities. Routing the trucks to the transfer station also allows us to eliminate the wear and tear we experience at the land fill including tire damage, damage caused by the daily cover used at the landfill (fly ash of some sort) and damage to the suspension and undercarriage caused by operation on the rough surface. That we continue to use the Townsend Transfer Station we also have the potential to use a variety of different trash trucks that operate most effectively on hard surfaces versus landfill environments. There is a \$4/ton increase in the tipping fee but we believe that the savings in wear and tear on the equipment alone will make up that difference in cost before one even considers the more efficient and effective equipment options that become available.

Closing the landfill will also allow us to eliminate several vehicles currently used to transport trash to the landfill (the transfer trucks can hold several tons more than our largest collection vehicles so we were in essence just moving trash from one truck to another and then driving it up the road) and some significant costs to replace the scale and truck loading equipment were we to continue operation of the transfer station. In discussions with vendors we consulted to get pricing for replacement of the transfer station equipment they were surprised that we were able to operate successfully with the quantity of trash that we generated and the equipment that we were using to transport the trash to the landfill. We had come to the same conclusion that continued operation is not financially sound.

There are many considerations in our efforts to streamline the trash, recycling, and green waste operations which will be the topic of continued updates. Please let me know if you have any questions as we continue our exploration of options.

We have made some modifications to the storm drainage ponds at The Hunt at Louviers which have worked out very nicely. The rain we have been having has helped keep the plants watered.

We will have a Public Works and Water Resources presence at Newark Day activities this weekend. Perhaps I will see you out there.

CSH/mp