

DEPARTMENTAL WEEKLY REPORTS

July 26, 2013

Electric

A scheduled outage at Yorkshire Woods Tuesday morning went smoothly. The short outage was needed to restore the feeders to the development back to normal as it was before the tornado weeks ago. There was temporary cable feeding the development that had to be removed and a new cable that was bored in hooked up.

The electricians have been infrared scanning the circuits looking for any hot spots which would be exposed by the higher loads due to the hot weather. The few hot spots that were found were immediately repaired by the line crews.

The line crews have been installing more equipment on the poles as part of the smart metering project and have been keeping up with services for the developer's projects.

Engineering has been checking loads, making contingency plans, and checking capacitors as part of the overall system reliability. Engineering has also been fixing any communication issues with substation equipment. During the heat wave, real time information about loads and circuit performance is critical and the communication systems are rarely one hundred percent.

Parks & Recreation

Administration & Planning

We received the construction plans for the Curtis Mill Park project. The plans will be distributed to various City departments for comment.

I conducted a staff meeting.

I attended a meeting with other City representatives, State Parks and County Parks personnel and a representative of the Delaware Trail Spinners to discuss the idea of pursuing the International Mountain Biking Associations "Ride Center" designation. Mountain biking facilities and opportunities, in the greater Newark area, have significantly expanded in recent years to the point where Newark is becoming a destination. With the trails in the White Clay Creek State Park, New Castle County's Middle Run Natural Area, Fair Hill in Maryland, our own trails in Redd Park, along the Christina Creek and the Pomeroy and Hall Trails, there are substantial trails in and around Newark. The City and surrounding area meets many of the criteria for designation including trail diversity, hotels, restaurants, bike shops, brew pubs, coffee shops, grocery stores, medical facilities and others. Discussions are continuing.

I attended a meeting of the Delaware Chapter of American Planning Association last Thursday and gave a brief presentation on the Pomeroy Trail and walking tour.

I committed time preparing grant reimbursement materials for the Skate Spot project. Construction at the Handloff Park site is moving along well. The skate elements have been formed/framed and concrete is being poured. We completed in-house site preparation at the Phillips Park location. Thanks to Public Works for their assistance. We received the semi-final drawings for the Phillips spot on Friday. They have been distributed for review and comment. The contractor will shift operations there when the Handloff facility is completed.

Tom met with developer and landscape contractor at Twin Lakes concerning landscape installation this fall.

The Main Street tree pit project is ongoing. Lots of utility work is occurring on Main Street which is slowing our progress a bit.

The Hill Park baseball field drainage project contract was distributed this week.

Tom conducted park inspections and developed work orders as needed.

Parks Maintenance

We committed significant time with mowing operations and athletic field preparations.

The crew continued with tennis court surface repairs, we repaired one park sign that was vandalized, committed time doing tree work and completed several general park maintenance work orders.

The fence at the Wilson Park tennis court was repaired this week. It was damaged when a tree fell on it recently.

The crew removed a stand of bamboo at Coleman Park.

Recreation Services

Joe is off and enjoying a well deserved vacation.

Paula sent out materials to the participants of the Soccer and Lacrosse Camps in preparation for the first day and the upcoming 4th and final session of Rittenhouse Camp.

Summer camps continue to go very well. Last week's hot weather was a challenge, but staff did a great job of modifying activities for the children.

Paula corresponded with the Before and After Care staff from last school year in preparation for the start of the program in September. She is busy with staff recruitment and planning for training and orientations.

We are busy finalizing materials for the Fall Newsletter.

Sharon and Debbie have been preparing for this year's Safety Town program.

- The daily schedule is being finalized.

- Volunteer and participant assignments are being completed and printed materials are being prepared.
- Guest speaker confirmations are being completed and planning for the volunteer orientation is in the works.

Sharon has been in contact with instructors about fall programs and is working on trying to set up several new programs for the season.

Swim lessons were held all week at the GWC pool.

Tyler held mid-season lifeguard in-service training.

Tyler worked on Fall program planning for the Wilson Center.

Alderman's Court

This past week we held three Court sessions and one case review session. This resulted in 62 Arraignments, 40 Trials processed, 17 Case Reviews and 1 building code violation hearing. There were no prisoners videoed this past week.

Police

Newark Police have arrested three of four subjects involved in the July 15th armed robbery of two University of Delaware students. During the incident, two 18 year old male victims were seated on a bench at the entrance to an apartment complex when they were approached by four black males. One male displayed a handgun while the group demanded that the victims turn over their belongings. The males fled after receiving an undisclosed amount of currency, two cell phones and a passport. They were last seen running towards the area of Madison Drive. The victims, both students of the English Language Institute, were not injured during the incident. Detectives quickly obtained surveillance video capturing the four suspects immediately prior to the crime. Multiple officers from Newark PD identified three of the suspects captured on this video. Identified were 18 year old Malik Wilson, 16 year old Mateo Wise, and 13 year old Jiair Whitaker-Dean, all of Newark. Mateo Wise turned himself in to Newark PD on July 18th after he learned warrants had been obtained for his arrest. He was arraigned and turned over to the New Castle County Detention Center in lieu of \$16,000 bail. Malik Wilson was captured in the early morning of July 19th after members of the NPD Street Crimes Unit and Probation and Parole arrested him at his home. Wilson was arraigned and committed to the Howard R. Young Correctional Institute in lieu of \$32,000 bail. Jiair Whitaker-Dean turned himself in on July 22nd and was issued \$24,000 secured bail and committed to Peoples Place. The fourth suspect has been identified and arrest warrants are pending.

On Monday July 22nd, the three police recruits, who are attending the Delaware State Police Academy, were officially sworn in as Newark Police Officers. The informal ceremony was conducted by the City Secretary and attended by the City Manager, Deputy City Manager and the Chief of Police. The recruits graduate from the academy on Friday, August 2nd and will begin field training on Monday August 5th. Currently Cpl.

Walker and PFC Wolfrom are in training to become Field Training Officers and will assist in the upcoming field training of the recruits.

On Tuesday, July 23rd the FBI completed their biennial NCIC audit at the police department. The final report showed the NCIC records to be 100% compliant. In addition, the FBI was very complimentary in regard to the aspects of record keeping, policy compliance and training.

City Manager's Office

Personnel

- The IT Manager search process was completed and successfully recruited Mr. Joshua Brechbuehl as our new IT Manager. His start date will be Monday, August 12, and will be joining the management team after 15+years of IT experience and private sector work, including consulting for Fortune 500 companies.
- RFP 13-03 (Network Services) was opened on Tuesday, July 23 and six (6) firms submitted with a seventh declining to respond. A review panel is completing their professional rankings of the submitting firms, and Josh Brechbuehl is participating in advance of his formal employment. The aware of professional services should be before Mayor & Council by the August 26 meeting.
- Was a part of the team that met with NDT regarding Lot 1 and a future garage.
- Was a part of the staff that met with Mrs. Cox and Dr. Cox regarding their land lease in Lot 3.
- Attended an executive level meeting for ESRI, our GIS provider.
- Held the first negotiating meeting with the FOP. Intent was to meet in Aug, however their scheduled asked to meet early. Initial meeting established ground rules for negotiating, as well as scheduled future meetings and discussed in general topics of interest. Future meetings are slated for September to get into detailed negotiations.
- Our actuary, Milliman, completed the 2013 Pension Valuation; you will see the full report attached for your reading. With this information, staff intends to bring the COLA discussion back before Mayor & Council at the August 12 Council Meeting.

IT

The decision was made to move the Cityview upgrade to October 7th. This will provide more time for user system validations and vendor software updates. The new cutover date will include the Real Estate module which is custom developed for the City. Vendor development for this module is scheduled to be completed early August.

A GIS executive briefing was held this week for department heads. The presentation was provided by the City's GIS vendor ESRI. Topics included a non-technical platform overview and location-based solution trends for cities. The vendor will be working with City departments to get a better understanding of their operation specific requirements.

We continue to work with the Mobile Device Management setup. Vendor training was provided to staff.

We continue to work on the smart meter project, provided Honeywell billing schedules, and worked with Elster on the meter reads. We are also assisting Customer Service with the new billing process.

Planning & Development

Planning

Significant progress was made by Nicole Seymour and Tyler Berl on completing the first draft of the Newark Land Use Survey and Future Land Use Survey. The information will be reviewed and presented to the public at the next Planning Commission Workshop on July 30th, 7:00 p.m., in the City Council Chamber.

On Tuesday evening, Planner/DNP Administrator Ricky Nietubicz attended the Stormwater Management meeting hosted by State Representative Paul Baumbach and the Public Works Department. Information was gathered that can potentially be incorporated into the Comprehensive Development Plan as information about neighborhoods.

On Wednesday, I met with Roy Simonson, and representatives from DEMA and the New Castle County Office of Emergency Management on the City's application for the Hazard Mitigation Application to FEMA.

Economic Development

This week Ricky finalized several details for the upcoming Food and Brew Fest, scheduled volunteers to man two separate information booths, and prepared an interactive online map for the event. Promotions will continue up to the start of the event on Saturday (2-8 p.m.). We have a record 19 restaurants participating.

Community Development

Ricky selected a bidder for roof replacement at 201 Madison Drive under the CDBG Home Improvement Program. Mortgage paperwork will be completed this week and work will begin shortly.

Parking

Parking Administrator Marvin Howard, Planning and Development Director Maureen Feeney Roser, Deputy City Manager Andrew Haines, City Solicitor Bruce Herron joined with you at a meeting with Dr. Erin Cox, Mrs. Cox and their Counsel regarding the Lot #3 lease.

This week contractors worked on removing the end caps and working on the new entrance to Lot #3 off Center Street.

The Parking Division continues maintenance in the municipal lots.

Code Enforcement

The Emergency Center in Newark applied for an electric bulletin board sign for their location on 324 East Main Street. Their application was denied because electronic bulletin boards are not permitted by Code. The applicant will be placed on the agenda at the next Board of Adjustment meeting (August 15th).

Public Works & Water Resources

I have spent significant time working on the Cottages at the Plaza water system, roadway, drainage, University, and citizen concerns this week.

We have had Mike Clark working on multiple priorities for Parks, Electric, and Public Works that have pushed the sidewalk inspection process for this year back. I am not sure how this will affect the project. We will probably have to adjust some of the completion dates.

The cell tower company is still interested in locating the cell tower on the Academy Street site. We will continue to coordinate.

Work on the Solar site continues at the McKees site with the cooperation of the Parks Department.

We met with the University and their contractors to discuss the paving of Academy Street in the vicinity of the new ISEB building.

We met with staff from the State DEMA to discuss funding of projects to purchase repetitively damaged properties.

Kelley has organized the first meeting of the Delaware MS4 Stormwater Consortium. This is a group of New Castle County agencies that all have MS4 Stormwater requirements. We hope that we will be able to pool our resources so that we can all benefit from the various permit requirements that lend themselves to regional cooperation. Interest in the group continues to grow.

CSH/ct