

City Manager's Weekly Report

Friday, March 20, 2015

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

You may recall that our employees have embraced some unique opportunities to give back to the community through the Newark Area Welfare Committee and the Food Bank. Today some of participating employees had the honor of handing over a check for \$1,740 to the Newark Area Welfare Committee (NAWC) members made possible by our Fundraiser Fridays (or blue jeans and/or sports teams apparel) promotion where staff donate through payroll deduction to the NAWC cause. I commend Deputy City Manager Andrew Haines for his leadership and support of these team building and enriching activities.

Honeywell made a presentation outlining our Smart Metering Project to the DEMEC Board on Tuesday.

Carol

Activity or Project:

Jim Lawrence Retires

Description:

It was with some regret but much appreciation and well wishes that we had the opportunity today to celebrate the retirement of Electric Line Superintendent Jim Lawrence after completing 43 years of dedicated and exemplary service to the Newark community.

Status: Completed

Expected Completion: 3/20/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:**Alderman's Court****Notable Notes:**

This past week we held 3 court sessions and 1 case review session.

We processed a total of 45 arraignments, 29 trials, 14 case reviews and 10 capias returns.

We also videoed 4 prisoners from the various prisons.

Activity or Project:

Parking RFP

Description:

Waiting to be presented to Council.

Status:

Near Completion

Expected Completion:

4/27/2015

Execution Status:

Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The electricians are installing a new underground service to an outside vault at the Curtis Water Plant. They also ensured that all the parks' court lights were on and timed properly.

Engineering met with the transformer manufacturer to go over the specifications of the new substation transformer that is to be delivered in June. Engineering also met with a crane contractor to go over the particulars of moving the 75,000 lbs. transformer into place.

The line crews worked with IT to fix a pole mounted gateway utilized in the smart meter system. The line crew started underground installation at Chimney Ridge and repaired an underground service cable feeding a building at Pine Brook Apartments.

Activity or Project:

Newark Shopping Center

Description:

Distribution infrastructure consisting of underground primary cabling and pad mount transformers to Campus Circle and the shopping center.

Status:

In-Progress

Expected Completion:

9/1/2015

Execution Status:

On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:**Finance Department****Notable Notes:**Payments and Utility Billing

The group handled 584 phone calls the week of 3/9/15 (192 of which were for the sole purpose of processing a payment) with an average call length of 3:23 and an average hold & queue time (average speed of answer) of 3:02. The group also processed a total of 4,032 utility payments and CityView transactions while the Welcome Center processed 364 visitors. 129 service calls were initiated by Payments and Utility Billing in response to the calls and visitors. The Finance Department's customary statistics, in addition to new data available with the VOIP technology, are being maintained on a weekly basis in 2015 to develop key performance indicators.

Accounting

The accounting team continues to work on the year-end financial statements and related work in connection with the annual audit; see additional information reported in the Independent Financial Audit project detail.

Activity or Project:

Independent Financial Audit

Description:

The Comprehensive Annual Financial Report ("CAFR") Fund Statements for 2014 have been drafted and continue to undergo final internal review. Over the next week we will focus on the CAFR Government Wide Statements, Note Disclosures, Statistical Reports, the Final Schedule of Federal Awards, Audit Schedules & Lists for the independent auditors, and Management's Discussion and Analysis ("MD&A"). The audit fieldwork is scheduled from 3/23/15 to 4/3/15.

Status:

In-Progress

Expected Completion:

6/30/2015

Execution Status:

On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:**Information Technology Department****Notable Notes:**

- Most of week spent on Building Access System in preparation for capturing photos and building badges.
- Several IT staff members attended training including GIS and Windows Azure (cloud) services.
- Met with aerial network company to discuss projects related to fiber and bandwidth injection into the mesh.
- Kratos has begun upgrades building camera system.
- Migration of all past and present email to new message archive platform.

Activity or Project:

Building Access System

Description:

IT has taken over as the badge and access control department. We are working on gathering employee photos to be used on new ID cards that will be used for door and building access.

Status:

Near Completion

Expected Completion:

3/31/2015

Execution Status:

On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:**Parks and Recreation Department****Notable Notes:**

I met with State Parks personnel to discuss DTF grant funds available for the Redd Park Trail project. We hope to be back working on the project in late spring.

I'm happy to report that Joe Spadafino returned to work this week. This could be temporary, however, as he may have to have back surgery in the near future.

We performed tree work at several park site.

Park Superintendent Zaleski completed a draft design for enhanced landscaping on the front lawn of City Hall. He also attended a meeting of the Community Garden working group.

We spent a good amount of time in the parks this week doing litter and general park clean up. Because we have committed so much time recently to snow and ice control, we haven't been able to get to this as frequently as we normally would.

Recreation Supervisor Bruen is completing final plans for this year's Easter Egg Hunt scheduled for Saturday, March 28 at the White Clay Creek State Park. Rain Date Sunday, March 29.

Recreation staff is finalizing summer program information for the newsletter.

We held our 3rd Annual Summer Camps Fair last Saturday at the Wilson Center. More than 80 area residents attended.

We're continuing to edit and add information to the GIS Parks Map that, when finished, will be placed on the City's webpage.

Activity or Project:

Community Garden Preparation

Description:

This winter's weather has impacted site preparation. When the site soil dries more we will be able to get back at it. Perimeter fence adjustments will be completed in about two weeks. An opening ceremony is planned for April 18.

Status: In-Progress

Expected Completion: 4/10/2015

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- This week the trim around the fire alarm panel at the train station was installed.
- The soiled carpet areas on the second floor were cleaned this week.
- Maintenance Superintendent Dave Greenplate attended the server room FM 200 Training for the fire suppression system.
- Custodians have cleaned all lights and replaced bulbs as needed in the Police Station.
- Work continues on the City Secretary's Office bathroom; repairs to the sewer should be completed this week.

Code Enforcement

- The 500 Creek View Road backup generator permit was approved for the roof top unit.
- This week the Bob Carpenter Center, 521 S. College Avenue office renovation permit was issued.
- The UD Pearson Hall locker room to office renovation permit was issued.
- A Certificate of Completion was issued this week for El Diablo at 127 E. Main Street.
- This week a C/O was issued for 80/97 Munro Drive in Newark Preserve.
- This week the building permit was approved for the UD Life Sciences Building addition.
- This weekend Property Maintenance Inspectors issued 20 citations: 16 for trash; 1 for overcrowding; 2 for grading; and 1 for parking on a lawn.

Community Development/Revenue Sharing

- This week a satisfaction piece was prepared for a 1989 Façade Improvement Loan for the property located at 92 E. Main Street. The loan program is funded through the Community Development Block Grant Program.
- On Thursday, March 12th, a site visit was performed at Madison Drive for a Home Improvement Program project.

Parking

- On Tuesday afternoon, Parking Administrator Marvin Howard attended the Traffic Committee meeting.
- The Parking Division spent a considerable amount of time cleaning the parking lots after the weekend's St. Patrick Day festivities.

Planning

- In consultation with the City Solicitor, the Department approved the design of temporary office space at the STAR Campus this week to accommodate space disrupted by construction at the Health Sciences building.
- On Wednesday, March 11th, Development Manager Mike Fortner attended an APA Webinar at the WILMAPCO office entitled: Urban Design, Sustainability, and the Environment.
- On Wednesday evening, Planning and Development Director Maureen Feeney Roser attended the Downtown Newark Partnership Board meeting. The 2015 Budget and plans to increase merchant involvement in committees were among the items discussed.
- On Thursday morning, Maureen attended the staff meeting.
- Also on Thursday morning, Maureen attended the atrium landscaping meeting.

- Work continued this week on recodification review.
- On Friday afternoon, Development Supervisor Mike Fortner and Maureen joined other staff members in a meeting with DeIDOT, WILMAPCO and UD to discuss the Newark Regional Transportation Center project.
- On Monday morning, Tom and Maureen met with the developers of Cleveland Station to discuss potential changes to the project.
- Some work was performed preparing 52 N. Chapel Street and 60 North College Avenue development plans for Council review.
- The following was also completed:
 - 6 Deed Transfer Affidavits
 - 1 Certificate of Occupancies

Activity or Project:

New Staff Member

Description:

This week, Planner/DNP Administrator Ricky Nietubicz transferred to the City Manager's Office. On Monday morning, Tom Fruehstorfer began work with our team as a Planner. A long-time resident of the City, former Chairman of the Conservation Advisory Commission, and a civil engineer, Tom brings a valuable skill set to the Planning team. We welcome Tom and look forward to working with him on land use and CDBG/RS management.

Status: Completed

Expected Completion: 3/16/2015

Execution Status: Completed

Activity or Project:

Special Use Permit Applications

Description:

The Planning Department processed three (3) Special Use Permit applications to be considered at the March 23rd Council meeting: Mediterranean Grill in the Newark Shopping Center and Wood Fired Pizza on Cleveland Avenue, both to sell alcohol for consumption on premises. The third Special Use Permit is for 40 Minquill Drive to place a shed in the FEMA Special Flood Hazard Area.

Status: In-Progress

Expected Completion: 3/23/2015

Execution Status: On Track

Activity or Project:

Board of Adjustment

Description:

- The Board of Adjustment, on March 19th, will review two variance requests.
- The first request is for 70 E. Main Street (Newark Newsstand) to increase the cubic content of a non-conforming

structure by 123%. • The second variance request is for the project known as Pike Park at 102 Pike Way off of South Chapel Street, requesting variances for minimum lot size, building setback lines, and setback from the side yard.

Status:	In-Progress
Expected Completion:	3/19/2015
Execution Status:	On Track

Department:

Police Department

Notable Notes:

The Saturday before Saint Patrick's Day was busy as usual. Newark Police made 65 arrests for open containers, underage drinking, and disorderly premises. During the activity, officers observed a young man vomiting on himself on North Chapel Street. As officers and medical crews attempted to assist the man, a crowd of people attempted to interfere with treatment. A Taser was used to subdue one man who assaulted a police officer. Several people in the crowd were arrested. Also during the day's activities, a 19-year-old female stepped into the path of a vehicle on Cleveland Avenue. The female suffered a fractured pelvis as a result of the incident. The driver of the vehicle wasn't charged with a violation.

Deputy Chief Mark Farrall and Sergeant Gerald Bryda are attending the CALEA Spring Conference this week. At the conclusion of the conference, the Newark Police Department will be awarded our CALEA accreditation certification. The final assessment report stated; ***"The assessment team was impressed with the high level of professionalism displayed during the on-site assessment by members of the NPD. It is obvious to the assessment team that the Newark Police Department provides excellent services and is held in high esteem by other law enforcement agencies and members of the community. Their agency staff is strongly committed to the CALEA accreditation process."*** A special thank you to Sergeant Bryda, who is our CALEA Accreditation Manager.

The Newark Police Department is continually training in the area of railroad safety. On March 18th, Chief Tiernan, Deputy Chief Feeney, and several other officers attended the "Passenger Train Emergency Response" training. The training was offered by Amtrak, Maryland State Police, and Cecil County Department of Emergency Services. Next month, several officers will attend training for "Railroad Incidents and Hazardous Materials". The training will also include responding to crude by rail incidents. This training will be instructed by members of Norfolk Southern Railroad.

Activity or Project:

Not Applicable

Description:

Not Applicable

Status:	Completed
Expected Completion:	3/18/2015
Execution Status:	Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:**Public Works and Water Resources Department****Notable Notes:**

Management and staff attended an APWA snow and winter maintenance training event on Wednesday.

Management held a meeting with United Water Delaware to discuss source water protection partnership opportunities and operational items such as our interconnections and SOP's for utilizing the interconnections.

Delivered water quality surveys to the residents of Old Oak and Dallam Road where the recent water main replacement project was completed.

Spent significant time filling potholes on City streets and coordinating with DeIDOT to have them fill potholes on their streets.

Held a demonstration for a new combination jet and vacuum truck. We have now demo'd likely all of the possible bidders for the upcoming RFP.

Activity or Project:

Description:

concrete tank to be taken offline. We should be ready to test the new configuration the beginning of next week. The tank repair company is scheduled to begin work the second week of April.

Status: In-Progress

Expected Completion: 12/31/2015

Execution Status: Behind Schedule

Activity or Project:

Water System Master Plan

Description:

We submitted an application this week for another 1:1 matching planning grant through DNREC to help cover the costs of our water GIS development. We will have a similar resolution to what was recently brought to Council for the wastewater grant on the next Council agenda. We have received very positive feedback from the grant administrator so we are hopeful that we will again receive the full grant amount but the Water Infrastructure Advisory Council still has to vote.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

Activity or Project:

Delaware Avenue Cycle Track

Description:

We received notice this week that DelDOT's engineering section agreed to fully fund the preliminary planning and design work necessary to complete the cycle track feasibility study. This is a huge development and is very exciting as it vastly improves the chances that we will be able to build this facility. The expectation is that once this stage of design is complete we would be at a stage where we could apply for federal matching funds to cover the final design and construction. The federal grant funding is a 90% match meaning the City and DelDOT would only need to cover 10%, making it much easier to slide into their budget if necessary.

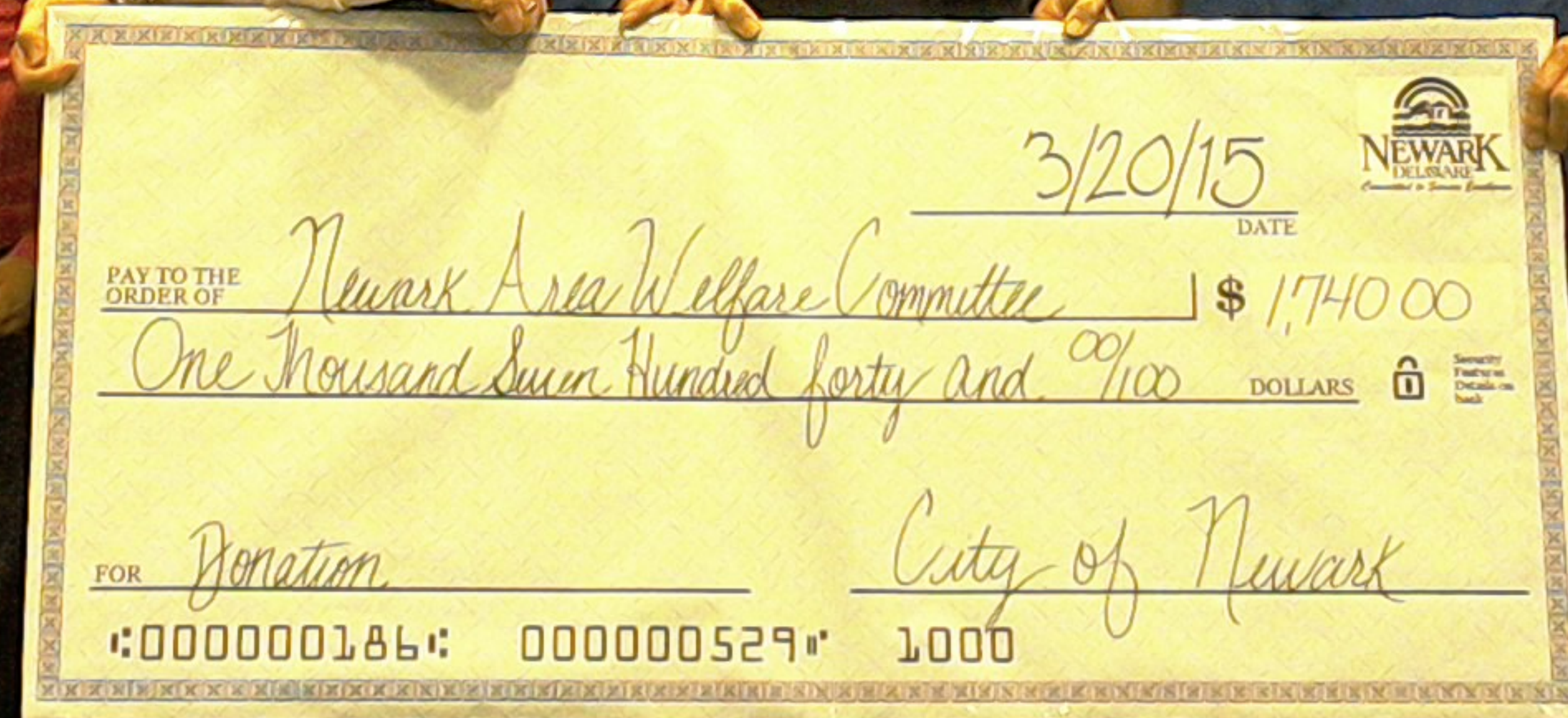
Status: In-Progress

Expected Completion: 12/31/2019

Execution Status: On Track

3/15/2015

to 3/21/2015





NEWARK POLICE DEPARTMENT

WEEK 03/08/15-03/14/15

INVESTIGATIONS

CRIMINAL CHARGES

	2014 TO DATE	2015 TO DATE	THIS WEEK 2015	2014 TO DATE	2015 TO DATE	THIS WEEK 2015
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	2	0	1	1	0
Rape	0	1	0	1	0	0
Unlaw. Sexual Contact	4	0	0	1	0	0
Robbery	5	9	0	1	11	1
- Commercial Robberies	0	6	0	0	3	0
- Robberies with Known Suspects	0	1	0	0	0	0
- Attempted Robberies	2	1	0	0	5	1
- Other Robberies	3	1	0	1	3	0
Assault/Aggravated	3	1	1	2	5	0
Burglary	11	16	3	7	4	0
- Commercial Burglaries	2	2	1	1	1	0
- Residential Burglaries	9	13	2	6	3	0
- Other Burglaries	0	1	0	0	0	0
Theft	94	88	6	29	57	2
Theft/Auto	7	8	0	4	5	0
Arson	1	0	0	0	0	0
All Other	22	8	1	54	17	4
TOTAL PART I	148	133	11	100	100	7
<u>PART II OFFENSES</u>						
Other Assaults	57	56	11	54	36	9
Rec. Stolen Property	0	2	2	5	10	2
Criminal Michief	46	47	5	5	18	1
Weapons	4	4	0	12	30	4
Other Sex Offenses	0	0	0	0	0	0
Alcohol	97	57	33	139	75	34
Drugs	28	17	1	64	71	3
Noise/Disorderly Premise	105	71	22	50	41	9
Disorderly Conduct	34	30	4	51	19	9
Trespass	34	35	2	28	19	4
All Other	94	92	5	94	70	10
TOTAL PART II	499	411	85	502	389	85
<u>MISCELLANEOUS:</u>						
Alarm	230	216	19	0	0	0
Animal Control	66	81	11	0	0	0
Recovered Property	44	42	10	0	0	0
Service	5029	5671	657	0	0	0
Suspicious Per/Veh	90	101	11	0	0	0
TOTAL MISC.	5459	6111	708	0	0	0

	THIS WEEK 2014	2014 TO DATE	THIS WEEK 2015	2015 TO DATE
TOTAL CALLS	844	7,636	951	8,057



Newark Police Department
Weekly Traffic Report
03/08/15-03/14/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	1,788	1,833	200	125
DUI	36	44	2	3
TOTAL	1,824	1,877	202	128

PARKING SUMMONSES				
Meter Tickets	2,892	3,049	376	357
Parking Summons/IPR	1,082	1,354	144	179
Scofflaw Amount Collected	38 = \$7,560.50	14 = \$2,685	3 = \$681.50	0 = \$0
TOTAL	4,012	4,417	523	536

TRAFFIC ACCIDENTS				
Fatal	0	0	0	0
Personal Injury	34	37	2	4
Property Damage (Reportable)	79	73	5	6
Property Damage (Non-Reportable)	125	85	6	15
Hit and Run	50	58	3	9
TOTAL	288	253	16	34