

City Manager's Weekly Report

Friday, July 31, 2015

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Good News! State of Delaware Consulting Engineering firm Whitman & Requardt advised this week that they have been given the approval from DelDOT to proceed with the concept design of the White Clay Creek pedestrian bridge.

I meet with Parks Director Emerson and other staff to discuss modifications to our plans to address the Emerald Ash Bore that will likely result in a change to the 2016 Capital Program item associated with addressing this issue.

I attended the Forgotten Cats press conference on Wednesday. It had a nice level of attendance and the efforts of Forgotten Cats to reduce the numbers of free-roaming cats in our state (estimated at 60,000) and protect citizens from rabies was made possible by a \$200,000 grant from Pet Smart Charities. Much praise was given to our Animal Control Officer Donna Vickers for her assistance in developing the program and coordinating with local facilities. Councilwoman Hadden was also on hand to share her support.

I attended the Newark swearing in of our three newest recruits this Thursday afternoon and will attend their State Police Training Academy Graduation this afternoon in Dover.

Just a reminder that the National Night Out Event will take place next Tuesday the 4th on Academy Street from 6 to 9 p.m.

As also reported by Finance Director Vitola, August 14th will be the last work day for Deputy Director Garriz who will be moving to California with her family. Wilma has been a dedicated and hard working employee that will be missed. We wish her all the best!

We had a successful City Blood Drive this Thursday! Great work once again by Deputy City Manager Haines and Tommy Atadan!

Activity or Project:

Digital Archival

Description:

In association with concerns recently raised regarding the organization wide documents maintained by the City Secretary's Office that could be at risk, I was prompted to take a closer look at our plans to get control of the paper document creation and storage that has started to overwhelm our departments. For that reason we are now exploring the feasibility to fast track the digitization of our organization's documents in the City Secretary's control as well as determine a path forward to getting our entire organization positioned to begin scanning documents and weaning ourselves off of the need for space wasting filing rooms. I plan to have costs associated with this organization wide effort ready in time to be considered for the 2016 budget.

Status: Started

Expected Completion: 12/31/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Administration - Deputy City Manager

Notable Notes:

- On Friday, July 31 I will attend the State Police Academy graduation for four (4) City officers.
- Denise Wright and I met to review further developing the pool vehicle options among administrative colleagues.
- The Parking Equipment review team met this week to finalize the discussion and recommendation for equipment, and to target placement on the August 24 Council agenda for consideration.

Activity or Project:

Recruitment: Deputy Director of Finance/Controller

Description:

Ms. Wilma Garriz submitted her resignation and will be relocating to California. Unfortunately for

transition, we do not have sufficient time to recruit for a person prior to her departure. Recruitment will start this week and the Finance Department will have a transitional period entering the budget season.

Status: Started

Expected Completion: 9/4/2015

Execution Status: On Track

Activity or Project:

Recruitment: Code Enforcement Manager

Description:

With the reclassification of the position not supported, staff has met to revert the position and future tasks back to the existing Code Enforcement Manager (except those tasks that had process improvements). We met with police to advise retaining Emergency Management at this time. The recruitment will launch this weekend, if we can make publication deadlines and try to get a qualified staff member to lead the CED team.

Status: In-Progress

Expected Completion: 6/22/2015

Execution Status: Behind Schedule

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

Food and Brew Fest, organized in partnership with Out and About Magazine, now in its 12th year, was a resounding success, with 18 participating venues. Thousands of participants came downtown, many of whom indicated that it was their first time at the event. We are actively, soliciting, and receiving, a large amount of feedback about the event which will be valuable for next year's event; in particular, we will work with venues to better standardize size and pricing for samples, as there seemed to be wider variation this year than in past years, as well as better

publicize the free parking during the event. All in all, however, the event seemed to be very successful for our restaurant community.

On July 29th, we hosted representatives from Forgotten Cats, PetSmart Charities, and the State Department of Health and Social Services, including Secretary Rita Landgraf, Dr. Karyl Rattay, Director of the Division of Public Health, and Hetti Brown, Director of the Office of Animal Welfare, as PetSmart Charities presented a \$200,000 grant check to Forgotten Cats for operation of Trap, Neuter, Vaccinate, Return services in and around Newark. This service will help to maintain the feral cat population to minimize impacts to wildlife, and keep the population of feral cats healthier, minimizing the spread of rabies and other communicable diseases that are threats to humans.

We are working closely with the Newark Police Department, Aetna HH&L and UD Police Department, as well as Parks & Recreation staff, for National Night Out, which will be on Academy Street from 6-9 p.m. on Tuesday, August 4th. This is a national event designed to improve relations between police, other first responders and the general community. This year will be the first year of Newark's involvement.

Attended a webinar representing the City of Newark as part of the Campus-Community Coalition to Reduce High-Risk Drinking, related to trends in high-risk drinking nationwide, particularly in college communities.

We are preparing for upcoming ribbon cuttings for Grain (tentatively August 6, 1:30 p.m.) and Duck Donuts (August 7, 10 a.m.). We look forward to officially welcoming both of these businesses to our downtown community.

Activity or Project:

Website Redesign

Description:

The redesign of our website is underway. We are in the process of meeting with departments to begin the process of redesigning the website to be more functional. Our current website provider contract runs through the first quarter of 2016, a redesign with the current provider would begin after the execution of a renewed contract, and would launch after an approximately 3-month process. A more definite timeline will be finalized in the 4th quarter of 2015. This is slightly later than originally understood. Our timeline will also include opportunities for public comment and input, so that the site can much better serve our residents and visitors.

Status: Started

Expected Completion: 7/1/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

Engineering has been in contact with engineers and designers of the SevOne Data Center to be served by Bloom Boxes with the City as a backup power supplier. Because there are three different transformers and two sources of power for one customer and power will sometimes be backfed into the City's system, getting the metering straightened out is a high priority for all involved.

The electricians found several hot spots with an infrared camera on a 93 degree day Wednesday. The hot days have higher loads from air conditioning which stresses mechanical connections and splices making it easier to find potential failures. The line crews immediately fixed these problems, thereby avoiding potential outages.

The electricians installed underground conduit to an antenna onto a nearby pole in order to correct a SCADA communications problem. There is no communications to the East Main Substation because of the building being constructed at the Newark Shopping Center. When a new 150' antenna cable gets installed the issue will be resolved.

Engineering along with a line crew used the new 150' antenna cable that just arrived to simulate a taller antenna at the Sandy Brea Substation before using it at the East Main Substation. The signal has been marginal lately and putting it on a pole is being explored. However, it was found that holding the antenna 40' in the air increased the signal strength, but the signal to noise ratio did not improve. So while it may work, other options are being explored first.

Activity or Project:

Alder Creek

Description:

Installing underground cables and padmount transformers for the complex.

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 515 phone calls the week of 7/20/15 with an average call length of 4:35 and an average hold & queue time (average speed of answer) of 9:03. The group also processed 4,421 utility payments and CityView transactions (828 of which were processed automatically using the new posting process) while Welcome Center staff greeted 354 visitors. 229 service calls were initiated by Payments and Utility Billing in response to the calls and visitors. The group's average speed of answer and abandonment rate fell slightly this week, although call length improved. Our statistics will improve as our newest staff members recently completed their onboarding training and continue to participate in more advanced training, which will be reinforced with experience over time.

Accounting

Deputy Finance Director Wilma Garriz is leaving Newark after more than 10 years in the Finance Department. She will be relocating to California with her family and taking a job as a Controller with a large water and sewer authority. Please join me in congratulating Wilma in her new career. The position was posted this week, and I look forward to finding a strong replacement to fill Wilma's shoes.

Activity or Project:

Purchasing Card Upgrade

Description:

We are working with Fulton Bank to upgrade the City's existing purchasing cards, or "P-Cards." The upgrade will reduce workload and improve efficiency by automatically posting transactions to the City's financial accounting system and reduce costs through a rebate program. There is no cost to the program upgrade. We provided the required implementation questionnaire to Fulton and our IT group researched the accounts payable interface requirements of Munis, our financial accounting software vendor.

Status: Started

Expected Completion: 10/31/2015

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:

We met with the City Manager and Finance Director to continue planning for the arrival of the Emerald Ash Bore which is expected to have impact on Ash Trees within the next two year.

We met with several developers during the week on matters relating to required landscaping.

We continue to deal with tree issues at various sites. Our in-house crew and contractor have been very busy in recent weeks.

The contractor doing the tennis court rehab work recently completed the project. Ten courts were re-conditioned.

Mowing operations have not slowed at all this summer. We're continuing to mow five days a week. Normally in July and/or August we go through a bit of a dry spell which slows grass growth but it hasn't happened yet!

The crew replaced tennis nets at various sites.

We committed time with maintenance needs at the Phillips Park Rain Garden.

The final session of our very popular Rittenhouse Day Camp program will begin on Monday, July 27. This nature oriented camp consists of four two-week sessions each summer.

These camps were held last week: Multi-Sport, Lacrosse, Soccer, Camp REAL and Sports Squirts.

Recreation Supervisor Ennis attended a seminar covering new State regulations pertaining to Before and After School Care programs. We administer two, one at Downes School and one at West Park School.

The recreation staff is continuing to plan for the coming fall program season.

Last Saturday night we hosted a Stargazing Night at the top of the Reservoir. 30 area residents joined us. Unfortunately, it was a bit overcast but there were breaks in the clouds to allow for some peaks at the moon, Venus and Saturn.

The children at Dickey Park's Camp REAL had an exciting week. It was highlighted by a visit to the U of D's athletic complex and the Creamery! Many thanks to Rick Detwyler for hosting us and for treating the children to ice cream!!!!

Last week twelve volunteers committed more than 263 hours working with our camp counselors and recreation leaders at various camps and programs. Could not do what we do without them!!

We're planning a Volunteer Appreciation Picnic for our summer volunteers on August 21.

Activity or Project:

Tree Inventory Contract: CIP Project No. K1503

Description:

City Council approved the award of the contract at their July 27 meeting to the Davey Resource Group of Kent, Ohio. The inventory work will commence after Davey has submitted the necessary contract surety and a kick-off meeting is held.

Status: Started

Expected Completion: 11/30/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

This week the Code Enforcement Division:

1. Issued Certificates of Occupancy were issued for:
 - 2000 Fountainview Circle unit 415
 - 3000 Fountainview Circle unit 416
2. Approved the annual inspection and test Grain – 270 E. Main Street
3. Inspected and approved fire alarms at UD's Trabant Center and Kirkbride Hall
4. Approved the start of construction for the renovations and addition to Matt Slap Subaru at 255 E. Cleveland Avenue
5. Spent considerable time on property maintenance and high grass violations

Facilities Maintenance

This week Facilities Maintenance staff:

1. Installed a new water cooler on the first floor of the Municipal Building.

2. Changed air filters in the Municipal Building.
3. Installed a new air conditioning unit in the garage storage room.
4. Installed a TV monitor in the Code Enforcement conference room.
5. Grouted the tile in the City Secretary's bathroom.
6. Ordered and received custodial supplies.

Parking

This week the Parking Division:

1. Conducted maintenance activities, including grass mowing, and curb and handicap spaces painting. These activities are done in the mornings, due to excessive heat.
2. Set the August schedule for Parking Ambassadors.
3. Scheduled interviews for the open Parking Attendant position.
4. Repaired and reprogrammed cashing equipment in Lots 3 and 4 repaired/reprogrammed.
5. Continued Monthly Parking Permit distribution.

This week Parking Manager Marvin Howard had a second rotator cuff surgery, which by all accounts went very well. We wish Marv a speedy recovery.

Planning

1. This week Development Supervisor and I met with Dr. John Morgan to discuss the parking waiver system and fee schedule.
2. This week some time was spent on Unicity bus schedule changes and updates.
3. Considerable time was spent this week preparing packets for Council consideration of the Pike Park rezoning and major subdivision application, a special use permit for 100 Interchange Boulevard, Unicity Bus agreements, and Accessory Use and Neighborhood definitions.
4. This week the department received an application for an administrative subdivision at 1168 Elkton Road to decide Right of Way and a permanent easement to DelDOT.
5. On Monday night, Council approved the revised elevations for the Candlewood Suites Hotel and denied the proposal to replace the Code Enforcement Supervisor position with a Deputy Director of Planning and Development.
6. On Tuesday Mike and I met with the owner of 6 Annabelle Street and his representatives to discuss the minor subdivision application submitted on his behalf. Variances will be necessary to proceed with the subdivision and special use permit.
7. Considerable time was spent this week preparing for the upcoming Comprehensive Development Plan V Workshop scheduled for Monday, August 3rd. The latest version of Comp Plan V was also provided to Council and posted on the website.
8. This morning I met with the developers of Cleveland Station to discuss their revised development proposal for the site.
9. This week the Department began receiving and reviewing applications for next year's CDBG and Revenue Sharing Programs. Advisory Committee review meetings will begin in the coming weeks.
10. This week the Department completed: 11 Deed Transfer Affidavits; 10 Plan reviews; 29 Building Permit reviews; and 2 Certificates of Occupancy reviews.

Activity or Project:

Planning Commission Meeting Preparation

Description:

A significant amount of time was spent preparing for the upcoming Planning Commission meeting during which the Commission will consider amendments to Code Chapters 27 and 32 as they relate to floodplain management. The Code revisions proposed will also pertain to new Chapter 14 A. The proposed amendments are a follow up to the Department's memorandum to City Council regarding questions raised at the January meeting when the new floodplain regulations were approved. Also on the Commission's agenda is the election of a Vice Chairperson.

Status: In-Progress

Expected Completion: 8/4/2015

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

On July 22, 2015, Newark Police arrested 23-year-old Jarone Walcott for the June 20, 2015 robbery of the Wells Fargo Bank located at 622 South College Avenue. After a month long investigation into the bank

robbery, Walcott was identified by detectives as a suspect in this incident. Walcott was also identified as a suspect in an attempted bank robbery being investigated by the Delaware State Police, which occurred on July 10, 2015 at a Wells Fargo Bank on Capitol Trail, Newark. On the evening of July 22nd, detectives were able to locate Walcott at the Red Roof Inn located on Stanton-Christiana Road, Newark and take him into custody. A search warrant was served on the vehicle Walcott was apprehended in and items further linking him to the crimes were located. Also during the search, drugs and drug paraphernalia were located, leading to additional charges.

On July 23rd, Chief Tiernan, Deputy Chief Feeney, along with Lieutenants VanCampen and Rieger attended the Cecil County Sheriff's Criminal Intelligence meeting. Information was shared on criminals and activity that operate across state lines in Delaware and Maryland. Members of the Newark Police Department's Criminal Investigation Division will be attending future weekly meetings hosted by the Cecil County Sheriff.

On July 24th, Corporal Gruszecki observed a vehicle make an illegal turn in the area of New London Road and Cleveland Avenue. Upon conducting a motor vehicle stop and further investigation, the driver of the vehicle was arrested for Driving Under the Influence of Alcohol. This is the driver's third DUI arrest in Delaware with another previous DUI arrest in New Jersey.

On July 25th, Officer Rivers and Corporal Marsilii were on foot patrol on Kells Avenue when they observed a vehicle proceed through a stop sign without stopping. The officers signaled the vehicle to pull over. Further investigation resulted in the driver of the vehicle being arrested for Driving Under the Influence of Alcohol.

On July 26th, Master Corporal DiFrancesco and Corporal Wolfrom responded to a report of a 59-year-old male unconscious and not breathing on the golf course at the Newark Country Club. Upon arriving at the scene the officers found that the golf pro had retrieved an AED from the clubhouse. The officers took over CPR until relieved by AETNA and county paramedics. The State Police aviation unit flew the patient to Christiana Hospital, where the patient was breathing and stable.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 7/30/2015

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:

Water crews repaired a water main pinhole leak in Arbour Park this week, and we are investigating two more possible leaks. This is yet another corrosion related main break bringing our 2015 total to 5 corrosion related leaks when prior to this year we seldom ever had any corrosion related leaks. Our expectation is that we will see an increase in the number of corrosion related failures as we are probably just getting to a pipe age when the pinholes have worked all the way through the pipe wall. We are investigating polyethylene encasement that can be installed around our ductile iron pipe in areas with high groundwater or aggressive soil. Preliminary estimates are that this would add between 0.5% and 1% to the overall cost of a main replacement project.

Activity or Project:

2015 Water Main Replacement

Description:

Main installation is proceeding with the main fully installed on Wilbur Street and underway on North Street. The main on Prospect has passed the pressure test, and we are waiting on results of the bacteria test. Assuming the test comes back clear we will begin switching houses on Prospect over to the new main on Monday. The contractor is bringing a second crew in to help ensure we are out of the area prior to the start of the school year. We now expect that pavement restoration will be underway on August 17th.

Status:

In-Progress

Expected Completion:

12/31/2015

Execution Status:

On Track

Activity or Project:

2015 Street Contract

Description:

Work is underway on Hillside Road to replace curbing. Once this work is complete, patching will begin on West Park and paving on Hillside concurrently.

Status: In-Progress

Expected Completion: 12/31/2015

Execution Status: On Track

Activity or Project:

Street Sign Retroreflectivity Survey

Description:

The street sign retroreflectivity study is complete. Our interns have surveyed every regulatory sign in the City over the course of two summers which exceeded our original expectations. They will now begin prioritizing signs for replacement and prepare a deliverable that will guide our replacement efforts for the next 12 months. This is a FHWA requirement.

Status: Completed

Expected Completion: 7/29/2015

Execution Status: Completed

7/26/2015 to 8/1/2015



PETSMART
Charities

Date July 29, 2015

Pay to the
Order of Forgotten Cats

\$200,000.00

Two Hundred Thousand and 00/100

Special Event

PetSmart Charities

123456789.9870079841

LIVING ROUGH

PLEASE
SPAY AND
NEUTER

TNVR
WC



UDairy
Creamery



NEWARK POLICE DEPARTMENT

WEEK 07/19/15-07/25/15

INVESTIGATIONS

CRIMINAL CHARGES

	2014 TO <u>DATE</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2014 TO <u>DATE</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2015</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	1	0	0	1	0	0
Kidnap	1	4	0	1	1	0
Rape	2	4	0	5	1	0
Unlaw. Sexual Contact	5	6	0	2	2	1
Robbery	17	21	0	13	27	3
- Commercial Robberies	3	9	0	2	10	1
- Robberies with Known Suspects	2	1	0	2	1	0
- Attempted Robberies	3	2	0	0	7	2
- Other Robberies	9	9	0	9	9	0
Assault/Aggravated	4	2	0	6	17	1
Burglary	41	31	0	28	17	0
- Commercial Burglaries	7	4	0	4	2	0
- Residential Burglaries	34	25	0	18	14	0
- Other Burglaries	0	2	0	6	1	0
Theft	326	263	6	133	104	1
Theft/Auto	26	22	1	5	7	0
Arson	1	1	0	0	1	0
All Other	33	44	2	104	38	0
TOTAL PART I	457	398	9	298	215	6
<u>PART II OFFENSES</u>						
Other Assaults	160	177	5	127	109	2
Rec. Stolen Property	0	2	0	21	15	1
Criminal Michief	155	101	2	44	89	0
Weapons	12	6	0	30	48	2
Other Sex Offenses	0	1	0	0	2	0
Alcohol	193	123	0	338	203	0
Drugs	85	48	2	213	132	10
Noise/Disorderly Premise	354	239	4	168	105	2
Disorderly Conduct	102	103	1	120	53	1
Trespass	104	105	4	67	43	0
All Other	290	253	7	262	172	3
TOTAL PART II	1455	1158	25	1390	971	21
<u>MISCELLANEOUS:</u>						
Alarm	574	545	18	0	0	0
Animal Control	328	297	4	1	2	0
Recovered Property	136	148	4	0	0	0
Service	14277	18038	628	0	0	0
Suspicious Per/Veh	281	303	10	0	0	0
TOTAL MISC.	15596	19331	664	1	2	0

	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>
TOTAL CALLS	771	21,489	810	24,963



Newark Police Department
Weekly Traffic Report
07/19/15-07/25/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	5,575	5,349	212	176
DUI	94	118	3	4
TOTAL	5,669	5,467	215	180

TRAFFIC ACCIDENTS				
Fatal	2	2	0	0
Personal Injury	99	108	0	6
Property Damage (Reportable)	211	303	13	9
Property Damage (Non-Reportable)	305	198	4	6
Hit and Run	159	168	6	5
TOTAL	776	779	23	26