City Manager's Weekly Report

Friday, August 7, 2015

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Please find attached detail related to a noise waiver provided to the Candlewood Suites project on South College Avenue for the period of August 10th through the 12th to accommodate night time utility work.

We have made arrangements to utilize the Church of the Nazarene for two upcoming Council meetings that have recently been scheduled and where we have at least the expectation of a crowd larger than our Council Chamber can accommodate. They are the scheduled Refuse and Recycling Outsourcing meeting of September 21st - 6 p.m. start and the Municipal Broadband meeting of October 7th from 5 p.m. to 9 p.m..

Regarding a recent interest of the CAC and possibly Mayor and Council to further expand the solar panels at McKees Park to the one half finished row utilizing CAC allocated "green" funding, staff has reached out to the vendor and expects to return to the CAC in the near future with an analysis and recommendation to be followed by a presentation to Mayor and Council.

Please congratulate Elizabeth Dowell, Planning and Development Secretary, on her decision to retire effective August 26th. She will be missed; however, we wish her the best in her retirement.

Activity or Project:

Intern Usage Update

Description:

Just wanted to share an update regarding some of the work our departments have engaged their interns with that is providing good work experience and fulfilling efforts we would not otherwise be able to accomplish or to span recruitment periods: Finance Intern - who is a CPA candidate and has a Master's Degree in Accounting - is assisting the department with journal entry posting, accounts payable review, research and other budget and accounting work. IT Division Interns - One intern has been serving the function of head desktop support duties recently following the advancement of another employee and has now accepted a permanent position with IT and another has been brought into Administration to assist with desktop support for IT while also filling the need for website uploads and graphic design work following Tommy Atadan's departure last week. Staff are focusing on the strengths and interests of our interns to allow for win-win opportunities for both the City and the individuals.

Status:	In-Progress
Expected Completion:	9/30/2015
Execution Status:	On Track

Activity or Project:

Residential Electric Rate Comparisons

Description:

Please find attached the most recent Residential Rate Comparison @ 1,000 kWh for all Delaware Electric utilities.

Status:	Completed
Expected Completion:	8/7/2015
Execution Status:	Completed

Activity or Project:

Pension Funding Level Update

Description:

During the pension presentation at the July 27, 2015 meeting of Council, staff was asked at what funding level could the City safely return to a normal level of funding as opposed to overfunding. For example, is it 85%? 90%? 95%? We posed the question to our actuarial team, who commented that the goal of most funding policies is to achieve “full funding,” at which point the plan is literally 100% funded and the only ongoing costs are the plan’s “normal costs” plus or minus any actuarial gains or losses, respectively. It can take as long as the amortization period (ours is 27 years and shortening every year), or longer, to achieve full funding, so it is “a long winding process” as the actuaries phrased it. However, they also commented that Newark has “a very well-funded plan” and that “contributions can be decreased” as long as we are able to maintain funding. The City’s financial policies call for pension funding of 100% to 110% of the Actuarially Determined Contribution (ADC). In consideration of the plan’s funded status, the advice from our actuaries, and the financial policies, the 2016 budget will formally recommend a pension contribution of $3.15 million, which represents 105% of the ADC.

Status:	In-Progress
Expected Completion:	12/31/2015
Execution Status:	On Track

Department:

Community Relations

Notable Notes:

Time was spent this weekend responding to media inquiries on a number of subjects, including the new restaurants opening on Main Street and the potential for municipal broadband, as well as legal actions regarding Traders Alley.

National Nite Out, held on Tuesday, August 4th on Academy Street with the Newark Police Department, UD Police Department and Aetna HH&L, was a resounding success, and we hope to work with the public safety agencies to continue to grow that success next year and in future years. The event was positive for our public safety agencies to have an opportunity to engage with the public.

Our annual blood drive was a resounding success on Thursday, July 30th, with donors completely filling the Blood Bank's larger mobile donation vehicle's ability to accept donated blood. We are looking forward to

continuing the success next year.

Work continues on how the website could be better organized to meet the needs of our residents and visitors. We continue to explore if an App for iPhones and Android devices could improve citizen engagement and communication.

Activity or Project:

Gift Card Program Conversion

Description:

Our new vendor, TransCard solutions, is working with two different sponsor banks to make final arrangements for handling of funds for our program. We look forward to the final pieces falling into place in the near future.

Status: In-Progress

Expected Completion: 8/15/2015

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:

The line crews are fixing an underground primary cable on Country Club Drive. The electricians helped with locating the fault and now the line crews are digging up the cable to install splices. The line crews changed a transformer on Beverly Road after engineering found meters with high voltage on the smart meter system. Some of the transformer's winding had shorted together causing the output to be too high. The line crews also changed the court lights at Handloff Park and changed a transformer in preparation for an upcoming voltage upgrade at George Read Village.

The electricians installed service equipment on a pole for the Police Mobile Command Center to be used during National Night Out. The electricians also rerouted power for the IT Division's newly installed office partitioning panels and continued with infrared scans of the electric distribution system.

Engineering compiled the monthly University loads for July, worked with SCADA developers on radio issues, stayed in discussion with Bloom and SevOne about service requirements, and frequently scanned the smart meter system for any repairable anomalies.

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:

Parks and Recreation Department

Notable Notes:

We met with the representative of the owner of the property just north of Redd Park to discuss an eventual link, across this property, of the Redd Park Trail network to Paper Mill Road. This link will provide easy access to the White Clay Creek State Park and other point to the north.

We completed the Parks and Recreation Department Profile for the 2016 Operating Budget.

Park Superintendent Zaleski committed time preparing information for a RFQ for the installation of ADA accessible connectors to certain park facilities and play units. This project is funded in the 2015 CIP, Project No. K1303.

We completed the installation of the four (4) fitness stations along the Hall Trail. The stations were funded by the Mayor's Masquerade Run which occurred last fall.

We committed time pin pointing the locations for the placement of trail markers on the Redd Park Trail system. We hope to have the markers installed in the near future.

The maintenance crew committed time with these tasks: tree trimming and pruning, spraying for weed control, mowing, watering plant material, mulching various planting beds and trees, finished painting the stub posts at Old Paper Mill Road Park and trash removal.

We held a "Family Day" for the families of children who attended our Rittenhouse Day Camp program. The families participated in many of the activities their children do each day including canoeing, archery, arts and crafts, bug catching and camp fire cooking. Ten families participated.

We held our Safe Kids Camp last week. The campers enjoyed a week full of activities focusing on safety topics. Guest speakers from AETNA, DNREC, New Castle Mounted Police, Christiana Care and Newark Police came in to interact with the children. The camp included a tour of our police facilities and a Bike Rodeo conducted by Newark Police officers.

Dickey Park's Camp REAL had their Safety and Superheroes week and enjoyed a tour of our Police Department. The week included visits from Newark's Animal Control Officer, K9 Team and other officers. We very much appreciate the support from and participation by the Police Department.

We conducted a Tennis Camp last week. Thanks to Mayor Sierer for guest instructing!

Pickle ball is beginning to catch on. We held an introductory class last Wednesday and a group of Pickle ball players began meeting on Thursday mornings at the Wilson Park Tennis/Pickle ball court.

Last week 17 volunteers committed 500 volunteer hours assisting with various recreation programs and camps.

Recreation Superintendent Spadafino met with representatives of Parana Sports to discuss details for a triathlon to take place in August at the reservoir, Redd Park and the surrounding area.

Activity or Project:

PAL/Recreation Center Report

Description:

I should complete a report to the City Manager very soon dealing with the concept of a PAL/Recreation Center.

Status: Near Completion

Expected Completion: 8/14/2015

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 Facilities Maintenance completed the following:

- Installed a pencil drawer and replaced light bulbs in the Police Department, and provided instruction on temporary sump pump settings. The broken sump pump was repaired on Saturday morning.
- Disassembled and stored cubicle walls and desks from IT in preparation for new ones.
- Met with an HVAC contractor about humidity problems at the train station. The system was adjusted to work at its full efficiency. The system will be monitored to see if the problem has been fixed.
- Arranged for Allied Lock to replace a worn out Best lever set at Dickey Park.
- Gathered pricing for proposed projects for CIP budgeting purposes.

Code Enforcement

- Certificates of Occupancy were issued for:
  - 2000 Fountainview Circle, Unit 413
  - 201 and 203 Terrace Drive
- Final inspections were completed in 7 units at the Main Towers at 330 E. Main Street.
- A temporary Certificate of Occupancy was issued for the addition at Purnell Hall.
- The final Certificate of Completion was issued for Grain Craft Beer and Kitchen located at 270 E. Main Street.
- Building permits were issued for:
  - The Sports Clips tenant fit-out at the Newark Shopping Center.
  - The Enterprise Rent-A-Car renovations at the Newark Shopping Center.
- Also, regarding the Newark Shopping Center, the paving of the main parking area was completed. Work on drive lanes, entrances and fire lanes will be performed once layout plan changes required by DelDOT are approved.
- Considerable time was spent working with general contractors on the 58 E. Main Street and 201 E. Delaware Avenue to get the projects to a point where temporary COs can be issued for apartment tenancy.

Parking

- On Thursday, Parking Manager Marvin Howard participated in the review meeting for the Parking Equipment RFP Vendor Selection.
- Marvin also attended a meeting with Deputy City Manager Andrew Haines, Purchasing Administrator Cenise Wright, and IT Manager Joshua Brechbuehl to discuss the project status of the implementation of the T2 System for the City of Newark.
- The Parking Division continues to repaint handicapped spots and yellow curbs in the parking lots and relocated a loading zone on Main Street to a more appropriate location.

Planning

- On Thursday morning, Planning and Development Director Maureen Feeney Roser attended the staff meeting.
- This week the Council packet for Accessory Use and Neighborhood was sent to the City Secretary's Office to schedule Council consideration.
- This week the Department received an administrative subdivision application for the property at 1168 Elkton Road. The purpose of the subdivision is to donate a 1.5 foot strip of land along Elkton Road to DelDOT for Right-of-Way and a 15 foot easement.
- Some time was spent this week preparing for the September Planning Commission

meeting. Tentatively scheduled are the election of a new vice chair, a rezoning, major subdivision and special use permit application for Astra Plaza and a Commission discussion regarding rules and procedures.

- On Wednesday, Development Manager Mike Fortner attended the Geographical Information Systems (GIS) Committee meeting concerning on-line mapping projects throughout the City.
- This week the Planning and Development Department began processing two Special Use Permit applications from Qdoba Mexican Grill to be located at 58 E. Main Street for a cafeteria-style restaurant and to serve alcoholic beverages for consumption on site.
- The Planning and Development Department completed:
    - 11 Deed Transfer Affidavits
    - 47 Building Permit Reviews
    - 8 Certificates of Occupancy

Activity or Project:

Planning Commission

Description:

At last evening's Planning Commission meeting the Commission unanimously recommended approval of amendments to Code Chapters 27 Subdivisions and 32 Zoning regarding floodplain regulations.

Status:	Completed
Expected Completion:	8/4/2015
Execution Status:	Completed

Activity or Project:

Comprehensive Development Plan

Description:

Considerable time was spent preparing for and staffing the Council meeting on Monday evening to review the Comprehensive Development Plan V. At the meeting, Council initiated the rezoning process for the Newark Country Club property from RS to RH. They also set another meeting to review the Comp Plan for Monday, October 5, 2015. The Department is hopeful that soon after the October review, the Comp Plan approval will be placed on a Council agenda for the required public hearing.

Status:	Near Completion
Expected Completion:	10/5/2015
Execution Status:	On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

The "National Night Out" event held on August 4th on Academy Street was well attended by many area residents. There were various public safety displays, demonstrations and interaction with public safety personnel. Many of our police and fire personnel donned heavy uniforms and equipment in the heat to demonstrate SWAT, K-9, and fire rescue. Our "Hug a Cop" PO Aaron Olicker was very popular, posing for numerous photographs with the public. Corporal James Marconi and Communications Officer Rachel Davis grilled the food for the evening. We would like to thank Mayor Sierer, Councilwoman Hadden, and Councilman Ruckle, and their families for coming out and supporting Newark's public safety personnel.

On July 30th , a 21-year-old female was riding her bicycle while crossing South Main Street at a green light signal. A motorist travelling on South Main Street drove through the red light and struck the bicyclist. The injured woman was taken to the hospital and the driver was issued a summons. This is an unfortunate reminder on why our officers vigorously enforce motor vehicle violations such as disregarding red lights and stop signs. While some motorists complain about receiving a traffic summons, the personal injury, damage and sometime death, caused by careless driving cannot be ignored.

Our uniform and plain clothes officers have been very busy with some area hotels during the month of July. Two officers observed an interaction between a male and a suspected prostitute in the parking lot of one hotel. The officers followed the two, and observed the prostitute performing a sex act of the customer in his vehicle. The male admitted to paying $30 for the sex act.

Two officers were on patrol when they observed a female in a hotel parking lot, as she was about to inject heroin into her arm. Two arrests were made for possession of heroin and drug paraphernalia.

Officers had a hotel under surveillance after receiving information that a suspect, wanted for violation of probation for firearms possession, was staying at the hotel and using an eleven year old girl as a prostitute. The officers located and arrested the suspect but did not find the girl.

An officer while checking the hotel area, observed two males parked in the lot of a fast food restaurant. Upon approaching the vehicle, the officer observed the driver preparing to inject heroin. Both occupants of the vehicle were arrested and 51 bags of heroin were recovered.

Several other arrests occurred at area hotels and officers will continue directed patrols during the month of August.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 8/6/2015

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:

As it is nearing the end of the summer we would like to solicit any final feedback you may have on the snow plan so we can make revisions and prepare a report of said revisions to Council before the snow starts falling again. Please forward any comments or requests to myself or Tim Filasky.

We replaced a water valve this week on North College that was broken closed. We took the opportunity to also repair two other asphalt patches adjacent to this valve at the same time.

Water main installation is continuing on North Street and water services are being switched to the new main on Prospect. Having two crews has sped the process up considerably. We have had some difficulty with unmarked and mismarked gas services but Delmarva has been working with us to locate the remaining services.

Activity or Project:

2015 Street Program

Description:

The contractor is wrapping up curb work on Hillside Road and is scheduled to mill Hillside this coming Tuesday, August 11th. Also on the 11th they will be milling patches on West Park Place and will place the first lift of hot mix. Concrete work is set to begin on Ray Street on August 6th.

Status: In-Progress

Expected Completion: 12/1/2015

Execution Status: On Track

Activity or Project:

Water Tank Mixer Installation

Description:

The contractor mobilized this week and began installation of electrical lines and conduit at all of the tanks. The first tank that will be installed is our largest, the concrete tank on Paper Mill Road. We will then move to Arbour Park, West Main, Dallam Road, New London, and Louviers likely in that order. Windy Hills will be installed following completion of the repainting this fall.

Status: Started

Expected Completion: 12/1/2015

Execution Status: On Track

Activity or Project:

Arbour Park Booster

Description:

The booster station is in position and the contractor has begun installation of electrical components. The Electric Department replaced the pole mount transformer as the new larger pumps will have a higher electrical demand. We have been working with Delmarva to have the gas service trench repaired to our standards. We are still waiting on the generator being set but this will likely be one of the final steps. At this point the final startup date is contingent on when we can get the manufacturer rep on-site to program the logic controller and train staff on the operation.

Status: In-Progress

Expected Completion: 8/21/2015

Execution Status: On Track

8/2/2015 to 8/8/2015

NEWARK DELAWARE
Committed to Service Excellence

CITY MANAGER'S OFFICE
CITY OF NEWARK
220 South Main Street • Newark, Delaware 19711

(302) 366-7000 • Fax (302) 366-7035 • www.cityofnewarkde.us

August 7, 2015

Mr. Michael Cirillo
Cirillo Bros., Inc.
761 Grantham Lane
New Castle, DE 19720

HAND DELIVERED

Dear Mr. Cirillo:

Re: Night Work – Candlewood Suites

As requested, I will authorize an extension of the 9 p.m. stop time normally enforced on weekdays and weekends for our City Noise Ordinance regulations. The location of this work is at the intersection of DE 896 and Welsh Tract Road.

Specifically, you have approval subject to the following conditions:

1. The purpose of the extended work is to install sewer to the Candlewood Suites.

2. The dates for this work are Monday, August 10, 2015 through Wednesday, August 12, 2015, weather permitting. Work will begin at 8:00 p.m. and end at 6:00 a.m.

3. It is the City's understanding the residents have been or will be notified of this required work via New Castle County's "Reverse 911" system.

4. If we receive any complaints related to noise on this project during the extended hours, the Police Department will still respond according to our City Code.

5. If any other changes, such as an unexpected road closure, are necessary as a result of this work, you should immediately contact the Newark Police Department and the Aetna Hose, Hook & Ladder Company so as to alert the appropriate public safety agencies. State and city highway traffic controls will be used during any lane shut down.

Please note this represents a temporary waiver to the City Noise Ordinance. By copy of this letter, I am notifying the Police Department and Fire Board of your planned operations. Remember that any further variations from the above conditions must be approved by the City Manager.

Do not hesitate to contact me if you have any additional questions.

Sincerely,

Carol S. Houck
City Manager

CSH/mp
c: Mayor & City Council
Paul M. Tiernan, Chief of Police
Thomas Coleman, Director of Public Works & Water Resources
Phillip M. Bishop, Water & Sewer Inspector
AHHL Fire Company

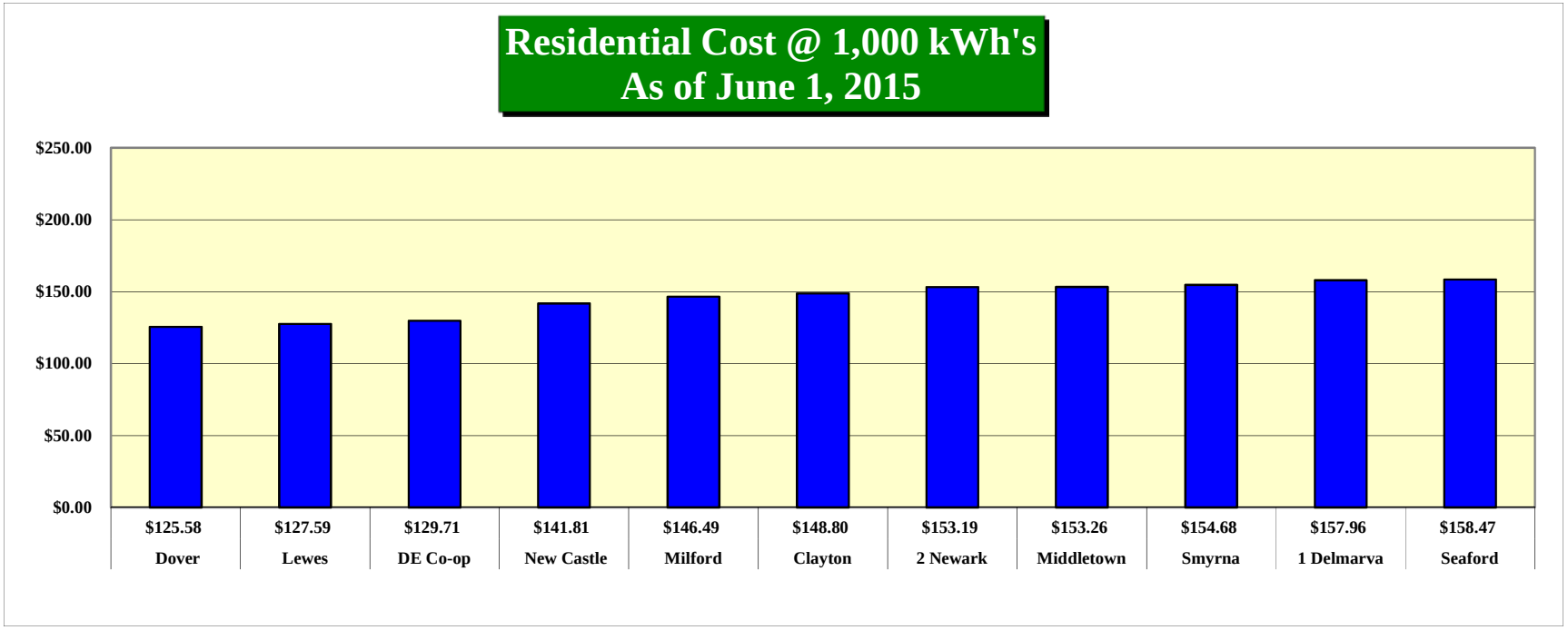
Selected Area Utilities
Summer (June - September)

RESIDENTIAL RATE COMPARISON @ 1,000 kWh

		DE COOP	DPL
		% Difference	% Difference
Dover	$125.58	-3.2%	-20.5%
Lewes	$127.59	-1.6%	-19.2%
DE Co-op	$129.71	0.0%	-17.9%
New Castle	$141.81	9.3%	-10.2%
Milford	$146.49	12.9%	-7.3%
Clayton	$148.80	14.7%	-5.8%
[2] Newark	$153.19	18.1%	-3.0%
Middletown	$153.26	18.2%	-3.0%
Smyrna	$154.68	19.3%	-2.1%
[1] Delmarva	$157.96	21.8%	0.0%
Seaford	$158.47	22.2%	0.3%

[1] Approximate. DP&L's transmission capacity charge is based on each individual's Peak Load Contribution (PLC) to the overall transmission load
Each customer has a unique PLC that changes every January

[2] City of Newark begins Summer Rates in April



2016
DELAWARE
FOOTBALL
Independence
2012
ALUMNI WEEKEND 2015
DELA•BRATION!

UNIT
Razor
TREK

NEWARK POLICE DEPARTMENT

WEEK 07/26/15-08/01/15	INVESTIGATIONS			CRIMINAL CHARGES		
	2014 TO DATE	2015 TO DATE	THIS WEEK 2015	2014 TO DATE	2015 TO DATE	THIS WEEK 2015
PART I OFFENSES						
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	0
Robbery	18	21	0	13	27	0
- Commercial Robberies	3	9	0	2	10	0
- Robberies with Known Suspects	3	1	0	2	1	0
- Attempted Robberies	3	2	0	0	7	0
- Other Robberies	9	9	0	9	9	0
Assault/Aggravated	4	2	0	6	17	0
Burglary	46	31	0	28	17	0
- Commercial Burglaries	8	4	0	4	2	0
- Residential Burglaries	37	25	0	18	14	0
- Other Burglaries	1	2	0	6	1	0
Theft	339	273	10	137	107	3
Theft/Auto	28	22	0	5	7	0
Arson	1	1	0	0	1	0
All Other	37	44	0	106	38	0
TOTAL PART I	482	408	10	304	218	3
PART II OFFENSES						
Other Assaults	162	178	1	128	110	1
Rec. Stolen Property	0	2	0	24	15	0
Criminal Michief	160	108	7	44	90	1
Weapons	13	7	1	30	51	3
Other Sex Offenses	0	1	0	0	2	0
Alcohol	194	124	1	339	205	2
Drugs	85	57	9	221	152	20
Noise/Disorderly Premise	367	241	2	171	105	0
Disorderly Conduct	104	106	3	121	54	1
Trespass	106	108	3	68	48	5
All Other	299	265	12	271	182	10
TOTAL PART II	1490	1197	39	1417	1014	43
MISCELLANEOUS:						
Alarm	595	561	16	0	0	0
Animal Control	342	304	7	1	2	0
Recovered Property	142	156	8	0	0	0
Service	14752	18688	650	0	0	0
Suspicious Per/Veh	294	315	12	0	0	0
TOTAL MISC.	16125	20024	693	1	2	0

	THIS WEEK 2014	2014 TO DATE	THIS WEEK 2015	2015 TO DATE
TOTAL CALLS	716	22,205	862	25,825

Newark Police Department
Weekly Traffic Report
07/26/15-08/01/15

TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	5,785	5,528	210	179
DUI	98	119	4	1
TOTAL	5,883	5,467	214	180

TRAFFIC ACCIDENTS				
Fatal	2	2	0	0
Personal Injury	104	110	5	2
Property Damage **(Reportable)**	221	310	10	7
Property Damage **(Non-Reportable)**	316	200	11	2
Hit and Run	162	173	3	5
TOTAL	805	795	29	16