

City Manager's Weekly Report

Friday, August 28, 2015

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Mayor Sierer and I ended our weekend with other community garden members at the groups first "pot luck" dinner. The gardeners continue to be enthusiastic about this opportunity! Dishes all had ingredients from our gardens.

Chief Tiernan shared the following with me this week regarding the actions of Officer Robert Vernon:

The Special Agent In Charge of the Baltimore Field Office, called to express his appreciation of your recent actions. Last week, his elderly parents were involved in a minor motor vehicle accident where the vehicle tires were damaged and needed to be replaced. Agent Hinckley said you calmed his distraught parents and arranged for assistance for the repairs. His parents were very grateful that you took the time to ensure they were safe, and were able to have their tires replaced, so they could travel back to Maryland. Agent Hinckley said his father will be writing a letter of appreciation, but he also wanted to pass on the great work officers like you do every day, that people seldom hear about.

I also would like to add that you did a great job in representing the Newark Police Department and the law enforcement profession. Chief Tiernan

I am sure you will all agree... job well done!

We have looked into a concern raised at this weeks Council meeting regarding InformMe leading to the wrong links. We identified one from August 13th and a new testing process is in place prior to launching the notices.

Reminder that we will hold the Noise Ordinance Special Meeting this coming Monday beginning at 6 p.m.

Please note that the detail related to inaccuracies of the August 22, 2015 article on electric rates published by The News Journal can be found under press releases on the website. Outreach to The News Journal has also taken place. As of my preparing this report we have not had a response.

Departments continue to work with the Finance and Administrative department to develop the 2016 Operating and 2016 to 2020 Capital Program. We're still hopeful to hold our budget workshop on October 12th.

Much effort has been made by Planning and Development Director Maureen Feeney Roser to assign staff to work this weekend during the student move in to proactively address the issues that we customarily encounter. Outreach and coordination with the Newark Police, ED Police and UD Government Affairs has also occurred.

Activity or Project:

DEMEC

Description:

Annual Dinner Meeting - Wednesday, September 23 - 5:30pm. Dover Downs Hotel. Please let me know if you are attending before September 14th.

Status: In-Progress

Expected Completion: 9/14/2015

Execution Status: On Track

Activity or Project:

Records Management

Description:

I have been meeting with various staff members over the past month on this topic in an effort to identify our path forward to first - halt our continued behavior that adds to our paper and file storage problem on a daily basis while secondly addressing the need to electronically capture the documents we must maintain. It is my intention to provide more extensive detail and a recommendation for moving forward and fully embracing a true records management plan during the 2016 Budget Process. Hiring of a dedicated staff member that will assist in a proper launch of this effort in 2016 will be necessary this year.

Status: Started

Expected Completion: 12/31/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

We held 3 court sessions this past week.

Activity or Project:

Court sessions

Description:

We processed 39 arraignments, 33 trials, 17 capias returns, 1 case review and 2 violations of probation. We transported 3 prisoners for court and videoed 1 .

Status: Completed

Expected Completion: 8/26/2015

Execution Status: Completed

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 have been flagging for the tree trimmers on busy roads and scanning the system with infrared cameras. They found several hot spots that required immediate attention, so the line crews along with engineering switched circuits around to de-energize the affected areas, made repairs, and restored the circuits to normal.

The line crews were also busy with an underground primary cable failure in Elan. After restoring power to the neighborhood at 4am, they returned during normal working hours to locate and repair the cable. After assessing the repairs as impractical and failing to remove the old cable from it's flexible conduit, the horizontal boring contractor who was already preparing to replace a cable on Country Club Drive was contacted.

Engineering is working on a frequency study in order to ascertain whether two frequencies needed for the water SCADA are clear from interference before licensing them from the FCC. Engineering is also working on an arc flash study for Cooches Bridge and Silverbrook pumping Stations.

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 677 phone calls the week of 8/17/15 with an average call length of 4:57 and an average hold & queue time (average speed of answer) of 23:29. The group also processed 3,435 utility payments and CityView transactions while the welcome booth staff greeted 445 visitors. Service calls initiated by Payments and Utility Billing in response to the calls and visitors totaled 334 last week. The group's average speed of answer was longer again last week, as student move-in season, credit control (late payment)

processes, and the annual tax billing are resulting in higher call volumes and higher visits. To the team's credit, a high number of calls were answered for the second week in a row, but the very high number of total calls – 1,379 – led to longer hold times and high abandonment rates.

Accounting

The open Controller/Deputy Finance Director position closed this week. A total of 20 candidates applied and were screened, and we will be reaching out to schedule interviews as soon as possible. I look forward to finding a strong replacement to fill Wilma's position. We are engaging temporary accounting assistance in the department because our volunteer accounting intern was hired by a local investment bank and to allow for greater support as we enter final budgeting and year end cycles.

Administrative level Capital Improvement Program (CIP) budget hearings are underway, and our goal is to present the CIP to the Planning Commission at its October, 2015 meeting.

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. All replacement cards were properly enrolled and the physical cards have been received. They will be deployed once we integrate the vendor's reporting system (Elan) with the City's financial accounting system (Munis). This week, Elan provided self-guided training for the vendor's reporting system and a test transaction was made. Literature was distributed to cardholders.

Status: In-Progress

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:

I committed significant time preparing the 2016-20 Capital Improvements Budget.

Recreation Superintendent Spadafino and I attended a very worthwhile staff retreat last Wednesday.

On Thursday I met with representatives of the DNP Design Committee and Ricky Nietubicz to discuss the concept of making improvements (landscaping and hardscaping) to a parcel owned by CSX on the north end of South Main Street.

On Friday we held a Volunteer Appreciation picnic for our summer volunteers. They did a great job this summer. Our programs and camps would not have been as successful as they were without these energetic young people. Thanks so much to the Recreation Staff for organizing the event and I appreciate that the City Manager and Mayor attended. This summer volunteers committed more than 3200 hours helping us in a variety of ways.

I committed time working on a couple grant applications for 2016 park projects.

We had the tennis courts surfaces at Lumbrook Park power washed this week.

With the assistance of volunteer Jeff Bahnson, we finished installing 4x4 trail marker posts along the trails at Redd Park. Plastic sleeves with adhesive trail orientation marking and GPS coordinates will be placed over the 4x4's.

Park Superintendent Zaleski conducted park inspections and created related maintenance work orders.

The parks crew was involved with these tasks: mowing and weed eating, lining soccer fields, began closing down the pools, litter operations, landscape bed maintenance and mulching.

The recreation staff committed considerable time working on summer program and camp statistical reports and evaluations.

We began distributing Fall Activity materials last week and started accepting registrations. Recreation staff are very busy completing final plans for fall season programs, facility use, staffing and volunteers.

Our Youth Fall Soccer program has gotten underway. Teams began practicing last week.

Last Wednesday our Outdoor Adult Summer Volleyball Leagues concluded play.

We met with Nic Decaire, Deb Buenaga and a play ground manufacturer representative this week to continue discussions about the concept of placing a large Adaptive/Inclusive play unit in one of our

parks. The play unit must be located at a site which has adequate parking, is relatively flat and provides sufficient drainage. At this point we're leaning toward a site at the Reservoir, to the right of the parking lot. Nic, Deb and others who are involved with the project have committed to raise the funds (\$250,000) to purchase and install the unit. Once installed the Parks Division will take care of inspections and maintenance. The unit will be designed for handicapped children but all will be welcome to use it.

Activity or Project:

Park Facility Accessibility, CIP Project No. K1303

Description:

The installation of hard surface connectors from parking lots or sidewalks to park facilities such as children's play units, tennis courts, bleachers, picnic areas, picnic shelters, etc.

Status: Started

Expected Completion: 11/27/2015

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

- Facilities Maintenance performed the following this week:
 - Checked alarm issues at the train station. The alarms needed to be reset.
 - Coordinated with the masonry contractor to repair the lintel above the exit door in stair tower #4 and cut exploratory holes in the exterior walls of the Police Station for the engineer to determine the cause of the cracking.
 - Unclogged 2 sinks and a urinal in the Police Station.
 - Moved a monitor from one area to another in the Police Station.
 - Started to make a new desktop for dispatch.
 - Painted a wall outside of the City Secretary's Office and rehung a painting near the door.

Code Enforcement

- 9 more units were finalized at the Main Towers – 330 E. Main Street.
- Certificates of Occupancy were issued for the following:
 - 261, 263, 265 New London Road – new townhouses.
 - 168 S. Main Street – 4 units – office to apartment conversions.
 - 102, 104, 106, 108, 110, 112, 114 Chimney Ridge Drive – new townhouses.
 - 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 219 Smoke Rise Lane – new townhouses.
- The Fire Inspector participated in the annual Resident Assistant Fire Safety Training Program and attended the Mass Casualty Incident Table Top Exercise sponsored by DEMA.
- Building permits were issued for:
 - Capriotti's tenant fit-out – 241 Newark Shopping Center.
 - University LED ground signs at the Trabant Center and Perkins Student Center.

Parking

- The expansion of Lot #2 has been completed. Some signage has been installed and the remainder should be installed by week's end.
- Parking Administrator Marvin Howard attended the Council meeting on Monday night and provided information about parking operations and equipment; Council approved the new equipment.
- On Tuesday, Marvin attended the T2 Work Session conference call.

Planning

- Considerable time was spent this week reviewing applications, resumes and cover letters for the Code Enforcement Supervisor position. The position has been vacant since May 1st when Steve Wilson retired; and his replacement was delayed until Council considered changing that position to Deputy Director of Planning and Development, which they decided against supporting; and therefore, applications for Code Enforcement Supervisor are just being reviewed now. We are hopeful that we will interview and select a successful

candidate by the middle of next month. It has been difficult to be short-handed at the Division's busiest time of the year, and we extend our sincere appreciation to Acting Supervisor Jim Kiesel who has been filling in, and all Code Enforcement Officers who have chipped in to assist Jim in keeping up with his inspection responsibilities.

- This week, Planning and Development Director Maureen Feeney Roser participated in CIP budget hearings for IT and Parks. Work was also performed preparing the Department's Building and Facilities Maintenance and Parking Capital Budget projects.
- On Thursday morning, August 20th, Development Manager Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting.
- On Thursday, August 20th, Planner Tom Fruehstorfer and Mike attended the Newark Bicycle Committee meeting and listened to a presentation by Kirsten Jones, a Graduate Research Assistant that interned for the City of Newark this summer, on Bicycle Planning and Infrastructure in Amsterdam, Copenhagen, and Malmo, Sweden.
- Also on Thursday at their regularly scheduled meeting, the Board of Adjustment heard the variance request of a property owner at 372 Chickory Way for lot coverage to allow the addition of an enclosed, "three-seasons" room, exceeding maximum lot coverage by 2%. The Board of Adjustment unanimously approved the variance.
- At Monday night's Council meeting, Mike presented the Staff report for the Special Use Permit application of Qdoba Mexican Grill to operate a cafeteria style restaurant and to sell alcohol. Council voted to approve the special use permit for a cafeteria style restaurant, but denied the special use permit to sell alcohol.
- On Wednesday, Maureen attended Outlook training.
- On Wednesday afternoon, August 26th, Mike attended the State Spending Strategies Update in Dover held by the Office of State Planning Coordination.
- Considerable time was spent this week preparing for the upcoming September 1, 2015 Planning Commission meeting. On the agenda are:
 - The Comprehensive Development Plan Amendment, Rezoning, Major Subdivision and Special Use Permit of the .89 acre properties at 174 E. Main Street and 21 N. Chapel Street in order to add 6 apartment units with first floor parking to the existing mixed use building known as Astra Plaza.
 - Discussion concerning participation by Council members at Planning Commission meetings.
- For the Astra Plaza proposed project, Mike prepared a Fiscal Impact Model analysis, an Exhibit A map, and a Comp Plan Amendment Map.
- The Newark Rental Housing Needs Assessment Advisory Committee meeting is set for Wednesday, October 21st at 7 PM in the City Council Chamber.
- The Planning and Development Department processed the following this week:
 - 7 Deed Transfer Affidavits
 - 13 Building Permit Reviews
 - 31 Certificates of Occupancy

Activity or Project:

Board of Adjustment

Description:

On Wednesday evening, Planning and Development Director Maureen Feeney Roser and Development Manager Mike Fortner attended the Board of Adjustment meeting on Trader's Alley. At the hearing, the Board ruled that the Planning and Development Director has the

authority to issue zoning interpretations which can be appealed to the Board of Adjustment; agreed that the shopping center parking standards apply to this project and as such, the plan submitted required 7 more parking spaces or a parking waiver to meet Code, and, in a split decision, agreed that the average set back applied to the project. The Board will meet again on Monday, August 31st at 4:30 p.m. to ratify their decision.

Status: Near Completion

Expected Completion: 8/31/2015

Execution Status: On Track

Activity or Project:

Monthly Parking Permits

Description:

As of yesterday, the Parking Division is completely sold out (including newly expanded Lot #2) of monthly parking permits through December 31, 2015. A waiting list has been started.

Status: Completed

Expected Completion: 8/25/2015

Execution Status: Completed

Activity or Project:

Elizabeth Dowell's Retirement

Description:

Today is Elizabeth Dowell's last day as the Secretary Extraordinaire for the Planning and Development Department. Over her 11 years with the Department, Elizabeth has done an outstanding job as secretary, office manager, administrative assistant, organizer and friend to the entire department and City as a whole. We will miss her and wish Elizabeth many years of health and happiness.

Status: Near Completion

Expected Completion: 8/26/2015

Execution Status: On Track

Department:

Police Department

Notable Notes:

On August 24th, officers responded to a report of an unconscious male sitting in a truck in the parking lot of Suburban Plaza. Upon arriving at the scene and conducting an investigation, the motorist was arrested for Driving Under the Influence of Alcohol. This is the motorist's third DUI offense.

Deputy Chief Kevin Feeney did an outstanding job in organizing a tabletop training exercise on August 25th. The exercise scenario involved an Amtrak train derailing adjacent to Shull Drive in the Binns neighborhood. Participants included personnel from the City of Newark, University of Delaware, AETNA Fire Company, Amtrak, Delaware State Police, as well as numerous other agencies. We would especially like to thank University of Delaware Emergency Management Coordinator Mark Seifert, who was instrumental in working with the Deputy Chief to organize the event, and provided the venue for the exercise.

The police department is coordinating with code enforcement for this weekend's student move in.

Our Fall crime suppression plan is in effect which concentrates police patrols in high incident areas. Since implementation seven years ago, the plan had been successful in reducing the number of criminal activities and ensuring the safety of our residents and visitors.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 8/27/2015

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:

Student move-in is this weekend and we have been making preparations for the inevitable refuse violations and necessary educational outreach. We are working with the City Manager's office to create concise new resident informational packets that can be handed out to residences with refuse violations alongside the initial warnings. We are also going to work with Landlords to have them distributed to new tenants.

We have been dealing with recurrent and persistent discolored water in Madison Drive and Forest Lane. We performed flushing on Madison Drive this week which we feel will address the issue but Forest Lane is proving to be more difficult to address. As of now we have to flush the main every other day to prevent discoloration. We will be performing several tests this week in an effort to identify the sources and identify potential solutions. Unfortunately, the solution is likely going to end up being main replacement of around 460' of main to serve the three houses on that street at a cost of approximately \$87,500. To make the finances work with density this low each of the three houses will need to pay at least \$24.28 per month for water, every month, for the next 100 years just to cover the cost of this one project (ignoring inflation).

Activity or Project:

Arbour Park Booster Station

Description:

The booster station is in operation and working well. We have a few final punch list items remaining that will be addressed over the coming days including repaving of the driveway which should be complete by the end of this week. We are working with the manufacturer to address some minor control logic issues as well.

Status: Near Completion

Expected Completion: 8/31/2015

Execution Status: On Track

Activity or Project:

2015 Water Main Replacement

Description:

The contractor has completed North Street, Prospect Avenue, and Wilbur Streets and is now working on Courtney Street. With student move-in occurring this coming weekend we have worked closely with UD to ensure our contractor will not interfere with their move in process.

Status: In-Progress

Expected Completion: 12/31/2015

Execution Status: On Track

Activity or Project:

2015 Street Program

Description:

The contractor is scheduled to be completed with Ray Street on Friday the 28th after which they will move to Confluence Court on Monday the 31st.

Status: In-Progress

Expected Completion: 12/31/2015

Execution Status: On Track

8/23/2015

to 8/29/2015









Newark Police Department
Weekly Traffic Report
08/16/15-08/22/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	6,461	5,980	268	107
DUI	114	129	7	3
TOTAL	6,575	6,109	275	110

TRAFFIC ACCIDENTS				
Fatal	2	2	0	0
Personal Injury	116	127	4	2
Property Damage (Reportable)	240	341	10	17
Property Damage (Non-Reportable)	331	210	2	4
Hit and Run	173	188	6	7
TOTAL	862	868	22	30

NEWARK POLICE DEPARTMENT

WEEK 08/16/15-08/22/15

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	0
Robbery	19	22	0	25	27	0
- Commercial Robberies	4	9	0	2	10	0
- Robberies with Known Suspects	3	2	0	2	1	0
- Attempted Robberies	3	2	0	0	7	0
- Other Robberies	9	9	0	21	9	0
Assault/Aggravated	4	4	1	6	17	0
Burglary	56	37	1	31	17	0
- Commercial Burglaries	9	5	0	4	2	0
- Residential Burglaries	45	30	1	20	14	0
- Other Burglaries	2	2	0	7	1	0
Theft	367	308	10	159	114	2
Theft/Auto	30	24	1	6	7	0
Arson	1	1	0	0	1	0
All Other	41	48	3	128	39	1
TOTAL PART I	527	458	16	364	226	3
<u>PART II OFFENSES</u>						
Other Assaults	170	196	7	136	115	4
Rec. Stolen Property	1	2	0	32	16	0
Criminal Mischief	171	125	7	47	91	0
Weapons	14	8	1	42	54	2
Other Sex Offenses	0	1	0	0	2	0
Alcohol	203	133	6	358	217	7
Drugs	89	64	2	233	165	1
Noise/Disorderly Premise	396	252	2	181	110	1
Disorderly Conduct	113	110	1	128	57	2
Trespass	112	111	2	72	50	0
All Other	321	303	14	293	194	1
TOTAL PART II	1590	1305	42	1522	1071	18
<u>MISCELLANEOUS:</u>						
Alarm	671	617	12	0	0	0
Animal Control	384	337	12	1	2	0
Recovered Property	161	171	6	0	0	0
Service	16206	20613	588	0	0	0
Suspicious Per/Veh	326	333	4	0	0	0
TOTAL MISC.	17748	22071	622	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	688	24,378	823	28,377