

City Manager's Weekly Report

Friday, October 23, 2015

Department:

Alderman's Court

Notable Notes:

We held 3 court sessions this past week.

Activity or Project:

Court Sessions

Description:

We processed 63 arraignments, 50 trials, 9 capias returns, 6 case reviews and 1 plea. We also transported 2 prisoners for court and videoed 1.

Status: Near Completion

Expected Completion: 10/21/2015

Execution Status: On Track

Activity or Project:

Parking RFP

Description:

We are nearing completion of the new parking implementation.

Status: In-Progress

Expected Completion: 10/28/2015

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews have started replacing poles on Forest Lane to get ready for a future circuit upgrade.

A underground boring contractor is preparing the route by finding utilities on Shull Drive to replace a primary cable which failed several weeks ago.

The aerial electric lines are being infrared scanned by a contractor.

The electricians worked to clear the substation transformer at Phillips Avenue of the communications and metering lines so the transformer can be sent back for a rewind. The electricians also replaced lights at a public works shed at the yard and installed cable for a camera in the Council Chamber.

Engineering worked on issues with the SCADA and smart meter systems and is getting bids from the crane companies to remove the substation transformer going out for rewind.

Activity or Project:

SevOne at STAR Campus

Description:

Install 2 padmount transformers and metering for data center which tie into Bloom Boxes.

Status: Started

Expected Completion: 1/1/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Finance Department

Notable Notes:

The first draft of the Capital Improvement Program (CIP) was presented to Planning Commission members on October 20, 2015. The CIP document and the report were received well. The Chairman and several Commissioners complimented staff for its innovation and efforts before unanimously recommending the 2016-2020 CIP plan for approval. The draft document was also shared with Council via email, and a "living" version of the document (which was corrected for minor errors) was posted to the City's Budget Central section of the website, which can be found here: <http://cityofnewarkde.us/index.aspx?NID=940>

The budget hearing presentation slides and the first draft of the 2016 proposed operating budget were also posted to Budget Central for your review in advance of the November 2, 2015 Budget Hearing. A consolidated summary of expected revenues and proposed operating expenses was distributed to the press for advertisement in advance of the November 2, 2015 Budget Hearing as required by City Code.

Payments and Utility Billing

The group handled 486 phone calls the week of 10/12/15 with an average call length of 3:54 and an average hold & queue time (average speed of answer) of 6:52, both of which improved over the prior week. The Welcome Center staff greeted 314 visitors, while service calls initiated by Payments and Utility Billing in response to calls and visitors totaled 133 last week. The group also processed 2,919 utility payments and CityView transactions, 236 of which were imported automatically.

Accounting

Accounting staff have been short-handed since Wilma's departure and our focus has been on the production of the 2016-2020 CIP document and the 2016 operating budget proposal. Monthly financial reporting will resume as we approach full staffing levels.

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). There is no update to the status of the project this week. The expected completion was pushed back two weeks to 11/14/15 to allow me the time I need to train and cross train users on the new system.

Status:

Hold

Expected Completion: 11/14/2015
Execution Status: Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Information Technology Department

Notable Notes:

- Parking Office to Municipal Building fiber has been run. Waiting for hook-up.
- Tyler Incident Manager (TIM) is being prepped Next week we are celebrating Denise, Andrew and Kyle's birthday lunch. They have selected Skipjack on Tuesday, October 27, at noon. Please let me know if you are able to attend (or not) by noon on Monday. FYI - Gloria is available to cover our office during lunch for deployment within the Phone Attendants group.
- Our new IT Intern, Donald Lynch, has started and is already making a positive impact on service response.
- CityView 2015.7 has been deployed to test environment.
- Assistant IT Manager Daina Montgomery traveled to Atlanta to participate in the Harris Conference where she is focusing on NorthStar, Metersense and other applications the city currently uses, and may evaluate in the future.
- New Server and Network equipment has arrived for our new 911 phone system in the PD. Intrado is the company responsible for implementation.
- The upgrade to 911 CAD (Computer Aided Dispatch) has been pushed until February 2016 due to issues discovered in testing. This is a State of Delaware managed project.

- A new Skype Video Conference System has been implemented in the City Manager's Conference Room. Training to be scheduled soon.
- A wireless assessment was performed of our cameras and radio equipment on Cleveland Avenue. We continue to see degradation of services. Kratos was on-site and are preparing a plan to resolve the issues. Cost vs Need will be discussed upon submission.
- IT Server Administrator Mahdieu Tarawaly attended a Dell Conference in Philadelphia this week. While in attendance, Mahdieu was able to talk to Dell engineers about newly released equipment that the City will likely invest in as server, computer and tablet upgrades take place as part of our ongoing effort to improve the City's IT infrastructure.
- This week, IT has completed the implementation of a "briefcase command unit". This briefcase sized unit will allow our Police Department to respond to small and large scale emergencies and disasters from two locations, or from a single location if the large Mobile Command Unit (RV) is unable to be deployed to the scene. This device is hand carried and connects officers to the State of Delaware CJIS and DELJIS network.
- The DirectAccess project is in full swing, and we expect to be testing the solution in the coming weeks. This project will replace our aging VPN system.
- Dell Consultants were on-site to review our Hyper-V and Storage environment. This was a planned health check-up to ensure that the server infrastructure is properly aligned with industry best practices. We have a punch list of items to resolve, but generally the check came back very positive. It should be noted that since the City migrated from physical servers to virtual servers, downtime has decreased significantly.

Activity or Project:

Munis Work Order Management

Description:

The City is continuing to implement Work Order Management for Parks and Recreation. Parks will be the first department to begin using this system and should do so by end of 2015. Once Parks has vetted the system, we will bring departments on one at a time to ensure efficiency and thoroughness of the onboarding.

Status: In-Progress

Expected Completion: 12/31/2015

Execution Status: On Track

Activity or Project:

T2 Parking Enforcement Software

Description:

The City's replacement for the aging Cardinal TickeTrak (Parking Ticket Payment and Court System) is nearing completion. Go live is set for Wednesday, October 28th, and T2 will be on-site for training and assistance next week.

Status: Near Completion

Expected Completion: 10/29/2015

Execution Status: On Track

Activity or Project:

Elster EAMS Upgrade

Description:

It has come to our attention that Elster EAMS (Smart Meter related software) is in need of an upgrade to stay current with support agreements. This requires a massive upgrade in hardware and resources. Luckily, we are equipped to handle with minimal cost needs. This project is set to start in coming weeks and will not impact our residents or staff in any way.

Status: Not Started

Expected Completion: 12/31/2015

Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

We received a preliminary plan for the Adaptive Play unit planned for the Reservoir site. We'll be working with the manufacturer and project working group to finalize the design as the project progresses.

We committed time reviewing the concept plan for landscaping improvements and a sculpture garden at the CSX property at the north end of South Main Street.

Park and Recreation management staff continue to prepare park and facilities data and attend training sessions for the new automated maintenance work order system.

We committed time this week working with several developer on project landscape matters. Several subdivisions are working to get their landscaping in during this optimal time of the year.

A resident donated ten small Red Maple Trees from his property to the department. We planted them at Curtis Mill Park along the forest edge in the flood plain area.

Davey Resources is continuing their work to complete our tree inventory.

The parks crew worked on or completed these tasks:

- * Tilled and prepared the soil in one of the traffic medians on South Main Street for spring planting.
- * Conducted mowing and weed control operations.
- * Prepared soccer fields for league play.
- * Did tree pruning and dead wooding at several park sites.

We're working on final arrangement for this year's Halloween Parade scheduled for Sunday, October 25 at 3 p.m. on Main Street. Thus far, sixty-five (65) groups have registered to participate.

We're happy to report that WJBR is partnering with us to promote and advertise this year's Turkey Trot 5K

and 10K Runs and 5K Walk. This will be our 43rd Turkey Trot, the second oldest consecutively run 5K/10K in the State. The event will take place on the road course starting at Handloff Park on Saturday, November 21.

Last Friday a group of volunteers from Berkshire Hathaway Fox and Roach Realtors committed 22 volunteer hours spreading wood carpet (safety surface) under children's playground equipment at Elan and Handloff Parks.

We're working with a photographer (Richard Albertson) who is volunteering his time to take photos of our parks and people using the parks. The photos will be incorporated into our newly created interactive parks map.

Wilson Center staff are busy planning for this year's Thanksgiving Day Breakfast. The event has become a Newark tradition. Anyone interested in donating items for the breakfast or volunteering to help prepare or serve the breakfasts should contact the Parks and Recreation Office.

We're happy to welcome our newest department employee, Kathy Reidinger. Kathy is a clerk typist and will work in our main office.

Activity or Project:

Halloween Parade and Trick-or-Treat Main Street

Description:

Staff is very busy completing final arrangements for this year's 68th annual parade.

Status: Started

Expected Completion: 10/25/2015

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:
 - Put together pricing and material lists for new office in City Hall to accommodate the Communications Manager position;
 - Completed rerouting water line for coffee machine;
 - Coordinated repair of garage door at Municipal Yard Building 2;
 - Coordinated repairs to heaters in George Wilson Center and electric room in Municipal Yard Building 2;
 - Trained police station custodians on waxing floors;
 - Waxed City Secretary's bathroom and vestibule;
 - Continue priming and painting at train station;
 - Responded to train station alarm on 10/17; person entered wrong code.

Code Enforcement

- Facilities Maintenance Superintendent Dave Greenplate, Code Enforcement Officer Brian Sargeni, Property Maintenance Inspector Amos Wilson and Code Enforcement Secretary Angela Conrad attended International Code Council (ICC) training in Dover.
- Demolition of 52 North Chapel Street is complete.
- Staff is working on having the planting structure and fence at 715 Brook Drive moved or removed, as it was built without permits, and is over the property line.
- Issued demolition permit for 60 North College Avenue.
- Facade work continues at the Washington House, 113 East Main Street.

Economic Development

- On Friday afternoon Maureen joined Mayor Sierer and City Manager Houck at the New Castle County Chamber of Commerce's Economic Development Council luncheon. The keynote address was given by Ben DuPont and focused on the Zip Code Wilmington Coding School, one of the first nonprofit coding schools in the country.
- Sign up and set ups for the new downtown gift cards continued this week.
- Tonight the Downtown Newark Partnership will host its Annual Meeting and Networking Mixer from 5:30 to 7:30 at the Deer Park Tavern, 108 West Main Street.

Parking

- Parking Division staff attended T2 enforcement training.
- Office staff attended Tyler Munis training.
- Training is completed for the three new Parking Ambassadors.
- Several parking spaces were blocked off in Lot 4 to fix damaged curbing.

Planning

- On Wednesday morning Planning and Development Director Maureen Feeney Roser and Development Manager Mike Fortner met with District 4 Planning Commissioner Jeremy Firestone to discuss Planning Commission membership, roles and responsibilities, as well as staff support.
- Considerable time was spent this week preparing Council packets for review of the Astra Plaza and Cleveland Station development projects. Some time was also spent reviewing the 70 East Main Street development proposal for consideration. Revised plans will need to be submitted before the project can advance to Council consideration.
- On Thursday, October 15th, Mike attended the Newark Bicycle Committee meeting.
- On Thursday, October 15th, Mike attended the WILMAPCO Technical Advisory Committee meeting.
- The Board of Adjustment reviewed an application for a variance at 125 Madison Drive on Thursday, October 15th. The property owner was granted a variance for one off-street parking space for the rental permit provided that the current area provided for parking is preserved.
- Mike completed the monitoring of the Newark Senior Center's Senior Home Repair Program and Newark Energy Watch Program.
- Planner Tom Fruehstorfer attended the Governor's Entrepreneurial Small Business Conference in Wilmington on October 20.
- Some time was spent this week preparing for the special Planning Commission Meeting held Tuesday, October 20, 2015 to review the City's 2016-2021 Capital Improvements Program. The Commission unanimously recommended approval of the budget document.
- The following was also completed:
 - 9 Deed Transfer Affidavits
 - 32 Building Permit Reviews
 - 2 Certificates of Occupancy

Activity or Project:

Planning Commission Meeting

Description:

- Considerable time was spent preparing for the November 3, 2015 meeting. On the agenda are: o Review and consideration of the major subdivision and special use permit for 3.3 acres located on Possum Park Road just north of the Millcroft Retirement and Nursing Home in order to add a 48-bed memory care unit to the existing Millcroft facility. o Commission discussion regarding 2015 Annual Report and 2016 Work Plan.

Status: Started

Expected Completion: 11/3/2015

Execution Status: On Track

Activity or Project:

Rental Housing Needs Assessment

Description:

- The Advisory Committee for the Rental Housing Needs Assessment met on October 21st at 7p.m.in the City Council Chamber. The Advisory Committee meeting was preceded by an open house/discussion from 3 p.m. to 6 p.m. for residents and stakeholders to meet with the consultants. The purpose of the meeting was to further clarify the scope of Phase II and listen to community concerns and feedback. In addition to the required postings, an email was sent out to approximately 200 local stakeholders promoting the event. Nearly 30 interested constituents attended.

Status: Completed

Expected Completion: 10/21/2015

Execution Status: Completed

Activity or Project:

Glitter Ban at George Wilson Center

Description:

- Custodians spent approximately 13.5 man-hours cleaning up glitter from a party on Sunday at George Wilson Center (some glitter persists). Glitter has since been banned from events at the Center.

Status: Completed

Expected Completion: 10/19/2015

Execution Status: Completed

Department:

Police Department

Notable Notes:

Our Citizen's Academy continues to be well received by the attendees. Recent classes have covered the topics of motor vehicle and patrol stops, the use of a polygraph in investigations, and the use of firearms in police work. The Police Department Facebook page has posted several photographs of class activities. The attendees will graduate from the program on November 3rd.

Our four recent graduates from the Delaware State Police academy will finish their field training program on Monday, October 26th. Newark's four recruits currently attending the New Castle Police Academy will graduate on December 3rd and will begin their field training. We also have two recruits in the current Delaware State Police academy that are expected to graduate in 2016.

Plans have been finalized for next month's UD Homecoming. We are also busy with several races and

events planned for the last two months of the year.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 10/21/2015

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

10/18/2015

to 10/24/2015



NEWARK POLICE DEPARTMENT

WEEK 10/11/15-10/17/15

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	5	0		1	1	0
Rape	3	4	0		5	1	0
Unlaw. Sexual Contact	7	8	1		2	2	0
Robbery	28	25	0		27	28	0
- Commercial Robberies	5	11	0		2	10	0
- Robberies with Known Suspects	3	2	0		4	1	0
- Attempted Robberies	5	2	0		0	7	0
- Other Robberies	15	10	0		21	10	0
Assault/Aggravated	6	5	0		7	25	0
Burglary	67	48	2		68	19	0
- Commercial Burglaries	10	6	1		5	3	0
- Residential Burglaries	53	39	1		28	15	0
- Other Burglaries	4	3	0		35	1	0
Theft	473	435	22		232	167	29
Theft/Auto	36	29	2		11	7	0
Arson	5	2	0		0	1	0
All Other	62	62	1		170	44	0
TOTAL PART I	689	623	28		524	295	29
<u>PART II OFFENSES</u>							
Other Assaults	209	246	8		171	139	0
Rec. Stolen Property	2	3	0		35	17	0
Criminal Mischief	220	166	3		69	102	0
Weapons	16	8	0		49	56	0
Other Sex Offenses	0	1	0		0	2	0
Alcohol	342	231	3		563	390	6
Drugs	103	85	1		266	194	2
Noise/Disorderly Premise	588	387	25		258	167	7
Disorderly Conduct	153	148	3		168	78	4
Trespass	143	132	2		88	60	3
All Other	403	377	8		386	250	6
TOTAL PART II	2179	1784	53		2053	1455	28
<u>MISCELLANEOUS:</u>							
Alarm	832	752	15		0	0	0
Animal Control	475	438	8		3	3	0
Recovered Property	219	213	4		0	0	0
Service	20352	25677	678		0	0	0
Suspicious Per/Veh	451	428	16		0	0	0
TOTAL MISC.	22329	27508	721		3	3	0

	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>
TOTAL CALLS	792	30,862	933	35,594



Newark Police Department
Weekly Traffic Report
10/11/15-10/17/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	8,030	7,347	159	160
DUI	152	170	5	6
TOTAL	8,182	7,517	164	166

TRAFFIC ACCIDENTS				
Fatal	2	2	0	0
Personal Injury	148	177	1	7
Property Damage (Reportable)	290	471	2	10
Property Damage (Non-Reportable)	390	259	1	8
Hit and Run	203	222	0	3
TOTAL	1,033	1,131	4	28