

City Manager's Weekly Report

Friday, April 8, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

I want to thank you for your time and interest in evaluating my performance. It is greatly appreciated, and I look forward to yet another productive and successful year. I can share that I expect to be in a position to announce my selection of our new Finance Director early next week following a thorough recruitment process that will also allow for a period of overlap with departing Director Lou Vitola.

Please be advised of a two-day road closure associated with the railroad crossing replacement at North College Avenue between Main Street and Cleveland starting 04/14/2016 at 07:00 hours and ending 04/15/2016 at 00:00 hours. The Police Department has been working with CSX on notification boards and detours. CSX is describing this work as "high priority."

Find attached the April 19th Traffic Committee meeting agenda.

I will be attending the Newark Senior Center 50th Anniversary Gala this Saturday. Of course, the Council meeting of Monday, April 11th has been cancelled in association with the Tuesday, April 12th Council Election.

Activity or Project:

Parking Improvements

Description:

All fee collection equipment has been installed in Lots 3 and 4; and staff advise everything is working well.

Status: Near Completion

Expected Completion: 4/8/2016

Execution Status: On Track

Activity or Project:

DEMEC

Description:

DEMEC President Patrick McCullar reported that part of the long-term power purchase authorized by the board has been transacted. The Board gave staff pre-authorization to purchase up to 50 MW for up to 10 years at a strike price of \$35.00. A deal was signed for 25 MW starting 1/1/2018 and running for 8 years through 12/31/2025 at a price less than \$35.00/MWH. The erection of Fuel Tank #2 at the Beasley Power Station is progressing rapidly. Please see the photo attached which shows the tank bottom in place and the stainless steel wall panels going up.

Status: In-Progress

Expected Completion: 4/8/2016

Execution Status: On Track

Activity or Project:

Staff Engagement and Training

Description:

We continue to bring management staff together to participate in training and team engagement. This week we met off site for a day of discussion and staff development. Highlights included a First 90 day Communications Review by Ms. Bachman; an ICMA - Effective Supervisory Practices Webinar; HR Policy discussions, Munis Work Order Management overview by IT Manager Josh Brechbuehl and Daina Montgomery on the program and more specifically the Parks and Recreation Department's experience as well as the launch of the 2017 Budget timeline and discussion led by Lou Vitola. We have received good feedback on these sessions and will continue to attempt to offer informative and pertinent topics and engagements that foster a culture of teamwork, working smarter and professionalism among our organizations leaders. I praise Andrew Haines for developing a quality program.

Status: In-Progress

Expected Completion: 4/6/2016

Execution Status: On Track

Department:

Administration - Deputy City Manager

Notable Notes:

- On Wednesday, April 6 I was able to coordinate on behalf of the City Manager's Office another installment of management staff development and education. Thirty-one (31) members of the team convened for the day to discuss personnel policies, technology initiatives, FY2017 budget process and a refresher on employee harassment and safety training. A few images of the team are attached.

Activity or Project:

Recruitment: Director of Finance

Description:

After the completion of Round 2 interviews of the four (4) finalists, which included 25 of the Management employees involvement, the City is close to announcing the successor to Lou Vitola as the Director of Finance. An expected announcement of early next week is looking promising.

Status: Near Completion

Expected Completion: 4/11/2016

Execution Status:

On Track

Activity or Project:

Promotion: Parks & Recreation Superintendent

Description:

HR Manager Devan Stewart and I worked with Director of Parks and Recreation Joe Spadafino to facilitate a promotional interview process for the Parks and Recreation staff that expressed interest in filling the vacancy created with his promotion to Director. Ms. Paula Martinson-Ennis will be promoted to the management role, effective April 11, 2016. Congratulations!

Status: Completed

Expected Completion: 4/8/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

This past week we held three court sessions.

Activity or Project:

Court Sessions

Description:

This past week we processed a total of 34 arraignments, 29 trials, 6 case reviews and 1 plea. We saw 14 capias returns and videoed 4 prisoners Monday and transported 5 for cases over the last week. In addition, we processed 712 payments of which 428 were by Govolutions or Paypal.

Status: Completed

Expected Completion: 4/5/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

The weather cooperated in Newark for Wine and Dine this past weekend and the crowds came out to participate in this annual event. We reached out to participating restaurants and sponsors following the event to offer our appreciation for their support and solicit their feedback for opportunities to improve the process for future events. Feedback received to date has been positive and supportive, with those who responded indicating they will participate in future events.

We continue to utilize social media to increase engagement among constituents and to utilize another platform to share information with the public. The Downtown Newark Partnership recently launched an Instagram account to promote events and post photos during events. We'll continue reviewing opportunities to expand social media as it fits with our long-term communication planning.

Our next event through the DNP is New Night Downtown and preparations are underway. To date, 12 DNP businesses are registered to participate. We will be visiting downtown businesses to encourage more participation, expanding our reach outside Downtown Newark for sponsorships and begin reviewing event logistics internally.

Graphic Design

- Affirmative Action Fillable Form for Human Resources
- Spring Concert Series Banner Design
- Style Guide
- Mayor's Bike Ride
 - Event Page Banner
 - Parks and Recreation Banner added
- PWWR Fire Flow Testing
 - Geo Shapes Drawn for Everbridge
 - Notifications posted
- Public Meeting Notices
- Confirmation page and email for Parks and Recreation Volunteer Form

Media Engagement

- Distributed press release regarding upcoming Spring Community Clean-Up Day
- Karie Simmons, Newark Post, inquired about April 4 executive session
 - Interviews conducted by City Secretary and City Solicitor
- Megan Pauly, WDDE, inquired about changes in city code regarding the noise ordinance
 - Facilitated interview with City's outside legal counsel
- Megan Pauly, WDDE, inquired about agendas/information for upcoming meetings on Rental House Needs Assessment Study
 - Interview conducted with Michael Fortner, Planning and Development
- Karie Simmons, Newark Post, inquired about salary raise for City Manager
 - Information provided

Activity or Project:

Style Guide

Description:

Developed a comprehensive set of guidelines for writing and design standards for the City of Newark. Guide will be distributed to all employees, with the expectation of implementation to begin as soon as possible.

Status: Completed

Expected Completion: 4/6/2016

Execution Status: Completed

Activity or Project:

Website Redesign

Description:

Will be working with CivicPlus to update the City website. We are reviewing best practices in municipal web design and will be soliciting citizen input.

Status: Started

Expected Completion: 9/6/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews continued work at West Main Substation reconfiguring and adding circuitry for the new transformer that will be coming later this year. And the meter technician has been working on a new primary metering point to be installed during the reconfiguration so that a UD metering point currently in use at the substation can be removed without interruption.

The electricians have been scanning the aerial lines with an infrared camera looking for hot spots and so far the line crews changed three lightning arrestors at Innovation Way that were failing, saving an outage. The electricians also troubleshooted an alarm coming from a substation breaker and worked on communication issues with the SCADA backup system, a dial in system that can interrogate relays remotely.

Engineering worked on a couple of high bill complaints with the customer and the meter technician, compiled the monthly University loads for billing, and worked on two future substation designs.

Activity or Project:

LED Streetlight Conversion

Description:

Replacing 1,896 high pressure sodium cobra head streetlights with LED type. Update: All but 11 lights have been changed. They are in spots that are too soft to get to. Waiting for dryer weather.

Status: Completed

Expected Completion: 3/23/2016

Execution Status: Completed

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 577 phone calls the week of 3/28/16 with an average call length of 3:43 and an average hold & queue time (average speed of answer) of 2:58. Our Welcome Center staff greeted 210 visitors, while service calls initiated by Payments and Utility Billing in response to calls and visitors totaled 169 last week. The group also processed 5,041 utility payments and CityView transactions, 1,415 of which were imported automatically with our new electronic processes and 2,406 of which were imported via web, lockbox or preauthorized payment (PAP).

Accounting

Accounting staff have kicked off the rigorous year-end accounting close and financial reporting process, which includes the independent financial audit and the development of the 2015 Comprehensive Annual Financial Report (CAFR). Additional notes related to the audit process are reported in the projects below.

Activity or Project:

Independent Financial Audit

Description:

Audit fieldwork concluded last week as the independent audit staff worked on site through Friday, April 1 and left staff with a list of document support requests and additional testing plans. Staff is preparing variance analysis and fielding the requests for supplementary information. Work on the

final draft of the fund financial statements, CAFR disclosures and footnotes continued this week.

Status: In-Progress

Expected Completion: 6/30/2016

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:

Recreation Supervisor of Community Events: Attended and presented at a Newark Evening Rotary meeting (topics included: Newark's role in Flags for Heroes, opportunities to volunteer and be part of community events and programs through Newark Parks & Recreation, and a Q & A session, which included topics such as development of the park areas around the Newark Reservoir, trails, and events), concert performers for upcoming events are being booked, a micro-grant for the Newark Community Garden was completed for the purchase of compost tumblers, and artwork was completed for the upcoming Community Clean Up (scheduled for 4/9/16).

George Wilson Center Coordinator: Spring Break Camp was held all week at the George Wilson Center; made preparations for the new session of swim lessons that began on Saturday, April 2; attended the Mayor's Fun Ride meeting and edited registration information for the event; continues preparations for summer activities newsletter including reviewing second proof; continues planning for Camp GWC including interviews; completed the information packet for the end of year dance recital scheduled for

April 29.

Recreation Supervisor of Athletics: Met with the Camp Director and Assistant Director for Rittenhouse Camp to plan for the upcoming summer program, attended a demonstration on the Parks and Recreation component of Munis, checked on the spring break basketball clinic that was being held at Newark High School with 24 participants, sent letters to the archery, Little Slugger and gymnastics participants regarding the upcoming start of new classes and worked on consolidating the summer brochure.

Recreation Specialist: Attended a meeting on Wednesday, March 27 for the Mayor's Fun Ride scheduled for Saturday, April 30, 2016. After the meeting, changes were made to the event poster/flyer and printed for advertisement of the event. The event was posted to the City of Newark website and shared on Facebook. Recreation Specialist, Parks Superintendent and Director of Parks and Recreation met with representatives of Comcast to view the sites for the Comcast Cares Day on Saturday, April 30. Over 50 Comcast Cares Volunteers will devote their time in park maintenance and landscaping projects at the Municipal Building and at the George Wilson Community Center. Outreach and recruitment of volunteers was done for the upcoming Spring Community Clean Up on Saturday, April 9, 2016. Currently, over 100 volunteers are signed up to volunteer at the Clean Up. Volunteers completed work a reroute on a section of the Mason Dixon Trail. The project took 21 volunteer hours. The Mason Dixon Trail Group explained that the trail is easily passable, but narrow in some points, deliberately done this way to minimize the amount of benchcut needed and effects on plantings on banks. Volunteers have been coordinated to adopt sections of the Mason Dixon Trail to maintain overgrowth on the trail. Volunteers will be trained on Monday, April 4. Total volunteer hours for the week of March 25 – April 1 are 21 hours.

Parks Superintendent inspected one park area and did work order for items found, did tree pit up light inspection along Main Street and developed work request for Electric Department, continued working on contract for rehabbing tennis court at Folk Park and street hockey court at Dickey Park, met with fencing contractor to get quote on needed fence replacement/repair at several sites throughout park system, met with the Mayor and Parks Director concerning plantings on island on Elkton Road, met with our arborist concerning a tree removal being done as part of the Christina River Clean Up as donated work, attended Christina River Clean Up Committee meeting, met with Adopt a Park family at Olan Thomas Park to review park area, worked with Recreation Supervisors on two issues (1) volunteer groups doing work in several park areas (C.Hall/Wilson Ctn./Pomeroy Trail) (2) to assist on grant application for Community Garden to purchase three composters, looked at several greenhouse growers for upcoming annual order for planting throughout park system, and followed up with acting Parks Supervisor on chipper purchase and coordination of materials/supplies for volunteer group working at City Hall and Wilson Center later this month.

Parks Supervisor attended two meetings one concerning additional plantings on Elkton Road islands and the second concerning the volunteer group doing work at City Hall and the Wilson Center later this month, assigned work orders to field staff and assisted as needed, followed up with garage on chipper purchase and tailor purchase, switched over both Kubota units to mowing mode, and completed several work orders himself.

Parks/Horticulture crews continued mowing meadow areas, did spot mowing of turf as needed throughout park system, continued/completed work orders as assigned, filled in ruts at City Hall from snow removal operations, did interior bed maintenance at City Hall, started weed control treatments in bed areas throughout park system, switched over Kubota units from snow mode to mowing mode, dragged/scarified ball fields, potted up several bare root rose of Sharon that were donated and placed in nursery area at shop, and transplanted 6 Asters from Delaware Avenue island to Casho Mill Road tunnel planting bed area.

Activity or Project:

Municipal Building Landscaping

Description:

A new landscape plan has been developed to enhance some of the landscape beds at the Municipal Building. Parks will prep the area with volunteers completing the mulching, followed by plantings set in place by Parks.

Status: Started

Expected Completion: 5/12/2016

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 performed the following:
 - Custodians wax-stripped and waxed the floors in the Parks building at the Municipal Yard;
 - Contractor remediated mold in the ATG room of Building #3 at the Municipal Yard;
 - Code Enforcement staff gathered bids for remediation and reconstruction of the Pump room of Building #3;
 - Floor framing and wall framing have been completed in the Digital Records room,

painting is ongoing and carpet installation has begun;

- Adjusted HVAC settings in the Police Station;
- Worked with Summit Mechanical to switch the Municipal Building to cooling;
- Hung blinds in the IT Department.

Code Enforcement

- A tenant was displaced at 605 Lehigh Road (Studio Green) this week due to a wiring issue caused by a private trash truck hitting the service electric line and causing damage to the building.
- Over the weekend several trees fell, causing damage to some cars along Cleveland Avenue and to one house on Bent Lane.
- A unit at Kelway Plaza on Main Street was condemned this week when a car hit the building causing severe damage to the front of the unit.
- The new service bay at Matt Slap Subaru received its Certificate of Occupancy this week.
- Certificates of Occupancy were issued for units 301 to 310 and 515 to 524 in Main Towers, 330 East Main Street this week.
- The footer/foundation installation work for the University of Delaware's South Academy Street dormitory continued this week.
- The foundation and framing work is ongoing at 60 North College Avenue.
- The framing work at 52 North Chapel Street is also ongoing.
- Foundation work is ongoing at Astra Plaza on Main Street for additional apartments.
- Final tenant fit out work is ongoing at Honeygrow.
- Qdoba fit out will begin in the near future.
- The Certificate of Occupancy was issued for the Brazilian Steakhouse in the Newark Shopping Center.
- Work is continuing at the Washington House Condominiums located at 113 East Main Street.

Economic Development

- Considerable time was spent this week putting together 2015 statistics for the Delaware Economic Development Office on Downtown Newark Partnership activities.

Parking

- This week Parking Division staff spent time training Parking Attendants on the new Point-of-Sale system connected to Lots 3 and 4.
- Work began to determine if the reconfiguration of parking spaces in Lot 4 in the areas which will be affected by summer repaving can result in additional inventory.
- Final plans were made this week for Parking Ambassador Customer Service training scheduled for Tuesday, May 3rd.

Planning

- On Wednesday Planning and Development Director Maureen Feeney Roser attended the Crisis Management Communications Plan meeting with other staff members.
- On Thursday Maureen attended the staff meeting.
- On Friday Maureen met with the engineers for the annexation, rezoning and minor

subdivision of 0 Darien Road to discuss plan changes necessary for Planning Commission review.

- Also on Friday, Maureen participated in the planning session for the August car show in downtown Newark.
- On Friday Maureen participated in a conference call with a consultant regarding the Downtown Newark Partnership organization.
- On Monday evening Maureen attended the City Council Executive Session.
- On Tuesday Maureen met with City Manager Carol Houck, Code Enforcement Manager Dave Culver and business owner Bob Foard to talk about property maintenance issues in the West Main Street area.
- On Wednesday Maureen, Dave, Development Manager Mike Fortner and Parking Manager Marvin Howard attended the Management Staff Development Retreat that included presentations and discussions on communications, Human Resources policies, budget and an ICMA supervisory webinar.
- This week the Department received an application for a special use permit for an indoor commercial recreation facility at Market East.
- From Saturday, April 2nd to Tuesday, April 5th, Mike attended the American Planning Association's National Conference. The sessions he attended included: "Dynamic Families: Planning for America's Changing Households", "Planners in Urban Public Education Discussion", "It's Never Just About Housing", "How Should Cities Treat University Areas?", "Design Lessons from American History", "Regulating Signs After Reed v. Town of Gilbert", "Your Next Step in Parking Management Discussion", "How Form-Based Codes are Transforming Southwestern Cities", "Sustaining Places with Comprehensive Plans", and "Point, Data Point: U.S. Census Data Sets".
- The following was also completed this week:
 - 7 Deed Transfer Affidavits
 - 31 Building Permit Reviews

Activity or Project:

Parking Fee Collection Equipment

Description:

ParkingSoft fee collection equipment installation was completed this week in Lots 3 and 4. The new equipment will provide a better customer experience as well as provide efficiencies in management and record keeping and provide data on lot usage for planning.

Status: Completed

Expected Completion: 4/1/2016

Execution Status: Completed

Activity or Project:

Planning Commission Meeting

Description:

Considerable time went into preparation for the Planning Commission meeting which was held Tuesday night. At the meeting, the Planning Commission took the following action: 1) recommended approval of a major subdivision and special use permit for a hotel and restaurant

at 400 Ogletown Road; 2) discussed a proposed amendment to the Zoning Code to clarify exceptions for height and setback for approval at a future Planning Commission meeting; and, 3) received draft proposed parameters and methodology for Code mandated parking requirements and parking waiver program study, to be discussed at the May 3, 2016 Planning Commission meeting.

Status: Completed

Expected Completion: 4/5/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

On March 29th members of the Newark Police Department conducted an investigation and made two prostitution arrests at a local hotel. Those arrested used the internet to advertise for prostitution and are involved in selling heroin.

On April 5th Chief Tiernan, the Deputy Chiefs, and members of the Special Operations Unit met with a representative of the Delaware Alcohol and Tobacco Enforcement Division. Plans were made for the expected upcoming house parties as well as a controlled house party dispersal in September.

On April 5th Deputy Chief Farrall and Corporal Spadola met with Lieutenant Mike Carroll of the West Goshen, PA Police Department. Lt. Carroll was seeking information about Newark's Citizen's Police Academy. West Goshen is planning on implementing their own academy program.

From April 6th through April 8th Deputy Chiefs Farrall and Feeney, along with Lieutenant Rieger, will be attending the FBI National Academy refresher course in Maryland. The program will include instruction of leadership, management, and case studies of critical incidents. Two Special Agents of the FBI will present on an overview of the Ferguson Missouri Civil Rights Investigation.

On April 6th Chief Tiernan and Communications Supervisor Ted Ryser attended the city management staff retreat in Wilmington.

Recruitment has begun for individuals who wish to join the Newark Police Department. We expect to hold the exam for qualified applicants in the late spring.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 4/7/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

4/3/2016

to 4/9/2016

CITY OF NEWARK
Newark, Delaware

Traffic Committee
Meeting Notice

The Traffic Committee will meet on **Tuesday, April 19, 2016, at 3:30 p.m.** in the Police Department upper level conference room to discuss the following:

1. Request locations for making legal u-turns on Capitol Trail due to u-turns being prohibited at Capitol Trail and Cleveland Avenue.
2. Request for traffic calming at the entrance to Cherry Hill Manor.

The Traffic Committee may add items to the agenda at the time of the meeting and make recommendations to the City Manager on all issues discussed.

Any questions regarding the above topics may be directed to Chief Paul Tiernan, Newark Police Department, at 366-7100, prior to the meeting.









NEWARK POLICE DEPARTMENT

WEEK 03/27/16-04/02/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO DATE	2016 TO DATE	THIS WEEK 2016	2015 TO DATE	2016 TO DATE	THIS WEEK 2016
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	2	2	0	1	2	0
Rape	2	0	0	0	3	0
Unlaw. Sexual Contact	0	3	0	0	1	0
Robbery	11	10	2	15	5	0
- Commercial Robberies	6	4	1	7	0	0
- Robberies with Known Suspect:	1	1	0	0	0	0
- Attempted Robberies	2	1	0	5	0	0
- Other Robberies	2	4	1	3	5	0
Assault/Aggravated	1	5	1	8	3	0
Burglary	17	25	5	6	12	0
- Commercial Burglaries	2	6	0	1	0	0
- Residential Burglaries	13	15	4	4	10	0
- Other Burglaries	2	4	1	1	2	0
Theft	110	163	9	62	44	6
Theft/Auto	9	7	0	5	5	0
Arson	0	0	0	0	0	0
All Other	13	31	3	26	20	5
TOTAL PART I	165	246	20	123	95	11
<u>PART II OFFENSES</u>						
Other Assaults	74	92	3	42	40	0
Rec. Stolen Property	2	0	0	11	9	0
Criminal Mischief	54	47	1	30	23	1
Weapons	4	3	0	37	12	4
Other Sex Offenses	0	0	0	0	0	0
Alcohol	66	77	2	112	123	6
Drugs	17	39	4	77	41	0
Noise/Disorderly Premise	90	178	4	51	76	2
Disorderly Conduct	39	42	0	25	33	0
Trespass	42	45	3	21	14	1
All Other	103	145	10	77	82	10
TOTAL PART II	491	668	27	483	453	24
<u>MISCELLANEOUS:</u>						
Alarm	253	251	25	0	0	0
Animal Control	107	106	14	0	0	0
Recovered Property	55	82	5	0	0	0
Service	6931	8698	582	0	0	0
Suspicious Per/Veh	123	155	5	0	0	0
TOTAL MISC.	7469	9292	631	0	0	0

	THIS WEEK 2015	2015 TO DATE	THIS WEEK 2016	2016 TO DATE
TOTAL CALLS	871	9,891	799	11,692



Newark Police Department
Weekly Traffic Report
03/27/16-04/02/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	2,286	2,481	162	153
DUI	53	51	4	7
TOTAL	2,339	2,532	166	160

TRAFFIC ACCIDENTS				
Fatal	0	0	0	0
Personal Injury	50	46	8	2
Property Damage (Reportable)	86	187	6	6
Property Damage (Non-Reportable)	102	30	6	2
Hit and Run	79	75	10	5
TOTAL	317	338	30	15