

City Manager's Weekly Report

Friday, September 2, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

The new Main Street Crosswalk was completed and went operational last week. Newark Police Officers and some UD Police Officers have been stationed there this week during class changes to assist in educating the students and drivers.

This Wednesday we wished Ted Ryser well following his "Walk Out" Ceremony held at our main entrance. There was a large crowd of coworkers, family and friends who joined in the celebration to honor Ted's 40 years of dedicated service to the Newark Community. Ted will surely be missed.

Good news! Parks and Recreation Director Joe Spadafino was advised by DNREC this week that Newark has been awarded grant money through the Recreation Trails Fund for two projects this year. The painting of the Rittenhouse Bridge and replacement of the wood planks est. \$35,000 and installation of a fiberglass bridge on the Redd Park Trail to replace the old wooden bridge currently in place, est. \$20,000 project. Both projects are included in the 2016 CIP, and we will be reimbursed for 80% of the projects.

I participated in interviews for Clerk of the Court Barbara Wilkers who also recently retired after many dedicated years with Newark. Additionally, Lois Decker, Parking Ambassador, will served her last day this Friday. Staff were on hand to wish her well.

Please find attached a photo from the first "launch" meeting of the Delaware Chapter of Women Leading Government. The International City Manager's Association has assisted with the effort in several states where there is interest among women working in local government to participate in networking opportunities that may assist with career development, promote training and encourage interest in assuming leadership positions. As you will note from the photo, Newark had a good representation of emerging leaders (seven in all), even with a few of our staff unable to attend due to vacation plans. Delaware is the first east coast state to begin this effort.

Activity or Project:

DEMEC

Description:

Please find attached the June through September Residential Rate Comparison Chart. DEMEC recently advised the Joint Owners of the following: Beasley Unit #2 is only being offered to run on fuel oil until such time that we reach a resolution with DNREC regarding the Notice of Violation. DEMEC had GE technicians and other vendors back on site this week to perform additional inspections. DEMEC is scheduled to meet with DNREC on September 2 to discuss continued remediation steps. We will keep you updated as we move forward in this process. Finance Director Dave Del Grande and I continue to work with DEMEC and the UD to finalize their Electric Service Agreement true-up evaluation.

Status:

Started

Expected Completion: 9/30/2016

Execution Status: On Track

Activity or Project:

UNICITY - FAIRFIELD CONNECTION UPDATE

Description:

Planner Tom Fruehstorfer was instrumental in working with UNICITY staff to finalize revisions to the UNICITY bus route to accommodate passengers from DART Route 16 when the DART Route 16A temporary shuttle ends on September 2, 2016. Communication has been shared with individuals that addressed Mayor and Council with concerns at a recent meeting and arrangements have been made to provide three overflow spaces for parking here at the Municipal Center. We will continue to explore that opportunity.

Status: In-Progress

Expected Completion: 9/2/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

The 13th Annual Taste of Newark is Sunday, September 25 from Noon - 3 p.m. and we have been working with the planning committee to ensure another successful event. To date, there are 38 confirmed restaurants and 8 confirmed distributors for the event. Megan is helping to promote the event through DNP social media channels.

Mayor Sierer joined University of Delaware students from the Lori's Hands organization to pin teal bows on lamp posts along E. Main Street on Wednesday, August 31. This effort is a part of Turn the Towns Teal, a national campaign to promote awareness for ovarian cancer and its often subtle symptoms. The ribbons will remain on the poles through September, which is Ovarian Cancer Awareness Month. Mayor Sierer also pinned three bows on polls at the Municipal Building. Pictures were posted on social media and a press release was issued.

The two residents who organized the collection drive delivered the trailer full of donations to flood victims in Louisiana this week. The Newark Post wrote two articles about the project this week:

- http://www.newarkpostonline.com/news/article_f794cdc8-ad16-5f37-9523-ca4428fc15ba.html
- http://www.newarkpostonline.com/news/article_f7c7476d-8e37-59e1-a567-93cb9787ce64.html

Channel 22/Video production

- Back to School Video
 - The video features Officer Burgess and two children giving tips on how to make back to school time a safe and enjoyable experience. The video was published on Monday, August 29. Within two days the video received more than 100 views. It can be seen on the City and Police Department's Facebook and Twitter pages. It can also be seen on Channel 22, and on YouTube: <https://www.youtube.com/watch?v=mkWuQuOXGQ0>
- New P&R Slides
 - Channel 22 now displays more than a dozen new slides promoting Parks and Recreation activities and events going on throughout the fall.
- Ted Ryser Retirement
 - The police department held a retirement walk-out ceremony for Ted Ryder on Wednesday, August 31. We recorded the ceremony and created a 5-minute video highlighting the event. It's available for viewing on YouTube and will be shared on social media and Channel 22: <https://youtu.be/QX-erm--n-g>

Creative Design/Web Updates

- Created
 - Fillable Form for Code Enforcement's Application for Fire Protection Plan Review and Preliminary Sprinkler Form
 - Webpage for Cleveland Avenue Improvement Task Force
 - Planning Department's Unicity Overflow Parking Lot Map
- Designed
 - Public Work's "Talkin Trash" Flyers
 - Cleveland Avenue Improvement Task Force Website Banner
- Scheduled Parks and Recreation's Fall Activities on TV22
- Updated TV22 Programming

Press Release/Media Inquiries

- City of Newark to Turn the Town Teal This September: <http://bit.ly/2cftQfM>
 - Resulting article: <http://bit.ly/2bEJdRP>

Activity or Project:

Website Redesign

Description:

We have received feedback from the City departments regarding updates to the content on the

current website, which we'll be addressing in the coming weeks. We have a meeting next week with CivicPlus to review their first draft design concept.

Status: In-Progress

Expected Completion: 12/2/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews and electricians have been working on the new substation transformer delivered last week. They are getting the high side and low side circuits ready for hook up and the electricians are running conduits and fiber optic cable for SCADA communications. However, the transformer will not be energized until after thoroughly tested by a contractor next week and load will not be put on it until after all the communications are in place and the outgoing aerial lines are prepared.

Tri-M, working for the city, is continuing upgrading the lines along Nottingham Road.

Engineering has been working on the redesign of the pole lines along Elkton Road past Casho Mill Road towards Maryland. DelDOT's road changes necessitate moving electric poles and facilities.

On the aforementioned DelDOT project, the engineering technician has been using a pole survey camera,

which can measure heights of pole attachments and equipment using pictures and software.

Engineering is also preparing bid documents to get a contractor to install underground conduits and cables needed to get electric facilities out of conflict with the new train station on the edge of the STAR Campus by the South College Bridge.

Activity or Project:

West Main Substation Transformer and New Circuit

Description:

Installing a new circuit and poles and reconfiguring other circuits and poles at the West Main Substation to prepare for a new substation transformer.

Status: In-Progress

Expected Completion: 10/31/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

This week, staff and I prepared the monthly financial statements for June and July.

Several of the Finance staff received training on 8/30 for Tyler Content Manager (TCM).

Deputy Director of Finance Jill Hollander attended the Women Leading Government meeting in Dover on August 31.

Effective September 1, any landlord who has not been receiving copies of their tenant's water bills will begin receiving them. This effort will keep landlords in the loop of their tenant's payment status with the city and avoid time consuming discussions regarding responsibility for final payments.

Activity or Project:**Payments and Utility Billing (PUBS)****Description:**

The group handled 875 phone calls last week, with the average call length of each call being 3:33. The average hold & queue time (average speed of answer) increased from 3:32 to 7:51 when compared to last week. Our Welcome Center staff greeted 310 visitors in the past week, while service orders initiated by PUB in response to calls and visitors was 334 for the same period. The group processed 4,382 utility payments and CityView transactions, 801 of which were imported automatically with our electronic processes and 2,456 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

Activity or Project:**2017 Budget****Description:**

The timeline for the budget process can be found on Budget Central via this link: <http://cityofnewarkde.us/DocumentCenter/View/6648>. Finance staff is currently working with departments on revisions from our initial budget meetings. Final reviews are being made from the department submissions, and I plan on meeting with the City Manager and Department Directors to review.

Status: In-Progress

Expected Completion: 9/30/2016

Execution Status: On Track

Activity or Project:**License Audit Review**

Description:

The City has engaged MetroRev of New Castle, Delaware to perform a license compliance review. MetroRev will be focusing on unlicensed businesses that are subject to City Code. The Kickoff meeting with MetroRev occurred on July 20th. Followed up with MetroRev on status of action items from the 7/20 meeting. MetroRev indicated they are reviewing City's code and forms. We are anticipating to receive their recommendations within the next two weeks.

Status: In-Progress

Expected Completion: 5/31/2017

Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended the White Clay Creek/Charlie Emerson bridge update meeting, the project is now looking like a 2019 completion date. Worked on updating CIP projects and budget items for 2017, reviewed several landscape plans from developers.

Recreation Superintendent: Worked on a few minor corrections for the fall brochure and updated with Kyle for website, worked with Shelby to get E-blast sent out for promotion of fall brochure, continued to make updates to the grass cutting contract, assisted with the Before and After School Care staff orientation and preparation of student files and binders for the start of the program.

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including Community Day, fitness programs, as well as fall programs and activities. Approximately 150 vendors have already registered for Community Day and more are coming in daily. Backpacks filled with school supplies were donated for Camp R.E.A.L. participants and were distributed at Dickey Park on Friday with the help of Councilwoman Marge Hadden. Thank you to Lacey, Keith and LifePath Church for the generous donation for the campers. (Picture attached)

Recreation Supervisor of Athletics: Spent significant time this week preparing for the start of the before and after school care programs including holding staff training on Thursday and Friday, school started 8/29; summer adult volleyball leagues concluded with playoff championship games this week; continued to add soccer players to rosters as they came in, all teams have started practicing; sent out promotional flyers for fall programs.

Parks Superintendent: Reviewed several landscape plans and commented as needed, met with landscape contractor and developer at 52 N. Chapel Street concerning plant placement on site, met with representative of Newark Garden Tour Committee to finalize design of area along the Hall Trail where Bamboo was located for planting this fall, started organizing for EAB treatment of selected Ash trees within the park system (EAB found in Hockessin this week), and met with Police Chief concerning tree vandalism issue along Main Street.

Parks Supervisor: Assigned daily all field staff work orders/tasks to complete, continued working on work order system, and started organizing for play/swing unit installation at Rittenhouse Park.

Parks/Horticulture Staff: Continued mowing operations, continued on bed maintenance throughout park system, dragged/scarified all ball fields, raked off all horseshoe pits, did trash removal throughout park

system, did interior bed maintenance at City Hall, applied insect control on selective plants throughout park system, and completed/continued on work orders as assigned.

Activity or Project:

Rittenhouse Bridge Painting

Description:

The Rittenhouse Bridge painting contract has been sent out and the project is on schedule to be completed by mid-November. The project will be partially funded by the Delaware Recreation Trails Fund.

Status: Not Started

Expected Completion: 11/11/2016

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:

- Began work on accessible ramp off loading dock;
- Finished installing protective plates in Police Department holding cells;
- Discovered and cleared clogged sewer line in Police Department basement and repaired drain line for sewer grinder pit that had rusted through its drain line;
- Began work on new Municipal Building fire alarm;
- Repaired dryer at Maintenance Garage;
- Began work on RFP for fire alarm monitoring and testing.

Code Enforcement

- Property Maintenance Inspectors worked over the weekend for student move in. Several minor incidents occurred, with 24 Violation Notices, 26 Citations and removal of four inappropriate signs.
- Property Maintenance staff are scheduled to begin normal weekend patrols.
- This week plans were received for:
 - A new Pizza Hut and Dollar Store at College Square Shopping Center;
 - The Lofts at Center Street.
- Qdoba is expected to receive its Certificate of Occupancy in the next week.
- The wall installation is ongoing at University of Delaware's South Academy Street dormitory.
- Work is ongoing at 60 North College Avenue.
- 52 North Chapel Street and Astra Plaza received temporary Certificates of Occupancy this week.
- Work is continuing at the Washington House Condominiums located at 113 East Main Street.

Parking

- Parking Manager Marvin Howard and Community Affairs Officer Megan McNerney met with several Main Street business owners to discuss potential changes to pay-to-park lot time increments.
- The Parking Division repainted the fire lane signage in Lot 1 this week.
- Also this week, Parking Division staff met with Fire Protection Specialist Dave Tynan to review fire lane regulations and signage.

Planning/Land Use

- This week staff completed a review of recommended changes to Planning and Development Department sections on the City's webpage.
- The Board of Adjustment will hear a variance request at their September 15 meeting for a property on Dallam Road to place a garage as an accessory structure in the front yard.
- Planner Tom Fruehstorfer spent some time this week preparing potential revisions to the Unicity bus route to accommodate passengers from DART Route 16 when the DART Route 16A temporary shuttle ends on September 2, 2016.
- The following was also completed this week:
 - 12 Deed Transfer Affidavits
 - 35 Building Permit Reviews
 - 2 Certificates of Occupancy

Activity or Project:

Planning Commission Meeting

Description:

Time was spent this week preparing for the upcoming Planning Commission meeting. On the agenda are the review and consideration of a minor subdivision for 357 Paper Mill Road and discussion regarding upcoming special meetings of Planning Commission: • Monday, September 19, 2016, 6:00 p.m. – Zoning Mandated Parking Requirements and Parking Waiver Study Workshop • Tuesday, October 18, 2016, 7:00 p.m. – 2017-2021 Capital Improvement Program

Status: In-Progress

Expected Completion: 9/6/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

The University of Delaware students have returned and as a result activity has significantly increased. During student move-in weekend the Special Operations Officers issued 53 order maintenance arrests. These arrests were in addition to those made by patrol officers. Several of the arrests were for underage consumption of alcohol and possession of alcohol in public.

The Newark Police Department Traffic Division and the Public Works & Water Resources Department have

spent a considerable amount of time on the new crosswalk traffic signal located on Main Street near the university green. Officers have been assigned each day to assist and educate pedestrians on how to activate the signal. Additionally, motorists are being educated not to stop in the street by the crosswalk when traffic signal is green.

Again the Police Department would like to remind residents not to leave valuables in unlocked vehicles overnight. Last week, several thefts from unlocked vehicles occurred in the Fairfield neighborhood. Some items removed from the vehicles included a bow and arrow, an I-Pad, and a purse.

On August 31st, Communications Supervisor and former Newark Police Officer Ted Ryser retired. Ted served the City of Newark for nearly forty years, and is the longest serving employee in the history of the Newark Police Department. Over the course of his career, Ted received numerous awards, including a Citation of Merit and numerous MADD awards for his efforts in combating "Driving While Intoxicated." Ted is a symbol of professionalism and a true gentleman. A "walk out" ceremony was held in Ted's honor at the end of his shift. He will be missed by the members of the police department and the City of Newark. We wish Ted and his family all the best in his retirement.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 9/1/2016

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:

There is a chance that we will be affected by what is currently tropical storm Hermine over the weekend, with arrival in Newark expected around Sunday morning if it takes the track closer to the coast. The current track shows it missing the Delmarva Peninsula altogether but we are making preparations just in case it changes course back toward our area over the weekend.

We had an engine failure in one of our old dump trucks that we have kept after it was officially replaced to use during plowing operations. The cost to repair the truck is estimated at over \$10,000 so we are going to begin the process to strip the unit for parts and sell it off. We have four trucks in the budget across 2016 and 2017 (two in each year), and we are going to move to finalize the vehicle specification over the next couple of weeks so we can get the contract out to bid quickly. We had hoped to get the bid out earlier in the year but we have been researching brine systems and wanted to settle on a brine system prior to purchase of the trucks to ensure compatibility because it is considerably more expensive to retrofit a truck than purchase it correctly the first time.

Activity or Project:

Reservoir Aeration System

Description:

We are working with the equipment manufacturer to plan out the installation phase of our project. We will need to install the compressor and air line conduit before we bring the manufacturer on-site to provide installation training.

Status:

Started

Expected Completion:

11/30/2016

Execution Status:

On Track

Activity or Project:

Louviers Tank Painting

Description:

We held the pre-construction meeting this week to discuss project requirements, coordination and scheduling. As of now, the contractor is planning to take the tank offline around the second week of September and the project will take around 4 to 5 weeks. We are still working with our SCADA and automation engineer to complete upgrades to the paper mill booster station to ensure we can maintain pressure in the pressure zone served by the Louviers water tank.

Status:

Started

Expected Completion:

11/30/2016

Execution Status:

Behind Schedule

Activity or Project:

2016 Water Main Contract

Description:

The contractor has completed Hillside Road, Winslow Road, Beverly Road, and Center Street. They are now working on Ferncliff Road in Windy Hills. They have completed approximately half of the main installation portion on Ferncliff and will begin switching houses on the first half of the main while the second half of the main is installed.

Status: In-Progress

Expected Completion: 10/31/2016

Execution Status: On Track

8/28/2016

to 9/3/2016



**Selected Area Utilities
Summer (June - September)**

RESIDENTIAL RATE COMPARISON @ 1,000 kWh

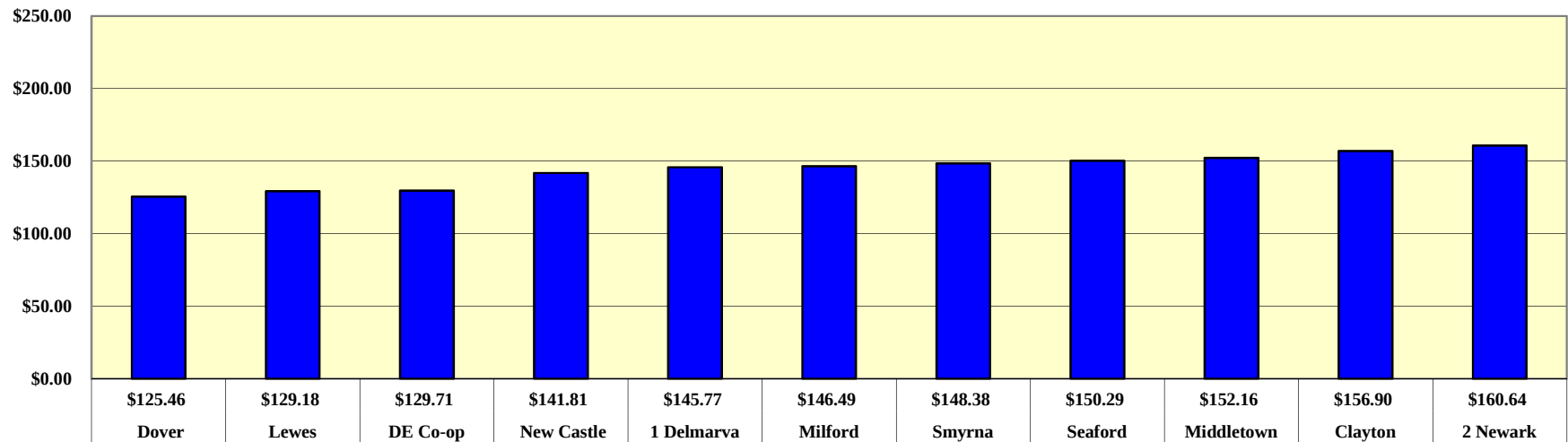
		DE COOP	DPL
		<u>% Difference</u>	<u>% Difference</u>
<u>Dover</u>	\$125.46	<u>-3.3%</u>	<u>-13.9%</u>
<u>Lewes</u>	\$129.18	<u>-0.4%</u>	<u>-11.4%</u>
<u>DE Co-op</u>	\$129.71	<u>0.0%</u>	<u>-11.0%</u>
<u>New Castle</u>	\$141.81	<u>9.3%</u>	<u>-2.7%</u>
¹ <u>Delmarva</u>	\$145.77	<u>12.4%</u>	<u>0.0%</u>
<u>Milford</u>	\$146.49	<u>12.9%</u>	<u>0.5%</u>
<u>Smyrna</u>	\$148.38	<u>14.4%</u>	<u>1.8%</u>
<u>Seaford</u>	\$150.29	<u>15.9%</u>	<u>3.1%</u>
<u>Middletown</u>	\$152.16	<u>17.3%</u>	<u>4.4%</u>
<u>Clayton</u>	\$156.90	<u>21.0%</u>	<u>7.6%</u>
² <u>Newark</u>	\$160.64	<u>23.8%</u>	<u>10.2%</u>

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

**Residential Cost @ 1,000 kWh's
As of September 1, 2016**





NEWARK POLICE DEPARTMENT

WEEK 08/21/16-08/27/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	4	6	0	1	4	0
Rape	4	2	0	1	3	0
Unlaw. Sexual Contact	6	6	0	2	2	1
Robbery	22	32	0	27	12	1
- Commercial Robberies	9	11	0	10	0	0
- Robberies with Known Suspects	2	2	0	1	0	0
- Attempted Robberies	2	5	0	7	2	0
- Other Robberies	9	14	0	9	10	1
Assault/Aggravated	4	18	0	17	24	0
Burglary	37	59	1	17	27	0
- Commercial Burglaries	5	10	0	2	4	0
- Residential Burglaries	30	42	1	14	21	0
- Other Burglaries	2	7	0	1	2	0
Theft	308	426	10	114	115	1
Theft/Auto	24	36	2	7	9	0
Arson	1	2	0	1	0	0
All Other	48	73	1	39	69	7
TOTAL PART I	458	660	14	226	265	10
<u>PART II OFFENSES</u>						
Other Assaults	196	210	2	115	83	0
Rec. Stolen Property	2	0	0	16	20	0
Criminal Mischief	125	124	6	91	42	0
Weapons	8	8	0	54	27	0
Other Sex Offenses	1	0	0	2	0	0
Alcohol	133	143	16	217	229	17
Drugs	64	90	1	165	131	0
Noise/Disorderly Premise	252	358	8	110	148	4
Disorderly Conduct	110	100	2	57	66	3
Trespass	111	126	4	50	45	2
All Other	303	318	7	194	213	7
TOTAL PART II	1305	1477	46	1071	1004	33
<u>MISCELLANEOUS:</u>						
Alarm	617	477	9	0	0	0
Animal Control	337	395	17	2	2	0
Recovered Property	171	192	9	0	0	0
Service	20613	22358	615	0	0	0
Suspicious Per/Veh	333	378	5	0	0	0
TOTAL MISC.	22071	23800	655	2	2	0

	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>
TOTAL CALLS	823	28,377	931	30,135



Newark Police Department
Weekly Traffic Report
08/21/16-08/27/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	5,980	7,314	107	308
DUI	129	117	3	7
TOTAL	6,109	7,431	110	315

TRAFFIC ACCIDENTS				
Fatal	2	0	0	0
Personal Injury	127	157	2	8
Property Damage (Reportable)	341	505	17	17
Property Damage (Non-Reportable)	210	120	4	4
Hit and Run	188	176	7	12
TOTAL	868	958	30	41