

City Manager's Weekly Report

Friday, September 9, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council:

I hope you all enjoyed the Labor Day weekend.

This morning we held our first Patriot Day ceremony on the front lawn of our Municipal Building. The event was moving and provided an opportunity for all of us to pause and consider what's important and honor the memory of the men and women who lost their lives, now 15 years ago. I thank Councilwoman Hadden for spearheading the event for Newark and thank our staff for embracing the opportunity.

UPDATE: As you know a portion of our street program has been on hold in association with some confusion related to prevailing wage rates and decisions of our State legislature in recent years. I am happy to say that this Thursday afternoon our interpretation (as well as that of many other communities) was confirmed and scheduling of the work is underway. Here is the gist of the communication received: " Because the state's agreement with the City of Newark is dated after July 1, 2016 the CTF funds do not require wage rates to apply. The \$500,000 threshold is not relevant since CTF funding does not trigger wage rates any longer." Work had been halted pending final determinations in case we were required to re-bid a portion of our contract.

Congratulations are certainly in order for two of our employees that were named to the 2016 Class of 40 under 40 coordinated by the Delaware Business Times, which recognizes young achievers and innovators, including Deputy City Manager Andrew Haines, who I nominated and Corporal James Spadola of the Newark Police Department who was nominated by friend Jeffrey Lank. The full press release can be found below and please check out our Facebook page for interviews.

The heat wave continued this week and we continued to encourage residents to notch up their thermostats during peak periods to assist with controlling demand as well as their utility payments.

This Thursday evening a crowd joined the Downtown Newark Partnership for an appreciation event for Marilyn Minster following her long term of serving as the Partnership's chairperson. Marilyn shared that she intends to remain on the Board and looks forward to working to bring additional improvements to our downtown. Her dedication to our community and downtown was evident from the number of people in attendance and the strong involvement of our restaurant community. The Partnership Board greatly appreciates the coordination of the event by Bill Sullivan, and his continued service to our community!

Activity or Project:

Health and Benefits Fair

Description:

Please see the attached flyer sharing information with our staff about our employee health and benefit fair. The fair will take place on Wednesday, September 28 from 11 a.m. to 2 p.m. in Council Chamber. All employees, spouses and dependents are invited to participate. We will have several vendors here to provide you information about health and wellness initiatives as well as

providing various health screenings.

Status: In-Progress

Expected Completion: 9/28/2016

Execution Status: On Track

Activity or Project:

Respect the Tracks Effort

Description:

All of the "Caution - Respect the Tracks" Pedestrian RR Crossing signs have been installed. Please find attached a photo of the sidewalk signs.

Status: Completed

Expected Completion: 9/9/2016

Execution Status: Completed

Activity or Project:

2016 Class of 40 under 40 - DE Bus Times

Description:

September 2, 2016 Two Newark Officials Named in 2016 Class of 40 under 40 Delaware Business Times list recognizes young achievers, innovators Newark, DE- Deputy city manager Andrew Haines and Newark Police officer James Spadola have been named to the Delaware Business Times 2016 class of 40 under 40, a list of "young professionals who are making a difference in their workplaces and the community." The two will join other honorees at a reception on Thursday, October 13, at Hercules Plaza. Haines, who was nominated by city manager Carol Houck, first joined the City of Newark in 2002 as the parking administrator. He left in 2008 to accept leadership roles within the local government in Hatfield Township, PA, before accepting his current role and returning to Newark in 2013. "Public service to others has defined Andrew's career and his efforts have made a marked impact on the communities in which he has worked and lived," said Houck. "Since accepting the role as Deputy City Manager in 2013, Andrew has worked tirelessly to help the City of Newark experience a positive chain of innovation, improved leadership and teamwork, and he has encouraged our organization to become more progressive." Nominated by friend Jeffrey Lank due to his ability to "maintain strong confidence and moral character while enhancing society," Spadola is credited with developing the popular Hug-A-Cop program, which has been duplicated in municipalities across the country. "He takes opportunities and finds a way to get others to join him to create movements as he did with his Hug A Cop program," said Lank. "He sees where the world could be and won't stop working toward it and bringing others to join him until he is making real impact." Now in its third year, Delaware Business Times received more than 90 nominations for the DBT40 Class of 2016. Honorees were selected by former winners and members of the business community.

Status: Completed

Expected Completion: 9/9/2016

Execution Status: Completed

Department:

Community Relations

Notable Notes:

Social Media Analytic Update

- City of Newark Facebook
 - In the first week of September the City of Newark Facebook page received 14 new likes. It reached 15,580 people, with 2,390 post engagements.
- Downtown Newark Partnership Facebook
 - In the first week of September the Downtown Newark Partnership Facebook page received 2 new likes. It reached 283 people, with 179 post engagements.

Channel 22/Video production

- Deputy City Manager Andrew Haines and Cpl. James Spadola were both named to the Delaware Business Times Class of 2016 40 Under 40. We created a video highlighting the strengths of both honorees.
 - The video can be seen on Channel 22, The City's social media channels and YouTube page: https://www.youtube.com/watch?v=19_GFAng7RA

Creative Design/Web Updates

- Created a Zoning Map on the City website
- Designed:
 - Patriot Day Banner, invitation
 - Taste of Newark Banner for City Website and Facebook
- Updated:
 - Committee List on the City Website
 - City Council Webpages
 - Finance Department Webpages
 - Cleveland Avenue Task Force Web Page
- Scheduled Holiday Refuse Change for Labor Day

Press Releases

- Two Newark Officials Named in 2016 Class of 40 under 40: <http://bit.ly/2bVI6K3>

Activity or Project:

Website Redesign

Description:

We received the first draft of the new design scheme for the City's website this week and are happy with the changes being proposed by CivicPlus. There are some areas we need to work with them on, in terms of refining the look and conforming to the City's standards in terms of style, but overall the design will likely be implemented as presented. Next steps include reviewing the

design elements and providing edits and feedback to CivicPlus. They will then begin building the site in anticipation of the relaunch. We are still addressing the edits received by Departments and hope to have most, if not all, of the pages updated in advance of the relaunch.

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 worked all night during a rainstorm last Wednesday to get residents of Christianstead back on after a cable failure. A transformer had to be replaced and the circuits switched around during the restoration. Lightning is the suspected culprit. The crews spent the next two days replacing the damaged cable. Engineering is contemplating adding a third tie to make the system more reliable. Costs for underground boring will be a crucial factor in the decision. Engineering is working with a contractor to figure route and costs.

The line crews continued working on tying in the new transformer at West Main Substation. Today (9-7-16) a contractor is performing a full battery of tests for commissioning. The line crews also are changing insulators along West Park place for a future voltage upgrade from 4kV to 12 kV.

Engineering and the crews switched loads on a Phillips Avenue Substation transformer so the electricians could replace a faulty switch handle today.

Engineering compiled the monthly University loads for billing and DEMEC. At DEMEC's request engineering filled in missing data from metering last month when Delmarva had an emergency outage on a transmission line. The line was killed because of an issue with a cell tower, but the city transformer that all the load was switched to has no metering because of a failed CT several months ago. Delmarva owns the metering and has yet to correct this issue.

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:

Staff have been diligently working on the 2017 Budget.

I have been working with Morgan Stanley with transferring our cash reserve account to U.S. Bank. Once the assets are transferred in-kind, PFM will immediately (and with best execution) re-structure the City's portfolio to be in alignment with our current investment policy which was recently amended and approved by Council this past May 23rd.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 992 phone calls last week, with the average call length of each call being 3:08. The average hold & queue time (average speed of answer) dropped slightly from 7:51 to 7:30 when compared to last week. Our welcome center staff greeted 273 visitors in the past week, while service orders initiated by PUB in response to calls and visitors was 243 for the same period. The group processed 5,141 utility payments and CityView transactions, 899 of which were imported automatically with our electronic processes and 3,135 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:

Budget

Description:

The timeline for the budget process can be found on Budget Central via this link: <http://cityofnewarkde.us/DocumentCenter/View/6648>. Draft budget is being prepared by the Finance Department and will be reviewing the departments' final requests this week with the City Manager.

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 working on setting up a date for a follow-up meeting.

Status: In-Progress

Expected Completion: 5/17/2017

Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended the White Clay Creek/Charles Emerson Bridge meeting with DelDOT and their engineering firm for the project Whiteman, Requardt & Associates (WRA), we received the following project update.

This project has more environmental concerns than typical Transportation Alternative Programs (TAP) due to White Clay designation as a National Wild and Scenic River. The National Park Service will need to be involved in the project review and approval. At present, there are two prevailing design alternatives: (1) a separate single span bridge structure for the trail and (2) a cantilever option connecting to the existing bridge. Environmental groups are likely to prefer the cantilever design as it requires no new structures in the riverbed. This design, however, does not appear to be structurally feasible based on the information currently available. Environmental agency approval for either will be a relatively long and expensive process. WRA estimates that the project will now cost \$1.75 million, which is an increase from the prior estimate due to a possible year of coordination needed between agencies. They now estimate the design phase to last roughly 18 months. 2019 is currently projected for the start of construction. One benefit of the additional time, it will allow us time to search for more funding sources. We currently have \$1 million secured in grant funding.

Recreation Superintendent: Worked with Shelby on the completion of September PSA's to send out and the monthly E-blast; contacted Chef Raymond at the Newark Senior Center to set up a meeting to discuss the Thanksgiving Day breakfast; visited the Hatfield aquatic center with the City Manager and Deputy City Manager, attended a Women Leading Government luncheon, completed Channel 22 forms for all fall programs and events, contacted some vendors for Community Day regarding registration information.

Recreation Supervisor of Athletics: The before and after care programs at Downes and West Park Elementary Schools began this week; I continue to interview and hire staff, parent forms are being sent in and a makeup staff training was held on Friday, also completed the license renewal application for West Park; completed soccer schedules for the Elementary and Junior leagues, ordered t-shirts and scheduled picture day; closed the shed at Rittenhouse for the summer including removing items, turning refrigerator and water off; completed PSAs for fall programs; picked up new gas key fobs; our parent/child golf program was held all week at Deerfield

Coordinator of GWC and Volunteers: Completed September PSA's, Fall Activity Brochure was updated and flyers were created for upcoming programs; past program participants were informed about upcoming fall programs; Hoopes Fire Prevention inspected fire extinguishers and fire suppression systems, 15 Volunteers from the Trail Spinners assisted with trail maintenance in Redd Park; 2 Volunteers devoted a total of **2.75** Hours on Sunday, August 28 assisting with trail maintenance and trash removal on the Mason Dixon Trail; 2 Volunteers devoted a total of **11** hours on Friday, September 2 and Saturday, September 3 assisting with trail maintenance and litter removal; 1 Volunteer devoted **0.75** Hours assisting with invasive plant species

removal along the James F. Hall Trail on Tuesday, August 30; Fall Volunteer Opportunities were emailed to many University of Delaware Volunteer Groups to recruit volunteers for upcoming events. Total Volunteer Hours for the week of 8/29-9/4: **15 Hours**.

Recreation Supervisor of Community Events: Worked on items related to Community Day.

Parks Superintendent: Inspected eight park areas and developed work orders as needed, contacted Mt. Cuba Botanical Garden about plant donation to the Parks Department (picked up donated plant materials on Friday), along with Water Department Superintendent met with Ruppert Landscaping concerning mowing contract, along with our Landscape Specialist met with representative of a local landscape supplier to get updated cost for supplies/materials for treating for EAB (Emerald Ash Bore) which was confirmed by State Forestry in Hockessin this week, along with staff Civil Engineer went out to residential site to review area for fence installation along a landscape easement, along with Parks Supervisor started coordinating for removal of existing play unit at Rittenhouse and installation of a new play unit and two bay swing unit, started researching planters for possible use along Main Street for seasonal color, and started planning sites with our Landscape Specialist where the donated plant material will be installed.

Parks Supervisor: Continues daily scheduling of field staff, started researching state contract for kitchen vendors for remodel of kitchen at Wilson Center, and continued working on work order system with Recreation Superintendent.

Parks/Horticulture Staff: Continued mowing as needed, watered plant materials as needed throughout park system, dragged/scarified ball fields, did trash removal throughout park system, did interior bed maintenance at City Hall, continued installing wood carpet under play/swing units as assigned, continued on work orders, did tree pruning/removal as assigned, performed equipment maintenance on both Kubota mowers/water tank pump/hand held sprayers/checked "Arbor Jet" injection system, and did bed maintenance throughout park system.

Activity or Project:

Rittenhouse Playground Installation

Description:

The installation of a new playground unit at Rittenhouse Park has begun, it will replace the older, out dated playground that is being removed.

Status: In-Progress

Expected Completion: 9/30/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- This week Facilities Maintenance performed the following:
 - Continued fire alarm work in Municipal Building;
 - Moved ice machine in Municipal Yard from Building 2 to Building 1 to make it more efficient;
 - Continued work on ramp off loading dock at Municipal Building;
 - Continued to work on settings at Municipal Building to balance air conditioning units;
 - Assumed responsibility for fuel tracking with the installation of new GasBoy dispenser;
 - Hung camera bracket in basement of Municipal Building;
 - Hung white board for Digital Records;
 - Repaired George Wilson Center entry doors.

Code Enforcement

- Property Maintenance has started its normal weekend patrol.
- Property Maintenance accompanied Newark Police Department to Choate Street to meet with some tenants regarding trash and behavior.
- Qdoba is expected to receive its Certificate of Occupancy by early next week.
- The wall installation is ongoing at University of Delaware's South Academy Street dormitory.
- Work is ongoing at 60 North College Avenue.
- Renovations have been completed at Main Towers located at 330 East Main Street.
- Work is continuing at the Washington House Condominiums at 113 East Main Street.

Parking

- Parking Division staff conducted interviews for the Parking Ambassador position that became vacant due to the retirement of Lois Decker.
- Considerable time was spent cleaning trash in parking lots over student move-in weekend.

Planning/Land Use

- This week at its regularly scheduled meeting the Planning Commission unanimously recommended approval of a minor subdivision for 357 Paper Mill Road (currently Church of the Nazarene) and discussed upcoming special meetings:
 - Monday, September 19, 2016, 7:00 p.m. – Zoning Mandated Parking Requirements and Parking Waiver Study Workshop
 - Tuesday, October 18, 2016, 7:00 p.m. – 2017-2021 Capital Improvement Program
- Considerable time was spent this week preparing for the upcoming Planning Commission workshop for the Commission's Zoning Mandated Parking Requirements and Parking Waiver Study.
- The Board of Adjustment will hear a variance request at their September 18th meeting for a property on Dallam Road to place a garage as an accessory structure in the front yard.
- The following was also completed this week:
 - 4 Deed Transfer Affidavits
 - 38 Building Permit Reviews

Activity or Project:

Comprehensive Development Plan V

Description:

The Planning and Development Department received a letter from the Office of State Planning stating that the certification issues from DNREC have been resolved and Comprehensive Development Plan V is clear to move forward. Comp Plan V is scheduled to be on the agenda for the September 26th Council meeting to be formally adopted as an ordinance.

Status: Near Completion

Expected Completion: 9/26/2016

Execution Status: Behind Schedule

Activity or Project:

Unicity Bus Driver Commendation

Description:

This week the department received a poem written by a UNICITY bus rider commending University of Delaware Transportation Services Bus Driver Bob Sagers on his unsurpassed service to passengers. A copy of the poem is attached.

Status: Completed

Expected Completion: 9/9/2016

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

With the increase in our fall activity, the police department has been identifying specific locations that are producing high calls of service or trouble areas. These areas have been added to our directed patrol locations. Patrol officers will check these locations and our Special Operations Unit will concentrate on the persons or conditions that cause these issues.

The police department is still accepting applications for our 12th Citizen's Police Academy. Classes will begin on Tuesday, September 20th and end on Tuesday, November 8th. As the national media continues to focus on issues in policing, this program will give people a unique opportunity to observe firsthand the various duties and responsibilities of a police officer. This is an excellent opportunity for anyone interested in the complex discussion of policing and the criminal justice system to gain firsthand knowledge of the subject.

A suspect was arrested for several recent thefts from unlocked motor vehicles. The investigation is continuing.

Promotional interviews are being conducted this week. With the recent retirement of Captain Potts, we will be filling the ranks of Captain, Lieutenant, Sergeant, and Master Corporal.

Our three (3) new police hires have begun work and will begin the Delaware State Police Academy on Monday, September 12.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

9/8/2016

Execution Status:

Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

9/4/2016

to 9/10/2016



CITY OF NEWARK HEALTH & BENEFITS FAIR

WHEN

**Wednesday, September 28, 2016
11:00 am—2:00 pm**

WHERE

**City of Newark
Council Chamber**

COME OUT FOR AN INFORMATIVE AND FUN HEALTH AND BENEFITS FAIR HOSTED BY THE CITY OF NEWARK AND DELAWARE VALLEY HEALTH TRUST. HEALTH AND BENEFITS VENDORS WILL BE PROVIDING INFORMATION ON HEALTH, FITNESS, FINANCES, AND OF COURSE BENEFITS AVAILABLE THROUGH THE CITY OF NEWARK!



**ALL STAFF &
FAMILIES
WELCOME**

CVS Flu Shots

**Come see us at
the fair!**

BENEFIT VENDORS

DVHT & Nurse Navigator

Aetna

HMS

HEALTH/ WELLNESS VENDORS

Local Hospital

Safety Vendor

Fitness Professionals

Financial Wellness

**Posture Analysis
Massage**

**Health and Wellness
Screenings**

Occupational Health



Bob-Unsurpassed City Bus Driver

Humane and respectable a Real Man
Driver on the money knows his game
Bus drivers there are many, but Bob is best
Awake at the wheel, regardless his rest.

Helpful for the disabled caution with care
Gentle his carriage loyalty to share
Important his schedule, on time his goal
Caution is his makeup safeness enfolds

Standing by for those hurrying for the bus
Schedule to meet, but waiting a must
Request for air or heat he answers the call
Comfort for his passengers he gives his all.

An excellent driver, Bob yields the way
Accidents avoidance a priority time for delay
Passengers he views, holding still his charge
Watching until their path is clear caution at large

Traveling when extra skills are required Bob's confidence is clear
Correct speed, eyes on barriers riders no fear
Heavenly is Bob, riders fondness all time
A driver Godsent one of a kind.

Go North, Go South

Go East Go West

If your seeking a driver Bob's the best

With care and regard,
Ted and all your passengers;

You and your grandchildren have a blessed life

NEWARK POLICE DEPARTMENT

WEEK 08/28/16-09/03/16

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	0
Robbery	22	32	1	27	12	0
- 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	1	9	10	0
Assault/Aggravated	4	18	0	17	24	0
Burglary	40	60	2	17	27	0
- Commercial Burglaries	5	11	1	2	4	0
- Residential Burglaries	32	42	1	14	21	0
- Other Burglaries	3	7	0	1	2	0
Theft	313	438	12	118	118	3
Theft/Auto	24	37	1	7	9	0
Arson	1	2	0	1	0	0
All Other	51	74	1	39	71	2
TOTAL PART I	469	675	17	230	270	5
<u>PART II OFFENSES</u>						
Other Assaults	206	219	9	115	83	0
Rec. Stolen Property	3	0	0	17	20	0
Criminal Mischief	134	131	7	91	42	0
Weapons	8	8	0	54	27	0
Other Sex Offenses	1	0	0	2	0	0
Alcohol	147	179	36	235	293	64
Drugs	66	96	6	166	134	3
Noise/Disorderly Premise	261	393	35	111	159	11
Disorderly Conduct	111	105	5	57	72	6
Trespass	113	129	3	50	48	3
All Other	311	328	10	198	229	16
TOTAL PART II	1361	1588	111	1096	1107	103
<u>MISCELLANEOUS:</u>						
Alarm	636	489	12	0	0	0
Animal Control	345	406	11	2	2	0
Recovered Property	174	196	4	0	0	0
Service	21178	22954	596	0	0	0
Suspicious Per/Veh	341	394	16	0	0	0
TOTAL MISC.	22674	24439	639	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	820	29,197	964	31,099



Newark Police Department
Weekly Traffic Report
08/28/16-09/03/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	6,132	7,549	152	235
DUI	136	125	7	8
TOTAL	6,268	7,674	159	243

TRAFFIC ACCIDENTS				
Fatal	2	0	0	0
Personal Injury	130	158	3	1
Property Damage (Reportable)	350	512	9	7
Property Damage (Non-Reportable)	219	123	9	3
Hit and Run	195	185	7	9
TOTAL	896	978	28	20