

City Manager's Weekly Report

Friday, January 30, 2015

Department:

Administration - City Manager

Notable Notes:

Hello Mayor Sierer and Council Members. I hope this report finds you all well.

This week's report is lighter than usual but after the bulk of last week's report you may find that to be a relief. As you know, in association with the winter storm event predictions your meeting of January 26th was cancelled. We look forward to your meeting of February 9th and getting back on track with City business.

I call your attention to the full report of our Police Explorers Post in Chief Tiernan's notable items. I too want to express my appreciation to Corporal Adam Mease for his leadership in bringing young adults from our area together and creating a positive relationship and outreach opportunity. I have had several calls of positive feedback from participants' family members.

I attended the Arbour Park Civic Association meeting this past Sunday at my neighbor's home. Councilman Gifford was also in attendance and addressed the attendees as did Senator Hall-Long, Representative Kowalko, and County Councilwoman Diller. Aside from having to leave a bit early to attend my son's football banquet, I was able to respond to some questions and will be following up with several pieces of additional information today. I also spent time this Thursday in Philadelphia at a Basic Cost of Service seminar offered by AMP with Finance Director Lou Vitola and gained some valuable insight.

Please see below the detail of information that will be provided to the community as we launch the VOIP phone system next week. All of our current numbers will transfer but we want to begin the education process and alert that a change is taking place.

I look forward to seeing you all next Monday evening for executive session and the Comp Plan workshop. There is currently a possibility of a storm event for Sunday into Monday. Staff, as usual, will be prepared as necessary to respond. Have a great weekend. Carol

Activity or Project:

VOIP Phone System Launch Plan

Description:

The information that will be pushed out to the community includes: We're upgrading to better serve our customers! Our new automated VOIP phone system launches February 5th, and you'll only need to know these five numbers! Municipal Offices – (302) 366-7000 Parks and Recreation Information/Cancellation Hotline – (302) 366-7147 Police Department Non-Emergency - (302) 366-7111 (report not-in-progress crimes or car accidents) Police Crime Tip Line - (302) 366-7127 Police Department Main Line (everything else) - (302) 366-7127 We look forward to talking to you!

Status: Near Completion

Expected Completion: 2/5/2015

Execution Status:

Behind Schedule

Activity or Project:

RFP Proposal Review

Description:

All members of the review committee have been provided the proposals, and we hope to be in a position to bring this to Council at an upcoming meeting. The legislative session has gotten off to a quick start and we look forward to the assistance.

Status: In-Progress

Expected Completion: 2/2/2015

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. We processed 40 arraignments, 42 trials, 11 case reviews, one plea and 16 capias returns. We also videoed 3 prisoners on Monday and transported 5 on Thursday to court for other events.

Activity or Project:

Parking Management Solution

Description:

Reviewing parking proposal for city.

Status: In-Progress

Expected Completion: 2/16/2015

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 have been replacing insulators on poles near the Newark Country Club for an eventual voltage upgrade. They were also busy at the Newark Shopping Center and the Newark Preserve bringing services to customers and gathered fuse information on large customers' transformers for arc flash analysis.

The electricians replaced broken or missing covers on the streetlight bases and worked at the Municipal Building on receptacles, while the meter technician worked on services at the STAR Campus and the Newark Shopping Center.

Engineering worked on an upcoming railroad crossing needed at the West Main Substation and investigated costs and clearances of using scaffolding at the Washington House for facade repair. Engineering also worked on the arc flash study of the City's electric system.

Activity or Project:

Newark Shopping Center

Description:

Distribution infrastructure consisting of underground primary cabling and pad mount transformers to Campus Circle and the shopping center.

Status:

In-Progress

Expected Completion: 9/1/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

I attended a Cost of Service Concepts seminar hosted by Utility Financial Solutions and American Municipal Partners (AMP) with fellow public power communities in the region and City Manager Carol Houck.

Customer Service

The customer service team handled 436 phone calls the week of 1/19/15 with an average wait time of 4:26. The group also processed 257 CityView payment transactions while the Welcome Center processed 237 visitors. 81 service calls were initiated by Customer Service in response to the calls and visitors. Customer Service statistics will be maintained on a weekly basis in 2015 to develop key performance indicators.

Accounting

The accounting group continues to work through another busy "Year-end" and "Beginning of Year" season. In addition to the payroll processes that were executed the last two weeks of 2014 and into 2015, the 1099 production was completed for all vendors ahead of the IRS deadline. Other year-end and audit-related

processes continue in advance of the start of the preliminary audit next week.

Activity or Project:

Independent Financial Audit

Description:

Kick-off discussions were held; preliminary year-end financial statement production and the development of financial schedules are underway. The preliminary audit is scheduled to begin on 2/2/15. The formal audit of the 2014 Financial Statements and Schedule of Federal Awards will start late in March.

Status: In-Progress

Expected Completion: 6/30/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Information Technology Department

Notable Notes:

- VOIP project looking to be completed next week with launch. We continue to experience issues with Verizon agreeing to a cutover date.

- Recent feedback on Latitude XFR (toughbooks) have been positive. We continue to test these devices in the field and believe they will be exactly what is needed for heavy-duty work.
- We believe we have determined the root cause of the Dell Tablets crashing with camera. We continue to test the solution to ensure it meets the long-term requirements for field workers.
- Web Proxy Filter has been selected and will cost less than originally planned by leveraging existing equipment that is capable of handling the load. Implementation Team is scheduling the install in a few weeks.
- Re-write to the weekly report was successfully completed.
- Emergency Operation Center (EOC) work is beginning soon with approval from Deputy Chiefs Farrall and Feeney.
- Verizon's 911 Viper system has been transitioned to a new company for support. Intrado will begin support next week. Plans for a smooth handoff are starting.
- License Plate Reader camera project continues. Looking for completion next week.
- New internet connection at South Wellfield being provisioned to add additional security and monitoring at that location.

Activity or Project:

Voice over IP

Description:

Verizon has pushed back the go-live date another week based on scheduling issues on their end. Now targeting February 5, 2015.

Status: Near Completion

Expected Completion: 2/6/2015

Execution Status: Behind Schedule

Activity or Project:

DMZ Network Creation

Description:

As part of our PCI-DSS Compliance Audit action items, a new DMZ is being created to house front-end systems to further secure our environment. Work is progressing very well.

Status: In-Progress

Expected Completion: 3/31/2015

Execution Status: On Track

Activity or Project:

Police Activity Tracking System (PATS)

Description:

We are currently at 65% and a second demo was viewed last week. Thus far, the project has been

on-par with expectations.

Status: In-Progress

Expected Completion: 3/31/2015

Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

- * The parks crew committed time with snow and ice control operations.
- * We completed the design to plant annuals at several landscape beds this spring.
- * The Park Superintendent held the first meeting of a small internal committee to discuss concepts to rehab the Courtyard at City Hall.
- * We continued to install stub posts at Old Paper Mill Road Park.
- * I met with staff to discuss and review fitness station options for the Hall Trail. Funds are available from the Mayor's Masquerade Run to purchase and install the first of a series of stations.
- * The Park Superintendent and I attended a meeting with PW&WR personnel, the owner and builder of a lot on Cook Way to discuss a park and sewer right-of-way and utility easement on and adjacent to the lot.
- * Recreation personnel are preparing a Request for Quotations for 2015 equipment and supplies.
- * Many of our winter season classes and programs are getting underway.
- * The Wilson Center Coordinator attend a meeting at Downes Elementary School to discuss the school's Healthy Heart Night scheduled for February 6. We plan to participate by having one of our tennis instructor there to offer brief demonstrations and to promote our spring class offerings, including the new Tennis With The Mayor program.
- * Recreation personnel are continuing to plan a reception to thank our 2014 volunteers in February.
- * The Wilson Center Coordinitor is finalizing plans for the next After School Homework Club program at the Downes School After School Program. The Newark Morning Rotary Club sponsors the program and provides volunteers.
- * The recreation staff is busy planning for the summer season.

Activity or Project:

CIP Project K1301 - Tennis Court Renovations

Description:

A draft contract document and specifications has been prepared for review.

Status: Started

Expected Completion: 9/25/2015

Execution Status: On Track

Activity or Project:

Description:

Status: In-Progress

Expected Completion:

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- Moved Finance staff to new office located next to the server room.
- Panic bars on exit doors at the Wilson Center were repaired.
- Door hinges on the new door at Court 40 were shimmed.

Code Enforcement

- Staff met with representatives of Newark Natural Foods Co-op to assist them in meeting Code in an abbreviated timeframe to occupy the new space in the Newark Shopping Center.

- 2000 Fountainview Circle, Units 205, 206 C/O's were issued this week.
- 301 Newark Shopping Center Liquor Store was issued a C/O this week.
- A permit requested for demolition of 1163 Elkton Road was received.
- The door access project is completed. Testing has begun and should be completed this week.
- Server Room FM 200 Fire Suppression System has been completed.

Economic Development

- Details for Restaurant Week are being wrapped up.
- Planning for the upcoming Wine & Dine event (March 28, 3015) continued.
- Work continued on the update to the Downtown Newark Map & Guide.

Parking

- Time was spent making sure the lots and entrance ways leading into parking lots were clear of snow and ice.
- Met with a contractor to review changes needed in the Parking Office for PCI compliance.
- Changes in lane operations were managed yesterday in Lot #4 to accommodate Electric Department work.

Planning

- Work continued this week on definitions of accessory use and neighborhood.
- Met with a developer and his engineer to discuss a potential major subdivision at Pike Park.
- Work began this week on reviewing the recodified Code sections relevant to the department, specifically Chapters 2, 4, 7, 14, 17, 18A, 27 and 32.
- Development Manager Mike Fortner served on a panel for the Delaware State Housing Authority to evaluate applications for the Strong Neighborhood Housing Fund.
- Completed the following:
 - 10 Building Permit Reviews
 - 9 Transfer Affidavits

Public Relations

- Several communication pieces were issued regarding the "non-storm" on Monday.
- Work continued on the notices for the new VOIP phone system scheduled to go live in the next several weeks.

Activity or Project:

Twin Lakes Administrative Subdivision

Description:

Last week we reported that the department received an application from Iron Hill Properties to build 12 townhomes in 2 rows of six rather than the 12 units in twin format (12 units, 6 buildings) approved for the RM parcel at Twin Lakes. Adjacent property owners were, therefore, notified and several letters of opposition were received requesting Planning Commission and Council review of the matter. This morning Iron Hill Properties withdrew their application. Neighbors will be notified of the withdrawn application.

Status:

Completed

Expected Completion: 1/29/2015

Execution Status: Completed

Activity or Project:

Planning Commission Preparation

Description:

Considerable time was spent this week finalizing and distributing the Planning Commission packet for the Tuesday, February 3rd meeting. Agenda items include: 1. The rezoning, major subdivision and special use permit for 52 N. Chapel Street to demolish the existing building and build a three-story mixed use building with 3,382 sq. ft. of commercial space and parking on the first floor, and 12 apartments on the two floors above. 2. An Administrative Subdivision for 1119 South College Avenue.

Status: In-Progress

Expected Completion: 2/3/2015

Execution Status: On Track

Activity or Project:

Comprehensive Development Plan Update

Description:

Considerable time was spent this week preparing for the upcoming Council workshop on the Comprehensive Development Plan V scheduled for Monday, February 2, 2015 at 7:30 p.m. Staff anticipates discussion on Chapters 7 - Environmental Quality & Natural Resources; Chapter 8 - Parks, Recreation & Open Space; and Chapter 9 - Economic Development at the meeting.

Status: In-Progress

Expected Completion: 3/23/2015

Execution Status: On Track

Department:

Police Department

Notable Notes:

Corporal Adam Mease is continuing to do an outstanding job with the Newark Police Department's newly created Police Explorer Post. Since beginning in October of 2014, twelve (12) youths from Newark area high schools and Delaware Technical College have joined the post. In their first weeks, Aetna Fire Company provided a demonstration of extracting person(s) trapped in a vehicle wreck. Sergeant Curt Davis instructed the members, how police officers investigate serious collisions and the importance of math in making accident reconstruction calculations. Later classes included a lecture by Lt. Van Campen and Detective Lawrence on drug and gang investigations. The Explorers have also participated in mock traffic stops and soon will be participating in actual ride-a-longs with officers. The Explorers have been busy in the community by assisting with the Turkey Trot, Reindeer Run, and distributing gifts for Toys for Tots. Upcoming presentations include, the investigation of crime scenes and evidence collection, as well as

demonstrations from the SWAT and the K-9 Unit. Sergeant Mease is commended for initiating this project and putting time and energy into educating our area students, giving them a safe place to gather, and building relationships between the youths and police officers.

On Tuesday, January 27th at approximately 7:20 p.m., Corporal LaRue observed a pick-up truck travelling at a high rate of speed on South Main Street. The vehicle did not have its headlights on and sparks were flying out from the right tire. The vehicle then drove through a red light. Corporal LaRue was able to stop the vehicle and determine that the operator was under the influence of alcohol. The motorist resisted arrest and after a brief struggle was placed in handcuffs. Investigation revealed the motorist, a 30 year old male from Maryland, had just been involved in at least three (3) hit and run collisions prior to being stopped. In the past, the motorist has been arrested and plead guilty to two (2) previous driving under the influence charges. This is his third (3rd) documented arrest for DUI.

Activity or Project:

Not Applicable

Description:

Not Applicable

Status: Not Started

Expected Completion: 1/29/2015

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Public Works and Water Resources Department

Notable Notes:

While the department was well prepared for the heavily forecasted Winter Storm Juno, the intense storm did not materialize and was generally a non-event. All crews were available and the roads were salted to combat expected icing.

Activity or Project:

Water Main Replacement - FY 2015

Description:

Staff is reviewing 75% complete plans submitted by the consultant. Reviews will be complete next week and the consultant plans to complete any revisions and specifications prior to the end of February. Planned areas of main replacement are North Street, Prospect Avenue, Wilbur Street, Courtney Street and Darwin Drive. Sites were selected based on known inadequate pipe size, break history and flow characteristics.

Status: In-Progress

Expected Completion: 9/30/2015

Execution Status: On Track

Activity or Project:

Concrete Tank Dome Repair

Description:

Staff has begun preparations to install a pressure reducing valve in order to deal with any pressure fluctuations resulting from the tank being offline during repairs to the roof. This PRV install will have potential benefits in the future if the tank needs to be taken offline for future cleaning or repairs. Essentially, we will have an emergency valve that will open and feed from the Louviers tank, should the pressure drop below normal range due to a system emergency. Once the PRV is installed, there will be a brief period of testing to verify functionality.

Status: In-Progress

Expected Completion: 4/30/2015

Execution Status: Behind Schedule

Activity or Project:

Sewer System Master Plan

Description:

Met with our consultant to provide revisions and feedback on the proposed grant submission. A meeting is scheduled with the grant coordinator for this Friday. We are on track to submit by the February 4th deadline for first submissions.

Status: Started

Expected Completion: 1/1/2016

Execution Status: On Track

1/25/2015 to 1/31/2015

NEWARK POLICE DEPARTMENT

WEEK 01/18-01/24/15

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	0	0	0	0	0	0
Kidnap	0	2	1	0	1	0
Rape	0	0	0	1	0	0
Unlaw. Sexual Contact	1	0	0	0	0	0
Robbery	3	2	1	0	6	6
- Commercial Robberies	0	2	1	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	3	3
- Other Robberies	3	0	0	0	3	3
Assault/Aggravated	3	0	0	0	5	5
Burglary	5	4	2	6	3	0
- Commercial Burglaries	2	1	0	0	0	0
- Residential Burglaries	3	3	2	6	3	0
- Other Burglaries	0	0	0	0	0	0
Theft	23	32	6	9	35	4
Theft/Auto	2	3	0	1	5	3
Arson	1	0	0	0	0	0
All Other	9	2	0	50	5	5
TOTAL PART I	47	45	10	67	60	23
<u>PART II OFFENSES</u>						
Other Assaults	21	14	4	20	5	0
Rec. Stolen Property	0	0	0	1	6	0
Criminal Michief	21	21	4	1	6	2
Weapons	2	2	1	4	15	15
Other Sex Offenses	0	0	0	0	0	0
Alcohol	11	6	2	26	14	1
Drugs	9	4	1	19	36	23
Noise/Disorderly Premise	25	16	3	16	9	3
Disorderly Conduct	7	8	1	26	2	0
Trespass	9	10	2	6	6	0
All Other	31	33	4	41	22	3
TOTAL PART II	136	114	22	160	121	47
<u>MISCELLANEOUS:</u>						
Alarm	81	66	20	0	0	0
Animal Control	22	24	8	0	0	0
Recovered Property	16	10	4	0	0	0
Service	1585	1802	479	0	0	0
Suspicious Per/Veh	21	34	8	0	0	0
TOTAL MISC.	1725	1936	519	0	0	0

	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>
TOTAL CALLS	644	2,432	691	2,517



Newark Police Department
Weekly Traffic Report
1/18/15-1/24/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	607	676	135	193
DUI	11	18	3	4
TOTAL	618	694	138	197

PARKING SUMMONSES				
Meter Tickets	891	967	127	274
Parking Summons/IPR	311	406	60	71
Scofflaw Amount Collected	13 = \$2,683	8 = \$1,472.50	4 = \$945	0 = \$0
TOTAL	1,215	1,381	191	345

TRAFFIC ACCIDENTS				
Fatal	0	0	0	0
Personal Injury	10	11	1	10
Property Damage (Reportable)	17	20	5	12
Property Damage (Non-Reportable)	39	21	13	18
Hit and Run	13	15	4	11
TOTAL	79	67	23	51