

City Manager's Weekly Report

Friday, February 20, 2015

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

I share with you below some photos from last Thursday's Police Promotional Ceremony which included the promotion of 11 officers to higher ranks of greater responsibility. The ceremony included the formal promotion of our two Deputy Chiefs Feeney and Farral, and the event was well attended by the families of our officers as well as representatives of many law enforcement departments from throughout the State. Councilwoman Hadden and Councilman Ruckle were in attendance to support our Department.

Of course, you are well aware that this was a short week with the Monday Presidents' Day holiday followed by a closure due to the snow event on Tuesday.

We also launched our new VOIP phone system recently and IT is working with departments to modify the system to best meet the needs of our organization and our community. The early results from the system have revealed some interesting facts, including a call count of 10,000 calls in a week and a half, or approximately 1,000 calls a day, and this count excludes the recent water main break. While we have received some calls of concern regarding the new system, there are a great deal of callers using the system successfully, which we now know as a result of the new system's reporting capabilities. We do know that previously our departments were transferring calls between each other as callers often didn't know what department to call for what service. We ask for your patience as we tweak the system over the weeks ahead and we're confident that the examination of the data will help us to configure the system and our staff deployment in a way to allow for improved customer service as well as efficiencies. We will continue to update you on progress related to this launch. Have a good weekend. I'll see you Monday evening.
Carol

Activity or Project:

K-9 Unit Transition Plan

Description:

In an effort to facilitate a smooth and efficient transition for K-9 Sjors retirement, we will be moving forward with the temporary addition of an additional K-9 team. The addition of the third K-9 team will provide both short- and long-term benefits including a short-term doubling of the coverage (from 20% to 43% throughout this year) due to targeted scheduling without taking bodies away from patrol. Doing so also provides the K-9 asset to the shifts they are joining. Long-term benefits include an opportunity to evaluate the impact of the increased coverage for future consideration as well as ensure smooth transition. K-9 Kody will also be reassigned a new handler. This aspect of the transition plan was considered by the State Police Canine Division staff who believe Kody has the temperament to make a successful transition.

Status: Started

Expected Completion: 8/31/2015

Execution Status: On Track

Activity or Project:

Amtrak Station Improved Signage

Description:

I continue to work with Amtrak representatives to facilitate the improvement of the signage at the Newark Station. The primary concern has been a better awareness of what side of the track to be on for which train. The Amtrak representatives have surveyed the issue, and I expect a decision to be made soon regarding placement and content with purchase and installaton by April.

Status: In-Progress

Expected Completion: 4/30/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

The previous week we held 3 court sessions, we processed 46 arraignments, 35 trials, 6 case reviews, 14 capias returns and videoed 6 prisoners from the various prisons.

This past week we held 2 court sessions and one case review session. We processed 48 arraignments, 18 trials, 2 pleas,

14 case reviews and 16 capias returns. We will be transporting prisoner on 2/19/15.

Activity or Project:

Parking RFP

Description:

Parking RFP completed in review.

Status: Completed

Expected Completion: 2/18/2015

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

In the middle of the night last week a substation transformer tripped off line. The circuits were switched out and customers restored after a two-hour outage. Indicators were showing that the transformer had failed so a company was called in to do a thorough investigation. While oil analysis was inconclusive (there was some rise in gases since last summer's test), a defective pressure valve was found. The part is on order and the unit will be energized shortly.

Two voltage upgrades have been performed since the last report and went off with relative ease. The 4kV distribution is slowly being turned into 12kV because the City's oldest transformers (over 50 yrs.) are 4kV and will be the first to be retired.

The line crews installed the service pole at East Village Apartments on South Chapel Street and are getting ready to set a pole for Alders Creek (formerly Cleveland Heights).

The electricians and the meter technician have been working with IT on fixing the license plate cameras

and engineering is preparing a railroad crossing permit to bring new aerial lines out of West Main Substation for more switching alternatives.

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 Department

Notable Notes:

I met with Fulton Bank managers to discuss the possibility of a solution to improve internal controls and Accounts Payable processing. I worked with UD Facilities and Finance personnel in an effort to reconcile the UD utility accounts and understand the hierarchy of utility account reporting.

Customer Service

The Customer Service Team handled 575 phone calls the week of 2/9/15 with an average call length of 3:25 and an average wait time under four minutes. The group also processed a total of 2,961 Utility payments and CityView transactions while the Welcome Center processed 287 visitors. 174 service calls were initiated by Customer Service in response to the calls and visitors. Customer Service statistics are being maintained on a weekly basis in 2015 to develop key performance indicators.

Accounting

The early completion of the preliminary audit allowed the finance team to begin producing audit schedules this week that are normally required during the fieldwork scheduled in March. This week is the final week for year-end journal entry, and final accruals were executed on February 13th. The production of journals continues, and we have begun drafting the fund financial statements.

Activity or Project:

Independent Financial Audit - 2014

Description:

As a result of the early completion of the preliminary audit and associated fieldwork, the finance team has been producing audit schedules this week in preparation for the financial audit and associated fieldwork scheduled in March. Next week, we anticipate completing the final fixed asset, depreciation, interdepartmental transfer and cash transfer journals and making progress on the fund financial statements.

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:

Parks and Recreation Department

Notable Notes:

- * I met with the department superintendents to get an update on progress with the Community Garden program.
- * I met with Finance Department personnel to do a final accounting review for the Curtis Mill Park project. The project was funded by four funding sources: City Capital Improvements Program, DNREC's Brownfields Program, DNREC's Land and Water Conservation Trust Fund and the State Bond Bill.
- * The recreation staff is very busy planning for the spring and summer seasons.
- * The 2015 events Vendor Packets are being prepared for distribution in March.
- * We are beginning to process volunteer applications for the spring and summer seasons.
- * Invitations were sent out for our Volunteer Appreciation Celebration planned for Tuesday, February 24 from 6:30 - 8:30 p.m. at the Senior Center.
- * Recreation Superintendent Spadafino met with Lt. Nelson (NPD) to discuss 2015 event permitting.
- * Park Superintendent Zaleski completed eight park inspections and prepared related maintenance work orders.
- * We took down two hazardous trees at Rittenhouse Park.

Activity or Project:

Community Garden Preparation

Description:

We have made significant progress preparing the site and organizing for the start of the Community Garden program at Fairfield Park. We're slated for a April opening.

Status:
Expected Completion:
Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- Facilities Maintenance Superintendent Dave Greenplate Installed new paper towel dispensers at the yard.
- Elevator inspections for municipal buildings were completed this week successfully.
- Dave also repaired and replaced some locks in the police station.
- This week wall repairs were completed at the George Wilson Center.

Economic Development

- DNP Administrator Ricky Nietubicz and Research Aide Tommy Atadan attended New Castle County Chamber of Commerce Economic Forecast Luncheon on Friday, February 13th.
- Ricky met with mural artist, Chris Kanienberg, who painted the CSX Bridge at the foot of E. Main Street (Kirkwood Highway/Cleveland Avenue intersection) ten years ago regarding a re-painting of areas where the mural has faded over time. Mr. Kanienberg will supply an estimate cost for traffic control, lift equipment, materials and labor to repaint the mural to look "new" again; and the DNP Design Committee will explore fundraising opportunities to defray costs. This project does not include repainting of the abutments, which will be managed as a separate project consistent with the original project.

Parking

- On Thursday morning, Planning and Development and Administrative staff met with Special Counsel Mark Dunkle and representatives of the EDG and the Tim Haahs groups to discuss the Lot #1 land swap agreement. Also discussed was the need for parking utilization and needs data.
- Some time was spent this week on reviewing a draft lease and dumpster placements for the expansion of Lot #2.
- This week time was spent exploring improved wayfinding to downtown parking lots via pavement markings in conjunction with Public Works and Water Resources and DelDOT. We are excited that for a relatively low cost, we will be able to significantly improve motorists' knowledge of our parking lot locations.

Planning

- On Thursday afternoon, Planner Ricky Nietubicz and I joined other staff members in a conference call with CSX to discuss the property at the intersection of West and South Main Streets.
- Also on Thursday afternoon, I met with City Solicitor Bruce Herron to review a couple of land developments to discuss compliance with approved subdivision plans.
- Work continues on the review of Code chapters for recodification.
- Work continues on the Comprehensive Plan V update. The next Council Workshop is scheduled for Monday, March 2, 2015 at 6 p.m.
- On Friday, I met with Lang Development Group to discuss the agreement for the Lofts at Center Street which will be considered, along with the rezoning, major subdivision and special use permit application by City Council at an upcoming meeting.
- The Planning and Development Department has processed one emergency Home Improvement Program loan this week for a water heater.
- This week some time was spent interviewing candidates for the Planner position.
- This week the Planning and Development Department completed:
 - 2 Buyers Deed Transfer Affidavits
 - 3 building Permit Reviews

Activity or Project:

Planning Commission

Description:

Considerable time was spent this week preparing for the Planning Commission meeting scheduled for Tuesday, March 3, 2015. On the agenda are: 1. The rezoning of 60 N. College Avenue from BC to BB, and the associated major subdivision and special use permit to demolish the existing building at the site and build a four story, mixed use building with 5,500 sq. ft. of commercial space and parking on the first floor, and 36 apartments on the three floors above. 2. Discussion of options for Zoning Code definitions of "accessory use" and "neighborhood."

Status: In-Progress

Expected Completion: 3/3/2015

Execution Status: On Track

Activity or Project:

Board of Adjustment

Description:

Work was performed in preparation of the Board of Adjustment public hearing for variances on two (2) building permits and one (1) special use permit applications on February 19th: o 271 Dallam Road for a reduction in the minimum side yard requirement by 7 feet, and the aggregate side yard reduction of 9.4 feet. o 47-49 Prospect Avenue for multiple variances on minimum lot area, maximum lot coverage, minimum lot width, and number of occupancy per unit. o Wood Fired Pizza LLC on 140 East Cleveland Avenue for a reduction of 5 parking spaces from the number of parking spaces required from 15 parking spaces to 10 parking spaces.

Status: Near Completion

Expected Completion: 2/19/2015

Execution Status: On Track

Activity or Project:

Broken Sprinkler Piping Response

Description:

Because of the extremely cold temperatures, Fire Marshal Bill Street and Code Enforcement Supervisor Steve Wilson responded to 13 broken sprinkler piping complaints this week. The addresses are as follows: Continental Court 65 S. Chapel Street 38 Chambers Street Marriot Hotel on the Laird Campus of the U/D 513 Woodlawn Avenue 500 Creekview Lane 500 Christina Mills Apts. 16 Wrights Town Lane 230 E. Main Street unit 207/209 Newark Shopping Center 655 Lehigh Road Studio Green Apts. 1120 S. College Avenue Roadway Inn 111 Trout Stream Drive 233 Phillips Mill Lane In addition, the domestic water line at 17 Patrick Henry Court broke. At the Division's request, the Public Works and Water Resources Department turned off the water. The home is vacant.

Status: In-Progress

Expected Completion: 2/19/2015

Execution Status: On Track

Department:

Police Department

Notable Notes:

Sergeant Christopher Jones, Newark PD's first K-9 officer, recently conducted a review of our K-9 program. One of our two current dogs is aging and is expected to retire from service within the next year. Since Jones' promotion to Sergeant, and his new role as a full-time patrol supervisor, he has not been able to devote full-time duty as a K-9 handler. As a result, Corporal Robert Sharpe will train to be K-9 Kody's new handler. Corporal Adam Stevens has been selected to train a new dog that will replace K-9 Sjors upon his retirement. The selection of the dog and the training will take approximately five to six months. The K-9 program is funded from the generous support of the community, as a result of fundraising events such as the "Main Street Mile" race and the "Guest Bartender" event held in the summer at the Courtyard Marriott Hotel.

For the second winter in a row, off-duty members of the Newark Police Department have volunteered to shovel snow of elderly or disabled residents. Several driveways and sidewalks were shoveled following the snowfall on February 17th. One 85-year-old homeowner expressed his appreciation of the officers to WDEL radio station.

On February 6th, 2015, three males robbed the desk clerk of Embassy Suites Hotel at gunpoint. The males were also suspects in several other area robberies outside the City of Newark. Our detectives, working with other law enforcement agencies were able to identify the suspects. The United States Marshal's Service was able to locate and arrest the suspects in Pennsylvania.

Activity or Project:

Not Applicable

Description:

Not Applicable

Status: Completed

Expected Completion: 2/19/2015

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:

The street crews completed salting and plowing for the three snow and ice events on with the largest occurring in the early morning hours of Tuesday, February 17.

Activity or Project:

Sewer System Master Plan

Description:

The Water Infrastructure Advisory Council voted unanimously in support of our full grant application at their meeting this week. This results in a grant award to the City in the amount of \$150,000 in matching grant funding to be used to: build our sanitary sewer GIS database, perform extensive flow monitoring and rainfall derived inflow and infiltration analysis in the Cool Run sewer basin which receives flows from the anticipated growth zones in the City, prepare emergency response plans for each of our three sewer pump stations, create a sewer capacity model to identify areas with limited capacity, and address multiple ongoing maintenance problems which absorb a lot of our field crews time. This is a great project and will significantly help move us toward our goal of becoming a data driven department.

Status:

In-Progress

Expected Completion:

1/1/2016

Execution Status:

On Track

Activity or Project:

2015 Street Program

Description:

Continued our review of proposed streets to include in this year's paving program. We hope to have the contract together in the coming month.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

to





NEWARK POLICE DEPARTMENT

WEEK 02/08/15-02/14/15

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 | 0 | 0 | 1 | 0 |
| Rape | 0 | 0 | 0 | 1 | 0 | 0 |
| Unlaw. Sexual Contact | 1 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 4 | 6 | 2 | 0 | 6 | 0 |
| - Commercial Robberies | 0 | 4 | 0 | 0 | 0 | 0 |
| - Robberies with Known Suspects | 0 | 1 | 1 | 0 | 0 | 0 |
| - Attempted Robberies | 1 | 1 | 1 | 0 | 3 | 0 |
| - Other Robberies | 3 | 0 | 0 | 0 | 3 | 0 |
| Assault/Aggravated | 3 | 0 | 0 | 2 | 5 | 0 |
| Burglary | 8 | 10 | 1 | 7 | 4 | 0 |
| - Commercial Burglaries | 2 | 1 | 0 | 1 | 1 | 0 |
| - Residential Burglaries | 6 | 9 | 1 | 6 | 3 | 0 |
| - Other Burglaries | 0 | 0 | 0 | 0 | 0 | 0 |
| Theft | 52 | 56 | 8 | 18 | 43 | 2 |
| Theft/Auto | 7 | 4 | 0 | 2 | 5 | 0 |
| Arson | 1 | 0 | 0 | 0 | 0 | 0 |
| All Other | 15 | 5 | 1 | 51 | 6 | 0 |
| TOTAL PART I | 91 | 83 | 12 | 81 | 70 | 2 |
| <u>PART II OFFENSES</u> | | | | | | |
| Other Assaults | 39 | 28 | 3 | 26 | 15 | 3 |
| Rec. Stolen Property | 0 | 0 | 0 | 3 | 6 | 0 |
| Criminal Michief | 35 | 33 | 2 | 2 | 8 | 0 |
| Weapons | 3 | 2 | 0 | 9 | 17 | 0 |
| Other Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Alcohol | 28 | 14 | 4 | 47 | 22 | 3 |
| Drugs | 15 | 10 | 4 | 38 | 38 | 0 |
| Noise/Disorderly Premise | 46 | 32 | 9 | 27 | 19 | 2 |
| Disorderly Conduct | 18 | 16 | 4 | 32 | 5 | 1 |
| Trespass | 15 | 19 | 5 | 11 | 14 | 0 |
| All Other | 55 | 60 | 10 | 60 | 39 | 4 |
| TOTAL PART II | 254 | 214 | 41 | 255 | 183 | 13 |
| <u>MISCELLANEOUS:</u> | | | | | | |
| Alarm | 157 | 138 | 29 | 0 | 0 | 0 |
| Animal Control | 34 | 47 | 8 | 0 | 0 | 0 |
| Recovered Property | 28 | 18 | 3 | 0 | 0 | 0 |
| Service | 3136 | 3426 | 537 | 0 | 0 | 0 |
| Suspicious Per/Veh | 52 | 73 | 16 | 0 | 0 | 0 |
| TOTAL MISC. | 3407 | 3702 | 593 | 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 | 807 | 4,697 | 790 | 4,851 |



Newark Police Department
Weekly Traffic Report
02/08/15-02/14/15



| TRAFFIC SUMMONSES | 2014 YTD | 2015 YTD | THIS WEEK 2014 | THIS WEEK 2015 |
|-------------------|-------------|-------------|----------------------|----------------------|
| Moving/Non-Moving | 1,129 | 1,186 | 95 | 176 |
| DUI | 26 | 24 | 4 | 4 |
| TOTAL | 1,155 | 1,210 | 99 | 180 |

| PARKING SUMMONSES | | | | |
|------------------------------|-----------------|--------------------|--------------|------------|
| Meter Tickets | 1,633 | 1,923 | 239 | 343 |
| Parking Summons/IPR | 577 | 755 | 96 | 153 |
| Scofflaw Amount Collected | 26 = \$5,076 | 13 = \$2,458.50 | 2 = \$365 | 0 = \$0 |
| TOTAL | 2,236 | 2,691 | 337 | 496 |

| TRAFFIC ACCIDENTS | | | | |
|--|-----|-----|----|----|
| Fatal | 0 | 0 | 0 | 0 |
| Personal Injury | 19 | 18 | 3 | 3 |
| Property Damage (Reportable) | 51 | 41 | 13 | 7 |
| Property Damage (Non-Reportable) | 74 | 37 | 14 | 5 |
| Hit and Run | 27 | 31 | 4 | 36 |
| TOTAL | 171 | 127 | 34 | 21 |