

City Manager's Weekly Report

Friday, March 6, 2015

Department:

Administration - City Manager

Notable Notes:

Mayor and Council - Please note we had some functional issues this afternoon with this reporting system and for that reason the link will be sent to you on Monday as will the report be posted to the website.

Thank you all for your patience with me this past week as I was absent for a family funeral and illness. Deputy City Manager Haines was extremely helpful and provided the necessary leadership for many items during my absence. He has also now updated me on the Comp Plan meeting as well as many other items from this week.

Staff and I participated in a conference call on Monday afternoon with representatives from CCI Safe + Smart Cities in advance to their finalizing their blueprint. We are attempting to secure a Council meeting date for the presentation.

The approved 2015 operating and CIP budgets were posted to the City's Websire. We will issue binders to Council following production.

As you are aware, we had a closure yesterday and a 10 a.m. opening this morning in association with the snow event. Crews were out in force and did a fine job. Thursday's recycling was postponed until today.

Looking forward we have an executive session and Council meeting on Monday evening. As always, don't hesitate to contact me with any agenda item questions in advance to the meeting.

Have a nice weekend!

Carol

Activity or Project:

New Phone System

Description:

With our new VOIP phone system up and running we are spending some time reviewing the data it provides to better understand our call environment and how to fully utilize the systems capabilities to best serve our community and organization. The temporary introduction of a default call taker is providing useful information that will be used in making additional decisions.

Status: Completed

Expected Completion: 3/20/2015

Execution Status: On Track

Activity or Project:

InformMe Registration Outreach

Description:

Please be advised that we have used the recent water main break on Kirkwood Highway as a good example for why residents and out-of-town water customers may want to register for InformMe. An insert is going out with utility bills to push those that have not registered to do so now in order to allow for the receipt of timely and helpful information. It appears we are receiving calls for registration in association with this effort.

Status: In-Progress

Expected Completion: 4/3/2015

Execution Status: On Track

Activity or Project:

Box Tops for Education

Description:

I met with Mayor Sierer and Jared Wasilefsky to review his project implementation and share some insight into how we can support the effort through our outreach opportunities. Jared is preparing some follow up information as well as the development of a Project Name that better highlights the intent so that collection boxes and publicity efforts can be recognizably themed.

Status: Started

Expected Completion: 5/29/2015

Execution Status: On Track

Department:

Administration - Deputy City Manager

Notable Notes:

- Held a conference call with John Orr of ab+c Creative Intelligence on the Crisis Management Plan and steps to proceed with the draft.
- Attended the Comp Plan City Council meeting in City Manager Carol Houck's absence due family funeral. Chapter 10 was discussed, with the next meeting scheduled to review Chapters 11 & 12, along with edits from past public meetings.
- Held a conference call with benefits provider Aetna, and DVHT regarding HSA plans.

Activity or Project:

Recruitment: Victims Services Specialist

Description:

Deputy Chief Farrall, Lt. Reiger and I completed interviews for the vacant position, and a candidate was selected. Pre-employment checks are being completed with an anticipated start date of Monday, March 30.

Status: Near Completion

Expected Completion: 3/23/2015

Execution Status: On Track

Activity or Project:

Recruitment: Planner

Description:

Planning/Development Director Maureen Feeney Roser, Principal Planner/Development Supervisor Mike Fortner and I completed interviews for a new Planner. A second round interview was completed with a mock focus group, for the 3 finalists to make presentations, and the interview panel thank Tom Coleman, Renee Bensley and Joe Spadafino for being part of the process, objectively scoring and assisting with candidate evaluations. Pre-employment checks are being completed with an anticipated start date of Monday, March 16.

Status: Near Completion

Expected Completion: 3/16/2015

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 session and DUI case review session.

We processed a total of 41 arraignments, 59 trials, 11 case reviews and 22 capias returns.

We videoed one prisoner from BWCI.

Activity or Project:

Parking RFP

Description:

Reviewing changes to the Parking RFP.

Status: Near Completion

Expected Completion: 3/23/2015

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:

A dump truck with it's bed up pulled services off the building behind the theatre at the Newark Shopping Center late Monday afternoon. Three pole mount transformers on an aerial platform were toppled over, but undamaged. It took 3 hours to restore the services to all the businesses. Fortunately, the theatre and several other businesses were closed because of the ice storm Sunday night so the interruption had minimal impact. The line crews and electricians worked together to get the services back on.

Earlier the same day, the line crews had to fix a wire that burned down in the backyards between Dallam

Road and Amherst Drive that was caused by a squirrel chewing through it.

The line crews have continued pulling new conductors along Chapel Street. They are now getting to the final and hardest part of the project - pulling between Delaware Avenue and Main Street. Engineering is working on the best time to complete the voltage upgrade so as to inconvenience businesses the least.

The electricians replaced a transformer protection relay that is no longer supported with a newer relay from a different manufacturer. Engineering programmed and tested the new relay with help from technical support. The transformer is now energized, but awaiting a replacement pressure valve before load can be put on.

The electricians have worked at City Hall on the parking lot lights, installing baseboard heat in the training room, and pulling communication cables for the IT Division.

Engineering compiled the University's February loads for billing purposes and DEMEC forecasts. Engineering met with the University about primary and sub-metering data access, circuit updates, and 4kV to 12kV voltage upgrades.

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:

The approved 2015 operating budget was posted to the City's website. The revised, approved CIP budget will follow and binders will be distributed to Council.

Customer Service

The Customer Service Team handled 765 phone calls the week of 2/23/15 with an average call length of 3:32 and an average hold and queue time (average speed of answer) of 5:53. The group also processed a total of 5,283 Utility payments and CityView transactions while the Welcome Center processed 346 visitors. 69 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 accounting group continues to review 2014 accounts, prepare journals, and draft the fund financial statements in preparation of the 2014 independent financial audit.

Activity or Project:

Independent Financial Audit - 2014

Description:

The accounting team continues to produce audit schedules in preparation of the financial audit and the fieldwork scheduled later this month.

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 City Solicitor to discuss wording for a revision to the Park Rules and Regulations.

On Friday the Park Superintendent and I met with representatives of the Delaware Trails Spinners regarding continued trail work in Redd Park. We are continuing to rehab and relocate trails to improve the surfaces and to make the more sustainable.

I met with members of the GIS Committee to review preliminary work they've done to create a parks/park amenities map for the City webpage. I will commit time reviewing the information.

Last Tuesday evening we held a reception for our 2014 volunteers at the Newark Senior Center. More than 30 of our valued volunteers were able to attend and be recognized. Thanks to Mayor Sierer and Council Member Hadden for participating. Thanks too to our recreation staff for organizing a very nice event. [See attached. article with photos.](#)

Park Superintendent Zaleski began working on a landscape plan to enhance the front lawn area of City Hall.

We committed significant time with snow and ice control operations.

Office and recreation staff participated in a web demonstration for a new activities registration system, one that will comply with PCI requirements.

Our Winter Adult Volleyball League is winding down. Play-offs will commence very soon.

We created a Summer Camps Guide publication which will be distributed in the near future.

The recreation staff is planning for a Summer Camps Fair which we'll hold on Saturday, March 14.

Recreation Supervisor Bruen prepared and submitted a grant application and supporting materials to the

Delaware Division of the Arts for grant funding for these 2014 community events: Liberty Day, Spring Concert Series, Community Day and Winterfest.

Activity or Project:

CIP Project No. K1503: Tree Inventory

Description:

We're continuing to conduct research to determine the content and specifications for the contract document.

Status: Not Started

Expected Completion: 11/27/2015

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

- The new water line to the City Secretary's restroom was finished this week. We are waiting for the Public Works & Water Resources Department to assist with sewer cleaning.
- The City Hall basement sewage grinder pump needed maintenance. A temporary pump and hose to drain system was rented for Schlosser Plumbing to make repairs. We will be purchasing our own standby pump system for future use.
- A new sign was installed in the Police Department.
- Repaired the door at the Water Treatment Plant; replaced hinges with Roton full door hinge system.
- Received pricing on ice machine maintenance. Maintenance is to include sanitizing the machines as our summer camps use this ice. This work is necessary to ensure that no one gets sick from bacteria from the machine.
- Cleaning and Maintenance staff cleaned all air filters in the air conditioning units at the George Wilson Center.
- Raised and lowered the Code Purple Flag as needed.

Code Enforcement

- The high rise apartment building located at the rear of Newark Shopping Center is starting to set pre-cast panels for the parking garage.
- Sprinkler repairs are complete at Fountainview building 2000.
- DuPont Hall Room #140 building permit has been issued for renovations.
- Bob Carpenter Center Room #254 building permit has been issued for renovations.
- A building permit has been issued for the addition to the Marriott Hotel off New London Road at the U/D Laird Campus.
- Property Maintenance Inspector Ryan Straub and Fire Marshal Bill Street will be working the weekend (3/13 to 3/15, 3/17) prior to St. Patrick's Day for overcrowding and property maintenance concerns. The Division will work in tandem with the Newark Police Department to address these concerns as they arise on these dates.

Economic Development Division

- The division staffed the Downtown Newark Partnership Design Committee.
- Staff also worked on a GIS Map for the Downtown Newark Map & Guide, so that there can be a live, continuously updated and interactive replacement for the currently static pdf of our Map & Guide document on the DNP website.
- Work continued this week on organizing the Wine & Dine event (March 28th).
- A reminder to businesses and residents regarding clearing sidewalks of ice and snow was also sent out this week.

Parking Division

- The Parking Division continues to keep the parking lots salted and safe during inclement weather and are preparing for the next predicted snow storm.
- Some time was also spent this week on lease negotiations this week for off street lots.

Planning

- On Monday, the Department participated in the CCI conference call.
- This week interviews continued for the Planner position.
- The Board of Adjustment will review a variance request for the project known as Pike Park on South Chapel

Street at their March meeting. Variances requested include minimum lot size, building set back lines, and setback from the side yard.

- The Planning and Development Department completed:
 - - 2 Building Permit reviews
 - 2 Certificates of Occupancy
 - 7 Buyers Deed Transfer Affidavits
- Work was also performed this week preparing for March 9, 2015 Council review of:
 - The Lofts at Center Street Comprehensive Development Plan Amendment, Rezoning, Major Subdivision and Special Use Permit Plan.
 - Fence Height Restrictions
 - Administrative Subdivision for Candlewood Suites
- On Tuesday evening, in addition to the public discussion on accessory use and neighborhood, the Planning Commission:
 - Recommended approval of the rezoning of [60 N. College Avenue](#) from BC to BB, and the 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.

Activity or Project:

Accessory Use and Neighborhood Definitions

Description:

Planning Commission held a public discussion of options for Zoning Code definitions of “accessory use” and “neighborhood” for discussion. The department presented reports based on a review of over 60 zoning ordinances from municipalities and counties across the country, as well as college towns. After the presentation, there was discussion with public comment. Although the public discussion was not well attended, staff received enough information to move forward with the creation of a report and recommendation for accessory use and neighborhood, which the Planning Commission will consider at a future meeting for a recommendation to City Council. Audio of the meeting is posted on the web.

Status: In-Progress

Expected Completion: 6/22/2015

Execution Status: On Track

Activity or Project:

Comprehensive Development Plan

Description:

On Monday, March 2nd, the Department staffed the Council Workshop on the Comprehensive Development Plan V. Council reviewed Chapter 10: Land Use. The next Comp Plan Council Workshop will be held on May 16th, at which the last two chapters of the plan will be discussed, and Council edits/comments on the first 10 chapters will be reviewed. We are hopeful that after the May workshop, the Comp Plan will be ready for an upcoming Council agenda for consideration

and adoption.

Status: In-Progress
Expected Completion: 6/22/2015
Execution Status: On Track

Activity or Project:

Special Use Permits

Description:

The Planning Department is processing four Special Use Permit applications: Mediterranean Grill and a Brazilian Steakhouse in the Newark Shopping Center, Wood Fired Pizza on Cleveland Avenue, all to sell alcohol for consumption on premises. The fourth Special Use Permit is for 40 Minquil Drive to place a shed in the FEMA Special Flood Hazard Area. The Department is also working with a new restaurant in Trader's Alley which may require a parking waiver as well as a Special Use Permit for alcohol sales.

Status: In-Progress
Expected Completion: 5/11/2015
Execution Status: On Track

Department:

Police Department

Notable Notes:

On February 27th, following an extensive investigation into the February 16th Strong-Arm Robbery of the Radio Shack, NPD officers conducted a search warrant at a home in Newark. During the search warrant detectives located and arrested three suspects and recovered multiple items linking the trio to the crime. Two of the suspects were committed to the Howard R. Young Correctional Institution and the third, a juvenile, was committed to the New Castle County Detention Center.

On February 27th, Cpl. Patrick Craig, Cpl. William Smith and Detective Daniel Bystricky were recognized at the New Castle County Paramedics 2015 Sudden Cardiac Arrest Survivors Reunion. All three officers were honored by the NCC Paramedics for their life saving efforts during 2014.

On Sunday, March 1st newly appointed K9 officer, Cpl. Adam Stevens along with Sgt. Chris Jones, travelled to Bullocks K9 Facility in Greenville, NC where they selected NPD's newest police K9, Peti (Peety). K9 Peti, a 20-month old German Shepard from the Czech Republic, is described by Sgt. Jones as energetic, well-tempered and eager to work. K9 Peti and Cpl. Stevens will begin training with the Delaware State Police K9 Unit in April.

On March 6th, Cpl. James Spadola and Cpl. William Smith will attend a job fair at Rowan College. Job fairs are an essential and invaluable part of NPD's recruitment process. Our most recent hire, Michael Hatton, became interested in NPD after meeting NPD officers at a Dover Air Force Base job fair last year.

On March 6th, Cpl. James Marconi, of the Special Operations Unit, will conduct a new student orientation

to members of the English Language Institute. This orientation will include crime prevention strategies, personal safety tips, pedestrian safety and an introduction to American law enforcement practices.

Activity or Project:

Not Applicable

Description:

Not Applicable

Status: Completed

Expected Completion: 3/4/2015

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

3/2/2015

to 3/14/2015

Parks department salutes its volunteers

Special to the Post | Posted: Friday, February 27, 2015 1:00 am

Volunteers contributed the equivalent of more than \$150,000 in labor costs to help the Newark Parks and Recreation Department host community events and maintain parks and trails last year.

Officials announced that figure, calculated using a nationally recognized formula, on Tuesday at a banquet aimed at showing appreciation for the more than 800 volunteers who helped out in 2014.

“Volunteers are essential for the recreation department to conduct quality programs and events that the community has come to love,” said volunteer coordinator Chrissy Palmer. “Volunteers are equally as vital in maintaining the beauty of Newark’s 33 parks and 15 miles of trails.”

More than 30 volunteers attended the ceremony, which was held at the Newark Senior Center and was also attended by Mayor Polly Sierer, Councilwoman Marge Hadden and several parks and recreation employees.

In total, the volunteers worked 7,440.75 hours last year.

“We couldn’t be who we are as a city without the help of our amazing volunteers,” said Charlie Emerson, director of the parks department. “Volunteers are an important part of the community.”

At the event, special recognition was given to Jim Lenihan and Paula Soccorso, leaders of the Christina School District’s Networks Vocational Training Program. Students in the program assisted with a variety of volunteer initiatives in the parks department, Alderman’s Court and the Legislative Services Department of the city of Newark.

Alpha Phi Omega, a University of Delaware co-ed community service fraternity that dedicated 286 volunteer hours in 2014, was also given special recognition. Donna Draper, an individual volunteer who has devoted her time for more than 40 years was recognized for her recently received Friends of Recreation Award at the Delaware Recreation and Parks Society Conference.



Volunteers

Paula Soccorso and Jim Lenihan, leaders of the Christina School District’s Networks Vocational Training Program, were honored for Networks’ volunteer efforts.

Other recognized volunteers included the Newark Lions Club, Eagle Scout Alan Buckmaster, coaches Ed LaFranca and Tom Foster, day camp volunteers Nicholas and Sophia Kayatta and special event volunteers Demetra Boyd, Jessica Bruen, Tom Fruehstorfer, Irene Lavita-Harris, Mary Burke, Clare Matis and Bruce Zabel.

NEWARK POLICE DEPARTMENT

WEEK 02/15/15-02/21/15

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	1	2	0	1	1	0
Rape	0	0	0	1	0	0
Unlaw. Sexual Contact	1	0	0	0	0	0
Robbery	4	8	2	1	6	0
- Commercial Robberies	0	5	1	0	0	0
- Robberies with Known Suspects	0	1	0	0	0	0
- Attempted Robberies	1	1	0	0	3	0
- Other Robberies	3	1	1	1	3	0
Assault/Aggravated	3	0	0	2	5	0
Burglary	8	10	0	7	4	0
- Commercial Burglaries	2	1	0	1	1	0
- Residential Burglaries	6	9	0	6	3	0
- Other Burglaries	0	0	0	0	0	0
Theft	62	64	8	20	43	0
Theft/Auto	7	4	0	2	5	0
Arson	1	0	0	0	0	0
All Other	16	5	0	53	9	3
TOTAL PART I	103	93	10	87	73	3
<u>PART II OFFENSES</u>						
Other Assaults	43	36	8	38	18	3
Rec. Stolen Property	0	0	0	3	6	0
Criminal Michief	38	36	3	4	9	1
Weapons	3	3	1	9	17	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	32	19	5	56	29	7
Drugs	19	11	1	47	50	12
Noise/Disorderly Premise	58	34	2	29	20	1
Disorderly Conduct	19	17	1	34	6	1
Trespass	15	20	1	15	15	1
All Other	63	71	11	67	44	5
TOTAL PART II	290	247	33	302	214	31
<u>MISCELLANEOUS:</u>						
Alarm	178	160	22	0	0	0
Animal Control	40	57	10	0	0	0
Recovered Property	32	22	4	0	0	0
Service	3624	3983	557	0	0	0
Suspicious Per/Veh	63	76	3	0	0	0
TOTAL MISC.	3937	4298	596	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	740	5,437	773	5,624



Newark Police Department
Weekly Traffic Report
02/15/15-02/21/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	1,272	1,354	143	168
DUI	29	29	3	5
TOTAL	1,301	1,383	146	173

PARKING SUMMONSES				
Meter Tickets	1,861	2,111	228	188
Parking Summons/IPR	676	852	99	97
Scofflaw Amount Collected	29 = \$5,671	13 = \$2,458.50	3 = \$595	0 = \$0
TOTAL	2,566	2,976	330	285

TRAFFIC ACCIDENTS				
Fatal	0	0	0	0
Personal Injury	21	20	2	2
Property Damage (Reportable)	59	41	8	0
Property Damage (Non-Reportable)	96	43	22	6
Hit and Run	37	33	10	2
TOTAL	213	137	42	10