

City Manager's Weekly Report

Friday, March 27, 2015

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Please find attached detail on a Joint Community Briefing Session that is being offered by DEMEC for all of its member utilities on May 14th. I have heard from a few Councilmembers but all are encouraged to attend. Please advise of your availability at your earliest convenience.

Staff and I have made ourselves available for several additional on-site meetings and conference calls with the CCI Safe + Smart Cities Coalition members. I am hopeful that we are nearing the point that their recommendations/insight will be shared. I will keep you advised.

We plan to participate in the UD's STAR Campus Health and Wellness Expo on April 11th by providing basic information and promote our offerings. This is an opportunity to reach incoming students and parents (InformMe Registration and Awareness) that will be on campus for decision days.

I attended another productive semi-annual traffic safety meeting with our DeIDOT representatives which we established two years ago to allow for proactive awareness of issues and followup. This relationship has been helpful to PW&WR for our long-term planning issue awareness.

I had a visit from representatives from Aetna Hose, Hook and Ladder who outlined some fundraising activities they plan to engage in soon related to facility improvements that are now deemed necessary. They are planning to provide a presentation to the community at an upcoming Council meeting.

Activity or Project:

RFP for Refuse + Recycling Services

Description:

As you are aware, we issued an RFP to obtain prices for the outsourcing of our Refuse and Recycling Services within our community. Additionally, Andrew Haines, Tom Colemand, and I along with Union Representatives shared information with our employees to ensure understanding of the effort and that no final decisions will be made until a full evaluation is completed.

Status: Started

Expected Completion: 6/5/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Administration - Deputy City Manager

Notable Notes:

- I was a part of the staff team that met with several Chesapeake Crescent Initiative members regarding the ongoing draft recommendations for the City. The organization continues to realize developed organization engagement with professionals from Cisco, Sneider Electric, and other subject matter experts.
- I met with the State Insurance Commissioner Office, along with City Solicitor Bruce Herron, Deputy Solicitor Paul Bilodeau, and Delaware Valley Insurance Trust in-house legal counsel Geoff Beauchamp regarding the City's potential legal option participate with the Risk and Liability Insurance Trust. Various topics and legal definitions were debated, with both Mr. Beauchamp and members of the Insurance Commissioner Office committed to discussing the option in the future.
- Was able to be with the employees participating in the FUNdraiser Fridays initiative, and provided a donation of \$1,740 to the Newark Area Welfare Committee.

Activity or Project:

2015 Police Recruitment

Description:

Police Department staffing needs require the City to actively seek and recruit another police candidate list. Five (5) candidates are in the current State Police Academy, and staff is actively trying to get a few more into the June New Castle County Academy; however, we still are in need of a new recruitment list. Through personnel authorization and retirement attrition, we continue to realize the need of future candidates to fulfill staffing needs.

Status: Not Started
Expected Completion: 9/14/2015
Execution Status: On Track

Activity or Project:

Description:

Status:
Expected Completion:
Execution Status:

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 56 arraignments, 44 trials, 7 case reviews, 2 pleas, 18 capias

returns and videoed 4 prisoners from Howard R. Young Correctional.

Activity or Project:

Parking RFP

Description:

Parking RFP is waiting to be reviewed.

Status:

Hold

Expected Completion: 4/27/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

This spring we hope to connect with the community through a number of events, including the UD Health and Wellness Expo on 4/11, Bike to Work Day on 5/15, and the Mayor's Bike Ride on 5/16, continuing to brand ourselves as the healthy and active community that we are.

Activity or Project:

Wine and Dine Downtown

Description:

Worked through the final stages of preparation for our annual Wine and Dine downtown event, which will take place this Saturday, 3/28, from 1-9 p.m. Event programs, wine glasses and carrying pouches will be distributed at participating restaurants, and on the Academy Lawn by volunteers from TD Bank, the event's main sponsor this year.

Status:

Near Completion

Expected Completion: 3/28/2015

Execution Status: On Track

Activity or Project:

Refuse/Recycling RFP/PR

Description:

Finalized and distributed press release regarding the refuse/recycling RFP. Began fielding some media inquiries.

Status: Completed

Expected Completion: 3/26/2015

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews and engineering are preparing for an early morning shutdown of several businesses and residences at Delaware Avenue and Chapel Street next week. The short outage (most customers less than 1/2 hour) will happen between 5:00 and 6:30 a.m. Monday morning in order to move the customers onto a newly pulled circuit. Thorough planning and coordination are needed for uneventful execution.

Engineering and a line crew troubleshot a switched capacitor bank that had failed many weeks ago and was put out of service. The polemounted capacitor bank was found to have two out of three switches faulty and these have been removed for future replacement. Because the controller was previously diagnosed as broken and now two switches are determined to be defective, lightning or another kind of surge is the suspected cause.

The electricians installed arc flash labels on padmount transformers. The labels comply with the new OSHA requirements and specify what level of personal protection is necessary for working on or around open energized equipment. The electricians also worked installing circuits and receptacles for IT and have been doing metering jobs while the meter technician is out for surgery.

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:

Payments and Utility Billing

The group handled 593 phone calls the week of 3/16/15 (197 of which were for the sole purpose of processing a payment) with an average call length of 3:11 and an average hold & queue time (average speed of answer) of 2:12. The group also processed a total of 4,591 utility payments and CityView

transactions while the Welcome Booth processed 328 visitors. 152 service calls were initiated by Payments and Utility Billing in response to the calls and visitors. The Finance Department's customary statistics, in addition to new data available with the VOIP technology, are being maintained on a weekly basis in 2015 to develop key performance indicators.

Accounting

The accounting team continues to work on the year-end financial statements and related work in connection with the annual audit; see additional information reported in the Independent Financial Audit project detail.

Activity or Project:

Independent Financial Audit - 2014

Description:

The Comprehensive Annual Financial Report ("CAFR") Fund Statements for 2014 have been drafted and shared with the City's independent auditors, who are on site conducting field work this week. Over the next several weeks we will focus on the CAFR Government Wide Statements, Note Disclosures, Statistical Reports, the Final Schedule of Federal Awards, and Management's Discussion and Analysis ("MD&A"). The audit fieldwork began this week on 3/23/15 and is expected to continue through 4/3/15.

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:

- Munis module purchase and SAAS migration approved by Council. Kick off meeting scheduled with Tyler Technologies.
- Building camera upgrades expected to be completed this week.
- Photos for new badge system are almost completed. Badge printing scheduled for next week.
- New badges ordered for PD that meet security guidelines.
- Started to compile resumes for IT internship and working with DelTech.
- Met with Finance to discuss changes to Utility Billing Team phone hours and processing systems.

Activity or Project:

SCADA Consolidation Project

Description:

PW&WR and Electric will be sharing a new, highly secured SCADA environment for remote monitoring and control of system resources throughout the City. IT has been hard at work in developing a secure network with multiple servers that deliver ease of use and high security to prevent attacks.

Status:

Expected Completion:

Execution Status:

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:

We met with the Trail Spinners to revise the Redd Park trail project scope for completing Phases III and IV.

We're working with the Delaware Department of Agriculture to place Emerald Ash Bore traps at several park locations to help us determine when it shows itself in the area. The Bore has been seen in western York County, PA., the Baltimore area and north of Philadelphia.

We're continuing to gather information on replacement vehicles which were approved in the 2015 CIP.

In that the weather conditions have not been very agreeable this winter, we haven't been able to do much of the work needed to get the Community Garden site prepared. We had planned to do a formal opening on April 18, but we know realistically that we won't have the site ready by then. The opening will be pushed back. More information will follow.

The crew committed time cutting back perennials and liriopie at landscaped sites, and we pruned trees at several parks.

The recreation staff is very busy planning for the summer season. The Summer Newsletter will be ready for distribution on or about April 27.

We held a coaches meeting for our Summer Adult Outdoor Volleyball Leagues. More than 30 teams will participate.

Over the past week 64 University of Delaware students representing Alpha Phi Omega, Gamma Sigma Sigma, Alpha Sigma Phi and the Women's Volleyball team volunteered their time to help to stuff more than 10,000 plastic eggs with prizes for this year's Easter Egg Hunt. The Hunt is scheduled for March 28 beginning at 10 a.m. at the White Clay Creek State Park. There is a rain date of March 29, beginning at 2 p.m.

Last Wednesday evening we hosted the US Air Force Heritage Brass Band for a concert at the U of D's Loudis Recital Hall. More than 125 people enjoyed the event.

Activity or Project:

Newark Community Garden

Description:

We had hoped to have the Community Garden site ready for an April 18 opening but this winter's bad weather has prevented us from completing much of the work we intended to have done by now. The official opening will be pushed back to sometime in May.

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

- This week the steel counter top in the evidence room of the Police Department basement office was cut back.
- This week rebuilding of the City Secretary's Office bathroom began.
- This week a window well cover was installed at the Train Station as part of the upcoming grand opening.
- The custodians cleaned and replaced some light fixtures in the Police Station this week.
- The light cover in front of the City Managers Conference Room was repaired.

Code Enforcement

- 42/46 E. Delaware Avenue house demolition has been put on hold.
- Fraternity and Sorority spring inspections have started.
- Plumbing and HVAC permits were issued for 58 E. Main Street this week.
- Sprinkler permits were issued this week for repairs at Fountainview, Building 2000 units 415 and 106. This is to repair damage caused over the winter season.
- City Hall Elevator is in need of some major repairs. Temporary cylinder packing is being put in to stop the cylinder from leaking and keep it functioning. A new elevator lift cylinder is an expensive item and will have to be included in the 2016 Capital Budget.

Parking

- In addition to its normal operational and maintenance duties, the Parking Division has spent considerable time this week cleaning and sweeping parking lots in preparation for the Wine and Dine event to be held this Saturday, March 28th.
- Yesterday afternoon Planning and Development Director Maureen Feeney Roser and Parking Administrator Marvin Howard joined the City Manager, Deputy City Manager and the Finance Director in a meeting with representatives of Tim Haahs & Associates Inc. to discuss previous downtown parking studies, existing on and off street parking inventories, development proposals in the pipeline and stakeholder involvement to evaluate downtown parking needs.

Planning

- Some time was spent reviewing development plans and determining their suitability for Planning Commission and/or Council review.
- The Planning and Development Department is processing two applications for a Special Use Permit to be placed on the Council Agenda for April 27th. The first special use permit is for the customary home occupation to do in-home, one-on-one piano instruction/lessons at the property located at 6 Beagle Club Way. The second application is from Churrascaria Saudades Brazilian Steakhouse, a new restaurant proposed to be in the Newark Shopping Center, to sell alcoholic beverages on the premise.
- On Thursday, March 19th, Development Manager Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting and the Newark Bicycle Committee meeting.
- On Wednesday morning Maureen attended a meeting to discuss Special Use Permits for restaurants selling alcohol and an administrative process to initiate staff and ultimately, Council review of restaurant performance under the permit.
- This week the Department finished its recodification reviews.
- On Wednesday afternoon Maureen and Mike met with a developer to discuss a potential new mixed use development on East Main Street and projects already under construction.
- This week the Planning and Development Department completed:
 - 11 Deed Transfer Affidavits
 - 1 Plan Reviews
 - 10 Building Permit Reviews

Activity or Project:

Council Meeting - March 23, 2015

Description:

At Monday evening's Council meeting, Council took action on the following Planning and Development related items: • Approved a special use permit for Mediterranean Grill in the Newark Shopping Center to sell alcohol for consumption on the premises. • Approved a special use permit for Wood Fired Pizza (140 E. Cleveland Avenue) to sell alcohol for consumption on the premises. • Approved a special use permit to place a shed in the FEMA Special Flood Hazard Area at 40 Minquill Drive.

Status: Completed

Expected Completion: 3/23/2015

Execution Status: Completed

Activity or Project:

Planning Commission - April 7, 2015

Description:

Some time was spent preparing for the upcoming Planning Commission meeting scheduled for Tuesday, April 7, 2015. On the agenda is: • Amendments to the Zoning Code on definitions of "Accessory Use" and "Neighborhood."

Status: In-Progress

Expected Completion: 4/7/2015

Execution Status: On Track

Activity or Project:

GIS Mapping - City Parking Lots and Meters

Description:

The Parking Division along with IT finished GIS mapping of all parking lots and all City parking meters, which includes location, hourly rates, hours of service and spaces per lot. Click this link to see the map which will soon be installed on the City's web page.

[http://cityofnewarkde.maps.arcgis.com/apps/webappviewer/index.html?](http://cityofnewarkde.maps.arcgis.com/apps/webappviewer/index.html?id=e9a7615d011b4654a9237e0af2393a88)

[id=e9a7615d011b4654a9237e0af2393a88](http://cityofnewarkde.maps.arcgis.com/apps/webappviewer/index.html?id=e9a7615d011b4654a9237e0af2393a88) Many thanks to Courtney Mulvanity of the Parking Division and Roberto DeDeus of IT for their hard work on this project.

Status: Completed

Expected Completion: 3/25/2015

Execution Status: Completed

Department:

Police Department

Notable Notes:

On March 22nd, at 12:38 a.m., Corporal Saunders and Officer Olicker responded to the 200 block of East Main Street on a report of subjects breaking car windows with a baseball bat. The officers arrived and observed two males breaking car windows. One suspect was arrested and the second suspect attempted to flee in his vehicle. The suspect backed his car up toward Officer Olicker, forcing the officer to jump out of the way. The suspect then drove forward toward Officer Olicker, once again forcing the officer to jump out of the path of the vehicle to avoid being struck. The driver sped off and was apprehended a short distance away. The suspect expressed suicidal thoughts and made statement about "suicide by cop". Suicide by cop is when a person wishes to die and places themselves in a deadly situation with a police officer, forcing the officer to take the suspect's life. The suspect was charged with driving under the influence as well as numerous criminal charges.

In the early morning hours of March 23rd, officers responded to a report of a motor vehicle crashing into a tree on South College Avenue. The driver of the vehicle was found to have suffered injuries to his leg and the passenger was found to be unresponsive. Officers removed the passenger from the vehicle and began CPR. Aetna Fire Company and NCEMS arrived at the scene and also tried to revive the patient. These efforts were not successful and the passenger was pronounced dead at Christiana Hospital. Unfortunately this is the six fatality in the city, in approximately the past two years, related to driving under the influence of alcohol. Officers have been directed to increase their vigilance regarding detecting motorist driving under the influence.

On March 23rd, Lieutenant VanCampen was invited by Aetna Fire Chief A.J. Schall to attend a meeting that evening with area fire companies and Norfolk Southern Railroad concerning railroad safety and crude oil incidents.

On March 26th, Chief Tiernan, Deputy Chief Feeney, and a PW&WR member, attended a four-hour New Castle County Recovery Workshop. The purpose of the workshop was to discuss the roles, responsibilities, and capabilities of the county and municipalities, regarding recovery operations in the wake of a major weather event in New Castle County.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 3/26/2015

Execution Status: Completed

Activity or Project:

Description:

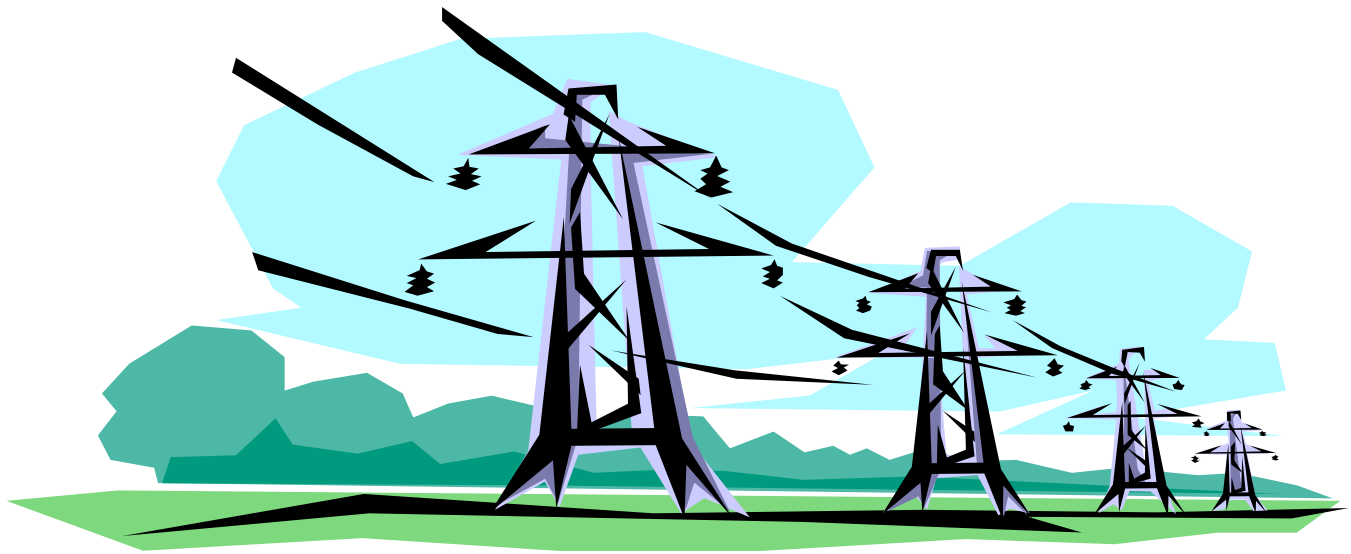
Status:
Expected Completion:
Execution Status:

Activity or Project:

Description:

Status:
Expected Completion:
Execution Status:

3/22/2015 to 3/28/2015



The Board of Directors of the
Delaware Municipal Electric Corporation
Cordially invite you to a

Joint Community Briefing Session

Electric Market Changes and Their Impact on Your Wholesale Costs

PRESENTER

Patrick E. McCullar, President & CEO, DEMEC

Thursday, May 14, 2015

4:00pm to 7:00pm

(Dinner to be provided)

Dover Downs Hotel & Conference Center

Diamond Room #3

1131 North DuPont Highway

Dover, Delaware 19901

R.S.V.P. (302) 653-2733 by May 1, 2015

NEWARK POLICE DEPARTMENT

WEEK 03/15/15-03/21/15

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	1	0	1	0	0
Unlaw. Sexual Contact	4	0	0	2	0	0
Robbery	5	9	0	1	15	4
- Commercial Robberies	0	6	0	0	7	4
- Robberies with Known Suspects	0	1	0	0	0	0
- Attempted Robberies	2	1	0	0	5	0
- Other Robberies	3	1	0	1	3	0
Assault/Aggravated	3	1	0	2	7	2
Burglary	12	17	1	10	5	1
- Commercial Burglaries	3	2	0	4	1	0
- Residential Burglaries	9	13	0	6	3	0
- Other Burglaries	0	2	1	0	1	1
Theft	111	104	16	35	59	2
Theft/Auto	7	8	0	4	5	0
Arson	1	0	0	0	0	0
All Other	24	9	1	55	26	9
TOTAL PART I	168	151	18	111	118	18
<u>PART II OFFENSES</u>						
Other Assaults	62	68	12	58	40	4
Rec. Stolen Property	0	2	0	5	11	1
Criminal Michief	54	52	5	8	25	7
Weapons	5	4	0	12	34	4
Other Sex Offenses	0	0	0	0	0	0
Alcohol	102	61	4	170	110	35
Drugs	31	17	0	74	77	6
Noise/Disorderly Premise	129	82	11	64	50	9
Disorderly Conduct	38	37	7	54	25	6
Trespass	38	41	6	31	20	1
All Other	106	98	6	108	72	2
TOTAL PART II	565	462	51	584	464	75
<u>MISCELLANEOUS:</u>						
Alarm	244	241	25	0	0	0
Animal Control	78	93	12	0	0	0
Recovered Property	50	49	7	0	0	0
Service	5476	6317	646	0	0	0
Suspicious Per/Veh	100	113	12	0	0	0
TOTAL MISC.	5948	6813	702	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	711	8,347	963	9,020



Newark Police Department
Weekly Traffic Report
03/15/15-03/21/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	1,917	2,124	129	291
DUI	39	49	9	5
TOTAL	1,956	2,173	138	296

PARKING SUMMONSES				
Meter Tickets	3,291	3,353	399	304
Parking Summons/IPR	1,209	1,509	127	155
Scofflaw Amount Collected	39 = \$7,727	14 = \$2,685	1 = \$166.50	0 = \$0
TOTAL	4,538	4,876	526	459

TRAFFIC ACCIDENTS				
Fatal	0	0	0	0
Personal Injury	38	42	4	5
Property Damage (Reportable)	92	80	13	7
Property Damage (Non-Reportable)	142	96	17	11
Hit and Run	60	69	10	11
TOTAL	332	287	44	34