

# City Manager's Weekly Report

Friday, April 17, 2015

**Department:**

## Administration - City Manager

**Notable Notes:**

Mayor and Council -

Congratulations to our three returning Councilmembers following Tuesday's election. The staff and I remain committed to working with you and all members of Council as a team to ensure the continued provision of above average services and a high quality of life to our community.

It's been a great year for PW&WR grants for sure! As of this week, the department can boast the approval of grant funds totaling \$1,483,374 over less than a year's time. That translates to \$3.48 received for every \$1.00 contributed by Newark! I commend Tom for his leadership and drive to lead our efforts to engage in requests for these grants as well as all of his staff that have assisted. Full detail can be found in Tom's report.

The Spring Community Clean Up last Saturday resulted in the removal of 6,000 lbs. of trash and debris from our streets, curbs and underbrush areas. Great work by Sharon Bruen in coordinating this event, including the recruitment of 175 volunteers!

We tentatively expect our Audit to be presented to Council at your meeting of June 22nd.

I participated in the Historical Marker Dedication at the Newark Train Station today where we gathered to celebrate the train station as well as its tenant the Newark Historical Society. Senator Hall-Long and Representatives Baumbach and Kowalko were in attendance along with Mayor Sierer to help with the unveiling of our sign. The costs associated with the sign were provided by the Representatives noted above as well as Senator Peterson who was unable to attend. The museum was open for tours and it was noted that the Hall Trail which passes directly by our Historic Train Station was recently named the most heavily used trail in the State. This fact, the Historic Marker designation and our Newark History Museum provide a great opportunity for further developing this location as a destination.

Tom Coleman, Jason Winterling and I met with a representative of Amtrak regarding improved signage at the Newark Strain Station. Outreach to DeIDOT is underway regarding signage placement on the bridge overpass adjacent to the stairs.

Have a great weekend! Carol

**Activity or Project:**

Bike to Work Day

**Description:**

The celebrations will be held just off of South College Avenue in Mentors Circle.

**Status:**

In-Progress

**Expected Completion:** 5/15/2015

Execution Status: On Track

---

**Activity or Project:**

Box Tops for Education

Description:

I met with Jared Wasilefsky this week along with a representative from the Newark Center for Creative Learning to review his work on his project. Another meeting will be set within the next several weeks in an attempt to further assist with planning and implementation.

Status: Started

Expected Completion: 9/1/2015

Execution Status: On Track

---

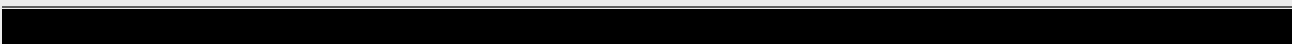
**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:



**Department:**

**Administration - Deputy City Manager**

**Notable Notes:**

There are a handful of retirements pending, including:

- Corporal Bill Barrett, April 8
- Fire Marshal Bill Street, May 1
- CED Manager Steve Wilson, May 1
- Customer Service Clerk Liz Williams, May 1

---

**Activity or Project:**

National Annual Labor Conference

Description:

I was able to attend the annual National Public Employer Labor Relations Association conference in Georgia. This was a fantastic opportunity to attend educational sessions, as well as network with other public employers regarding labor relations. New labor cases and education on evolving issues, like recreational/medicinal marijuana, were of great value.

Status: Completed  
Expected Completion: 4/2/2015  
Execution Status: Completed

**Activity or Project:**

Personnel - Recruitments

Description:

Police Recruitment is in full swing, with over 115 applicants submitted today and a May 1 deadline for submission. Testing will occur on Saturday, May 9 and interviews, assessments and screenings over the summer to try to hit the September 14 start of a State Police Academy.

Status: In-Progress  
Expected Completion: 5/9/2015  
Execution Status: On Track

**Activity or Project:**

Description:

Status:  
Expected Completion:  
Execution Status:

**Department:**

**Alderman's Court**

**Notable Notes:**

This past week we held two court sessions.

We processed at total of 68 arraignments, 38 trials, 14 capias returns and videoed 4 prisoners in various prisons.

**Activity or Project:**

Parking RFP

Description:

Waiting on Council review.

Status: Completed

Expected Completion: 4/27/2015

Execution Status: Completed

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:



**Department:**

## Community Relations

**Notable Notes:**

Spring seems to be a particularly busy time with City activities, and we are working hard to garner publicity for everything that we can. In particular, last week we brought attention to the Community Cleanup as well as the University's Health Fair at the STAR Campus, and the reopening of the Newark History Museum, and we are working on bringing attention to the unveiling of the historical marker there this week.

**Activity or Project:**

CSX Bridge Mural Repainting

Description:

We are working with the original artist who painted the mural on the CSX bridge above Kirkwood Highway approximately ten years ago on re-painting the existing artwork, as it has faded in many areas. This will not include repainting of the concrete abutments, as we are working on solving moisture infiltration issues with paint adhesion.

Status:

Expected Completion: 6/12/2015

Execution Status: On Track

**Activity or Project:**

New Night Downtown

**Description:**

We are working on gathering participation commitments from our merchant community throughout the Newark area, as well as finalizing details of entertainment during the event. We anticipate having another successful year coordinating with Parks and Recreation for the Children's games area.

Status: In-Progress

Expected Completion: 6/13/2015

Execution Status: On Track

**Activity or Project:**

**Description:**

Status:

Expected Completion:

Execution Status:

**Department:**

**Electric Department**

**Notable Notes:**

At 1:30 a.m., April 15, the standby crews were called out for a power outage. They found a substation transformer had tripped off and that a microprocessor relay that had caused the outage was locked up. Engineering was called and the two distribution circuits that originated from the transformer were switched to other transformers. Several businesses, apartments, and University buildings were off for about two hours. The seven-year-old relay was replaced and the manufacturer contacted. The transformer was already scheduled to be switched off that day in preparation for a contractor to test the transformer as part of preventative maintenance. This testing would not have found the relay problem and after the power was cycled off/on the defective relay appeared normal again.

The line crews continued working back to the East Main Substation with the new 12kV circuit construction. A changeover from 4kV to 12kV was done Tuesday morning to the residents around the Tyre Avenue area with another scheduled for Saturday to the residents on Independence Circle.

The electricians changed a battery charger on a substation transformer, ran new communications wiring to

the police HVAC controller, fixed a sump pump alarm at the Municipal Building, and worked on a pump at the water plant.

**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 611 phone calls the week of 4/6/15 (223 of which were for the sole purpose of processing a payment) with an average call length of 3:43 and an average hold & queue time (average speed of answer) of 4:58. The group also processed a total of 4,292 utility payments and CityView transactions while the Welcome Center processed 324 visitors. 288 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.

We have also begun preparing for the 2016 budget process by reviewing summer vacation schedules, identifying potential workshop and public hearing dates, drafting a budget calendar, and revising Budget Central on the City's website to house a repository for 2016 budget process updates. Items will be posted to 2016 Budget Central as it becomes available.

#### **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 completed field work on site last week. Only a few outstanding field work items remain for staff to resolve. The draft CAFR Government Wide Statements, Fund Financial Statements, and the tables supporting the Note Disclosures are all complete. We continue to work on the Note Disclosures, Statistical Reports, and the Final Schedule of Federal Awards. Once all statements and reports are complete, work will begin on Management's Discussion and Analysis (MD&A) and the production of the CAFR document itself.

Status: In-Progress

Expected Completion: 6/30/2015

Execution Status: On Track

#### **Activity or Project:**

Billpay Efficiency Project

#### **Description:**

Fiserv, the intermediary that services the billpay feature offered by the majority of local banks, has facilitated a Needs Analysis with input from the Finance and IT Departments. A sample file layout from Fiserv was shared with the IT Department as well, and IT has identified how the ultimate Fiserv file export would have to be modified/mapped for import into the City's utility billing system. Fiserv has assigned a project manager to assist the City with the implementation of this efficiency initiative, and has provided availability for a kick-off meeting. Implementation meetings will follow.

Status: In-Progress

Expected Completion: 7/1/2015

Execution Status: On Track

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

**Parks and Recreation Department**

**Notable Notes:**

Park Superintendent Zaleski and I met with the PW&WR Department to discuss trash removal operations in City parks.

I'm committing time reviewing the final draft of a contract document to solicit bids for a Tree Inventory.

I'm very sorry to announce that Recreation Specialist Chrissy Palmer will be leaving us soon. Chrissy has been working with us in a part-time capacity and has advanced our volunteer program leaps and bounds. She has accepted a full-time position with Chester County, Pa. We wish her all the best!

We held a bid opening for Contract No. 15-03, Renovations of Ten (10) Tennis Court Areas. Three (3) contractors submitted bids. We'll spend time reviewing and evaluating the bids and prepare a recommendation of award to the City Manager, Mayor and Council.

We conducted a very successful Spring Community Clean up last Saturday. 175 volunteers committed more than 374 total volunteer hours collecting 6,000 pounds of trash and debris. A large amount of the heavier trash and debris was collected from behind the townhouses located on Madison Drive. This year's clean up focused mainly along public roadways. Recreation Supervisor Bruen did a great job organizing the event.

Park Superintendent Zaleski committed time working on a landscape/hardscape plan for the area next to the Old Train Station/Newark History Museum under the South College Avenue bridge.

The Park Superintendent and Park Supervisor sat in on interviews to attempt to fill vacant seasonal maintenance positions.

The maintenance crew committed time at the Community Garden site turning over soil to remove rocks and debris as we continue to prepare the site for gardeners.

Recreation staff continues to plan for the summer season. They are currently interviewing to fill camp counselor positions and planning training and orientation sessions.



This Friday, April 17 at 10 a.m. a ceremony will be held at the Old Train Station to unveil a historic marker provided by the State Archives to commemorate the historic significance of the structure.

Wilson Center Supervisor DeBruin is continuing to work with the IT Department and JMT on park mapping.

We held a Spring Break Camp at the Wilson Center last week. 25 children attended.

**Activity or Project:**

CIP Project K1301: Tennis Court Renovations

Description:

Crack sealing and color coat application for ten court surfaces. We held a bid opening this week. Three bids were received.

Status: Started

Expected Completion: 8/28/2015

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

- Renovations in the Roll Call Room and new Evidence Room in the Police Department were completed this week.
- The podiums were modified for IT to use in Council Chamber.
- This week the Police Department building was changed over to air conditioning. City Hall will be changed over sometime next week, weather permitting.

### Code Enforcement

- On Tuesday, Planning and Development Director Maureen Feeney Roser, Development Manager Mike Fortner and Code Enforcement Officer Brian Sargeni met with representatives of the Newark Bike Project to review Code requirements for assembly uses at their location on South Main Street.
- Considerable time has been spent over the last couple of weeks reviewing Code Enforcement Division procedures and work flows in anticipation of the May1st retirement of Code Enforcement Supervisor Steve Wilson and Fire Marshal Bill Street.
- Yesterday Maureen spent considerable time with City Solicitor Bruce Herron reviewing legal aspects of current and pending projects.
- The City Hall/Police Station backup generator diesel tank has been topped off (462.8 gallons). A file has been created in the Code Enforcement Division to track fill dates and gallons filled. This should be checked quarterly. The next check date is 8/15/2015 or prior to any weather related storms that may come up.
- Work continues on a sewer backup at the Wilson Center.
- On Wednesday, the key pad was installed on the front sliding entrance door to the Municipal Building. It should be operational by end of the day.

### Community Development

- A Financial Draw for the Community Development Block Grant (CDBG) Program to New Castle County was completed this week.

### Economic Development

- On Wednesday evening, Maureen attended the Downtown Newark Partnership Board meeting.
- This week considerable time was spent reviewing Code to assist a potential new business with an appropriate location.

### Parking

- The Parking Division has been working with IPS to do scheduled maintenance on meters.

### Planning

- On Tuesday, Maureen met with a Main Street property owner to discuss redevelopment opportunities.
- This week an administrative subdivision to add mortgage lines to the Candlewood Suites property was approved.
- Some time was spent on Comp Plan review.

- Some time was spent following up on the Planning Commission discussion of the definitions of neighborhood and accessory use.
- On Tuesday, Maureen hosted a Subdivision Advisory Committee meeting to review the proposed rezoning, major subdivision and special use permit for Astra Plaza.
- Bike to Work Day is on May 15<sup>th</sup> from 7:30 a.m. to 9:00 a.m. at Mentor's Circle (at the intersection of South College and Kent Way). The event is being organized by the Newark Bicycle Committee.
- The Planning and Development Department completed:
  - 5 Deed Transfer Affidavits
  - 2 Building Permit Reviews

**Activity or Project:**

Parking Survey

Description:

Tim Haahs & Associates conducted the parking survey on April 10th throughout the Downtown Newark area. The report is forthcoming.

Status: In-Progress

Expected Completion: 4/30/2015

Execution Status: On Track

**Activity or Project:**

Special Use Permit Applications

Description:

The Planning and Development Department prepared two reports for Council regarding Special Use Permit applications 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.

Status: In-Progress

Expected Completion: 4/27/2015

Execution Status: On Track

**Activity or Project:**

Planning Commission

Description:

The Planning Commission will meet on May 5, 2015. Items tentatively on the agenda are: • A staff presentation on the City's interest in purchasing Rodney Dorms. • Amendments to the Code regarding fee structure for development in the City. • Request for extension for Candlewood

Suites major subdivision and special use permit. • Lofts at Center Street rezoning, major subdivision and special use permit.

Status: In-Progress

Expected Completion: 5/5/2015

Execution Status: On Track

**Department:**

**Police Department**

**Notable Notes:**

On April 20th, Corporal Blake Potocki will be promoted to Master Corporal as a result of the retirement of Tracy Simpson. Master Corporal Potocki will temporarily stay in his current assignment as the evidence collection and control officer for the department.

Background investigations continue on our remaining police applicants, to fill the current vacant positions. The police department is accepting applications until May 1, 2015 for the upcoming police officer entrance exam.

The Office of Highway Safety has selected the Newark Police Department to be part of the upcoming "Click It or Ticket" campaign. The event will occur from Monday, May 11 to Saturday, May 23. The Office of Highway Safety will provide funding for extra officers' to patrol and target seatbelt and child safety restraint violations.

On May 15<sup>th</sup>, on the Main Street Academy lawn, the K-9 officers will be introducing to the public our newest K-9 "Peti" as well as the K-9 equipment used by officers. This event will take place from 4 p.m.-5 p.m., prior to the fundraiser guest bartender event at Klondike Kate's. The fundraising event will take place from 5 p.m.-8 p.m. and will raise money for the K-9 program.

On Friday, April 17th, the Elkton Police Department will be honoring several Newark Police Officers at an awards ceremony. The honored officers will be: Sergeant Dennis Aniunas, Corporal Greg Micolucci, Corporal Adam Stevens, and Officer Taras Gerasimov. Details on the specifics of the officers' actions will be included in next week's report.

**Activity or Project:**

Not Applicable

**Description:**

Not Applicable

Status: Completed

Expected Completion: 4/15/2015

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:**

We received another grant award this week through the Water Infrastructure Advisory Council, this one in the amount of \$100,000 to be used for our water system master plan GIS and capacity project. This brings the PW&WR Department's 10 month grant and external funding brought to the City total to \$1,483,374, not a bad year! We are planning to have a recognition ceremony/celebration where we recognize the financial help that DNREC has provided us to complete our GIS system.

Here is a summary of each project or grant where PW&WR was able to get external funding or grants for Newark projects over the last 10 months not including municipal street aid:

Delaware Avenue Cycle Track - \$53,194

Surface Water Planning Grant - \$136,000

Wastewater Planning Grant - \$150,000

Drinking Water Planning Grant - \$100,000

Community Transportation Fund - \$280,000

Christina Creek Stream Restoration - \$764,180

Total matching funds required from the City to get this money - \$426,562

That is \$3.48 received for every \$1.00 we contributed.

We received our new "temporary" pump for Arbour Park this week which will serve as our backup once the new booster station is constructed. We had a pump failure over the winter and have been battling low pressure ever since. The new pump didn't provide the pressures we expected, and we were able to determine from the pressure differential that we had a main break somewhere in Arbour Park where water was not coming to the surface, a very uncommon occurrence. We found the break and were able to repair it on Wednesday. Pressures are now where we expected.

We are working with American Public Works Association (APWA) to schedule a series of trench safety training classes for our employees and others in the state that may want to attend. Training will be held at the City Maintenance Yard and it looks like it will be held in June or July of this year.

---

**Activity or Project:**

Concrete Tank Dome Repair

Description:

Work has continued on the Concrete Tank dome repair. We have been working on improving access around the tank and the contractor has begun power washing the tank exterior. The contractor has begun removing sediment from the bottom of the tank and once complete they will begin building interior scaffolding and shoring.

Status: In-Progress

Expected Completion: 5/31/2015

Execution Status: On Track

---

**Activity or Project:**

Water System Master Plan

Description:

We were awarded another planning grant through the Water Infrastructure Advisory Council (WIAC), this one in the amount of \$100,000 for our water system master plan. This WIAC was very supportive of our effort and held our plans up as an example for other water utilities to follow.

Status: In-Progress

Expected Completion: 6/1/2016

Execution Status: On Track

---

**Activity or Project:**

Refuse RFP

Description:

We held the pre-bid meeting this Tuesday and had a good turnout. There was a lot of good conversation and Q&A and we are finalizing the first addendum. Based on the amount of possible options for bidders to price out, we agreed to extend the bid date by two weeks with bid opening now scheduled for May 12th.

Status: In-Progress

Expected Completion: 6/1/2015

Execution Status: On Track

4/12/2015 to 4/18/2015

NEWARK POLICE DEPARTMENT

WEEK 04/05/15-04/11/15

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	4	1	1	1	0
Rape	1	2	0	1	0	0
Unlaw. Sexual Contact	4	2	2	2	0	0
Robbery	7	13	1	1	17	1
- Commercial Robberies	1	6	0	0	7	0
- Robberies with Known Suspects	0	1	0	0	0	0
- Attempted Robberies	2	2	0	0	5	0
- Other Robberies	4	4	1	1	5	1
Assault/Aggravated	3	1	0	3	8	0
Burglary	17	17	0	10	6	0
- Commercial Burglaries	3	2	0	4	1	0
- Residential Burglaries	14	13	0	6	4	0
- Other Burglaries	0	2	0	0	1	0
Theft	138	123	9	46	66	2
Theft/Auto	10	10	1	5	5	0
Arson	1	0	0	0	0	0
All Other	26	18	4	56	27	0
<b>TOTAL PART I</b>	<b>208</b>	<b>190</b>	<b>18</b>	<b>125</b>	<b>130</b>	<b>3</b>
<u>PART II OFFENSES</u>						
Other Assaults	76	82	4	74	45	1
Rec. Stolen Property	0	2	0	11	11	0
Criminal Michief	68	61	5	14	31	1
Weapons	6	5	0	17	37	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	120	75	6	209	122	4
Drugs	41	18	1	106	77	0
Noise/Disorderly Premise	165	106	13	88	61	7
Disorderly Conduct	54	45	4	74	28	2
Trespass	57	49	5	34	23	0
All Other	149	123	12	137	83	1
<b>TOTAL PART II</b>	<b>736</b>	<b>566</b>	<b>50</b>	<b>764</b>	<b>518</b>	<b>16</b>
<u>MISCELLANEOUS:</u>						
Alarm	285	286	16	0	0	0
Animal Control	108	121	8	0	0	0
Recovered Property	63	65	4	0	0	0
Service	7004	8178	638	0	0	0
Suspicious Per/Veh	130	138	11	0	0	0
<b>TOTAL MISC.</b>	<b>7590</b>	<b>8788</b>	<b>677</b>	<b>0</b>	<b>0</b>	<b>0</b>

	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>
<b>TOTAL CALLS</b>	<b>833</b>	<b>10,655</b>	<b>862</b>	<b>11,579</b>





**Newark Police Department  
Weekly Traffic Report  
04/05/15-04/11/15**



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	2,550	2,674	245	212
DUI	50	64	5	5
<b>TOTAL</b>	<b>2,600</b>	<b>2,738</b>	<b>250</b>	<b>217</b>

PARKING SUMMONSES				
Meter Tickets	4,412	4,069	404	308
Parking Summons/IPR	1,539	1,933	94	165
Scofflaw Amount Collected	43 = \$8,650	15 = \$3,100	3 = \$646.50	0 = \$0
<b>TOTAL</b>	<b>5,994</b>	<b>6,017</b>	<b>501</b>	<b>473</b>

TRAFFIC ACCIDENTS				
<b>Fatal</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>
Personal Injury	48	51	4	1
Property Damage <b>(Reportable)</b>	113	104	9	5
Property Damage <b>(Non-Reportable)</b>	173	116	16	6
Hit and Run	78	85	5	2
<b>TOTAL</b>	<b>413</b>	<b>358</b>	<b>35</b>	<b>16</b>