

# City Manager's Weekly Report

Friday, May 29, 2015

**Department:**

Administration - City Manager

**Notable Notes:**

Mayor and Council - Thank you for your patience as I take time to assist with my father's illness last week and until things are sorted out. It is greatly appreciated. I will remain available by cell and email; however, the next week or so is a bit unpredictable and Andrew and I will work to respond as necessary. Please don't hesitate to reach out.

Several staff members and I will participate in a Global City Teams Challenge Expo in Washington on June 1st featuring "the future of Smart City/Internet of Things Technology." The CCI Safe + Smart Cities Coalition invited us to be part of their team.

Good news! The turn lane striping is complete on New London between Corbit and Hillside. **And**, please see attached our notice that we have been approved for concept phase planning funds for a separated bike and pedestrian bridge over the White Clay.

Staff and I have begun our 2016 Operating Budget hearings over the last two weeks, and Lou Vitola and I have recently participated in strategic planning meetings with DEMEC.

Please find attached the updated legislative report from Lobbyist Rick Armitage.

It's a graduation week for our family with our daughter graduating from UD on Saturday and youngest son from Newark High on Tuesday!

**Activity or Project:**

UDon't Need It?

**Description:**

The deliveries are picking up to the site as students complete their finals and pack up to leave town for the summer. With graduation this Saturday it is likely to be a heavy day for the 9th year of this program.

Status: In-Progress

Expected Completion: 6/6/2015

Execution Status: On Track

**Activity or Project:****Description:**

Status:   
Expected Completion:   
Execution Status:

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**Activity or Project:**

Description:

Status:   
Expected Completion:   
Execution Status:

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**Department:**

Administration - Deputy City Manager

**Notable Notes:**

- A follow up note to the credit card processing with smart parking meters: IPS handles the credit card processing, and the City did not obtain a separate service for this operation. Each smart parking meter vendor submit its own platform and vendor as a part of the proposal. Therefore, to answer the question, there was no separate effort to obtain a professional service and the PCI compliance and obligation is maintained via the vendor (IPS).
- I participated in a 2-hour Affordable Care Act "Cadillac Tax" webinar with DVHT and the immense detail that is facing benefit administration. There is some hope, though still early on, that DVHT may provide a 3rd party service to manage all of the new IRS reporting obligations at no additional cost to the Trust membership.

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**Activity or Project:**

2015 Police Officer Recruitment

Description:

Deputy Chief Feeney and Lt. Hargrove and I finished the 57 applicant interviews to complete the next step in the recruitment process. The Administration Division of the Police will now initiate background investigations throughout June. We are on target with a very tight timeline to try to get 3-5 more candidates into the September 14, 2015 State Police Academy.

Status:   
Expected Completion:   
Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Alderman's Court

**Notable Notes:**

We held two Court Sessions and one Case Review Session this past week.

**Activity or Project:**

Court Sessions

Description:

This past week we processed 49 arraignments, 42 trials, 13 capias returns, 19 case reviews, 1 probation violation hearing and videoed 2 prisoners.

Status:

Completed

Expected Completion:

5/27/2015

Execution Status:

Completed

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Electric Department

**Notable Notes:**

The line crews converted another section of Kelway Plaza from 4 to 12kV Wednesday morning starting at 3am. They are preparing for another conversion to businesses along Main Street in the same area. The conversion is scheduled even earlier next week because some transformers have to be removed. The line crews also started fixing items on the infrared report that did not need immediate attention, energized the first building at Chimney Ridge, and pulled underground cable at Campus Circle.

The electricians have been working on the East Main Street tree pit lights, pulled cables and installed receptacles at the Police Department, and wired CT services at the STAR Campus and the former Natural Food Co-op.

Engineering continued design work on a new CSX railroad crossing coming out of the West Main Substation and worked on the fuse and relay coordination of the 34kV switched capacitor bank to be installed at Kershaw Substation.

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**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:

Expected Completion:

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

Melonie Rangel-Wanros and Michelle Vispi are joining the PUB group on a permanent, part-time basis in support of the many functions handled by the team, such as responsive and efficient phone service, in-person and remote payment processing and posting, and utility account inquiries. Please join me in welcoming our two newest members to the team!

The group handled 684 phone calls the week of 5/18/15 with an average call length of 3:11 and an average hold & queue time (average speed of answer) of 7:49. The group also processed more than 3,500 utility payments and CityView transactions while the welcome booth processed 500 visitors. 336 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, continue to be 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.

The 2016 budget process is underway. The first round of administrative budget meetings were held last week and will continue the first week of June. The departments are focusing on the operating budget in the initial round of meetings. Items such as meeting summaries and preliminary budget drafts will be posted to 2016 Budget Central as they become available.

**Activity or Project:**

Independent Financial Audit - 2014

Description:

The Comprehensive Annual Financial Report (“CAFR”) Fund Statements for 2014 have been completed. The CAFR Government Wide Statements, Fund Financial Statements, and the tables supporting the Note Disclosures are all complete, along with the Note Disclosures, the Statistical Reports, and the Final Schedule of Federal Awards. Management’s Discussion and Analysis (MD&A) was completed last week and forwarded to the auditors, and the production of the CAFR document itself is nearly complete. The remaining items are independent audit review, page numbering, section dividers, and production of the final document.

Status: In-Progress  
Expected Completion: 6/30/2015  
Execution Status: On Track

**Activity or Project:**

Billpay Efficiency Project

Description:

Other than file exchanges and testing scheduling, no major activity occurred this week. Two meetings were held last week with representatives from Fiserv (banking intermediary) and the City's Finance, Payments & Utility Billing and IT Departments. File sharing is underway, and testing will begin shortly for the billpay efficiency project.

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:**

Due to very dry conditions we started watering some of the landscape materials which have been planted within the past year.

We welcomed Melissa De Los Santos to our team this week. Melissa filled a vacant Customer Service position.

We committed significant time this week applying mulch on the traffic medians along South Main Street/Elkton Road.

We worked with the local Rotary Club and the Flags for Heros organization to place American Flags at Olan Thomas Park to commemorate Memorial Day last weekend.

Recreation staff are very busy planning for summer camp counselor and recreation leader training and orientations sessions in preparation for the Summer season.

We committed considerable time preparing the 2016 Operating Budget this week.

The crew planted 593 annuals in front of City Hall and on the traffic medians along South Main Street.

Plans are progressing for the new Newark's Got Talent event scheduled for June 10, 17 and 24. Five (5) groups have registered thus far.

July is National Park and Recreation Month. The staff is planning several added features to this year's summer programs to commemorate the month.

We held our final School's Out For Kids program last Friday at the Wilson Center. We offer this children's program throughout the school year on scheduled weekday school holidays. It provides parents an opportunity to have their children participate in a fun day long program while they're at work.

**Activity or Project:**

Pool Opening Preparation

**Description:**

We're busy with pool opening tasks at the Wilson and Dickey Park Pools. The pools will open on Saturday, June 9 and will operate each week Tuesday thru Saturday, 12:30 to 5:00 p.m. from June 9 to August 15.

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

- Removed an old A/C unit at the George Wilson Center and installed and trimmed out a new unit.
- Light bulbs were replaced in the Police Station.
- New toilet seat covers were placed in the ladies rooms.
- Repairs of the front sliding doors were coordinated this week.
- A broken cabinet door in the Police Station holding cell was repaired this week.
- Excess materials were moved from City Hall to the storage area at the yard in building #2.

Code Enforcement

- Property maintenance inspectors are extremely busy with grass, trash and furniture complaints typical of this time of year.
- Some time was spent producing reports on rental permitted properties Citywide and specifically on College Park to fill individual Councilmanic requests.

Community Development



- A Financial Draw for the 40<sup>th</sup> Year CDBG Program was completed this week.

Parking

- This week programming was performed for Memorial Day free parking at Smart parking meters, and the Division printed and distributed all information to inform the public about free Memorial Day parking in municipal lots.
- Shipping notification was received for new signage for Lot 3-B booth for change of hours of operation and attendants were notified.
- This week the Division began placing phone calls to Lot 5 permit holders for renewal/return of their permits.
- Maintenance: Established new room at warehouse this week and installed new lockers for the Parking Enforcement Officers. Responsibilities are anticipated to be shifted from the Newark Police Department to the Parking Division in June.
- Considerable time was spent this week reviewing responses to RFP 15-01 Surface Lot Parking Access Control System.

Planning and Development

- On Thursday, May 21<sup>st</sup>, the Board of Adjustment heard the appeal of Howard Krinsky of 3 Prospect Avenue. The applicant withdrew the application based on concerns of members of the Board of Adjustment and may resubmit a revised proposal.
- On Thursday, May 21<sup>st</sup>, Mike attended three meetings: the WILMAPCO Technical Advisory Committee meeting, the staff GIS Planning Committee meeting, and the Newark Bicycle Committee meeting.

The Planning and Development Department completed:

- 9 Deed Transfer Affidavits
- 1 Plan Review
- 13 Building Permit Reviews
- 4 Certificate of Occupancies

**Activity or Project:**

New Fire Protection Specialist

Description:

The Code Enforcement Division is poised to welcome our new Fire Protection Specialist, Christopher Murtha on Monday, June 1st. In the meantime, John Rudd of the Delaware State Fire Marshal Office has provided invaluable service to the Division keeping us afloat on plan reviews and inspections.

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

## Planning Commission

### Description:

Considerable time was spent this week preparing for the upcoming Planning Commission meeting. On the agenda are: 1. Consideration of amendments to the Zoning Code regarding Accessory Uses and the definition of Neighborhood. 2. Election of two (2) Planning Commissioners to serve on the Rental Housing Needs Assessment Study Phase 2 Steering Committee

Status: In-Progress

Expected Completion: 6/2/2015

Execution Status: On Track

### Activity or Project:

#### Qdoba Restaurant

### Description:

Some time was spent reviewing a request from Qdoba Restaurant to alter the facade of the under-construction building at 58 E. Main Street. The Department determined that the requested changes do not substantially comply with the approved CIP and therefore, City Council review will be necessary.

Status: In-Progress

Expected Completion: 6/1/2015

Execution Status: On Track

### Department:

Police Department

### Notable Notes:

Between May 2, 2015 and May 16, 2015 the Delaware Office of Highway Safety in partnership with the Newark Police Department and the University of Delaware Police Department conducted a two week joint DUI enforcement project titled Project Night Step. Officers from both agencies teamed up and conducted saturation patrols in the City of Newark targeting impaired drivers.

During these patrols, 63 vehicles were stopped for traffic violations which resulted in:

- (3) DUI Arrests
- (2) Drug Arrests
- (59) Traffic Citations
- (1) Wanted Person Apprehended
- 
- (1) Pedestrian Citation

Project Night Step's goal is to remind everyone not to drive while impaired. Use a designated driver or take advantage of public transportation. Don't wait until you are too buzzed to drive. Make a plan and don't ever ride with a driver who has been drinking.

As a result of citizen complaints, our police officers and parking enforcement officers have been directed to watch for bicyclists travelling in the wrong direction on Main Street, South Main Street, and Delaware Avenue. There have also been reports of people skateboarding on the sidewalks.

Four new recruits will begin training at the New Castle County Police Academy on Monday, June 1<sup>st</sup>. Interviews have been conducted this week in the ongoing process to have more recruits ready for the Fall Delaware State Police Academy.

Plans are in place for this weekend's increase in traffic and pedestrians attending the university graduation ceremonies on Friday and Saturday.

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**Activity or Project:**

N/A

**Description:**

N/A

Status: Completed

Expected Completion: 5/28/2015

Execution Status: Completed

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**Activity or Project:**

**Description:**

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

**Description:**

Status:

Expected Completion:

Execution Status:

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**Department:**

## Public Works and Water Resources Department

### Notable Notes:

This week I submitted a Transportation Alternatives Program (TAP) grant application for upgrades to pedestrian facilities and crosswalks on Main Street. TAP is an up to 80% federal 20% local matching grant used to promote alternatives to vehicular transportation through on and off street trails, safety upgrades, safe routes to schools and other items. The proposed crosswalk upgrades were included in the "Newark Transportation Plan" as a long term safety project and with the upcoming resurfacing of Main Street, now is a great time to pursue this project. The proposed plan would convert no parking areas adjacent to crosswalks to sidewalk with curb to prevent vehicles from parking illegally. When vehicles park in these locations it severely reduces the visibility of crossing pedestrians. These large sidewalk areas can then be used for landscaping, benches, bike parking, or other uses that are currently limited on the narrow sidewalks. The TAP proposal was prepared in coordination with the Downtown Newark Partnership. Attached you will find the three exhibits that were included with the application, which conceptually show the currently proposed locations. Final locations and configuration will be determined during the engineering phase, assuming we are able to be awarded the grant. This grant application highlights the benefit we receive by having the "Newark Transportation Plan Implementation" capital project funded in 2015 (and hopefully years to come) as without that we would have to find an alternative funding source to use as our match for the project.

### Activity or Project:

#### Concrete Tank Dome Repair

#### Description:

Work continues at the Concrete Tank and we are now waiting for concrete break tests to show adequate strength to remove the shoring and formwork (concrete gains strength with age). The tank exterior has been painted and structural repairs are complete. Once the internal shoring and framework is removed, the interior will be cleaned and disinfected, allowing us to bring the tank back online.

Status: Near Completion

Expected Completion: 6/30/2015

Execution Status: Behind Schedule

### Activity or Project:

#### 2015 Handicap Ramp Program

#### Description:

We met this week with the apparent low bidder to discuss qualifications and review their previous work. We visited ramps that were completed in Chester and needed clarification on a few items before bringing Council a recommendation.

Status: In-Progress

Expected Completion: 12/31/2015

Execution Status: On Track

### Activity or Project:

## 2015 Street Program

### Description:

We are checking references for the apparent low bidder. We are also reviewing their equipment because they are not a contractor we have worked with in the past. The contractor for the 2014 street program will be milling and paving Corbit Street on Friday, May 29th. They will then move to Old Oak and Dallam Road.

Status:

Expected Completion:

Execution Status:

to



STATE OF DELAWARE

**DEPARTMENT OF TRANSPORTATION**

800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

JENNIFER COHAN  
SECRETARY

Carol, Joe, Tom C., Tom?

Good News!

C Emerson

5-15-15

May 8, 2015

Mr. Charlie Emerson, Director  
Newark Parks and Recreation  
220 South Main Street  
Newark, DE 19711

Dear Mr. Emerson:

This is to inform you that we are in receipt of your application for consideration of Transportation Alternatives (TA) Funding for your project that proposes a separated bike/pedestrian bridge over White Clay Creek at Paper Mill Road.

This letter is also to serve as notification that your application has been approved for funding of a concept plan phase. We will be assigning of our design engineering firms to this task and they will be contacting you in the next few months to get the project/process started.

If you should have any questions, please contact Rich Sinegar at 302-760-4866 ([richard.sinegar@state.de.us](mailto:richard.sinegar@state.de.us)).

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Richard Sinegar".

Rich Sinegar  
TA Project Manager

Bill #/ ISSUE	DATE INTRODUCED	SPONSORS OR AGENCY OR WHO MANAGES	STATUS	SYNOPSIS	CITY POSITION
<a href="#">HB 6</a>	1/20/2015	Baumbach/Sokola	House Administration	limit UD zoning immunity	N/A
<a href="#">HB 37</a>	1/29/2015	J.Johnson/Townsend	H. Judiciary	limits employer access to criminal history	N/A
<a href="#">HB 39</a>	1/29/2015	Keeley/Henry	House ready list	decriminalizes < 1 oz. of marijuana	N/A
<a href="#">HB 42</a>	3/12/2015	Kowalko/Sokola	House Administration	eliminates UD exemption to FOIA	N/A
<a href="#">HB 86</a>	4/16/2015	Dukes/Hocker	H. Labor Comm.	allows City to opt out of PERB	N/A
<a href="#">HB 109</a>	4/23/2015	B. Short/Townsend	Senate Banking and Business	limit Employer's access to employee social media	N/A
<a href="#">HB 140</a>	5/8/2015	Schwartzkopf/Blevins	S. Finance, passed House along party lines. 25D/16R	increase DMV fees \$23.9M/yr., <b>LINKED TO \$\$&gt; FOR STREET AID</b>	<b>monitor and report</b>
<a href="#">HB 145</a>	5/8/2015	Mulrooney/Marshall	tied to tax/budget negotiations	\$15K > to \$45K for renovations; \$100K> to \$500K for new construction	<b>support, try to maximize threshold limits</b>
<a href="#">SB 39</a>	3/19/2015	Marshall/Brady	S. Labor	increase minimum wages	N/A
<a href="#">SB 45</a>	3/24/2015	Lawson/Carson	passed Senate	updates federal HR 218, LEOSA	N/A
<a href="#">SB 68</a>	4/23/2015	Blevins/Schwartzkopf	Senate Judiciary	internet security issues for minors	N/A

<a href="#">SB 83</a>	5/5/2015	Henry/Longhurst	Senate Judiciary	expands gun and ammunition seizure for Protection From Abuse Orders	N/A
local pre-emption		Mitchel/Blevins	drafting, GA attorneys believe bill wil require 2/3 vote, <b>LEAGUE INTEREST</b>	eliminates "open carry" in Municipal facilities, cities must opt in	<b>TO BE DETERMINED</b>
Municipal Street Aid	1/29/2015	Bond Committee, will begin deliberations after June DEFAC	tied to tax/budget negotiations	Gov. recommendation \$3M try to > \$5M	<b>INCREASE ALLOCATION TO \$5M</b>
Clean Water Act ????		Mulrooney/Townsend rumor bill will be introduced	part of infrastructure negotiations & job creation	would create clean water trust fund, I <b>DON'T EXPECT ANY ACTION</b>	staff has copy of draft bill for evaluation
Clean Water Act		DNREC	no action this session	\$\$ help and timelines	
PILOT		JFC	no action this session	T-29, Sect. 8318	
Hotel/Motel tax		League and city interest	met w/ Bill Sullivan, 1% increase generates \$2.5M. If enacted this year State would keep \$\$\$, <b>WAIT</b>	what parameters give best chance of passing	
Green Energy		DNREC future plans		future incentives?	
unionization thresholds		League and city interest	no action this session	keep at current =25 or > level	



NEWARK POLICE DEPARTMENT

WEEK 05/17/15-05/23/15

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	0	1	1	0
Rape	1	3	0	3	1	0
Unlaw. Sexual Contact	4	3	1	2	1	0
Robbery	11	17	0	9	20	2
- Commercial Robberies	2	8	0	2	7	0
- Robberies with Known Suspects	0	1	0	1	1	0
- Attempted Robberies	2	2	0	0	5	0
- Other Robberies	7	6	0	6	7	2
Assault/Aggravated	4	2	0	5	12	0
Burglary	28	22	1	17	13	0
- Commercial Burglaries	6	4	1	4	1	0
- Residential Burglaries	22	16	0	8	11	0
- Other Burglaries	0	2	0	5	1	0
Theft	208	185	14	78	86	5
Theft/Auto	21	18	2	5	5	0
Arson	1	1	0	0	0	0
All Other	28	30	4	90	34	0
<b>TOTAL PART I</b>	<b>307</b>	<b>285</b>	<b>22</b>	<b>210</b>	<b>173</b>	<b>7</b>
<u>PART II OFFENSES</u>						
Other Assaults	111	129	9	98	71	6
Rec. Stolen Property	0	2	0	14	11	0
Criminal Michief	115	81	5	21	34	0
Weapons	10	5	0	24	41	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	166	115	2	299	192	6
Drugs	66	36	6	163	105	6
Noise/Disorderly Premise	291	198	10	152	96	3
Disorderly Conduct	74	73	2	95	47	3
Trespass	79	71	9	49	34	3
All Other	223	178	10	187	133	6
<b>TOTAL PART II</b>	<b>1135</b>	<b>888</b>	<b>53</b>	<b>1102</b>	<b>764</b>	<b>33</b>
<u>MISCELLANEOUS:</u>						
Alarm	400	398	23	0	0	0
Animal Control	167	189	17	1	0	0
Recovered Property	97	105	12	0	0	0
Service	9929	12188	739	0	0	0
Suspicious Per/Veh	197	208	8	0	0	0
<b>TOTAL MISC.</b>	<b>10790</b>	<b>13088</b>	<b>799</b>	<b>1</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>
TOTAL CALLS	798	15,112	1,053	17,298



Newark Police Department  
Weekly Traffic Report  
05/17/15-05/23/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	3,597	4,081	288	309
DUI	71	88	1	6
TOTAL	3,668	4,169	289	315

PARKING SUMMONSES				
Meter Tickets	6,998	6,049	399	373
Parking Summons/IPR	2,227	2,666	116	130
Scofflaw Amount Collected	63 = \$12,819	27 = \$5,871.50	3 = \$530	4 = \$895
TOTAL	9,288	8,742	518	507

TRAFFIC ACCIDENTS				
<b>Fatal</b>	2	2	0	0
Personal Injury	77	75	8	5
Property Damage <b>(Reportable)</b>	152	197	7	18
Property Damage <b>(Non-Reportable)</b>	237	158	8	8
Hit and Run	109	121	4	10
TOTAL	577	553	27	41