

City Manager's Weekly Report

Friday, July 24, 2015

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Please note that we have determined the path forward for publicizing vacancies for Boards and Commissions. Find attached a detailed memorandum from Community Affairs Officer Ricky Nietubicz.

Please be advised that the Traffic Committee has approved the placement of a handicap parking designation and signage for 300 B Delaware Circle in association with a resident's needs. Our Street Division will place the sign in the near future.

I call your attention to both the IT and PW&WR sections of this week's report where notations are made related to our use of interns. We have increased the number of interns we are engaged with dramatically and it has proved since last year to offer great opportunity to both our interns and our operations. We will provide a more detailed picture of the work our interns are accomplishing under the guidance of our departments.

There has been a question posed as to whether or not marijuana violations would be processed in Alderman's Court and not require our officers to make trips to Wilmington. City Solicitor Bruce Herron will be checking with the State AG's Office to determine if we can adopt an ordinance similar to the state statute which would give our officers authority to issue civil citations for possession of small amounts of marijuana. We have some time as the decriminalization will not go into effect until January 2016.

A request was made at a recent Council meeting to check into the requirement for a second water meter for duplexes - related to Senate Bill 118. Tim Filasky shares that the Code requires a second meter for duplexes. When retrofitting existing duplexes that are served by one meter, the existing service is split near the sidewalk and individual shut off valves are installed for each unit. The homeowner then runs new services from each shut off to each unit. A new meter is then installed in the second unit. All new construction is brought on with individual meters.

I am very sorry to share that former Alderman's Court employee Lynn Yarnall passed away last Friday after an 8-month illness. Her services are this coming Monday the 27th at 1 p.m. at the Granary in Georgetown, Maryland. For that reason we will have limited court operations on Monday afternoon so her coworkers can attend the services.

Please note that I have added an attachment associated with notable items related to the Finance Department.

I am sorry to report that the Administration Department's Research Aide Tommy Atadan has accepted an new position and will end his employment with Newark next week. He will be

missed. We have already put actions in place to ensure his website and other duties will be handled appropriately until recruitment can take place.

Activity or Project:

N/A

Description:

N/A

Status: Not Started

Expected Completion: 7/24/2015

Execution Status: Behind Schedule

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:

We processed 18 arraignments, 15 trials, 17 case reviews and 6 capias returns. We also videoed 8 prisoners from the various prisons for various offenses on Monday.

Status: Completed

Expected Completion: 7/22/2015

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:

Activity or Project:

Food and Brew Fest

Description:

We hope that everyone can join us for the 12th Annual Food and Brew Fest this Saturday, starting at 2 p.m. As always, complimentary miniature sampling mugs will be available for the first 1,500

patrons. We are excited that this year's event will feature new restaurants Grain and the Stone Balloon Ale House.

Status: Near Completion

Expected Completion: 7/25/2015

Execution Status: On Track

Activity or Project:

Mobile App Consideration

Description:

We are beginning to explore options for a mobile app, to better connect with our residents, visitors and businesses on the emerging mobile communication platform. Our newly launched website will be more mobile-friendly than the current site, but an app may offer fast, one-touch access to the most frequently utilized pages on the website, such as "Report a Concern" and "Pay My Bill," as well as one-touch phone calling to each of our five new numbers. We are working with IT to explore costs and functionality and expect to determine whether this is a viable and useful communication tool for the City within the next month.

Status: In-Progress

Expected Completion: 9/1/2015

Execution Status: On Track

Activity or Project:

DNP Gift Card Program Conversion

Description:

Our conversion to a new gift card platform is underway, but due to longer than hoped for turnaround times on the part of our new vendor, TransCard, we are unable to meet our hoped-for launch date of Food and Brew fest this weekend. We anticipate having the cards back on sale prior to the beginning of the UD Fall Semester.

Status: In-Progress

Expected Completion: 8/15/2015

Execution Status: Behind Schedule

Department:

Electric Department

Notable Notes:

Late last week it was discovered that parts of the SCADA and a few security and police camera were not working. Suspecting a fiber problem, parts of the fiber system were tested and the fiber owner was called. All information came back as there was not a fiber problem. Over the weekend the problem expanded to more cameras, all of SCADA, and some of the smart meter system. The owners dispatched technicians and

with the help of electricians and IT personnel found that on Delaware Avenue a squirrel had chewed through almost all of a multi-fiber cable that runs from the Gore plant on Papermill Road to the plant on Barksdale Road. The Gore fibers had not been chewed through and the owners rent fibers to other companies and those were not affected either. Seems the squirrel only liked the City of Newark fibers. All was repaired by Wednesday.

Electricians and the line crews have continued working on the new substation transformer at East Main. The unit is now energized without load and the line crews are making sure the circuit is compatible with the other circuits that it can close into (ensuring the same phasing for parallel operation).

Engineering is working with the SCADA developer to troubleshoot some communication issues and expand the system to incorporate the new substation transformer. It has been found that the East Main Substation is no longer communicating with the SCADA server because the new construction at the Newark Shopping Center where the bowling alley was is now in the way of the radio signal that goes back to the reservoir. This will be resolved in the near future with a relocation that is underway.

Engineering met with Bloom Energy, SevOne, and Bancroft Construction to go over the details of feeding the proposed load of the data center at the STAR Campus with Boom Boxes and have a City circuit as a standby backup feed.

Activity or Project:

Alder Creek

Description:

Installing underground cables and padmount transformers for the complex.

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:

Information Technology Department

Notable Notes:

- New (used) cubicles are expected to be delivered and installed next week to help with the seating space issues the IT Division has been plagued with since onboarding interns.
- Windows 10 is being released on July 29th. IT has been hard at work preparing and training for the forthcoming release. While IT will be moving to the new platform and testing all of our applications, general deployment will not occur until early 2016.
- Our City surveillance cameras experienced an outage this week due to a squirrel chewing through fiber cables on Delaware Avenue. This also affected several other systems. Once the break was identified, PEG was quick in responding (and fixing) the break. All systems were online within 24 hours of the break being discovered (picture attached).
- Munis is now in the final stages before Go-Live on August 6th. This is phase one of our Munis project (moving to the cloud).
- The City has secured ownership of a new domain name for future use (NewarkDE.gov). No plans are currently in place to utilize this new domain, but the opportunity to lock it in was available.

Activity or Project:

Munis SAAS Migration and Upgrade

Description:

We ran into a snag with some printing issues with the hosted solution. This pushed us back two weeks due to payroll. We are completing the last validation now.

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 submitted a recommendation to award Contract No. 15-10 for a Tree Inventory.

We attended a meeting with representatives of Big Belly Compactors to hear a presentation for their use in city park applications.

The parks crew continues to cut up and remove downed trees from recent storm events.

The crew power washed, scraped and repainted concrete animal play units at Phillips Park.

We started painting the stub posts at Old Paper Mill Road Park.

We committed considerable time spraying for weed control at various park and landscaped sites.

The contractor who is repainting the tennis court surfaces at Fairfield, Phillips, Handloff and Wilson Parks will be finished next week.

These children's camps were held at the Wilson Center last week: Camp GWC, Rittenhouse Day Camp Before and After Camp Care, two Pottery Camps, Dance Camp, Drawing and Painting Camp and Bricks 4 Kidz Lego Model Design Camp.

Stargazing Night is planned for Wednesday, July 22 at the Reservoir. Clear sky's are expected! The Delaware Astronomical Society will host the evening. More than 30 people have registered to participate.

These sports oriented youth camps are taking place this week: Multi-Sport, Sports Squirts, Lacrosse, Soccer, Golf and Skateboarding.

Recreation staff are very busy working through plans for the coming fall season.

During the week of July 13 -17 eleven volunteers committed more than 341 volunteer hours working with us at various children's camps and programs.

We're planning a Volunteer Appreciation Picnic for our summer volunteers on Wednesday, August 19.

Activity or Project:

Fitness Station Installations

Description:

Three of the four Fitness Stations purchased with funds from the Mayor's Masquerade Run (last Fall) have been installed along the James F. Hall Trail. The fourth will be install within two weeks.

Status: Near Completion

Expected Completion: 8/7/2015

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

- This week Facilities Maintenance performed the following:
 - Tile setting in the City Secretary's Office bathroom.
 - Installed a new bottle filler water fountain on the 2nd floor of the Municipal Building

(provided by the Public Works and Water Resources Department).

- Plaques and storage units were hung in the Finance Department.
- Coordination of rekeying of new doors in City Hall and repair of the broken door at the yard were coordinated this week.
- An ADA sink was delivered to the George Wilson Center.
- Facilities Maintenance Superintendent Dave Greenplate met with Margie Masino at the Newark Train Station this week to discuss new alarm operations.

Code Enforcement

- Certificates of Completion were issued this week for:
 - Newark Toyota for the addition and renovations at 1344 Marrows Road.
 - A Dentist Office fit-out at 103 Louviers Drive.
 - Unique Impressions fit-out at 61 E. Main Street.
 - Duck Donuts fit-out at 145 E. Main Street.
- Building permits were issued this week for the addition and renovations to the Charter School at 200 McIntire Drive.
- Building permits were also issued this week for the Honey Grow tenant fit-out at 58 E. Main Street.
- This week final fire alarm and sprinkler inspections were approved at Purnell Hall.

Parking

- Parking Manager Marvin Howard met with Field Operations Superintendent Jason Winterling to schedule repair or replacement of curbing in Lot #4 and repair/replacement of asphalt in Lots #3 and #4.
- Marvin also met with GGC Associates to coordinate the expansion of Lot #2 for scheduling of dumpster location and replacement of curbing at 58 E. Main Street for new frontage.
- The Parking Maintenance Team has been repainting yellow curbs and fire lanes in all municipal parking lots.

Planning

- Some time was spent this week on Unicity Bus Agreements with the University of Delaware and Delaware Transit Corporation for the 2015-16 Fiscal Year. A request to authorize the City Manager to execute these agreements will be placed on an upcoming Council agenda.
- This week the Subdivision Advisory Committee (SAC) letter for the Millcroft expansion was completed and sent to the developer. Revised plans addressing the Committee comments will be required before the project can be scheduled for Planning Commission review.
- Considerable time was spent this week reviewing files, agreements and deed restrictions as they relate to a request to lift a deed restriction against further subdivision of the Embassy Suites parcels. The information was then sent to the developer for consideration prior to determining if they would like to proceed.
- Some time was spent on review of an administrative subdivision on Gravenor's Lane.
- Considerable time was spent on Comp Plan review.
- Some time was spent preparing the Amendments to Accessory Use and Neighborhood for Council consideration.
- Revised plans for the Astra Plaza addition were received this week, and were distributed to SAC for review and comment.

- The Planning and Development Department completed:
 - 13 Deed Transfer Affidavits
 - 1 Plan Review
 - 42 Building Permit Reviews
 - 1 Certificate of Occupancy

Activity or Project:

Planning Commission

Description:

Considerable time was spent preparing for the upcoming PC meeting scheduled for Tuesday, August 4, 2015. On the agenda are: O Election of Planning Commission Vice President. O Review and consideration of Amendments to Chapter 27 Subdivisions, and Chapter 32 Zoning, of the Municipal Code of the City of Newark, Delaware regarding Floodplain Regulations.

Status: In-Progress

Expected Completion: 8/4/2015

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

On July 15th, 2015 at approximately 8:12 p.m. a motorist stopped at a gas station on South College Avenue to pick up some air fresheners. He parked his car next to the building but left the keys in the ignition. While in the store he observed the suspect get into the driver side of his vehicle and start to pull away. The victim ran from the store and dove into the driver side window. While fighting with the suspect the car quickly backed from its parking spot and struck the gas pumps knocking them from their base. This threw the victim onto the ground and allowed the suspect to escape with the vehicle. The vehicle was last seen travelling north on South College Avenue.

On July 20th and 21st , Deputy Chiefs Farrall and Feeney, and Lieutenants Hargrove and VanCampen attended a two-day training course instructed by "Blue Courage". The course is described as a transformation two-day leadership development workshop.

Our newest police officers will be sworn in on Thursday, July 30th and graduate from the Delaware State Police Academy on Friday July 31st , in Dover.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 7/22/2015

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 have completed upgrades to the reservoir mixer that will now allow it to run 24 hours a day year round. Originally the unit was a sun up to sun down unit but had icing issues during the winter. We are currently testing the new system to ensure everything is in working order and anticipate installing it later in August. All upgrades were performed with in-house forces.

Our summer intern program is going very well. We have five interns in PW&WR for the summer working on various projects and items that would have otherwise been difficult to spend time on. A few examples of projects they are working on are:

1. Phase 2 of the street sign retroreflectivity study
2. Sanitary sewer manhole inspections
3. Fats, oils, and grease elimination program for sanitary sewer
4. MS4 stormwater program
5. Water system acoustic leak detections surveys

Activity or Project:

Arbour Park Booster Station

Description:

The natural gas service has been installed, and we are working with Delmarva to address the gas service trench. Our contractor has poured the generator pad and laid all electrical control conduits. Underground piping has been stubbed up for the booster which we anticipate will be set shortly.

Status:

Expected Completion:

Execution Status:

Activity or Project:

2015 Water Main Replacement

Description:

Over 700' of main has been installed so far including all of Prospect Avenue and the southern half of Wilbur Street. We will be testing the main for pressure and bacteria this week and hope to begin switching services on Prospect as early as next week. In the meantime the contractor will

continue laying pipe on the north end of Wilbur and North Streets.

Status: In-Progress

Expected Completion: 12/31/2015

Execution Status: On Track

Activity or Project:

2015 Street Contract

Description:

The street contractor has had to delay the start to this coming week due to weather last week. Work is now slated to begin on July 22nd.

Status: Started

Expected Completion: 12/31/2015

Execution Status: On Track

7/19/2015 to 7/25/2015

CITY OF NEWARK

Delaware

July 23, 2015

TO: Carol S. Houck, City Manager
FROM: Ricky Nietubicz, Community Affairs Officer
SUBJ: Publicizing Vacancies for Boards and Commissions

After consideration of a number of different opportunities to better publicize openings for boards and commissions in an efficient and consistent manner, we would like to propose the creation of a dedicated page on the City website for such vacancies, similar to that for employment postings (www.cityofnewarkde.us/jobs); we suggest www.cityofnewarkde.us/boards.

Once this page is created, we can post the general link in a variety of communications regularly published by the City, including social media, utility bill stuffers and email newsletters. By providing a single clearinghouse for such openings, interested parties can regularly check back to an easily remembered web address, and it can easily be linked to additional information, such as an election district map and council members' contact information, since many available appointments are district-specific.

We have had a high level of success with this strategy in recruitment for full- and part-time employment positions and expect that it would translate well to our boards and commissions.

/rn

Finance Department Notable items for the week:

Payments and Utility Billing

The group handled 506 phone calls the week of 7/13/15 with an average call length of 4:38 and an average hold & queue time (average speed of answer) of 5:53. The group also processed 2,233 utility payments and CityView transactions while the welcome booth processed 405 visitors. 240 service calls were initiated by Payments and Utility Billing in response to the calls and visitors. The group's average speed of answer and abandonment rate improved again this week. Our statistics will continue to improve as our newest staff members recently completed their onboarding training and continue to participate in more advanced training, which will be reinforced with experience over time.

Accounting

With the successful completion of the 2014 independent financial audit and the publication of the Comprehensive Annual Financial Report (CAFR), the Finance team is putting increased attention on the 2016 budget process. Items such as meeting summaries and preliminary budget drafts will be posted to 2016 Budget Central as they become available.

Purchasing Card Upgrade (Started / 10/31/15 / On-track)

We are working with Fulton Bank to upgrade the City's existing purchasing cards, or "P-Cards." The upgrade will reduce workload and improve efficiency by automatically posting transactions to the City's financial accounting system and reduce costs through a rebate program. There is no cost to the program upgrade. This week, we provided an implementation questionnaire to Fulton and our IT group researched the accounts payable interface requirements of Munis, our financial accounting software vendor.



NEWARK POLICE DEPARTMENT

WEEK 07/12/15-07/18/15

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	1	0	0	1	0	0
Kidnap	1	4	0	1	1	0
Rape	1	4	0	5	1	0
Unlaw. Sexual Contact	5	6	2	2	1	0
Robbery	16	21	2	13	24	0
- Commercial Robberies	3	9	0	2	9	0
- Robberies with Known Suspects	2	1	0	2	1	0
- Attempted Robberies	3	2	0	0	5	0
- Other Robberies	8	9	2	9	9	0
Assault/Aggravated	4	2	0	6	16	0
Burglary	39	31	1	27	17	0
- Commercial Burglaries	7	4	0	4	2	0
- Residential Burglaries	32	25	1	17	14	0
- Other Burglaries	0	2	0	6	1	0
Theft	313	257	9	122	103	0
Theft/Auto	25	21	1	5	7	0
Arson	1	1	0	0	1	0
All Other	33	42	0	102	38	0
TOTAL PART I	439	389	15	284	209	0
<u>PART II OFFENSES</u>						
Other Assaults	155	172	3	124	107	2
Rec. Stolen Property	0	2	0	21	14	0
Criminal Michief	152	99	2	39	89	0
Weapons	12	6	0	28	46	0
Other Sex Offenses	0	1	0	0	2	0
Alcohol	189	123	3	331	203	4
Drugs	82	46	2	204	122	2
Noise/Disorderly Premise	351	235	3	161	103	1
Disorderly Conduct	97	102	5	119	52	2
Trespass	103	101	2	65	43	1
All Other	283	246	7	254	169	2
TOTAL PART II	1424	1133	27	1346	950	14
<u>MISCELLANEOUS:</u>						
Alarm	555	527	22	0	0	0
Animal Control	314	293	10	1	2	0
Recovered Property	135	144	4	0	0	0
Service	13763	17410	567	0	0	0
Suspicious Per/Veh	270	293	10	0	0	0
TOTAL MISC.	15037	18667	613	1	2	0

	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>
TOTAL CALLS	717	20,718	759	24,153



Newark Police Department
Weekly Traffic Report
07/12/15-07/18/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	5,363	5,173	172	174
DUI	91	114	3	4
TOTAL	5,454	5,287	175	178

TRAFFIC ACCIDENTS				
Fatal	2	2	0	0
Personal Injury	99	102	3	3
Property Damage (Reportable)	198	294	4	8
Property Damage (Non-Reportable)	301	192	4	3
Hit and Run	153	163	5	6
TOTAL	753	753	16	20