

City Manager's Weekly Report

Friday, October 16, 2015

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Thank you for your consideration this Monday of our recommendation to outsource our Refuse, Recycling and Yard Waste operations. Regardless of the outcome of the recommendation, I commend my management staff for their thorough efforts over the recent months to deliver the outsourcing opportunity and its significant savings potential to Mayor and Council. Likewise, I would be remiss if I failed to acknowledge our Refuse Division staff who continued to serve our community with dedication as we moved through the process. I had the opportunity to meet with the Division staff on Tuesday afternoon to share full information about the decision and discuss our path forward. They continue to be committed to our community and were appreciative of the opportunity for the engagement.

I call your attention to this week's PW&WR report and applaud the efforts of Tom Coleman and his staff related to the improvements they continue to make in an effort to operate more efficiently and save our community money - this time in relationship to the installation of a variable frequency drive at Well 17 and the use of our SCADA system at the well. Please be sure to check out the details.

We will soon be congratulating Corporal Wayne Aston who will be presented an award from Highway Safety on November 4th for his work in traffic safety within our community.

The Planning and Development Department expects to have the Residents Survey out by the end of the week.

The Downtown Newark Partnership Annual Meeting will be held next Thursday, October 22nd from 5:30 p.m. to 7:30 p.m. at the Deer Park.

Activity or Project:

n/a

Description:

n/a

Status: Not Started

Expected Completion: 10/14/2015

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:

We held 3 Court session this past week.

Activity or Project:

Court Sessions

Description:

We processed 41 arraignments, 23 trials, 15 capias returns and 13 case reviews this past week. We also videoed 3 prisoners from various prisons.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Parking RFP

Description:

We are reviewing the new T2 parking conversions project due for completion on October 28th.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

Ribbon cuttings are again in full swing. We enjoyed the ribbon cutting for Del-One, held on Friday, October 9, and look forward to the ribbon cutting for Newark Natural Foods this Saturday, October 17, at 4 p.m.

Preparation continues for the beginning of a "bike share" program in Newark. We are very excited that the University of Delaware has identified sponsors to fund approximately 75 bikes to be distributed throughout the City, both on- and off-campus. We are very excited for this program's inception, likely in the mid-spring, and we are looking for ideal locations throughout the community where these shared bikes can be used for both recreation and transportation.

Work continues to assist with the University of Delaware's Campus-Community Coalition to Reduce High Risk Drinking. Attended a webinar related to identifying and reducing substance abuse on college campuses, and attended a Working Group meeting to begin developing strategies for reducing high-risk drinking and the impact that it has among the community.

Activity or Project:

DNP Annual Meeting/Networking Mixer and Annual Report

Description:

As part of continuing efforts to further engage the business community with the Downtown Newark Partnership, the Board decided to convert this year's Annual Meeting from a "Volunteer Appreciation Reception" to a "Networking Mixer," which will be held at the Deer Park Tavern from 5:30-7:30 p.m. on October 22. This is a bit earlier than in previous years, when this event was held in mid-November, in an effort to improve attendance among business owners by reducing conflicts with preparations for Small Business Saturday and the kick-off of the holiday season. Food for the event has generously been donated by the Deer Park.

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:

Electric Department

Notable Notes:

The line crews were on Paper Mill Road working with Delmarva crews changing poles and moving wires. Delmarva is upgrading a circuit there. The line crews also worked on an underground issue on South Townview Road replacing and moving facilities to correct an old problem with a driveway and an underground vault. Because the driveway was being excavated and replaced, this was the time to correct the situation where a junction box was buried under the driveway many years ago.

The line crews worked at Delaware Avenue reconfiguring a circuit and removing a transformer. They also started removing the infrastructure around a substation transformer that is being sent out for a rewind after failing a couple of months ago.

The electricians have been working on installing an indoor transformer and running circuits to the server room at the Municipal Building to feed a new UPS.

Engineering is working on an audit of customers' solar systems. PJM has requested through DEMEC and Delmarva a thorough accounting of all the solar and wind capacity of the municipalities. The City has over 50 solar installations totaling about 1.5 MW. A megawatt is from McKees Park and three large University systems with the rest coming from smaller residential and commercial installations.

Activity or Project:

SevOne at STAR Campus

Description:

Install 2 padmount transformers and metering for data center which tie into Bloom Boxes.

Status: Started

Expected Completion: 1/1/2016

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:

Thank you for your time and attention at the Financial Workshop that was held before the Council meeting on October 12, 2015. On Tuesday evening, we distributed the first draft of the Capital Improvement Program (CIP) to Planning Commission members in preparation for the October 20, 2015 meeting of the Commission. The draft document was also shared with Council via email, and a "living" version of the document (which was corrected for minor errors) was posted to the City's Budget Central section of the website, which can be found here: <http://cityofnewarkde.us/index.aspx?NID=940>

A consolidated summary of expected revenues and proposed operating expenses was also posted to

Budget Central and distributed to the press for advertisement in advance of the November 2, 2015 Budget Hearing as required by City Code.

I attended a seminar organized by the American Public Power Association (APPA), hosted by DEMEC and presented by Mark Beauchamp, President, Utility Financial Solutions of Holland, MI, on the topic of Distributed Generation Impacts and Cost Recovery. The seminar was valuable to the City of Newark as our penetration of solar installations increases and as the "fuel cell era" has begun in Newark with the first commercial installation planned for the SevOne data center on the STAR Campus.

Payments and Utility Billing (PUB)

The group handled 516 phone calls the week of 10/5/15 with an average call length of 4:18 and an average hold & queue time (average speed of answer) of 10:44. The Welcome Center staff greeted 394 visitors, while service calls initiated by Payments and Utility Billing in response to calls and visitors totaled 165 last week. The group also processed 3,910 utility payments and CityView transactions, 432 of which were imported automatically. Our two newest members of the PUB team are currently undergoing onboarding and training. It typically takes six to 12 months to achieve proficiency due to the demanding nature of the position and the requirement to get acclimated to electric, water, sewer, tax, business license, permits and other City operations.

Accounting

The open position in the Finance Department closed at the end of August. Two rounds of interviews were conducted throughout September. I am pleased to announce that Jill Hollander, our part-time Financial Assistant, has been promoted to fill the Controller/Deputy Finance Director position vacated by Wilma Garriz. Her first day in her new role was Monday, October 5, 2015. Jill is a licensed CPA with a bachelor's degree in business administration from the University of Miami and a Master's Degree in Accounting. She spent time auditing non-profit companies and municipal entities in Florida through roles of progressive responsibility and management before moving to Delaware and raising her family. Please join me in congratulating Jill on her new role with the City of Newark.

Activity or Project:

Purchasing Card Upgrade

Description:

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. All replacement cards were properly enrolled and the physical cards have been received. They will be deployed once we integrate the vendor's reporting system (Elan) with the City's financial accounting system (Munis). There is no update to the status of the project this week. The expected completion was pushed back a week to 11/20/15 to allow me the time I need to train and cross train users on the new system.

Status: Hold

Expected Completion: 11/20/2015

Execution Status: Behind Schedule

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:

The contractor doing our parks and public spaces tree inventory is progressing well. They should be finished with their field work within the next two weeks.

Recreation and Parks personnel are continuing their training on the new automated maintenance work order system. Staff committed considerable time preparing park data and maintenance functions to build the system data. We're looking to launch the system later this year.

We met with representatives of the Mason Dixon Trail organization and the Wilmington Trail Club to talk about possible collaborative efforts to do some trail maintenance on the Newark section of the trail.

We prepared and submitted a memo to Council to update them on the proposed Adaptive/Inclusive Children's Play Unit project. Nic Decaire, Deb Buenaga and other interested people have committed to raise the funds to purchase and install the unit. Once installed the Parks Division will assume maintenance responsibility.

We're planning to hold a public workshop on November 17 on the topic of the Emerald Ash Borer and Bacterial Leaf Scorch to discuss their current and potential impact on the Ash and Oak Tree population in the area.

The maintenance crew worked on these items:

* mowing operations

- * tree and shrub pruning
- * repaired several picnic tables
- * prepared soccer fields for league play
- * parks trash removal
- * tilled and added mushroom soil at certain areas and transplanted plantings on the South Main Street traffic medians

Team registrations for our Winter Adult Volleyball Leagues are completed. Coaches meetings will take place soon and league play will begin later this fall.

We conducted our Fall Flea Market at George Wilson Park this past Saturday. There was a steady flow of people throughout the day.

We also conducted our Annual Fall Community Cleanup last Saturday. 96 volunteers participated. We were able to pick up lots of trash along roadways and other common areas around towns.

During the week of October 11-17 volunteers committed 186 hours assisting with various tasks.

The recreation staff is continuing to prepare for the winter/spring programming season.

Activity or Project:

ADA Access Pathways to Park Facilities

Description:

This is an ongoing program to install ADA compliant hard surface pathways from sidewalks and parking lots to park facilities. We plan to complete three sites this fall. A contractor will be selected in the very near future.

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

- Facilities Maintenance performed the following this week:
 - Repaired cove base and finished painting other repaired areas at George Wilson Center.
 - Custodians also sanded and prepped stalls in GWC ladies room for painting.
 - Picked up and replaced glass top on Mayor's desk.
 - Began repairs at the Train Station, including:
 - Replacing missing glazing;
 - Painting first floor windows and doors;
 - Repairing rot on roof bracket.
 - Hung new soap dispenser at Building #1 bathroom at yard.
 - Worked on designs and pricing for new office spaces in Municipal Building.
 - Hung new surveillance camera in Council Chamber for IT.
 - Custodians replaced light bulbs in Newark Police Department roll call room and gym.

Code Enforcement

- Final Inspections completed for 8 & 10 Elm Street for single family dwellings.
- Final Inspection completed at 84 Munro for single family dwelling.
- Certificate of Occupancy issued at 2000 Fountainview Circle, Unit 202.
- The installment of water proofing membranes on the east side of the Washington House at 113 East Main Street is 95% completed and has been approved by the manufacturer; work is progressing on the north side of the building.
- Remediation (clean-up) was performed at 351 Stanford to remove food and food stuff to help prevent vermin attraction and infestation. The owner recently passed away, leaving the house vacant and with an interior condition potentially harmful to the community. The clean-up will alleviate the immediate concerns as next of kin (all on the West coast) address the estate.

Economic Development

- On Thursday evening, Planning & Development Director Maureen Feeney Roser attended

the Downtown Newark Partnership Board meeting.

- On Friday afternoon, Maureen joined Mayor Sierer, Deputy City Manager Andrew Haines and Community Affairs Officer Ricky Nietubicz in a meeting with restaurateurs Javier Acuna and Ryan German to discuss a potential craft beer festival on the Market East Plaza property this Spring. Staff also performed follow-up work so the organizers would have all the information they need to create a successful, Code-compliant event.
- On Tuesday, Maureen joined City Manager Carol Houck in a meeting with representatives of Delle Donne and Associates to discuss STAR Campus developments and to tour the newly opened SevOne facility.
- Some time was spent preparing for the November Planning Commission meeting. Tentatively scheduled for review are:
 - Millcroft Memory Care Facility Major Subdivision and Special Use Permit
 - Planning Commission's annual report and work plan

Parking

- The Parking Division spent time this week training the new Parking Ambassadors to cover enforcement on Main Street.
- Parking Manager Marvin Howard spent time touring the downtown area with the vendors from ParkingSoft, surveying the area in anticipation of the new parking equipment being installed here shortly.
- On Wednesday afternoon, Marvin attended the weekly T2 meeting to discuss the new flex parking enforcement system.

Planning

- Some time was spent this week researching the former Chrysler site's annexation, zoning and subdivision files to assist Public Works and Water Resources in researching water services.
- The July Unicity Bus reports were prepared and submitted to the State of Delaware Department of Transportation.
- Some time was spent on the Department's profile and organizational chart for the budget process.
- Considerable time was spent this week preparing for the Tuesday, October 20th Special Meeting of the Planning Commission to review the 2016-2021 Capital Improvements Plan. Also on the agenda are the approval of the Planning Commission minutes from the September 1, 2015 meeting and the election of officers.
- Also on Monday, Maureen, Development Manager Mike Fortner and Planner Tom Fruehstorfer met with City Solicitor Bruce Herron to clarify specific exceptions to the height requirements permitted in the Zoning Code. Based on his direction, staff will be preparing amendments to the height restrictions to address previously misinterpreted exceptions. In the meantime, projects awaiting Council approval will have to adhere to the Code sections as interpreted.
- On Monday, Maureen attended the Council Executive Session, Budget workshop and Council meeting.
- The Board of Adjustment will review the application for a variance at 125 Madison Drive on Thursday, October 15th. The property owner has applied for a rental permit and is required to provide two off-street parking space. The property only has one off-street parking space and a variance of one off-street parking space is requested.

- On Thursday, October 8th, Mike attended the Record Retention Seminar in the Newark Council Chamber with representatives from the State of Delaware Public Archives.
- Planner Tom Fruehstorfer staffed the Community Development/Revenue Sharing Advisory Committee meeting on October 8th. The committee determined their recommendations for the distribution of 42nd Year CDBG and 2016 RS Funds at this meeting. The Committee will meet one more time on October 15th to finalize their recommendations document for submission to City Council.
- The Planning and Development Department has received an application for a Special Use Permit from Newark Community Radio, Inc. Stephen Worden of 117 Bent Lane to operate a Low Power FM (LPFM) station from his owner-occupied residential property. The application is being reviewed by City staff and may be presented for consideration at the November 9th Council meeting.
- This week, monitoring was completed for the Newark Day Nursery Scholarship program, which receives funding from the Community Development Block Grant (CDBG) program to ensure they are compliant with all Federal, State and Local regulations.
- The following was also completed:
 - 11 Deed Transfer Affidavits
 - 41 Building Permit Reviews
 - 2 Certificates of Occupancy

Activity or Project:

Planning Commission Recommendations

Description:

- Considerable time was spent this week preparing development packets for Council review, including:
 - Comp Plan Amendment, Rezoning, Major Subdivision and Special Use Permit plan for Astra Plaza; (1st reading 10/28/15)
 - Comp Plan Amendment, Rezoning, Major Subdivision and Site Plan Approval plan for Cleveland Station; and, (1st reading 10/28/15)
 - Minor Subdivision, Parking Waiver and Special Use Permit plan for 70 East Main Street. (11/9/15)

Status: In-Progress

Expected Completion: 11/9/2015

Execution Status: On Track

Activity or Project:

Rental Housing Needs Assessment

Description:

- The Advisory Committee for the Rental Housing Needs Assessment will meet on October 21st at 7 p.m. in the City Council Chamber. The Advisory Committee meeting will be preceded by an open discussion from 3 to 6 p.m. for residents and stakeholders to meet with the consultants. The purpose of the meeting is to further clarify the scope of Phase II and listen to community concerns and feedback. A group email was sent out to approximately 200 local stakeholders promoting the

event.

Status: Started

Expected Completion: 10/21/2015

Execution Status: On Track

Activity or Project:

New Staff Members

Description:

- On Monday, Planning & Development welcomed two new staff members, Code Enforcement Supervisor David Culver and Secretary Michelle Vispi. Welcome David and Michelle.

Status: Completed

Expected Completion: 10/12/2015

Execution Status: Completed

Department:

Police Department

Notable Notes:

We have been notified that the Delaware Office of Highway Safety has selected Corporal Wayne Aston to receive an award for his work in traffic safety. The award will be presented at the annual Highway Safety Conference in Dover on November 4th. We congratulate Corporal Aston and the other members of the traffic unit for their diligence in promoting traffic safety.

The police department has received a supply of "Narcan" from the Department of Health and Human Services. Narcan is effective in reversing the effects of certain drug overdoses. Officers will receive training and it will be available for use shortly.

Police Officer training continues. We will soon complete the mandated third firearm qualifications as well as CPR training for all officers.

Final plans are in place for this year's "Homecoming" on November 7th. We usually fund the police overtime with grant from Delaware Department of Alcohol and Tobacco Enforcement. We were recently informed that this funding will not be available this year. However, we were able to move some money from two other grants to cover for this year's event.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 10/14/2015

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 installed a VFD at Well 17 and it is saving \$500 in electric per month (\$1,980 down to \$1,480) and reduced our electric use 11,000 kWh last month alone. We usually use 18,000; we only used 7,000 this month. Based on this savings, the VFD will pay for itself in 26 months. We have also been able to increase our production from this well by using the newly installed SCADA equipment to monitor the well drawdown and vary the speed of the pump in real time so the well will last longer and we maximize SWF over Curtis (it is cheaper to treat wells than surface water). If you remember, we already reduced this bill about \$685 per month by replacing the pump with a better sized one two years ago. Attached is the usage chart from the Delmarva bill, pretty dramatic. We installed a VFD at the reservoir for the recirculation pump and it has also reduced our electric use by around 60% which will save around \$650 per month with a pay back of 13 months (it was cheaper than Well 17).

To put this savings in perspective, through the first 9.5 months of this year McKees Solar Park has generated approximately 265 MWh. Once each of these two VFD's, which cost approximately \$19,000 combined, have run for 9.5 months they will have saved approximately 173 MWh.

Activity or Project:

Arbour Park Booster Station

Description:

The project is complete, and we have made all necessary control logic adjustments to ensure the fire pumps turn on and off as appropriate.

Status: Completed

Expected Completion: 9/30/2015

Execution Status: Completed

Activity or Project:

Water Tank Mixer Installation

Description:

Over the last two weeks we have cleaned, inspected, and installed mixers in the Arbour Park, Nottingham Road, and Dallam Road tanks.

Status: In-Progress

Expected Completion: 3/31/2016

Execution Status: On Track

Activity or Project:

2015 Water Main Replacement

Description:

The contractor has finished installation and restoration on Courtney Street and is nearing completion on Darwin Drive. The main is almost completely in and the first block has been tested. We anticipate the main being live and restoration complete within two weeks. This will complete the project about 6 weeks sooner than last year's project.

Status: Near Completion

Expected Completion: 10/31/2015

Execution Status: On Track

10/11/2015 to 10/17/2015

NEWARK POLICE DEPARTMENT

WEEK 10/04/15-10/10/15

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	5	0	1	1	0
Rape	3	4	0	5	1	0
Unlaw. Sexual Contact	7	7	0	2	2	0
Robbery	28	26	0	27	28	0
- Commercial Robberies	5	11	0	2	10	0
- Robberies with Known Suspects	3	2	0	4	1	0
- Attempted Robberies	5	2	0	0	7	0
- Other Robberies	15	11	0	21	10	0
Assault/Aggravated	6	5	0	7	25	0
Burglary	67	46	0	68	19	0
- Commercial Burglaries	10	5	0	5	3	0
- Residential Burglaries	53	38	0	28	15	0
- Other Burglaries	4	3	0	35	1	0
Theft	462	413	16	231	138	1
Theft/Auto	34	27	1	11	7	0
Arson	5	2	0	0	1	0
All Other	56	61	1	170	44	1
TOTAL PART I	670	596	18	523	266	2
<u>PART II OFFENSES</u>						
Other Assaults	204	238	3	171	139	0
Rec. Stolen Property	2	3	0	35	17	0
Criminal Mischief	213	163	7	68	102	0
Weapons	15	8	0	49	56	0
Other Sex Offenses	0	1	0	0	2	0
Alcohol	307	228	3	555	384	2
Drugs	102	84	3	259	192	4
Noise/Disorderly Premise	534	362	12	247	160	3
Disorderly Conduct	147	145	3	165	74	1
Trespass	140	130	3	86	57	2
All Other	392	369	5	378	244	2
TOTAL PART II	2056	1731	39	2013	1427	14
<u>MISCELLANEOUS:</u>						
Alarm	810	737	13	0	0	0
Animal Control	466	430	7	3	3	1
Recovered Property	211	209	7	0	0	0
Service	19894	24999	628	0	0	0
Suspicious Per/Veh	436	412	13	0	0	0
TOTAL MISC.	21817	26787	668	3	3	1

	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>
TOTAL CALLS	794	30,070	861	34,661



Newark Police Department
Weekly Traffic Report
10/04/15 – 10/10/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	7,871	7,187	160	236
DUI	147	164	6	1
TOTAL	8,018	7,351	166	237

TRAFFIC ACCIDENTS				
Fatal	2	2	0	0
Personal Injury	147	170	6	11
Property Damage (Reportable)	288	461	12	29
Property Damage (Non-Reportable)	389	251	14	0
Hit and Run	203	219	10	6
TOTAL	1,029	1,103	42	46

Your monthly Electricity use in kWh

Daily temperature averages: Aug 2014: 73° F Aug 2015: 77° F

