

City Manager's Weekly Report

Friday, November 20, 2015

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Keeping it short this week as we have been busy with Communications Manager interviews, budget supplemental information, and I was down state all day Tuesday at meetings.

Please find attached an Update from DEMEC on the EEAC.

I had the pleasure of participating in the Police Department Promotional Ceremony with Councilwoman Hadden and Chief Tiernan. Opening remarks were made by Secretary of the Delaware Department of Safety and Homeland Security, the Honorable James N. Mosley. Corporals Marconi, Micolucci, Potocki, Sansone and Skinner were all promoted to Master Corporals. We also used this opportunity to swear in our four new officers that will graduation in early December from the New Castle County Police Academy.

Activity or Project:

DEMEC

Description:

Attached October EEAC Meeting Summary.

Status: Completed

Expected Completion: 11/19/2015

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 three court sessions and one case review session this past week.

Activity or Project:

Court Session

Description:

We processed 55 arraignments, 32 trials, 16 case reviews, 19 capias returns, 3 pleas and videoed 3 prisoners from the various prisons.

Status:

Completed

Expected Completion:

11/19/2015

Execution Status:

Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

A 190 ton capacity crane removed a 46,000 lb. transformer from the substation at Phillips Avenue on Tuesday morning. The transformer is going to Kansas to be rewound. The only snag was when the crane was stopped on I-95 before arrival at 7 a.m. and told to go to Middletown for weigh-in. Luckily, the crane company got a replacement slated for another job quickly. Most of the substation had to be switched off and restored after the move.

The line crews performed another early morning shut down of residences near Academy Street and Park Place to transfer circuits to the new poles installed at that corner and also continued installing fault indicators on the aerial lines.

A couple of issues were found by using the smart meter system proactively. The Mt. Zion Church off New London Road had low voltage on one phase of it's three phase service. It was found that one of the pole mounted transformers was struck by lightning and shorted out some of the windings. Also, a three phase service at Studio Green on Thorn Lane was showing errors on the system. Two meter wires were swapped to correct this problem.

Engineering and the electricians installed a new transducer on a substation transformer's tap changer which was giving faulty feedback. The component was sent away to get an isolation board installed because there was too much electrical noise at the site.

Activity or Project:

SevOne at STAR Campus

Description:

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

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance Department

Notable Notes:

A summary of the budget process and timeline follows:

October 12, 2015:

A brief financial workshop was held before the regularly scheduled meeting of Council to advise Council of the budget process and to share preliminary projections as well as tax and rate requirements.

- Agenda: <http://www.cityofnewarkde.us/Archive.aspx?ADID=4249>
- Presentation: <http://www.cityofnewarkde.us/DocumentCenter/View/6159>
- Minutes: <http://www.cityofnewarkde.us/ArchiveCenter/ViewFile/Item/4312>

October 20, 2015:

The CIP document and the report were well-received by the Planning Commission. The Chairman and several Commissioners complimented staff for its innovation and efforts before unanimously recommending the 2016-2020 Capital Improvement Program (CIP) for approval.

- Agenda: <http://cityofnewarkde.us/ArchiveCenter/ViewFile/Item/4248>
- Minutes: <http://cityofnewarkde.us/ArchiveCenter/ViewFile/Item/4299>

November 2, 2015:

The first budget hearing was conducted to communicate the 2016 Operating Budget proposal and the 2016-2020 CIP proposal to Council. We are pleased with the clear direction provided at the meeting, which we are using to develop the final operating and capital budget recommendation, which will be presented to Council at the second budget hearing scheduled for **November 30, 2015 at 6pm.**

- o Agenda: <http://www.cityofnewarkde.us/Archive.aspx?ADID=4281>
- o Presentation: <http://cityofnewarkde.us/DocumentCenter/View/6192>
- o Minutes: <http://www.cityofnewarkde.us/Archive.aspx?ADID=4296>

Many of your questions and requests for documentation were fulfilled on the City's "Budget Central" section of the website, linked below. More information and reports are being generated and posted daily, so please check Budget Central frequently for new, date-stamped information.

<http://cityofnewarkde.us/index.aspx?NID=940>

Payments and Utility Billing

The group handled 440 phone calls the week of 11/9/15 with an average call length of 4:24 and an average hold & queue time (average speed of answer) of 2:13. The average call length increased slightly this week, but our answer responsiveness improved for the third consecutive week. Our Welcome Center staff greeted 237 visitors, while service calls initiated by Payments and Utility Billing in response to calls and visitors totaled 308 last week. The group also processed 2,530 utility payments and CityView transactions, 206 of which were imported automatically.

Accounting

Accounting staff have been short-handed since Wilma's departure and our focus has been on the production of the 2016-2020 CIP document and the 2016 operating budget proposal. Monthly financial reporting for August and September are scheduled for the November 23, 2015 meeting of Mayor and Council.

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 to 12/31/15 to allow me the time I need to train and cross train users on the new system.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- This week, Facilities Maintenance:
 - Began painting the bollards at the Municipal Building entrance and replaced light bulbs in the building;
 - Installed the sample raised panels in Council Chamber;
 - Finished the suspended ceiling and began hanging drywall in the new offices on the 2nd floor of the Municipal Building;
 - Installed a new cash drawer in Alderman's Court;
 - Painted the interior of a door at the train station, as requested.
- A bid was accepted to replace the two sump pumps in the Municipal Building that are failing. A temporary pump has been installed.

Code Enforcement

- Foundation work has begun at 52 North Chapel Street;
- Code Enforcement is working on a path forward for the abandoned Rockmoss property;
- Code Enforcement received the renovation plans for the Park n Shop Shopping Center;
- Met with University of Delaware facilities managers to discuss future projects and fire issues;
- Work continues on the façade at the Washington House condominiums located at 113 East Main Street.
- This week repairs were made to the Newark Shopping Center from North Chapel Street which caused intermittent closing. Repairs should be completed by this weekend.

Economic Development

- On Wednesday evening, Planning and Development Director Maureen Feeney Roser attended the Downtown Newark Partnership Board meeting. Holiday promotions, Annual Meeting feedback and organizational issues were among the items discussed.

Parking

- This week the Parking Division:
 - Purchased/received long sleeve winter shirts for our Parking Ambassadors;
 - Removed leaf/debris in all lots;
 - Hired/completed training of four new Parking Attendants;
 - Assisted Administration by posting Holiday Gift Card promotions around City and local businesses, and reprogramming new Gift Card into businesses that accepted old gift card.

Planning

- Some time was spent this week reviewing development projects for suitability for Planning Commission review.
- Some time was spent on Unicity Bus schedule changes.
- On Monday, Development Manager Mike Fortner attended a meeting at the intersection of Cleveland Avenue and North Chapel Street for Cycling Infrastructure Grant to look to improve bicycle crossing at this intersection.
- Settlement for the Promoting Owner Occupancy of Homes (POOH) application for 3 Lincoln Drive is set for Friday, November 20th.
- The following was also completed this week:
 - 10 Deed Transfer Affidavits
 - 38 Building Permit Reviews
 - 1 Certificate of Occupancy

Activity or Project:

Installation of New Parking Equipment

Description:

This week the Newark Parking Division began the process of installation of the new pay-on-foot parking equipment from ParkingSoft with Municipal Lot #1. Considerable time was spent preparing the site to accept the new equipment, which is scheduled to go live in Lot #1 on Monday, November 23rd. Lots #3 and 4 installation will follow once the fiber internet can be installed in January, resulting in better/faster customer experience coming in and out of the lots. Moving forward with Lot #1, our automated lot, will allow an opportunity for staff and the public to get accustomed to the equipment and its functionality before expanding it to manned lots. The Division spent considerable time working with the City Manager's Office on public outreach in advance of the go-live date and will have extra personnel on hand in Lot #1 to ensure a smooth transition and to assist customers during the transition process. Staff will assist with payments, violations and answer questions. Old and new violations will be accepted in all lots.

Status: In-Progress

Expected Completion: 1/31/2016

Execution Status: On Track

Activity or Project:

December Planning Commission Meeting

Description:

Some time was also spent preparing for the December Planning Commission meeting. Agenda items include: the minutes of the November 3, 2015 Planning Commission meeting; Review and consideration of the major subdivision and special use permit for 3.3 acres located on Possum Park Road just north of the Millcroft Retirement and Nursing Home in order to add a 48 bed memory care unit to the existing Millcroft facility; Review of an amendment to the Zoning Code relating to the definition of Accessory Building or Structure; Commission discussion regarding the 2015 Annual Report and 2016 Work Plan; Review of changes to Comprehensive Plan V since previous Commission recommendation to approve; and, Report on Freedom of Information Act (FOIA) training – Chairman Silverman.

Status: In-Progress

Expected Completion: 12/1/2015

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

On November 15th, officers responded to a local hotel on a report of an unconscious female. Upon arriving at the scene, officers discovered a 23-year-old female who had injected heroin and was not breathing. Officers injected Narcan into the female's thigh. A short time later, the female sat up and took a deep breath. This is the department's first life saved since we issued the Narcan last month.

Newark Police have arrested Kendall Watts and Eric Brown in connection with two robberies of the GameStop located on Suburban Drive. The first robbery occurred on October 27th. The second robbery occurred on November 11, 2015 at approximately 9 p.m. During that incident, two armed male suspects entered the store and stole money and various electronics from the store. They demanded customers' property as well but were unsuccessful. Officers arrived on scene and employees advised that the suspects just fled out of the back of the store. Officers then observed a maroon vehicle fleeing at a high rate of speed by The Retreat. Officers caught up to the vehicle at South College Avenue and Old Cooches Bridge

Road and attempted to stop it. The vehicle initially stopped but then fled. NPD later discovered the vehicle abandoned near Eggerts Lane. Officers seized the vehicle and based on the ensuing investigation, were able to link the robberies to the suspects.

The Police Department has received many requests for presentations in the upcoming weeks. Officers have been asked to speak at Downes Elementary School, Kinder Care, and the Newark Senior Center on the topic of safety. We will also be speaking at the Delaware Academy of Public Safety regarding careers in Law Enforcement.

We have received many emails in the past few weeks complimenting the professionalism of our police officers. Several have been sent by motorists who have received summonses, however, commended the officers pleasant demeanor. Below is one email that we received on the 16th:

Nov 16th, 12:11pm

"I Just wanted to say that I was having a HORRIBLE Monday morning...I was late dropping off my boys at school, realized I left my 5 month old's bag at home and had to run back to get it- and get back to school before his first nap. To top it all off I got pulled over. Just when I thought my day couldn't get any worse. Fortunately for me, I was pulled over by Officer W. Aston. (IBM: 9565), he was so professional and pleasant! Even though I still received a ticket for my violation, that interaction really made my day. You never know what people are going through when you come into contact with them, but sometimes all it takes is a smile and friendly disposition to turn someone's day around. I hope this message gets to him. I was the lady in the black minivan by Newark high school this morning. Thank you again, and I hope you have a blessed day!!"

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 11/18/2015

Execution Status: Completed

Activity or Project:

Description:

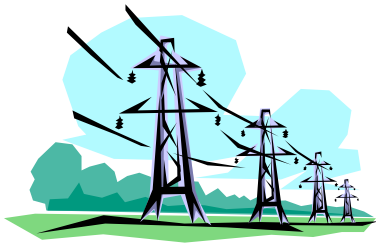
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Expected Completion:

Execution Status:

Activity or Project:

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DEMEC

Delaware Municipal Electric Corporation

22 Artisan Drive, PO Box 310, Smyrna, Delaware 19977 Phone 302 653-2733 Fax 302 653-2734

November 3, 2015

TO: DEMEC Board of Directors

FROM: Scott Lynch, Energy Services Manager

SUBJ: Energy Efficiency Advisory Council (“EEAC”) Monthly Report – October 15, 2015

I attended and represented the municipals at an EEAC full council meeting on October 15, 2015. The EEAC agenda included general meeting administrative tasks and continued discussions of the EEAC strawman and data collection. DNREC also detailed the status of the EM&V regulations.

EEAC Strawman:

DNREC created a strawman for the EEAC to consider and track discussion issues. Several topics were discussed at the meeting including but not limited to fuel switching, demand reduction programs, energy conversion calculations, and cost recovery. DNREC’s consultant Optimal Energy stated that “in front of the meter” programs (such as utility managed voltage control and line loss prevention) were not considered in the development of the energy savings targets. It was clarified that just because these programs were not considered that does not mean they are not eligible to contribute toward savings targets. Another issue to be discussed further is the necessity of a “Delaware” Technical Resource Manual or (“TRM”). There already exists a Mid-Atlantic TRM that is updated annually while Delaware’s TRM is not updated regularly. More discussions are necessary to consider if Delaware needs its own TRM and who will pay to update it.

Data Collection:

DNREC’s contractor Optimal Energy gave a data collection presentation. Optimal has reached out to program administrators (i.e. DEMEC) to discuss data collection and will reach out again on this issue.

EM&V Regulations:

DNREC still intends to promulgate regulations around the first of the year depending on the length of the public hearing process. DEMEC is continuing to engage DNREC on these regulations.

I plan to attend the next scheduled EEAC meeting which is set for November 9, 2015 at the First State Community Action Agency Conference Room in Georgetown, Delaware.

If you have any further questions please feel free to contact Scott Lynch directly or review DNREC’s website dedicated to the EEAC at this link:

<http://www.dnrec.delaware.gov/energy/information/otherinfo/Pages/EEAC/Council.aspx>

NEWARK POLICE DEPARTMENT

WEEK 11/08/15-11/14/15

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	1	0	0	0	0	0
b)Attempt	1	0	0	1	0	0
Kidnap	1	5	0	1	1	0
Rape	2	5	0	5	1	0
Unlaw. Sexual Contact	7	9	1	3	2	0
Robbery	29	28	2	27	29	0
- Commercial Robberies	5	13	1	2	11	0
- Robberies with Known Suspects	3	2	0	4	1	0
- Attempted Robberies	5	2	0	0	7	0
- Other Robberies	16	11	1	21	10	0
Assault/Aggravated	7	8	2	9	27	1
Burglary	71	54	1	78	19	0
- Commercial Burglaries	10	7	0	5	3	0
- Residential Burglaries	57	44	1	38	15	0
- Other Burglaries	4	3	0	35	1	0
Theft	518	498	16	258	186	5
Theft/Auto	37	33	1	12	7	0
Arson	5	2	0	0	1	0
All Other	76	68	1	173	45	1
TOTAL PART I	755	710	24	567	318	7
<u>PART II OFFENSES</u>						
Other Assaults	240	285	10	179	155	2
Rec. Stolen Property	2	3	0	36	18	0
Criminal Mischief	242	187	3	74	107	0
Weapons	20	10	0	57	57	0
Other Sex Offenses	0	1	0	0	2	0
Alcohol	352	258	5	1051	442	9
Drugs	110	99	3	294	213	4
Noise/Disorderly Premise	647	491	14	308	201	5
Disorderly Conduct	167	158	2	196	94	3
Trespass	155	145	2	94	64	2
All Other	429	431	14	421	267	5
TOTAL PART II	2364	2068	53	2710	1620	30
<u>MISCELLANEOUS:</u>						
Alarm	918	811	23	0	0	0
Animal Control	500	478	6	3	4	0
Recovered Property	238	240	7	0	0	0
Service	22301	28150	620	0	0	0
Suspicious Per/Veh	501	488	19	0	0	0
TOTAL MISC.	24458	30167	675	3	4	0

	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>
TOTAL CALLS	681	33,778	852	39,068



Newark Police Department
Weekly Traffic Report
11/08/15-11/14/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	8,557	7,960	131	104
DUI	171	185	3	6
TOTAL	8,728	8,145	134	110

TRAFFIC ACCIDENTS				
Fatal	2	2	0	0
Personal Injury	179	199	14	9
Property Damage (Reportable)	333	541	10	25
Property Damage (Non-Reportable)	457	274	19	1
Hit and Run	226	232	1	4
TOTAL	1,197	1,248	44	39