

City Manager's Weekly Report

Friday, December 4, 2015

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

I had the opportunity and pleasure to attend the graduation of our four newest Police Recruits last evening. Recruits Andrew Golden, Cory Spenser, Andrew Vari and Brian Whitehead represented our Department and City well among their fellow graduates from the New Castle County Police Academy 41st Recruit Class.

As you are aware, the 2016 Operating Budget and 2016-2020 Capital Improvement Program were approved by Council at the hearing of November 30th. My staff and I thank you for your active participation in the budget process this year, and I personally appreciate your support of the many programs and initiatives that will take place on behalf of our community in association with your approval.

Thank you also for your support of our annual holiday luncheon this week. I have received a great deal of appreciation related to the event. I also thank you for the kind appreciation I received related to reaching my own 25 year milestone serving the citizens of Newark.

We have been notified that Lt. Van Campen has been accepted to the summer of 2016 FBI National Academy class. Upon completion, Mike will join several other of our command staff as graduates of the FBI National Academy and the West Point Command and Leadership program. I was very pleased to hear of this well deserved opportunity for both Lt. Van Campen and our organization.

Activity or Project:

Signage - No Bikes on Sidewalks

Description:

Improved signage is on order to improve the awareness that riding bikes on Main Street is unauthorized.

Status: Started

Expected Completion: 12/11/2015

Execution Status: On Track

Activity or Project:

Snow Central

Description:

Please find attached the Snow Central information that is being mailed out to properties along emergency snow removal routes and that will be the focus of the same on the website.

Status: Started

Expected Completion: 12/11/2015

Execution Status: On Track

Activity or Project:

DEMEC Agenda

Description:

Please find the attached Agenda for the December 8th meeting.

Status: Started

Expected Completion: 12/8/2015

Execution Status: On Track

Department:

Administration - Deputy City Manager

Notable Notes:

- Marta and I continue to work on end of year benefit tasks, as well as closing out Open Enrollment matters for 2016. Assessments of how to automate these tasks have been initially considered, and upgrades to Munis and deploying Employee Self-Service will host Open Enrollment going into 2017. We look forward to trying this in another year.
- Staff time and meetings were completed leading up to the November 30 second 2016 Budget Hearing. Based upon the outcome of the meeting, we are now strategically looking forward to effectuate the staffing pieces of the approved 2016 Budget.
- IT Manager Josh Brechbuehl and I worked on Skype for possible future recruitment efforts to have a quality option for long distance video interviews.

Activity or Project:

Recruitment: Communications Manager

Description:

The City is pleased to have completed the Communications Manager recruitment effort, with a final candidate identified and confirmed hiring. The candidate will start on Monday, January 4, 2016 with a formal public announcement to be released on their first day of employment. The organization looks forward to the expertise and direction this colleague will be providing to the organization.

Status: Completed

Expected Completion: 1/4/2016

Execution Status: Completed

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 have held 5 court sessions over the past two-week period.

Activity or Project:

Court Sessions

Description:

We have processed 88 arraignments, 73 trials, 9 case reviews, 24 capias returns and 2 pleas. We also videoed 7 prisoners on our newly installed video phone system in our courtroom.

Status: Completed

Expected Completion: 12/2/2015

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:

The line crews installed the snowflake banners on Main Street the day after Thanksgiving and the electricians put up the lighted decorations on City Hall. The line crews and electricians also worked together to replace old wooden railroad ties with concrete ties used as a foundation for the substation transformer recently sent out for repair.

The line crews installed poles, primary circuitry, fuses, and a transformer just past the Dunkin Donuts on Elkton Road for a new service for an office being built there.

Five hundred (500) out of 2,000 total LED streetlights are scheduled to arrive today. The streetlight replacement project will be in full swing shortly. A pole inspection will be done at the same time as the streetlights are installed. The engineering technician has given the crews a lesson on putting the relevant data for the lights and the poles into digital forms on tablets.

Engineering is working on SCADA changes, working with Bloom on the approvals for the SevOne data center, and working with GE on a possible large solar installation at their office on Bellevue Road.

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:

I would like to thank our Mayor and Council for their diligent review and approval of the 2016 Operating Budget and the 2016-2020 Capital Improvement Program (CIP). 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 will be generated and posted to address the remaining outstanding requests.

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

Payments and Utility Billing

The group handled 266 phone calls the week of 11/23/15 (three business days) with an average call length of 4:24 and an average hold & queue time (average speed of answer) of 7:02. Our Welcome Center staff greeted 81 visitors, while service calls initiated by Payments and Utility Billing in response to calls and visitors totaled 362 last week. The group also processed 2,021 utility payments and CityView transactions, 115 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 were discussed at the November 23, 2015 meeting of Mayor and

Council, and we hope to present October and November financials at upcoming meetings of 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: Hold

Expected Completion: 12/31/2015

Execution Status: Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Information Technology Department

Notable Notes:

- Significant time has been spent in researching Fiber options to connect parking lots to Parking Office for lot cameras and lot equipment connectivity over a high-speed connection.
- Budget prep for 2016 budget.
- Planning implementation and use of Tyler Incident Manager (TIM) for Operator Group. This should help in providing faster information to residents when calling the City and not knowing who to speak to regarding a question.
- Munis Upgrade from 10.4 to 11.1 (HTML5) is being planned and will Go Live on December 14.
- ArcGIS is being upgraded for performance needs in 2016. A dedicated SQL Server is being built to improve database performance.
- Skype Video Conferencing system has been installed and unveiled in the CMCR providing a way to conduct internet-based meetings and job interviews.
- A new Uninterruptable Power Supply (UPS) has been installed in the Data Center at City Hall providing enhanced power conditioning and resiliency should a power outage occur. This is also increasing the amount of power available in the Data Center for future needs.
- Worked with CTC to update the Municipal Broadband Feasibility Study (on 12/14 agenda).
- Microsoft DirectAccess and VPN has been implemented. The solution will allow a very secure, always-on, connection from mobile devices (city issued) to the city network.
- We have received an updated version of LEISS from DELJIS that will be tested and deployed throughout NPD.
- We have virtualized multiple servers (thereby eliminating physical server costs), including Elster, to provide enhanced redundancy for our most critical systems.
- Munis Work Order Management User Training is scheduled for next week (12/7). This is the last step prior to Go-Live.

Activity or Project:

Munis Work Order Management

Description:

User training next week.

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 finishing drywall, painting and putting in doors in the new offices on the 2nd floor of the Municipal Building;
 - Washed windows in the Municipal Building and stripped and waxed the main lobby floor;
 - Replaced sump pumps with a new control panel in the Police basement;
 - Hung Property and Evidence Unit signage;
 - Finalized the scope of work with the engineer creating plans for HVAC repairs/upgrades;
 - Switched over for HVAC to winter.

Code Enforcement

- Code Enforcement has 4 major projects currently being reviewed, permitted or under construction at 52 North Chapel Street, 60 North College Avenue, Park N Shop Shopping Center renovations and the new University of Delaware dormitory located on Academy Street.
- Building inspected 9 units at the Main Towers on Main Street.
- Code Enforcement continues to work on a path forward for the abandoned Rockmoss property.
- The new Fire Protection Specialist David Tynan will start on December 7th. He replaces Chris Murtha, who took a position with DEMA.
- Work continues on the façade at the Washington House condominiums located at 113 East Main Street.

Parking

- On Wednesday, Planning and Development Director Maureen Feeney Roser met with Rich Rind, UD Director of Auxiliary Services, to discuss shared parking opportunities.
- The downtown Parking office located at 45 East Main Street opened for a very successful Small Business Saturday, along with Community Affairs Officer Ricky Nietubicz, selling nearly 200 Downtown Gift Cards.
- Free parking was provided during the Thanksgiving Holiday weekend.

Planning

- This week a sketch plan was submitted for a minor subdivision at 52 and 54 East Main Street. A sketch plan is a pre-application process where a potential development is reviewed and staff comments prepared before a formal submittal is made.
- On Monday evening Maureen and Parking Manager Marvin Howard attended the Council meeting on the 2016 Operating Budget and the 2016-2020 CIP.
- On Tuesday evening the Planning Commission took the following actions:
 - Recommended approval 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;
 - Recommended approval of an amendment to the Zoning Code regarding the height of No Impact Accessory Structures;
 - Approved their 2015 Annual Report and 2016 Work Plan;
 - Heard a presentation on the changes made to Comprehensive Development Plan V since their last review. The public hearing on Comp Plan V is scheduled for the January meeting. Information was also provided on Transportation Improvement Districts (TID).
- Considerable time was spent this week on a request from United Restaurant Group to lift deed restrictions on the South College Avenue property containing Embassy Suites and TGI Friday's Restaurant. Once the research and report is completed, the matter will be forwarded to City Council for consideration.
- Some time was spent this week preparing for the January Planning Commission meeting. Tentatively scheduled for review are the rezoning of 249 East Main Street, a comprehensive development plan amendment, rezoning and minor subdivision to 47 West Cleveland Avenue, the Comp Plan Public Hearing and a discussion of FOIA training.
- The Board of Adjustment will hear cases from two applicants at the December 17th meeting.
 - The first applicant would like to open a "piercing shop" in a BB or BC zoning. The Planning and Development Department has determined that a "piercing shop" is not a listed use under BB or BC zoning district and does not meet the definition of *Personal Service Establishment* as defined under Section 32-4(a)(91). The Board of Adjustment will determine if a piercing shop can be considered a Personal Service Establishment.
 - The Second applicant is requesting variances for 129 Lovett Street, including deviations from the area requirements at side yards and minimum lot area.
- On November 19th, Development Manager Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting. At the meeting, there was a presentation on the "Delaware Avenue Cycle Track" study.

- Also on Thursday, Mike attended the Newark Bicycle Committee.
- This week, a Special Use Permit application for the installation of a hot tub at a residence located in the SFHA/OFD was prepared for presentation to Council, and the CDBG/RS Advisory Committee recommendations for presentation to Council were completed and forwarded to the City Secretary's Office for scheduling.
- The following was also completed this week:
 - 15 Deed Transfer Affidavits
 - 44 Building Permit Reviews
 - 1 Certificate of Occupancy

Activity or Project:

Parking Fee Collection Equipment

Description:

On November 23rd, the Parking Division went live with the new ParkingSoft parking fee collection equipment in Municipal Lot #1. Parking staff members were located at each pay station throughout the week to assist customers with the new equipment and make sure there were no problems. The Division has received positive feedback from customers and businesses regarding the new equipment. Once the fiber is installed in the 1st quarter of 2016, the ParkingSoft equipment will be installed in Lots 3 and 4.

Status: In-Progress

Expected Completion: 1/31/2016

Execution Status: On Track

Activity or Project:

City Council Meeting

Description:

On Monday, November 23rd, Maureen attended the City Council meeting during which Council took the following actions regarding Planning and Development related items: approved the Comp Plan Amendment, Rezoning, Major Subdivision and Special Use Permit for Astra Plaza; approved the Comp Plan Amendment, Rezoning, Major Subdivision and Site Plan Approval Plan for Cleveland Station; rejected the Minor Subdivision, Parking Waiver and Special Use Permit for 70 East Main Street.

Status: Completed

Expected Completion: 11/23/2015

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

This week several members of the police command staff and a member of the city IT staff, are receiving training on the recently purchased "IA Pro" software. This new system will track the police department incidents such as, use of force, vehicle pursuits, employee motor vehicle accidents, and internal affairs complaints. This will more efficiently allow police supervisors to identify emerging trends or issues that may require additional employee training or changes in department policy.

We are in the process of completing a review of motor vehicle accident data as well as citizen complaints about chronic traffic violation locations. Next week, police command staff will be meeting to discuss a department-wide education and enforcement campaign to deal with the increase of accidents and complaints. We hope to begin this campaign in late December, when we usually experience a temporary lull in street crime activity.

On November 29th, the police department has saved a second life within a month with the use of the newly issued Narcan. Officers responded to a call at restaurant parking lot to find a 21-year-old male on the ground turning blue. After seeing evidence of drug use, officers administered Narcan to the male. The man soon began to breathe normally and was transported to Christiana Hospital.

On December 3rd, City Manager Carol Houck, Chief Paul Tiernan, Mayor Sierer and Councilwoman Hadden and police command staff attended the graduation of our four newest police officers from the New Castle County Police Academy. The ceremony was held at the Chase Center in Wilmington.

Activity or Project:

N/A

Description:

N/A

Status:

Expected Completion:

Execution Status:

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 received our draft Phase 2 NPDES permit for our MS4. We have reviewed the permit internally and have had it reviewed by our legal counsel. At this point we have many comments and concerns about the permit as currently drafted which we are going to forward DNREC as part of the initial comment review process. I have been working with the Delaware Nature Society and the UD Water Resources Agency who are attempting to create a watershed based cooperative agreement with all White Clay Creek municipalities to work together to meet all of our requirements. This is a very promising possibility that could save Newark a lot of money and effort while at the same time accomplishing more, more quickly.

We have many project meetings scheduled over this and the next few weeks now that the budget is approved.

I recently gave a reservoir tour to the EPA Region 3 Administrator Shawn Garvin. Shawn is a Newark native, having grown up in Fairfield. Shawn oversees all operations in the 6-state Mid-Atlantic region which includes Delaware.

Activity or Project:

Jenney's Run Culvert #1 Replacement

Description:

We have begun communication with the contractor and will be holding the pre-construction meeting this week. At the moment it is our goal to have the reservoir pipe replaced and back online by the end of the first week of January if possible. This is important because we don't want to take SWF offline until the reservoir is back online in order to reduce the potential need to purchase water. Right now the unknown as to when we can start is whether or not DeIDOT will issue our permit while the contractor engineers the slope stabilization design.

Status:

Expected Completion: 1/29/2016

Execution Status: On Track

Activity or Project:

South Well Field Filter Rehabilitation

Description:

We have begun communication with the contractor and are scheduling the pre-construction meeting for the upcoming week. We want to schedule this work to begin as soon as the reservoir feed line is back online.

Status: Started

Expected Completion: 4/1/2016

Execution Status: On Track

Activity or Project:

2016 Street Program

Description:

We have completed 2/3rds of the annual street inspection and hope to have the rest of the inspection complete by the end of the year. This week I received the final proposal for the asset management optimization analysis and we are initiating the review.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

11/29/2015 to 12/5/2015



PUBLIC WORKS & WATER RESOURCES
CITY OF NEWARK

November 30, 2015

Reference: Emergency Snow Removal Routes

Dear Resident or Property Owner:

If you are receiving this letter, our records indicate that you are the owner or tenant of a property or properties along one of our Emergency Snow Removal Routes. The winter season is nearly upon us, and we would like to take this opportunity to remind our residents of some snow and ice related items. Emergency Snow Removal Routes enable our snow removal crews to perform their task safely and efficiently, as well as making it possible for safe travel throughout the City. Please remember that during a declared snow removal emergency or state of emergency, the City Manager or their designee may have cars removed from emergency snow removal routes for the purpose of clearing snow curb to curb. Though we cannot guarantee alternative parking when a snow emergency is declared, the City will attempt to accommodate affected residents at one of our municipal lots and also work with the University of Delaware to provide parking in one of their garages.

Additional winter weather information, Emergency Snow Removal Route details and code references can be found on the back of this letter and on our dedicated snow and ice website, **Snow Central**, which can be found at the following link: <http://cityofnewarkde.us/snowcentral>. Please do not hesitate to contact me by phone at (302) 366-7000 or by email at tfilasky@newark.de.us if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Filasky".

Tim Filasky, PE
Deputy Director of Public Works and Water Resources

AGENDA
DELAWARE MUNICIPAL ELECTRIC CORPORATION
REGULAR MEETING
Tuesday, December 8, 2015
DEMEC Offices
22 Artisan Drive, Smyrna, DE
9:00 am

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - a. Minutes of the Meeting of November 17, 2015
 - b. Minutes of the Executive Session of November 17, 2015
4. TREASURER'S REPORT
 - a. None
5. APPOINTMENTS/ELECTIONS
 - a. None
6. PRESENTATIONS
 - a. UofD Graduate Fellows Research Update^(*)
7. RESOLUTIONS
 - a. None
8. COMMITTEE REPORTS
 - a. Executive Committee
 - b. Audit Committee
9. PRESIDENT'S REPORTS TO BOARD
 - a. Generation Projects Status Report
 - b. Construction Projects Status Report
 - c. Middletown Data Technology Center ^(*)
 - d. Legislative Report
 - e. Adopt 2015 Strategic Plan
 - f. Training/Education
 - i. Christmas Lighting Display Tables
 - ii. Board Continuing Education Webinars as Requested

- g. DEMEC Green Energy Programs Status Report
 - i. LED Lighting Program
 - ii. Demand Response Update
 - iii. Energy Efficiency Advisory Council Update
 - iv. Energy Efficiency Program Proposal
 - v. Renewable Energy Tracking
 - vi. Smyrna Solar Project Update
 - vii. Customer Sited Generation Policies

10. BUSINESS FROM THE FLOOR

11. EXECUTIVE SESSION

- a. To discuss strategic business and commercial generation operations, dispatch, negotiations and planning

12. SET NEXT MEETING DATES

(Third Tuesday of each Month; Subject to Change)

- a. Tuesday, January 19, 2016
- b. Tuesday, February 16, 2016
- c. Tuesday, March 15, 2016

13. ADJOURNMENT

Posted 11/30/2015

* Revised & Posted 12/01/2015 for addition of items 6(a) and 9(c)

NEWARK POLICE DEPARTMENT

WEEK 11/22/15-11/28/15

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	6	0	5	1	0
Unlaw. Sexual Contact	7	9	0	3	2	0
Robbery	30	30	2	29	29	0
- Commercial Robberies	5	13	0	2	11	0
- Robberies with Known Suspects	3	3	1	4	1	0
- Attempted Robberies	6	2	0	1	7	0
- Other Robberies	16	12	1	22	10	0
Assault/Aggravated	9	9	0	9	27	0
Burglary	71	54	0	79	19	0
- Commercial Burglaries	10	7	0	5	3	0
- Residential Burglaries	57	44	0	39	15	0
- Other Burglaries	4	3	0	35	1	0
Theft	551	525	10	282	195	5
Theft/Auto	41	34	0	12	7	0
Arson	5	4	2	0	1	0
All Other	77	74	2	191	47	0
TOTAL PART I	796	750	16	612	329	5
<u>PART II OFFENSES</u>						
Other Assaults	252	292	4	191	161	1
Rec. Stolen Property	2	3	0	37	19	0
Criminal Mischief	249	196	1	77	109	2
Weapons	20	11	0	58	58	1
Other Sex Offenses	0	1	0	0	2	0
Alcohol	355	259	0	1052	456	0
Drugs	110	103	1	304	220	4
Noise/Disorderly Premise	656	503	3	316	208	0
Disorderly Conduct	170	160	1	198	101	0
Trespass	157	151	5	96	64	0
All Other	444	455	9	429	279	5
TOTAL PART II	2415	2134	24	2758	1677	13
<u>MISCELLANEOUS:</u>						
Alarm	961	846	20	0	0	0
Animal Control	511	492	7	3	4	0
Recovered Property	252	258	9	0	0	0
Service	23216	29344	558	0	0	0
Suspicious Per/Veh	517	506	5	0	0	0
TOTAL MISC.	25457	31446	599	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	634	35,098	759	40,669



Newark Police Department
Weekly Traffic Report
11/22/15-11/28/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	8,834	8,306	147	117
DUI	176	190	3	2
TOTAL	9,010	8,496	150	119

TRAFFIC ACCIDENTS				
Fatal	2	2	0	0
Personal Injury	189	208	4	7
Property Damage (Reportable)	355	573	10	24
Property Damage (Non-Reportable)	485	280	14	5
Hit and Run	226	245	0	10
TOTAL	1,257	1,308	28	46