

# City Manager's Weekly Report

Friday, January 22, 2016

## Department:

Administration - City Manager

## Notable Notes:

Mayor and Council -

As you can imagine, we have been preparing on many levels in advance to the weekend snow event that is predicted to bring heavy amounts of snow and high winds. Our departments, primarily PW&WR, Electric, Police and Parks & Recreation have enacted their respective snow plans and discussions to effectuate our best response to what the storm delivers. Staff are scheduled to report in shifts as necessary for plowing and our equipment has been prepared. We have an adequate supply of salt on hand.

**Please Note:** I will be declaring the City's Snow Emergency effective midnight (12 a.m.) Saturday, January 23rd - but the information will go out early today (Friday, January 22nd) to allow for those on snow emergency routes to make plans. The University of Delaware through our partnership have again given us permission to send displaced vehicles from snow emergency routes to the Trabant garage. Vehicles will be towed if they remain and are problematic to our plowing operations. All addresses along the Snow Emergency routes were sent reminder letters this November and InformMe notifications will be made to those registered to receive weather notices.

Additionally, we will begin bagging meters on Main Street at 7 p.m. this evening to allow for a noticeable alert to those parked (not provided by a simple no parking message on the meters) to move cars before 1 a.m. We have contracted for the hauling of snow from Main Street and will attempt to have a dedicated staff member keeping up with moving snow from parking spaces. This is a more proactive approach than we have committed in the past. Should you have any questions during the event, please contact me via cell/text, and I will do my best to provide a response.

We are currently under a category 4 storm as per our Snow Plan which can be found on our website under Snow Central. To the extent possible, the crews will follow their appointed routes, however, our PW&WR management will reserve the right to send trucks to areas of greater need and to pick up where they left off as able. Live updates will be made as necessary during the event to the website, Newark TV22, twitter and Facebook. Advising your constituents of this would be helpful.

Thank you for your support.

## Activity or Project:

x

## Description:

x

Status: Not Started

Expected Completion: 12/30/2015

Execution Status: On Track

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Electric Department

**Notable Notes:**

The line crews have continued installing the LED streetlights on the busier streets, taking advantage of UD's winter session with less traffic. So far 630 out of a total 2,000 lights have been installed.

The line crews also switched circuits and reinstalled a refurbished breaker at East Main Substation. A transformer at East Main and South Chapel Substations were thoroughly tested as part of the preventative maintenance plan. The transformer at South Chapel Substation was found to have a defect which would have eventually led to an unplanned outage and costly repairs.

The crews also installed line hose on Casho Mill Road for Delmarva.

The electricians and meter technician have been flagging for the LED streetlight upgrade.

Engineering has been working on SCADA improvements and issues.

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**Activity or Project:**

SevOne at STAR Campus

Description:

Status: In-Progress

Expected Completion: 1/31/2016

Execution Status: On Track

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Finance Department

**Notable Notes:**

Payments and Utility Billing

The group handled 384 phone calls the week of 1/10/16 with an average call length of 3:34 and an average hold & queue time (average speed of answer) of 1:57, which is one of the lowest measures in more than a year. Our Welcome Center staff greeted 228 visitors, while service calls initiated by Payments and Utility Billing in response to calls and visitors totaled 222 last week. The group also processed 2,986 utility payments and CityView transactions, 294 of which were imported automatically with our new electronic processes and 1,612 of which were imported via web, lockbox or preauthorized payment (PAP).

Accounting

Accounting staff have kicked off the rigorous year-end accounting close and financial reporting process, which includes the independent financial audit and the development of the 2015 Comprehensive Annual Financial Report (CAFR). Staff continues to work short-handed, as the open part-time finance assistant

position closed in December. After a thorough recruitment process including interviews of the seven most qualified applicants, I'm pleased to report that Travis Burke will start on Monday, January 25, just in time to assist with the annual closing process and CAFR development. Travis spent the last three-and-a-half years in roles of increasing responsibility with San Diego Gas & Electric and recently relocated to the east coast with his family. Please join me in welcoming Travis to the Finance team.

**Activity or Project:**

Independent Financial Audit

Description:

The accounting team is working on December's monthly closing process and making adjustments for the year-end close. We received the engagement letter from the auditors and we are scheduled to meet with them on Monday 1/25/16 to plan the preliminary fieldwork agenda. The preliminary audit has been scheduled for the second week in February, while the audit kick-off meeting and fraud reviews were also scheduled for January 25th.

Status: Started

Expected Completion: 7/1/2016

Execution Status: On Track

**Activity or Project:**

Purchasing Card Upgrade

Description:

There is no update to the status of the project this week. The expected completion was pushed back to 02/29/16 to allow me the time I need to train and cross train users on the new system.

Status: Hold

Expected Completion: 2/29/2016

Execution Status: Behind Schedule

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Parks and Recreation Department

**Notable Notes:**

The George Wilson Center Coordinator is working on scheduling summer camp programs coordinating with both independent contractors and in-house instructors to get our one week specialty camps set up. Our summer camp fair is scheduled for Saturday, March 12.

The George Wilson Center Coordinator is working to finalize details for the winter/spring session of dance classes including finalizing instructors and securing a recital location. Classes begin January 19.

The Recreation Supervisor of Community Events and the Recreation Superintendent met with UD Athletics personnel to discuss the 4<sup>th</sup> of July Fireworks. Everything went very well and will proceed as normal. They asked to be listed as one of the event partners for signage and marketing.

Volunteer applications for Summer Camp Volunteers have been received and the Recreation Specialist has begun phone interviews of applicants.

Recreation Supervisor of Athletics is interviewing new staff to fill the void of staff that will not be able to work in the spring semester for the Before and After School Care program. She has also started to review personnel files for the upcoming inspection by the Office of Child Care licensing of Downes Elementary School. She sent out emails to all staff regarding updated transcripts that were needed, set up another training class in February for the staff to earn mandatory training hour credits and followed up with paperwork sent out to previous employers that had not been received. She also sent a few packages in to the Department of Education to certify the staff based on the experience levels.

Parks Superintendent reviewed several proposed landscape plans and commented as needed, inspected 6 parks and developed work orders as needed, met with representative from Lenape Properties (Shoppes at Louviers) and their Landscape Contractor to discuss tree/shrub replacements along the south property line with the development of Woods at Louviers, continued on gathering information for the Urban Tree Grant thru State Forestry and for upcoming play equipment purchase/RFQ's, starting gathering pricing for plant material purchase for island #6 on South Main Street, talked with Developer of Chimney Ridge concerning exercise equipment installation at development.

Parks Supervisor continued working on purchase of trailer and winch (for new pick up) and on purchase of 2 new pickups, worked with Assistant Finance Director on current building values for insurance carrier, assigned work orders to staff and assisted as needed.

Parks staff did tree pruning/removal at several park sites, continued on/completed work orders as assigned, did trash removal in park areas and started working on refurbishing portable basketball goal used for Special Events.

Director met with outgoing Director Charlie Emerson on upcoming 2016 and 2017 projects and review of file and document locations.

Director finalized the annual report and statistical information for 2015 and reviewed several landscape plans.

**Activity or Project:**

Rails to Trails Grant

**Description:**

The Rails to Trails Conservancy development fund grant supports trail development and improvements at the local and regional levels. If selected for the grant, we could receive up to

\$40,000 in support. We are asking for funding to support the Charles Emerson/White Clay Creek Bridge where we are currently in need of \$500,000 to complete the project.

Status: Started

Expected Completion: 1/29/2016

Execution Status: On Track

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Planning and Development Department

**Notable Notes:**

Building Maintenance

- Facilities Maintenance performed the following:
  - Finished the new upstairs offices for Purchasing;
  - Framed walls and insulated new wall in the City Manager's Office;
  - Replaced hot water heater in the Parking Office;
  - Cleaned grease traps at George Wilson Center;
  - Worked on HVAC controls to make some areas warmer;
  - Repaired urinal at Building #1.

Code Enforcement

- The footings are being installed at 60 North College Avenue.
- Steel framing work has begun at 52 North Chapel Street.
- Staff met with University of Delaware to discuss existing wall retention in front of the new South Academy Street dormitory.
- Utility work has begun at the new South Academy Street dormitory.
- The Certificate of Occupancy was issued for 2000 Fountainview Circle, Unit 204.
- The taco/sandwich counter was finalized at Mi Ranchito Mexican Store at 13 North Chapel Street.
- The new "clean lab" at the University of Delaware is nearing completion.
- Code staff began reviewing legislation for the 2015 International Building Code (IBC) adoption.
- Work is continuing at the Washington House Condominiums at 113 East Main Street, as weather permits.

#### Parking

- The Electric Department is replacing the lamps in the parking lots with LED lights this week.
- The Parking Division is making sure driveways and walkways are salted in preparation for the upcoming snow storm, and spots are designated to move snow in case of significant accumulation.

#### Planning

- Considerable time was spent this week preparing for the upcoming Planning Commission meeting on 2/2/16. On the agenda are:
  - The minutes of the January 5, 2016 Planning Commission meeting;
  - Review and consideration of a major subdivision and special use permit for the redevelopment of the .88 acre property located at 147-163 East Main Street, known as Trader's Alley;
  - Discussion regarding Planning Commission training sessions.
- This week the Subdivision Advisory Committee letter for the hotel and restaurant sketch plan for 400 Ogletown Road was prepared and sent to the applicant.
- The Subdivision Advisory Committee continues to review the annexation, rezoning and major subdivision plans for the Leahy property off of Valley Road and the Martin Honda at Marrows and Ogletown Roads proposals.
- Some time was spent reviewing the State's alcohol regulations as they relate to movie theater sales for potential amendments to the Zoning Code. Specifically, the Planning and Development Department completed its review of the Code and distributed a proposed amendment to Department Directors to permit indoor theaters to sell alcoholic beverages. The proposed amendment is tentatively scheduled to go to the Planning Commission for consideration at their March meeting.
- On Thursday Planning and Development Director Maureen Feeney Roser and Development Manager Mike Fortner attended the staff meeting.
- Some time was also spent reviewing potential amendments to the height exceptions section of the Zoning Code.
- This week the Department's presentation on amendments to the floodplain ordinance was finalized and sent to the City Secretary's Office for Council packets. The amendments will be considered at the January 25, 2016 meeting.
- On Friday, Maureen and Mike met with a developer to discuss the potential reconfiguration

of a Main Street property.

- This week all divisions reviewed 2015 projects and purchase orders to assist in Finance's year end reporting.
- The Planning and Development Department completed the report for a Special Use Permit Application for Mid-Atlantic Ballet to relocate to 500 Interchange Boulevard as an indoor commercial recreation facility. The application will be heard at the January 25<sup>th</sup> City Council meeting.
- On Wednesday, Mike attended the GIS Working Group meeting.
- On January 20<sup>th</sup> Planner Tom Fruehstorfer represented the City of Newark at the New Castle County Economic Development Council lunch meeting with County Executive Tom Gordon. Mr. Gordon shared his opinions and goals on future economic development in New Castle County.
- The following was also completed this week:
  - 2 Deed Transfer Affidavits
  - 22 Building Permit Reviews
  - 4 Certificates of Occupancy

**Activity or Project:**

Comprehensive Development Plan V

Description:

The Comprehensive Development Plan will be sent for review to PLUS in February and return for Council approval at a regularly scheduled Council meeting in March. The Planning and Development Department has completed the revisions from the Planning Commission meeting on January 5th, where the draft Plan was recommended unanimously. The revised Plan recommended by the Planning Commission is posted on the City's website as the Comprehensive Development Plan V Draft 1/5/16.

Status: In-Progress

Expected Completion: 3/28/2016

Execution Status: On Track

**Activity or Project:**

Newark Community Radio

Description:

The draft agreement for Newark Community Radio was completed and is scheduled for review at the January 25th Council Meeting.

Status: In-Progress

Expected Completion: 1/25/2016

Execution Status: On Track

**Activity or Project:**

Board of Adjustment



**Description:**

The Board of Adjustment hearing for the application to open a “piercing shop” in a BB or BC zoning district will be held on Wednesday, January 27th at 7 p.m. The Planning and Development Department has determined that a “piercing shop” is not a listed, and therefore permitted, use under BB or BC zoning districts 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.

Status:

Expected Completion:

Execution Status:

**Department:**

Police Department

**Notable Notes:**

Lt. Fred Nelson and Sgt. Andrew Rubin have been accepted and have begun training at the West Point Command and Leadership Academy. This is a very intensive and demanding course that was adapted in 1993 by the New Jersey Association of Chief of Police in conjunction with the U.S. Military Academy at West Point. Two years ago, the New Castle County Department of Public Safety working with the NJ Chiefs Association began to offer the training in Delaware. The majority of our command staff have graduated from this prestigious training academy.

Lt. Nelson has been working with the Director of the Delaware Office of Animal Welfare. Since the State of Delaware has assumed control of animal welfare, Newark will now have to pay a fee toward sheltering recovered dogs. Lt. Nelson is working with the state on the fee for 2016. Unfortunately, the department wasn't made aware of the fee until after the budget process had already been completed.

Lt. Rieger has reviewed the clearance rate of our Criminal Investigation Division. Newark's clearance rate for Robbery is 62%, while the national clearance rate is only 29%. Newark's clearance rate for Burglary is 44%, while the national clearance rate is only 13%. Newark's clearance rate for Rape is 55%, while the national clearance rate is 40%. Newark's impressive clearance rates being significantly higher than the national average, is a credit to the hard work of Criminal Investigation Division as well as patrol and specialized assignment officers.

**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 had a contractor come in over the weekend who washed 16 of our large commercial trucks, including all of our refuse trucks. This is one of the positive initiatives that came out of the refuse contract process. The contractor was able to wash 16 trucks at the vehicle wash station in our yard using their equipment for what it would have cost us to wash 6 trucks using in-house labor but washing at a nearby commercial truck wash. We don't have the equipment necessary to adequately wash our large commercial vehicles at our yard but now that we have worked with the contractor, who did a very good job for what it's worth, we are going to revisit the costs associated with purchasing the necessary equipment and performing this with in-house labor. It is difficult to find enough time to routinely wash vehicles during the normal work week so we feel that if we are going to get on a regular schedule, which is necessary to deal with the landfill slag and salt, washing them after hours or on the weekend is going to be the best way.

**Activity or Project:**

FY16 Water Main Replacement Project

Description:

Plan and specification preparation is moving along well. The two streets that we are engineering in-house are on track and we are working out the details of performing this work ourselves.

Status:

In-Progress

Expected Completion: 12/1/2016

Execution Status: On Track

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

1/17/2016 to 1/23/2016

NEWARK POLICE DEPARTMENT

WEEK 01/10/16-01/16/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO DATE	2016 TO DATE	THIS WEEK 2016	2015 TO DATE	2016 TO DATE	THIS WEEK 2016
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	1	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	0	1	0	0	0	0
Robbery	1	2	1	0	1	0
- Commercial Robberies	1	0	0	0	0	0
- Robberies with Known Suspect	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	0	2	1	0	1	0
Assault/Aggravated	0	0	0	0	1	0
Burglary	0	5	3	3	2	0
- Commercial Burglaries	0	2	2	0	0	0
- Residential Burglaries	0	2	0	3	2	0
- Other Burglaries	0	1	1	0	0	0
Theft	17	27	10	27	5	2
Theft/Auto	0	1	0	2	1	0
Arson	0	0	0	0	0	0
All Other	1	4	3	0	0	0
<b>TOTAL PART I</b>	<b>20</b>	<b>40</b>	<b>17</b>	<b>33</b>	<b>10</b>	<b>2</b>
<u>PART II OFFENSES</u>						
Other Assaults	6	18	12	4	3	0
Rec. Stolen Property	0	0	0	5	2	0
Criminal Michief	10	9	2	4	2	0
Weapons	1	1	0	0	1	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	4	3	1	9	10	2
Drugs	3	6	2	7	8	3
Noise/Disorderly Premise	9	19	12	4	9	6
Disorderly Conduct	3	8	2	2	2	1
Trespass	5	5	4	0	1	1
All Other	9	35	16	16	18	5
<b>TOTAL PART II</b>	<b>50</b>	<b>104</b>	<b>51</b>	<b>51</b>	<b>56</b>	<b>18</b>
<u>MISCELLANEOUS:</u>						
Alarm	32	57	21	0	0	0
Animal Control	10	11	2	0	0	0
Recovered Property	4	17	9	0	0	0
Service	731	1418	665	0	0	0
Suspicious Per/Veh	19	32	17	0	0	0
<b>TOTAL MISC.</b>	<b>796</b>	<b>1535</b>	<b>714</b>	<b>0</b>	<b>0</b>	<b>0</b>

	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>
TOTAL CALLS	748	1,015	895	1,943



Newark Police Department  
Weekly Traffic Report  
01/10/16-01/16/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	194	319	165	156
DUI	9	9	5	4
TOTAL	203	328	170	160

TRAFFIC ACCIDENTS				
<b>Fatal</b>	0	0	0	0
Personal Injury	0	2	0	1
Property Damage <b>(Reportable)</b>	8	25	7	14
Property Damage <b>(Non-Reportable)</b>	3	2	3	1
Hit and Run	4	10	4	8
TOTAL	15	39	14	24