

City Manager's Weekly Report

Friday, March 24, 2017

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

This has been a bitter-sweet week for sure! Providing my notice of retirement has resulted in a great deal of outreach from our community and of course our employees. I'm overwhelmed by the outpouring of support and kind words about my time here. Please know that I plan to continue to work on behalf of the Newark community in my role as City Manager until my final work day while turning over files and sharing status of the many things I have been working on. I am sure May 19th will be an emotional day, and I again thank you all for your support and that of the Council's before you.

Of course, this Friday, March 24th, we will celebrate the career and retirement of Planning and Development Director Maureen Feeney Roser with a fun and entertaining (Club Phred!) send off! If you are planning to attend, I look forward to seeing you.

Saturday will see the downtown busy early with the Five & Dine Run followed by the Annual Wine and Dine food and tasting event. DNP members will be on hand with volunteers to assist!

This week has also brought forth a great amount of support for our fellow employee and her family that experienced a house fire a week ago. Along with the Go Fund Me collections of over \$5,000 an employee Crock Pot Cook Off - Tasting Competition this week raised over \$800 and was truly a competition of wonderful recipes!

The news from the latest DEFAC forecast continues to project a decline with the State's shortfall estimated at \$383M. Rick Armitage shares that the forecast is cautious as there is no track record for our new President; however, he reports the new OMB Director continues to be advise that the problem is manageable.

Please find attached detail from Gov. John Carney' budget meetings as shared by Lobbyist Rick Armitage.

Governor Carney released his budget this Thursday. It does not propose to change the realty transfer tax for counties, cities, and towns. The JFC will now begin its work on the budget.

The Newark Police and Codes Division report that the recent St. Patrick's Day weekend celebrations were fairly well controlled. The advance planning and outreach to local establishments has been viewed to have been helpful.

Work to prepare our Main Street Community Policing Center is underway!

Thank you for your time and interest in the Fresh Desk request tracking overview this week. Deputy City Manager Haines will be taking the lead with this given my departure.

I attended the Delaware Chapter of Women Leading Government with several members of our organization as well as the monthly League of Local Governments dinner meeting, where the President of Delaware State presented along with other league members and updates.

Activity or Project:

DEMEC Earth Day Display

Description:

It's that time of the year again to share information about Earth Day!! To that end, we have placed our Earth Day display at the entrance to City Hall. Earth Day is Saturday, April 22 this year. There is again a tree raffle associated with this education effort.

Status: Started

Expected Completion: 4/22/2017

Execution Status: On Track

Activity or Project:

Lobbyist Activity

Description:

Bill 47 - Absentee Voting. Rick Armitage advised on 3/22 that this Bill was amended so that it had no negative impact on the April 11th election. The amendment has an effective date of 1/1 /18. The Delaware League of Local Governments also supported the amendment. League of Local Governments Lobbyist Lincoln Willis Reports to the League - Legislative Updates Week of 3/12/17 (in no particular order): --Representative Jaques, in coordination with the League and the Department of Elections, has agreed to run a bill to resolve recent issues in municipal elections regarding how many days a candidate has to file a campaign committee with the State after announcing or filing their candidacy with the State. The approach preferred by all parties is to simply remove municipal elections from the relevant statutes and allow municipalities to follow their own rules. If anyone disagrees with this approach, please let me know. I expect this will take two months to move through both houses. **Should this legislation pass, we need to make sure ALL municipalities have ordinances in place to govern local elections—most probably already have them. --House Administrative Committee released HB 47 from committee. This bill removes the requirement that absentee ballots be notarized. DE is the only state in the country which requires notarization. Since one might be charged a fee to have their ballot notarized, it is in fact unconstitutional as it is equivalent to a poll tax. Newark raised an important point: there are several elections happening in the next several months. Rick Armitage (Lobbyist for Newark) and I raised this concern to Rep. Yearick before the committee meeting and then at the meeting. He has agreed to work out a new effective date of the legislation so that municipalities/counties have time to adjust their ordinances, forms, etc. to conform with the legislation. --HB 13, regarding the definition of "dangerous dogs," was released from committee. The LAC's position is neutral on the bill. I was asked to testify in committee and stated that the League does not stand in opposition to the bill. --Another meeting was held to draft a substitute on HB 38—the "well bill". Several Representatives, utilities, Farm Bureau representatives, and DNREC officials were present (including myself and Mayor Branner). This was a productive meeting. A new draft has been released for review. We do expect there to be some tweaks to the most current Substitute Bill. As it stands, the municipalities and counties are well protected. --Related to the "well bill," if the legislation passes as written, we *must* make sure all of our members have ordinances in place to govern well permitting within their jurisdictions. The spirit of the bill (largely contained in Subsection (h)) is that local ordinances trump DNREC approval of wells. If you don't have

ordinances, DNREC controls well approvals in your jurisdiction. --The House Natural Resources Committee released HB 58 from committee. This bill overrides unreasonable restrictions on the installation of solar panels already on the books of municipalities and HOA's. We heard a response from only one member of the LAC/Exec committees on this bill (which was supportive of the bill) over email, so we took no position publicly on the bill. --At our next LAC meeting we need to discuss a possible bill regarding the requirements for members of the Boards of Adjustment. Newark City Council has this on their legislative agenda. I'll work out the issue and specifics with Rick then bring them to the committee. We will probably be on the same page as Newark, but we do need to vet the issue. The General Assembly is in session for the next three weeks. Finally, you may notice that all the activity above involved the House. With the special election for Lt. Gov. Hall-Long's senate seat over, we expect the Senate become more active and move more legislation. Obviously, all the bills above need to clear the House then move over to the Senate.

Status: Started

Expected Completion: 3/24/2017

Execution Status: On Track

Activity or Project:

Values Statement

Description:

Following the interest of Council to update our inclusiveness statement the below has been added to our website: Home to the University of Delaware and founded by Scottish-Irish and Welsh settlers in 1694, the City of Newark has long been recognized as a diverse, inclusive community. Its residents, businesses and government are focused on caring for others, communicating openly, continually learning, and cultivating innovation. We want all who work, live and visit to feel welcome and valued. The various cultures, beliefs and traditions of our neighbors and visitors are among the greatest qualities Newark has to offer, ensuring it has and will continue to be a welcoming city for all who come here.

Status: Near Completion

Expected Completion: 3/24/2017

Execution Status: On Track

Department:

Administration - Deputy City Manager

Notable Notes:

Parking Division:

- The staff worked with City vendor T2 on the LPR capital project; the timing of this is to try to have in place by mid-year to facilitate the Residential Parking Permit conversation to license plate/LPR operations.
- Additional effort was made by staff, and IT Division staff, with ParkingSoft (vendor for gated, off-street lots) on isolated network issues. The past incident caused an outage for

less than 20 minutes, but is still significant for the City to correct.

- Manager Marvin Howard is working with HR Manager Devan Stewart on several recruitments of part-time positions for Parking Attendant, Parking Ambassador and Parking Lot Manger.

Administration/HR:

- The HR team, along with assistance of Parks/Rec, convened a "Crock Pot Cook Off: A Tasting Competition" as a fundraiser for our colleague L. Jones of the Police Department. Her home was damaged in a house fire on March 14 and all entry fees go directly to her.
- Finance Director Dave Del Grande and I worked with City Manager Carol Houck to meet with the department directors and the FY2018 Budget process. Their engagement and ability to meet timelines will be essential to update this year's efforts.
- Deputy City Manager Andrew Haines participated in a virtual planning meeting for the National PELRA association for the upcoming national training conference in April.

Activity or Project:

Recruitment: Director of Planning & Development

Description:

A final candidate has been selected as the next director, and the last assessments are near finished. We are hopeful to announce their hiring as early as Friday, March 24, 2017.

Status: Near Completion

Expected Completion: 3/24/2017

Execution Status: On Track

Activity or Project:

Recruitment: Assistant to the Managers

Description:

City Manager Carol Houck, HR Manager Devan Stewart and myself started interviews this week, and look to complete all interviews by Friday, March 24, 2017. This is the vacancy of the previously titled "Purchasing Administrator" and is a member of the City Manager's Office.

Status: In-Progress

Expected Completion: 3/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:
Expected Completion:
Execution Status:

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 3/16/17 to 3/22/17 which included trials, arraignments, capias returns, video hearings, and violation of probation hearings. Parking was here on Monday and Wednesday to handle parking appeals. There was one parking trial held this week.

St. Patrick's Day weekend was relatively quiet with no issues.

We are utilizing the Language Link system several times a week since being installed.

Activity or Project:

Court Sessions

Description:

From 3/16/17 to 3/22/17 Alderman's Court handled 56 arraignments, 40 trials, 20 capias returns, 3 video hearings, 1 violation of probation hearing and 5 prisoners transported to court. The court collected a total of 470 payments of which 296 were paid through Pay Pal and 174 were paid at court. The court also collected payments for criminal/traffic fines which included 151 online payments and 59 payments at court for a total of 210 payments.

Status:
Expected Completion:
Execution Status:

Activity or Project:

Description:

Status:
Expected Completion:
Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bruce was not in the office this week. Paul was in the office on March 23 for Court.

Tara attended week 2 of the Municipal Clerks Institute in Dover on March 17. Topics covered included Brownfields and Legal and Procedural Issues Related to State Land Use Statutes. This is a six week program through UD's Institute of Public Administration which allows participants to earn 20 of the 110 points needed for the Certified Municipal Clerk designation from the International Institute of Municipal Clerks.

Staff completed and finalized the agenda packet for the March 27 Council meeting on March 20, which was posted on the website and distributed to Council. The agenda can be found on the website here: <https://de-newark3.civicplus.com/ArchiveCenter/ViewFile/Item/5040>.

Sarah took the Defensive Driving class offered by the City on March 20. Renee and Tara will also be completing the class online.

Renee staffed the Council workshop on March 20. Follow up was completed on March 21.

Renee finalized and posted the agenda for the March 28 Boards and Commissions Review Committee meeting on March 21. The Committee will be continuing discussion on their final overarching recommendations to Council that affect all boards and commissions.

Renee attended a bid opening on March 21.

Renee attended a staff meeting regarding the 2018 budget process on March 22.

Renee attended the quarterly Delaware Municipal Clerks Association meeting on March 23.

Preparation for the April 11 City Council election took up quite a bit of time this week. The voter registration deadline was March 20. Updated voter lists from the Department of Elections were received, new voters were coded by staff and the updates were sent back to the Department of Elections for input. Additionally, the mailing lists for the polling place postcard mailings were finalized for Districts 2 and 4 and sent to the vendor for processing. The final lists included 1379 households with registered voters for District 2 and 740 households with registered voters for District 4. Those postcards should hit mailboxes by early next week. Lists of workers for Election Day were submitted by the Election Board members for Districts 2 and 4 and confirmation letters with training details were sent by staff. Absentee ballots are also starting to come in with three being returned this week for District 4. No absentee ballots have been submitted for District 2 at this time.

The Conservation Advisory Commission finalized a meeting date of April 6 at 7:00 p.m. for their next

meeting. They elected to move the date for April in order to avoid conflicting with the City Council Election.

Renee spent time drafting and finalizing bills and supporting documentation for several items on the March 27 Council agenda. Tara also spent time drafting the seven retirement resolutions on the March 27 Council agenda.

Regarding minutes, staff time was spent on the March 13 Council (Tara drafting), March 15 Council (Sarah drafting) and March 20 Council (Sarah drafting) minutes. The March 13 and 15 Council Executive Session minutes are currently in queue.

Sarah fulfilled 11 discovery requests for upcoming Alderman's Court cases this week. 110 total discovery requests have been fulfilled so far for 2017. The court calendar for April 7 was received and the 20 associated case files were compiled for the Deputy City Solicitor by Sarah. 13 court calendars with 213 associated case files have been compiled for 2017 so far.

The office received 11 new lien certificate requests this week, which were sent to Finance for processing. 10 lien certificates were completed and sent to the requestor. So far 93 lien certificate requests have been processed for 2017.

Activity or Project:

No progress to report

Description:

There is no progress to report on long term projects this week.

Status: In-Progress

Expected Completion: 3/23/2017

Execution Status: Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

Five & Wine and Wine & Dine: The Five & Wine and Wine & Dine are this Saturday, March 25. Runners and walkers will cross the starting line on E. Main Street on Saturday, March 25 at 9 a.m. The inaugural event will be followed by Newark's 13th Annual Wine & Dine from 12 - 5 p.m. More than 320 people are signed-up to participate in the Five & Wine 5-Mile Run/Walk. We've had a steady increase in registration all week. The registration price currently stands at \$35. Online registration closes at 11:59 on Friday, March 24. Runners can register here: <https://runsignup.com/Race/DE/Newark/FiveWine>. Day-of registration is from 8 – 8:45 a.m. at the Academy Lawn for \$40. We promoted the Five & Wine Facebook event for \$100, which resulted in 2,252 people reached, 103 event responses, 16 shares and 87 post likes. We are still looking for a few volunteers to serve as course marshals during the race. Volunteers can sign up here: <http://www.signupgenius.com/go/5080c4dafa622a3f85-five>

The Five & Wine after party will be held on the Academy Lawn. Participants will receive two complimentary Wine and Dine drink tickets to redeem at participating restaurants from 12 - 2 p.m. They will also receive a swag bag containing coupons for a few stores on E. Main Street. The after party will also include free samples from the following restaurants: Arena's; Grain; Grotto; Klondike Kate's; Catherine Rooney's; Deer Park; Stone Balloon; Del Pez; Santa Fe; Caffè Gelato; and Honeygrow. All except for Honeygrow are also participating in Wine & Dine, as well as Iron Hill, Home Grown Café, Taverna and Ali Baba. The menus can be found at enjoydowntownnewark.com/winedine. We are also creating a Wine & Dine menu handout to give to participants the day of the event.

We created a GIS map for Wine & Dine. The map shows the location of the participating restaurants, as well as menu information. It also highlights suggested parking lots. It can be found here: <https://cityofnewarkde.maps.arcgis.com/apps/Shortlist/index.html?appid=9ffac37f41e74fd788d2b0113398ac5c>.

As part of Five & Wine and Wine & Dine we are raffling off two sets of 4-day VIP passes to Firefly. Tickets are \$50 each and available for purchase at the municipal building, or online here: <http://newarkde.gov/993/12692/Win-VIP-Firefly-Tickets>. I promoted the Firefly raffle ticket promo video on Facebook. The promotion ran for 8 days at a cost of \$20. The post reached 8,701 people, with more than 4,100 views. The video is no longer being promoted, but is still pinned to the top of the DNP Facebook page.

Creative Design/Web Edits

- Updated: Parks and Recreation department vendor packet; Summer Camp Banner; and Main Street banner with DNP design committee edits
- Created: Spring Leaf Collection News Flash and graphic; Wine and Dine performing artist's poster and menu to post on social media

Press Releases/Media Inquiries

- Newark City Manager Courl Houck to Retire after 25+ Year Career: <http://bit.ly/2nbcDda>
- Inaugural Five and Wine 5-Mile Race Coming to Main Street: <http://bit.ly/2ngKaUC>
- Josh Shannon, Newark Post, inquired about Codes enforcement during the St. Patrick's Day weekend
 - Resulting coverage: http://www.newarkpostonline.com/news/article_61ff3399-d257-50d5-8e1d-077200990186.html
- Karie Simmons, Newark Post, inquired about the potential loss of CDBG funding from the federal government and its impact on Newark's Meals on Wheels program.
 - Resulting coverage: http://www.newarkpostonline.com/news/article_739827d7-1ddd-59de-aac5-d7981ba0ddee.html
- Karie Simmons, Newark Post, requested an interview with Carol Houck regarding her retirement
 - Resulting coverage: http://www.newarkpostonline.com/news/article_9800ec9a-9bdf-5ace-90d7-af31000f4337.html
- Joe Irizarry, WDEL, requested an interview with Carol Houck regarding her retirement
 - Coverage pending
- Lex Wilson, News Journal, requested a copy of the memo outlining the early retirement plan approved by Council
 - Coverage pending

Activity or Project:

School Hill/George Wilson Center Historical Research Project

Description:

No new progress to report.

Status:

Expected Completion:

Execution Status:

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 have been working on cleanup from last week's ice storm. A broken pole was replaced at George Reed Village and tree limbs and house services were worked on.

The line crews completed a voltage upgrade to UD's Conover Hall on South Main Street. This involved installing two step down transformers and switching their primary service from the City's 4kV circuit to the 12kV through these transformers.

The electricians have been busy with a myriad of projects and issues ranging from tennis court lights not working properly to fixing communications at substations to pulling cables at the Municipal Building.

Engineering has been working on the capital budget getting prices from contractors for projects that will be proposed. Engineering has also been working with the SCADA developer testing new features to improve the system, i.e. distance to fault texts and adding breaker problem alarms.

Activity or Project:

SCADA and Automatic Restoration

Description:

No change. Council approved payment for the project and purchase orders will be issued shortly.

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 - Accounting Department

Notable Notes:

PUB office will be closed for the day on Wednesday, March 29th for staff training. Advanced notice has been (and will be) provided so our customers are not impacted by the closing. Signs have been posted at the Welcome Center and customer service windows.

We are currently conducting interviews for the new Financial Analyst position approved by Council in the 2017 budget. Nine candidates were interviewed, and we have narrowed our selection to three finalists. An exercise was provided to them to complete by Friday, March 24th and we expect to make a final selection the end of next week.

Accounting staff have been working diligently to clear out our filing storage area to make room for our pending move to the second floor in approximately two months.

The City's Governmental fund was reviewed by FitchRatings. Their review was to determine the City's ability to adjust for downturns in the economy. I am pleased to report that Fitch has affirmed our AA+ rating with a "stable" Rating Outlook. I will provide Council with an update on the Fitch report shortly.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 427 phone calls last week, with the average call length of each call being 1:51. There were 64 service orders initiated by PUB during last week. The group processed 3,406 utility payments and CityView transactions, 386 of which were imported automatically with our electronic processes and 2,193 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status:

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

License Audit Review

Description:

Metro Rev has reviewed and contacted 62 businesses to date located outside of the City. 26 companies have been billed, and 14 have paid their outstanding business license fees. To date, we have received \$14,952 in business license payments from this project for the periods of 2013-2016. These additional 25 companies (one is no longer in active) will add another \$6,375 in annual business license revenue annually going forward.

Status: In-Progress

Expected Completion: 5/31/2017

Execution Status: On Track

Activity or Project:

Independent Audit

Description:

The auditors from CliftonLarsenAllen will be back to continue their review of 2016 on March 27th and will be here for two weeks.

Status: In-Progress

Expected Completion: 6/30/2017

Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Tom Z. about the Traffic Island Beatification program and visited traffic Islands for landscaping improvements, met with Rich Gregg about snow removal on parks, trails and sidewalks after the storm, thank you to electric for activating the court lights throughout our park system, court lights will now be on until 10:00 p.m. when activated at the control box, gathered information in preparation for the Rodney property public meeting, met with Chrissy, Paula, Tom and Rich regarding possible projects for outside agencies that have contacted us to volunteer over the next couple of months.

Recreation Superintendent: Awarded portable toilet contract for the year; coordinated and sent out E-blast for the Camp Guide, Camp Fair and other upcoming programs; attended discipline training with management staff; attended meeting with Mayor on the Mayor's Bike Ride scheduled for May 6; helped gather supplies for the Camp Fair; started review of sports equipment bids submitted; worked on camp staff and campers t-shirt design for upcoming summer camps; started work on summer orientation

schedule for summer camp staff; worked at the Camp Fair with all the Recreation Supervisors. Met with Greg Micolucci and Adam Mease regarding the summer skate camp and the tie-in with the police trading cards; conducted weekly staff meeting with recreation staff; completed review of bids submitted for sports equipment and arts & craft supplies, will work on purchase orders for items in support of upcoming summer camps; submitted artwork for Mayor's Bike Ride for completion of bags and worked with Shelby on the completion of the flyer and poster for marketing event.

Recreation Supervisor of Athletics: Continued updating staff files and confirming training requirements are met for upcoming after care inspection at Downes, sent out March newsletter to parents; new session of Basic Introduction to Archery began; the Elementary Basketball program ended on 3/6; the Thursday A/BB Adult Volleyball League concluded this week with the team Growlers claiming the championship; prepared material for the Camp Fair; the Socceroots program at McVey concluded; planning program details in preparation for the summer brochure, planning for Rittenhouse camp, met with camp directors to discuss staff, held counselor interview, finalizing summer camp trips and van rental; held captains' meetings for adult softball and volleyball leagues scheduled to start in late April.

Recreation Supervisor of Community Events: Prepared for and held the 2017 Summer Camp Fair with the University of Delaware Community Music School and 21 additional agencies. The event was a great success with over 100 people in attendance. The attendees had opportunities to learn about summer camps from throughout the region and speak to those that are running them; prepared and emailed the Newark Community Gardeners about the upcoming season and let new gardeners know when they can pick up their keys and begin gardening. The garden is currently full and a waitlist will be taken for any new people interested in the garden, prepared the mailing list and packet for the Newark Memorial Day Parade and emailed, the Newark Memorial Day Parade will take place on Sunday, May 21; worked with Kathy and Shelby to prepare the mailing list and 2017 Vendor Packet, packet was emailed to over 1,300 people and registrations are already coming in for Liberty Day, Community Day and the NewBark PawLooza; ordered supplies for the Egg Hunt, which will be held on Saturday, April 8th at White Clay Creek State Park.

Coordinator of GWC and Volunteers: Hosted a staff meeting for GWC attendants; interviewed a potential lifeguard for the summer season; assisted with preparations for the Camp Fair; continued to plan for Camp GWC, specialty camps, and summer programs; coordinated with a potential speaker for the summer staff orientation; attended a Mayor's Bike Ride meeting; along with the Director attended a Friends of School Hill meeting at the George Wilson Center; set up the George Wilson Center Main Hall for the Theater Dress Rehearsal in preparation for the final class and show; continued to prepare for the Spring Community Clean Up; finalized preparations for a Lifeline Screening Rental at the George Wilson Center; sent the staff schedule and School's Out schedule to staff in preparation for the School's Out, Kids Day Off Friday, March 17; continued volunteer recruitment for upcoming volunteer events including the Spring Community Clean Up, Egg Hunt and Downtown Newark Partnership 5 & Wine Event; presented two potential programs to the Director and Recreation Superintendent for the 7th Annual Kids to Parks Day on Saturday, May 20, 2017 including an Instagram Photo Challenge as well as a Parks and Recreation Scavenger Hunt, coordinated with St. George's Technical High School in preparation for a large volunteer event on Thursday, May 25; coordinated with the Nationals Recreation and Parks Association in preparation for a large volunteer event on Saturday, June 10; coordinated with Comcast Cares in preparation for a large volunteer event in April; continued conducting phone interviews and recruitment for summer camp volunteers. **Volunteer Hours:** 2 Volunteer devoted a total of **10** hours assisting the Newark Parks and Recreation Summer Camp Fair on Saturday, March 11. Total Volunteer Hours for the week: **10** Hours.

Parks Superintendent: Inspected eight park areas and developed work orders as needed, completed annual design for planting beds throughout park system and in process of getting quote from grower, met with homeowners on tree and creek issues, attended webinar at City Hall for management staff, met with arborist for DelMarva Power to sign permission slips to do tree work at Olan Thomas for new power line installation, completed PR for planter purchase, and arranged for Networks to assemble the four ADA accessible picnic tables to be used at Folk Park, started surveying tree damage in all park and horticulture

areas and noting work that needed to be done, and went thru old plans that were up in public works to determine what to scan and keep hard copies for our files.

Parks Supervisor: Assigned field staff daily and assisted as needed, attended webinar at City Hall for management staff, and coordinated with city garage to get new bed put on truck #1430, coordinated all snow/ice removal efforts, assigned work orders and assisted as needed.

Parks/Horticulture: Staff did tree work as assigned, installed new wave slide component on play feature at Handoff Park, did interior bed maintenance at City Hall, dragged/scarified all ballfields and continued on punch list for upcoming season, raked out all horseshoe pits, did trash removal throughout park system, continued on work orders as assigned, assembled new grill, made two posts for recreation section for Camp Day event, continued rehabbing trailer #1419, did snow/ice removal throughout park system, completed pruning back roses at several horticulture sites, converted Ventrac back to snow mode, did brush cleanup from snow storm, removed cabinets from old Sas Cupcake site and brought back to Park Maintenance building.

Activity or Project:

Upcoming Volunteer Initiatives

Description:

We have three large group Volunteer initiatives coming in April, May and June, one group each month. St. Georges Vo-Tech High School, Comcast Cares Day for Comcast employees and the National Recreation and Park Association Day of Service are all doing volunteer projects throughout our parks. The work includes spreading wood carpet, painting, rebuilding on picnic tables are some of the projects that are scheduled. We are estimating 150-200 volunteers dedicating their time for these projects.

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:

Code Enforcement

- Staff reported very few violations during this past St. Paddy's Day weekend. Restaurant patrol and neighborhood patrol both reported very cooperative business owners and neighborhood tenants.
- The foundation work for the new building on STAR Campus has begun.
- The demolition on South Main Street for the next phase of Chimney Ridge is continuing.
- Demolition continues for the new hotel at 400 Ogletown Road.
- Construction is ongoing at Cleveland Avenue.
- Interior framing work is ongoing at the Heights on South Chapel Street.
- Interior wall and roof installation continues at the University of Delaware South Academy Street dormitory, as well as fire system hydro testing.
- Construction is ongoing at the Lofts at Center Street. Steel structure installation began at the site. The foundation work for the new office and apartments at 21 Center Street is ongoing.
- Staff continues to update data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- Interim Planning and Development Director David Culver and Planner II Mike Fortner attended the Planning Commission workshop on zoning mandated parking requirements in the downtown district on Tuesday. Mike presented on the challenges with the current minimum parking zoning requirements and discussed a variety of alternatives for calculating parking demand in downtown areas. Following the presentation, the Planning Commission held an open public discussion on the topic, with several downtown stakeholders in attendance.
- On Wednesday, March 22, Mike Fortner attended the Newark Bike to Work Day planning committee meeting. Newark Bike to Work Day will be held on Friday, May 19 at Mentors' Circle on the University of Delaware Campus from 7:30 to 9:00 a.m.
- The following was also completed this week:
 - 5 Deed Transfer Affidavits
 - 50 Building Permit Reviews
 - 1 Certificate of Completion/Occupancy

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 3/24/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

On 03/21/17, the Delaware Office of Highway Safety held a DUI Enforcement Awards Ceremony in Dover. Jan Withers, MADD National President Emerita, was the keynote speaker. The following officers were recognized at the ceremony:

Delaware Drug Recognition Expert of the Year:

- Cpl. Adam Mease

Leadership and Education Award:

- Lt. Andrew Rubin

Checkpoint Strikeforce Participants:

- Lt. Andrew Rubin
- Cpl. Adam Mease
- Cpl. Aaron Olicker
- PO Andrew Vari
- PO Brian Whitehead

Drug Recognition Experts:

- Lt. Andrew Rubin
- Cpl. Adam Mease
- Cpl. Aaron Olicker

Excellent work by these officers for their commitment to impaired driving enforcement.

Patrol:

- St. Patrick's Day events were uneventful. Preparations for the event were extensive. The PIO disseminated a media advisory outlining current alcohol and order maintenance ordinances, the PD's party amnesty program and other informational items that proved effective. The Special Operations Unit partnered with DATE and Code Enforcement leading up to the event to visit local restaurants and bars to review expectations and city and state ordinances regarding alcohol, occupancy and other items. On the day of the event, 25 additional officers were brought in to supplement the patrol division. Officers were assigned to aggressively enforce violations and provide high visibility presence in both the residential areas as well as the business district. Enforcement activity during the event was minimal as most celebrating the holiday were orderly and respectful of the community. In total, only 13 arrests were made throughout the event.
- On March 19th, the K9 unit conducted a K9 demonstration at the Major Beau Biden Reserve Center. On March 23rd, another K9 presentation is scheduled for a local Cub Scout Pack.
- On March 20th, patrol officers investigating a domestic disturbance in the Newark Shopping Center arrested a 28 year old female for Carrying a Concealed Deadly Weapon and Possession of a Firearm by a Person Prohibited after discovering her in possession of a handgun and marijuana in her purse.
- On March 21st, the FDA conducted an unannounced audit of our AED inventory to ensure that the manufacturer had notified us of a recall and to ensure that our AED's were in compliance. The manufacturer had, indeed, notified us and our AED's were tested to be functioning properly.
- Last week, new officers Megan Keating and Carter McKennon attended an autopsy at the Delaware Division of Forensic Science as part of their Field Training program. The autopsy was extremely informational and will provide a good foundation for their development.

Special Operations Unit:

- Lt. Aniunas has attended several meetings this week in preparation for the opening of the Community Policing Center on East Main Street. Lt. Aniunas is coordinating with NPD officers and units to establish staffing and programs for the center once the facilities team

completes its preparation for opening.

- On March 21st, SOU Officers assisted the Street Crimes Unit with the execution of two search warrants.
- On March 21st, Sgt. D'Elia met with representatives of the Temple Beth El to address concerns surrounding events throughout the country targeting Jewish synagogues and facilities.
- On March 21st and again on March 23rd, Cpl. Saunders attended career fairs at Delaware State University and Wilmington University, respectively.
- On March 23rd, both SOU and Traffic will attend a meeting at Downes Elementary for the Safe Routes to School program.

Traffic:

- During the week, traffic will conduct enforcement activities in the Stafford development following several citizen complaints. Traffic will also conduct traffic surveys on Corbit Street and Stafford Avenue. Also during the week, the Traffic Unit, as part of an ongoing citywide educational campaign, will deploy the message board in the area of Bent Lane and Briar Lane, reminding residents to lock their vehicles and secure their belongings.

Auxiliary Services:

- SWAT initiated two (2) State of Delaware Search/Seizure Warrants on March 21st in support of a SCU Narcotics investigation.
- Attended a Violent Crimes Fund meeting on March 22nd. New guidelines will be discussed at the meeting.
- Following the VCF meeting a SALLE meeting will be held and we will hopefully learn if the application will be approved.
- New MVR cradles were installed in vehicles 930 and 914. Three more need to be installed in traffic/SOU vehicles so the new mics can be deployed.

Administration Division:

- Lt. Nelson is attending FBI LEEDA Internal Affairs training.
- Sgt. Jones is attending Simunitions Instructor Course.
- Bill Hargrove is attending Property/Evidence Management training.
- Cpl. Mease was awarded the DRE Officer of the Year award from OHS.
- Cpl. Mease and Intern Emily Neal conducted a building tour for the newly formed Gentleman's Club at Downes Elementary School.
- Sgt. Bryda assisted the Millsboro Police Department by serving as an interview panelist for their promotional process of the rank of Corporal.

Criminal Investigations Division:

- Melissa Pennachi, working in her role as the Chair of the Victim's Right's Task Force, is preparing for the Victim's Rights Week with a candlelight vigil scheduled for Wednesday, April 5th.
- Lt. Rieger will be attending a meeting on Friday, March 24th, in reference to the Operation Safe Surrender.

- SCU/CIU assisted the Patrol Division during St. Patrick's Day weekend with no major crimes occurring during this time frame.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 3/23/2017

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:

Despite the rain and snow associated with winter storm Stella, drought conditions persist. Over the first 75 days of 2015 we have set 15 record lows for flow in the White Clay Creek, 50 days were below the 10th percentile and there was not a single day where the minimum flow for the day exceeded the 50th percentile. The State Climatologist's Office is predicting above average temperatures with no indications of

above or below average precipitation over the next three months. This means that we will likely experience early leaf out of our trees and increased evapotranspiration from normal years, further exacerbating drought conditions. We are currently refilling the reservoir from the lower level we maintained over the winter as an effort to cycle water to keep it fresh. The recently installed aeration system is operating better than anticipated, with early results indicating that we should be able to eliminate the thermal stratification during warmer temperatures which was the cause of water quality concerns at lower elevations in the past, allowing us better access to more of the stored water.

In addition to the above, we re-developed Well 11 which had seen its production decrease over the last year. While the improvement is small, any additional production from our well field will reduce demand on the reservoir if we get into an extended drought like 2002.

Last week we had a snow event that required a full activation of our field crews, even with the less than anticipated accumulation. In general, we had a good response aside from a few issues that we are working to rectify. We have identified a handful of procedural improvements that will be implemented prior to the next storm event and updated in our snow plan. We will continue to make tweaks to our plan to iron out any new issues that come about in the future.

Our on-call engineering services contract has been narrowed down to a shortlist of three firms, and we held presentations over the past week. Overall we are very happy with all three firms on the shortlist and feel that this year's solicitation was the best yet. We will be notifying the firms which two were selected this week.

Activity or Project:

Salt Shed Replacement

Description:

The salt shed contract is scheduled for the March 27th Council meeting for consideration.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Rodney Regional Stormwater Facility

Description:

Council authorized the purchase contract for the Rodney dorm parcel at a special meeting last Wednesday on March 15th so we have placed the \$50,000 deposit in escrow as required by the contract. In addition, one of our engineering consultants, JMT, is preparing a proposal for the ALTA survey which by contract must be complete within 90 of March 15th. They are also preparing our Project Planning Advance grant application which is due by March 31st. This week we will present our engineering firm shortlist with the Rodney RFP and hope to have a consultant selected in time to have award of their contract on the April 24th Council agenda for consideration.

Status: Started

Expected Completion: 12/31/2021

Execution Status: On Track

Activity or Project:

2017 Water Main Restoration

Description:

This week I performed a final review of the in-house prepared plans for the 2017 water main restoration contract. In general, our engineering staff's skills in preparing the plans have improved incredibly over the last year and they should be commended for their willingness to enthusiastically embrace this additional task. As a reminder, we are proposing to replace the water main in East Park Place between South Chapel and Manuel Streets. We are also proposing to replace the water main in Dallam Road between Old Oak and Bent Lane. We are including a bid option for Dallam Road this year that will utilize bypass piping which is a change from how we have performed replacement in the past. The reason for this is that Dallam was recently resurfaced and by using bypass, there is the potential to disturb only half of the road as opposed to the entire street and portions of the sidewalk that would be required by our traditional replacement methods.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

3/19/2017 to 3/25/2017

Candid Conversation at Community Budget Meetings

With Gov. John Carney preparing a plan to close a projected \$350 million projected shortfall in the next operating budget, he and state legislators continue to hold "Budget Reset" meetings throughout Delaware to gather citizen input.

So far, eight events have been held. (See list below for upcoming meetings.)

Delaware is currently challenged by flat revenue growth and costs driven by an influx of new public school students (including higher percentages of special-needs students); higher Medicaid costs; and escalating health coverage expenses for state employees, retirees, and others.

While the governor has not disclosed what will be included in the budget package he is expected to unveil on or around March 23, statements he has made at recent community meetings in Seaford, Lewes and Milford may provide some indication:

- "The best solution to the problems we have is stronger economic growth."
- "You don't want to do anything that affects growing your economy because ultimately, that is the solution to the problem."
- "Education is the most important investment we can make to improve our economy."
- The governor said the state needs to do a better job of producing graduating students with skills that employers need and value. "I can't tell you how many people I talk to that can't find a good welder. Can't find a good diesel mechanic."
- "If we have one-percent greater economic growth, and a one-percent reduction in health care costs, that solves a lot of [our fiscal] problems."
- On the issue of state employee/retiree health care costs, the governor said: "We're going to have a discussion about the trajectory of health care costs, which is unsustainable."
- "The hardest conversation I am going to have over the next year will be with state employees over health care costs."
- "I'd be willing to cut a deal [with state employees] that if we save a dollar in health care costs, I'll give you back 50 cents [in wages]."
- While not opposed to the concept of consolidating Delaware's 19 school districts, the governor said he did not know if "it was worth the political fight it would take to get it done."
- On shifting costs to county governments and school districts: "It doesn't make a lot of sense to me to fix a fiscal problem for the state and create a problem on the local level."

- "What I am thinking about is not doing something to fix [state finances] this year that makes it more difficult next year."
- "We've got to find a 'new normal' for state government and the state budget."
- In response to citizens who applauded his statement that the unpopular budget proposals made by outgoing Gov. Jack Markell in January were dead, Gov. Carney said: "My guess is that there is going to be a lot in our budget you are not going to like either."
- The governor promised to hold new, separate public meetings on the issues of marijuana legalization and state employee health care benefits.

NEWARK POLICE DEPARTMENT

WEEK 03/12/17-03/18/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO DATE	2017 TO DATE	THIS WEEK 2017	2016 TO DATE	2017 TO DATE	THIS WEEK 2017
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	2	0	0	1	0	0
Rape	0	1	0	3	0	0
Unlaw. Sexual Contact	3	2	0	0	0	0
Robbery	8	6	0	5	2	0
- Commercial Robberies	3	4	0	0	1	0
- Robberies with Known Suspects	1	0	0	0	0	0
- Attempted Robberies	1	0	0	0	0	0
- Other Robberies	3	2	0	5	1	0
Assault/Aggravated	2	4	0	2	9	1
Burglary	20	9	1	10	1	0
- Commercial Burglaries	6	4	1	0	0	0
- Residential Burglaries	11	5	0	8	1	0
- Other Burglaries	3	0	0	2	0	0
Theft	140	121	15	35	45	3
Theft/Auto	6	16	0	5	1	0
Arson	0	1	0	0	0	0
All Other	23	27	0	15	7	0
TOTAL PART I	204	187	16	76	65	4
<u>PART II OFFENSES</u>						
Other Assaults	81	56	4	29	25	1
Rec. Stolen Property	0	1	0	9	2	0
Criminal Michief	38	49	3	21	10	3
Weapons	3	5	0	7	6	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	73	20	10	106	45	7
Drugs	32	36	3	38	35	4
Noise/Disorderly Premise	166	183	35	68	54	7
Disorderly Conduct	38	37	6	31	14	5
Trespass	35	34	7	9	14	3
All Other	128	104	20	64	87	4
TOTAL PART II	594	525	88	382	292	34
<u>MISCELLANEOUS:</u>						
Alarm	217	94	16	0	0	0
Animal Control	81	87	6	0	1	1
Recovered Property	67	58	3	0	0	0
Service	7428	8344	737	0	0	0
Suspicious Per/Veh	137	131	14	0	0	0
TOTAL MISC.	7930	8714	776	0	1	1

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	948	10,042	978	10,841



Newark Police Department
Weekly Traffic Report
03/12/17-03/18/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	2147	1918	138	101
DUI	38	26	43	5
TOTAL	2185	1944	141	106

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	41	52	3	6
Property Damage (Reportable)	259	217	26	23
*Hit & Run	69	54	7	8
*Private Property	55	44	7	6
TOTAL	300	269	29	29

*Included in the total collision numbers

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.