

City Manager's Weekly Report

Friday, June 16, 2017

Department:

Administration - City Manager

Notable Notes:

I will be out of the office the week of June 19th.

This week I found most of my time being spent reviewing various reports and recommendations from staff, along with ordinances like the proposed Small Cell Wireless ordinance. Some of the items specifically reviewed and worked on are:

Parking - Occupancy Report

Parking - First Quarter Financial Report

Finance - CAFR Cover letter

Police - Multiple policy documents

Planning and Development - Wireless Ordinance discussions with industry and development of agreeable amendments

Planning and Development - BOA Variance procedure for parking requirements in the BB zone where a waiver procedure currently exists. The goal is to address the waiver loophole that has been utilized twice recently to circumvent the waiver process and associated fee. These two instances resulted in lost waiver fees into six figures.

State Legislation - Coastal Zone Act - Reviewed information provided to the bill's sponsor from Ken Kristl, a professor at Widener, that was forwarded to Mayor and Council by Rick Armitage.

I met with the IT Division Manager to discuss the proposed security camera project for the Reservoir. Specifically, we discussed where the most appropriate locations for new cameras would be and what areas need to be avoided due to the construction methods used for the reservoir or existing underground utilities and signal wiring.

I met with Mayor Sierer and Joe Charma from the DNP Design Committee to discuss the Artpark and Sculpture Garden proposed for the CSX parcel along South Main Street.

Attended a meeting to discuss proposals to streamline our operations to improve efficiency. I will provide a more detailed list once we have had a chance to fully vet each proposal and have a detailed list of initiatives we would like to move forward.

I also reviewed the requirements associated with the STC zoning district with the Planning and Development Department to ensure I had a firm grasp for if/when I am approached by potential tenants.

One of my personal goals for my time as Manager is to develop a method to review the potential return on investment (ROI) for development projects so we can better identify which projects will be a financial "win" and which will be financial "losers." My desired result is a simple payback in years for a project to be able to fund the replacement of each type of public infrastructure supported by the project. This payback term can then be compared to the expected lifespan of the asset class and if the payback is longer than the life, the project will worsen the City's financial picture over the long term due to not generating enough revenue to offset its liabilities.

I took the first steps toward that goal this week by developing a potential calculation method which I have provided to the Planning and Development, Public Works and Water Resources, and Finance Departments for review. It is relatively simple at the moment and will require additional "fleshing out" before it is ready for discussion with council, but I believe the framework it provides will be sufficient to meet my goals. I will be certain to keep you abreast of the status of development as it progresses.

I met with a representative from SUEZ (previously United Water Delaware) to discuss operations and procedures. We are relocating our primary interconnection with SUEZ as part of the train station project and open lines of communication will be critical to the success of that project. We are planning on holding somewhat regular meetings moving forward.

Parking Division's Weekly Report ending 6/14/17:

- Ericka Morterud set up signage for the Police Department explaining that the Residential Parking Program is now run out of the Parking Division Main Office and what items are needed to receive their free residential permit.
- Marvin Howard and Courtney Mulvanity had meeting with Andrew Haines to ensure that all of Council's questions on the License Plate Recognition system were answered satisfactory. Held meeting in the Community Policing Center on Main Street.
- Parking was no charge on Saturday, June 10 for the Annual New Night Downtown Festival on Main Street. Parking assisted the Downtown Newark Partnership and Police by displaying no charge messages on meters that people could park at, while bagging parking meters that were closed to parking and traffic with red "no parking" bags. Parking Ambassadors were on hand for assistance to the DNP and Police. Bags were removed at the end of event, allowing patrons of Main Street to park at no charge at all parking meters.
- Marvin Howard and Courtney Mulvanity attended the City Council Meeting on Monday, June 12. Presentation was given for the License Plate Recognition system and answer question supplied by Council after first presentation. Results of vote were 3-4 against waiver of bid for LPR unit.
- Estimated 2017 and initial proposed 2018 budget numbers were entered into Tyler Munis at Finance Department's request.
- Courtney Mulvanity attended the GIS Committee Meeting on June 14 to discuss new projects that the Parking Division are working on utilizing the ArcGIS application.

Activity or Project:

N/A

Description:

N/A

Status: Not Started

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:
Expected Completion:
Execution Status:

Activity or Project:

Description:

Status:
Expected Completion:
Execution Status:

Department:

Alderman's Court

Notable Notes:

Alderman's Court held 3 court sessions from 6/8/17 to 6/14/17. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking officers were here on Monday and Wednesday to handle any parking appeals.

The posting for the bailiff position closed on 6/9/17.

Activity or Project:

court sessions

Description:

From 6/8/17 to 6/14/17 Alderman's Court handled 43 arraignments, 37 trials, 18 capias returns, 2 video hearings, and 1 code violation. The court collected a total of 433 parking payments of which 236 were paid online and 197 were paid at court. The court also collected payments for criminal/traffic fines which included 131 online payments and 63 payments made at court for a total of 194 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 in the office on June 12 for Council. Paul was in the office on June 15 for Court.

Renee met with Councilman Markham on June 9.

Bruce, Renee and Tara staffed the June 12 Council meeting. Staff completed follow up on June 13 and 14.

Staff finalized and posted the agenda and packet for the June 19 special Council meeting on June 12. The meeting will be on the process to hire a new City Manager. The agenda and packet can be found [here](#).

Renee attended a bid opening on June 13.

Renee participated in a meeting with Mayor Sierer, Acting City Manager Coleman and Deputy City Manager Haines regarding ideas to streamline workload in various departments on June 13.

Tara staffed the Conservation Advisory Commission on June 13. The CAC made two recommendations regarding changes to the Green Energy Fund reimbursement program for private projects and best practices regarding the refurbishment of City water tanks. These recommendations will be scheduled for an upcoming Council agenda.

Renee attended Records Officer training at the Delaware Public Archives in Dover on June 14.

Renee participated in training on the new Munis budget module on June 14 and worked on the 2018 Legislative Department budget submission.

Renee attended the staff meeting on June 15 where the June 26 Council agenda was discussed.

The Board of Adjustment meeting for June 15 was cancelled due to a revised variance request by the applicant that needs to be readvertised.

Renee completed and circulated to staff and Council the direction sheet from the June 12 Council meeting.

Renee drafted the agenda and worked on several packet items for the June 26 Council meeting.

FOIA requests took some time this week. The following actions were taken:

- Continued working with staff and corresponded with requestor for an April 7 FOIA request from Andrew Ruth regarding police reports from the 1960s.
- Worked with staff on April 26 and May 15 FOIA requests from EBI Consulting regarding 221 East Main Street and 236 East Delaware Avenue.

- Received, referred to appropriate agencies and closed a June 10 FOIA request from CEG Assessments regarding a property outside City limits
- Received and worked with staff on a June 13 FOIA request from Everett Jones regarding 19 Squirrel Lane.

The cancellation notice for the June 15 Board of Adjustment meeting and the agendas for the June 19 Council and June 20 Traffic Committee were all forwarded to Council.

Regarding minutes, staff time was spent on the June 12 Council (Tara and Sarah drafting) and June 13 Conservation Advisory Commission (Sarah drafting) minutes. The June 12 Council executive session minutes are currently in the queue.

Sarah fulfilled 6 discovery requests for upcoming Alderman's Court cases this week. 203 discovery requests have been filled so far for 2017. The June 22 and 29 court calendars was received and the 27 associated case files were compiled for the Deputy City Solicitor by Sarah. 25 court calendars with 383 associated case files have been compiled for 2017 so far. Sarah also processed two pleas by mail.

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 233 lien certificate requests have been processed for 2017.

Activity or Project:

No progress to report

Description:

There are no updates to report on long term projects this week.

Status: In-Progress

Expected Completion: 6/14/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews have been tree trimming the 34kV lines and fixing hot spots found during the infrared scan a few weeks ago.

The electricians continued working on the salt shed service and the lights in the entranceway of the municipal building. They also worked during New Night and ensured all the power was operational beforehand.

Engineering has been working on DeIDOT's Elkton Road project, which involves moving most of the poles from Casho Mill Road to the state line. Engineering worked on the recloser project and wrote up switching orders for the hot spot repairs.

Activity or Project:

Auto Restoration Project

Description:

New radio frequencies for the project have been licensed by the FCC, equipment drawings have been approved, and points from the SCADA system to be given to the recloser system have been identified.

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 continues to experience high volumes of activity due to university students moving out and transferring/terminating their utility services.

The First State Community Action Network was in PUBS on June 15th providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we now provide to residents. Appointments can be made in advance by calling the PUBS office directly. Our goal is to educate our community on how they can save on their electric bill through changing their habits.

We are currently working on a bill cycle consolidation project that will reduce the number of bill cycles that we currently utilize. Thus, some customers will see a shortened bill the first month, followed by a larger period on their next bill. The third month will again reflect a monthly bill window. The goal is to make the PUBS office more efficient in our billing process. As a follow-up, we reduced the number of billing cycles from 32 to 16, impacting just over 8,000 account numbers.

Activity or Project:

Business License Review

Description:

Metro Rev has reviewed 158 businesses to date located outside of the City. Through June 9th, we have received \$31,156 in business license payments from this project for the periods of 2013-2017 from 38 companies. The 55 businesses billed to date should add another \$14K to the annual business revenue line. We extended Metro Rev's contract through 12/31/2017 in order to continue with this project.

Status:

In-Progress

Expected Completion:

12/31/2017

Execution Status:

On Track

Activity or Project:

2018 Budget

Description:

Staff has prepared budget templates for which all departments will be presenting their 2018 budgets. Directors have begun inputting their 2018 budget into the Munis system. CIP sheets have been reformatted for 2018. Budget Central is up and the 2018 Budget Schedule approved by Council is posted. <http://newarkde.gov/1007/Budget-Central>.

Status: In-Progress

Expected Completion: 12/1/2017

Execution Status: On Track

Activity or Project:

Payments & Utility Billing (PUB)

Description:

The group handled 1088 phone calls last week, with the average call length of each call being 3:38. There were no service orders initiated by PUBS during last week. The group processed 2,579 utility payments and CityView transactions, 529 of which were imported automatically with our electronic processes and 1,405 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Worked on 2018 budget preparation, reviewed the Redd Park pedestrian and bicycle bridge plan, conducted parks maintenance meeting to discuss upcoming work orders and projects, met with Paula about upcoming recreation camps and activities, inspected several park areas, worked with Jason on Rittenhouse bridge repairs and welding timelines, met with Chrissy and Paula about the George Wilson Center painting project.

Recreation Supervisor: Attended New Night meeting in final preparation for the event, gathered supplies, confirmed with inflatables and port-o-potty contractors and worked the children's area for the event; conducted staff meeting with Recreation staff prior to start of camps; conducted summer counselor orientation along with Tyler, Chrissy, Sharon and Allison; worked with Shelby on schedule for weekly E-blasts and flyer packet sent to schools and posted on website; continued to gather and submit background checks on summer staff prior to camps beginning.

Recreation Supervisor of Athletics: Continued preparing for start of summer camps: three days of summer camp staff training were held, purchased and organized supplies and got shed at Rittenhouse ready, finalizing details with camp rental van and field trip locations and buses; the afterschool gymnastics program performed at an assembly for the whole school at Downes Elementary on Monday, June 5; worked A New Night Downtown including 2 hours of Tennis with the Mayor on Academy St.

Coordinator of GWC and Volunteers: Finalized all paperwork and materials needed for lifeguards and for the pools; hosted a lifeguard orientation at the George Wilson Center and Dickey Park pool; both pools opened on Friday, June 9 with an attendance of 24 at the George Wilson Center and 40 at Dickey Park Pool; assisted with summer staff orientation; finalized and sent summer camp volunteer schedules and Contact information for Camp Directors; hosted a volunteer orientation at the George Wilson Center; finalized summer staff schedules for June; sent welcome letters and Information to parents registered for the first session of Camp GWC; finalized supplies and materials for Camp GWC; hosted Camp GWC summer staff orientation; set up, printed programs, advertisement flyers and prepared for the Curtain's Going Up show on Friday, June 9 with an attendance of 50; the first Full Moon Hike was held on a beautiful night at the Newark Reservoir; coordinated with Siemen's Healthcare Diagnostics for a George Wilson Center painting project on Tuesday, June 6. **Volunteer Hours:** 19 volunteers from Siemen's Healthcare Diagnostics devoted **76.75** hours painting the George Wilson Center Main Hall; 2 volunteers devoted a total of **7** hours removing litter from Christina Parkway; 22 volunteers devoted **22** hours for summer camp volunteer orientation. Total Volunteer Hours for the week: **105.75** Hours.

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including the 4th of July, Spring Concert Series, and Camp R.E.A.L. The sixth week of concerts was held on the Academy Building Lawn, which featured Polkadelphia. This week's performance will feature The Juveniles. The Dangerous Camp for Kids is being held this week and specialty camps will begin next week in addition to Camp R.E.A.L. Camp R.E.A.L. registrations continue to come in. The pre-camp inspection was completed by the Delaware Department of Public Health. The Newark Community Garden plots are growing well and gardeners are beginning to harvest some early summer vegetables.

Parks Superintendent: Inspected 3 park areas and developed work orders as needed, directed on site planting installation at West Chestnut Hill Road and 896 traffic island, met with volunteer to discuss further volunteer opportunities with City, gave a brief talk to summer camp staff at the Wilson Center, checked plant material amounts delivered from two nurseries for installation at City Hall, started on design of new bed at Wilson Center including adding additional plantings in existing bed area at main entrance, assisted with selection and layout of new annual bed along Veterans Lane at City Hall.

Parks Supervisor: Assigned field staff daily and assisted as needed, oversaw painting by volunteers at Wilson Center, and assisted in unloading both plant material orders.

Parks and Horticulture Staff: Continue mowing operations, loading/set up/ removal of materials/supplies from Newark Night event, continued on work orders as assigned, planted West Chestnut Hill Road and 896 traffic island including mulching and watering of island with approximately 300 perennials/shrubs and one Full Moon Japanese Maple, planted new annual bed at City Hall along Veterans Lane, dragged/scarified all ball fields, raked off all horseshoe pits, did equipment maintenance on all hand held sprayers/both Jacobsen mowing units/both Kubota mowing units, watering of nursery stock at City Yard, trimmed in walls on main floor area at Wilson Center for volunteers to roll walls, continued on bed maintenance throughout park system, did interior bed maintenance at City Hall, fulltime staff attended flagger training, put equipment boxes in Rittenhouse and Dickey parks for day camps, installed new pool pump at Wilson Center pool and swept up garage area at Park Maintenance Building

Activity or Project:

Summer Camps and Activities

Description:

Summer Camps and Activities are in full swing with over 1,500 individuals registered in summer activities with more registrations coming in every day.

Status:

Started

Expected Completion: 8/20/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

Administration Division:

- The "New Night" event held this past Saturday was well attended and went well with no major traffic conditions or incidents reported.
- Our two newest police recruits will be sworn in by the City Secretary on Friday June 16th at 9:00 AM. The recruits will graduate from the New Castle County Police Academy on June 26th at 7:00 PM. The ceremony will be held at the Chaser Center in Wilmington.
- This Saturday, June 17th, the Newark Police Department and the community will be celebrating the 150th anniversary of the police department. A ceremony and open house will take place in the municipal parking lot and police station beginning at 1:00 PM.
- The graduation ceremony for the Downes Elementary Gentleman's Club was held on June 8th. A portion of the club focused on immersing the children in different aspects of police work. The club was organized and run by Cpl. Mease with assistance by Intern Emily Neal.
- On June 14th, Lt. Nelson was interviewed by Ken Chisholm from Radio Newark regarding the Community Policing Center.

Criminal Investigations Division:

- The Newark Police Department just enrolled in the MedicAlert L.E.A.P. (Law Enforcement Agency Portal). In partnership with the Alzheimer's Association of Delaware, we can register individuals in the program for free MedicAlert jewelry. L.E.A.P. is a program that law enforcement can use to assist community members that are at risk for wandering... so, individuals with dementia or Alzheimer's, as well as individuals on the autism spectrum. By NPD enrolling a person in the L.E.A.P., that person gets a free MedicAlert bracelet and their information will be stored in the portal. If the person wanders and is found, there is a number on the bracelet to call and that person can then be found in the database with the goal of a safe return home. These bracelets would normally cost the person or his or her family money, however through L.E.A.P., it would be free.
- On Monday, June 12th, a female suspect was arrested for prostitution and conspiracy in a local motel by the Street Crimes Unit. During the initial contact, three additional subjects fled out the second-floor bathroom window. Cpl. Odom was able to apprehend one of these individuals following a foot pursuit through the Newark Shopping Center. The suspect was charged with conspiracy and resisting arrest. All subjects are from the Philadelphia area and frequent Newark to conduct prostitution activity.
- On Tuesday, 6/13/17, Det. Bystricky begins trial in Superior Court in the State of Delaware's case against Shani Patrick. Patrick was arrested by Det. Bystricky in October 2016 for the robbery of an elderly victim on West Park Place, Newark, as the victim walked home.

Special Enforcement Division:

Sgt. Davis and Cpl. Vernon attended the monthly New Castle County Fire Police Association meeting at Five Points Fire Company.

- On Tuesday June 13th, M/Cpl. Conover and Cpl. Saunders worked road coverage due to range duties.
- On Wednesday June 14th, SOU met with Parks regarding Bike Rodeos at Summer Camps.

Patrol Division

- PO Whitehead is conducting a temporary rotation with the Street Crime Unit.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 6/15/2017

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:

Reminder that East Park Place and South Chapel Street will be closed starting on Monday June 19 and continue for roughly 7 weeks. Sign boards have been up for the past week and the roads will be open to traffic each night.

Activity or Project:

Water Main Replacement - East Park Place

Description:

The water main will be replaced from Manuel Street to South Chapel Street. Notices have been given to area residents several times since early April. The road will be closed to thru traffic during working hours and open at the end of each workday. Businesses and residents will have access to their addresses at all times, excepting short duration excavation or main placement.

Status:

Expected Completion:

Execution Status:

Activity or Project:

U Don't Need It?

Description:

The annual U Don't Need It? program has concluded for 2017. PWWR crews were able to keep City

streets in student areas clean through proactive pickups and fines for violations. Estimates for diversion from the landfill, or reuse/resale, are around 31,000 pounds and proceeds from the sales were approximately \$4,300. A more detailed report will be completed when all receipts are received.

Status: Completed

Expected Completion: 6/15/2017

Execution Status: Completed

Activity or Project:

Rodney

Description:

We are currently in the due diligence and community engagement phase of the Rodney Project. PWWR staff along with our consultant, JMT, were on hand for A New Night Downtown on Saturday June 10. Residents and other interested parties were engaged with some general concepts and site/project awareness. Forty one (41) people signed up for an email contact list and cards listing the project website were available. Turnout was very good and we received positive feedback as well as some suggestions and considerations which will be summarized and used during our planned public outreach meetings and design phases. See attached photo from New Night Downtown.

Status: In-Progress

Expected Completion: 4/30/2018

Execution Status: On Track

6/11/2017 to 6/17/2017



Newark Police Department
Weekly Traffic Report
06/04/17-06/10/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	5008	4113	145	209
DUI	73	71	3	5
TOTAL	5081	4184	148	214

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	109	125	3	3
Property Damage (Reportable)	583	512	17	18
*Hit & Run	138	109	1	4
*Private Property	141	113	6	5
TOTAL	692	637	20	21

*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.



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