

City Manager's Weekly Report

Friday, May 6, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

I am happy to share that tomorrow will mark 26 years since I started working for the City of Newark and its citizens. Time has flown by very quickly, and I remain proud to work for such a great organization and community with tremendously dedicated staff and to have the opportunity in recent years to serve as City Manager. Thank you for your continued support and your personal commitment to our community. This morning's power outage that occurred with pounding rain events drives home the fine efforts of primarily our Electric Department who worked systematically, under less than optimum conditions, to restore the power, as well as PW&WR and our Police Department that assisted with intersections and other needs during this event. Ultimately all power was restored within a 2-hour period.

I call your attention to the PW&WR report this week and the project update titled Maintenance Yard Master Plan and Salt Shed. Please note that in addition, DSWA has made a request that we consider locations within Newark where they can locate under a long-term lease agreement a manned recycling location. We have requested additional information related to the requirements for such a facility. Outreach to the UD regarding the potential placement at the STAR Campus has also occurred.

Newark's new Finance Director David Del Grande started this week and is working closely with outgoing Director Lou Vitola to ensure a smooth transition. Our Parking Ambassadors participated in a customer service training session with a development specialist from the International Parking Institute. This training opportunity is in association with the reporting and title changes implemented last year that brought the former Parking Enforcement Officers into the Parking Division from the Police Department. I'm told the program was well received.

The Pension Committee spent the better part of last Friday hearing the presentations from six of the highest ranked firms. We expect a recommendation to be placed on an agenda later this month.

Please find attached the May 2016 Traffic Committee Agenda; the Memorial Day Parade Special Event Notification; and a Noise Waiver issued for night work at Elkton Road and Christina Parkway to begin May 16th.

I've participate in a conference call with ICMA and other Managers from our state where we discussed the possible launch of a Women Leading Government Association for Delaware. Also, I attended a half-day session on "The High Cost of Free Parking" in Philadelphia - offered by the Delaware Valley Smart Growth Alliance that included a keynote presentation by Donald Shoup (Distinguished Urban Planning Research Professor and Author - UCLA) who has focused on how parking policies affect cities, the economy and the environment. Lots of good information was shared and the recent improvements that we have already made (smarter parking meters, sensors) were noted to be appropriate next steps for cities. Additionally, the concept of parking management being more of an economic development tool than a transportation tool; the importance of accurate pricing; and the environmental impact of cars cruising around for parking provided for interesting discussion and consideration.

Have a great weekend... and Happy Mother's Day to you, your mothers and/or wives.. as appropriate.

Enjoy!

Activity or Project:

DEMEC

Description:

Please find attached the All Delaware Rate Comparison through May 2016. The fuel oil tank was filled with 250K gallons of water last weekend and the 24 hour hydro test conducted. After the test, the water will be drained into the cooling tower and closed loop system for flushing. The picture attached shows the contractor installing fuel oil piping and conduit to the tank level transmitter.

Status: Not Started

Expected Completion: 5/5/2016

Execution Status: On Track

Activity or Project:

DE League of Local Governments

Description:

Please find attached the minutes from the April 28th Legislative Committee Meeting.

Status: In-Progress

Expected Completion: 6/30/2016

Execution Status: On Track

Activity or Project:

Digital Records Management

Description:

I am happy to share that our commitment to digital records management has taken a great leap forward in recent weeks with the completion of the work space that will serve to facilitate this complicated and necessary effort for our organization. Many of you know as an organization we have been discussing our move to digital records for nearly 20 years, however, it finally took the ever growing document load and storage needs as well as IT leadership from Josh Brechbuehl to enable this effort to take form. Please note the photos of the new work space created to manage this effort including one of Samantha Carson, Digital Records Management Coordinator, who is

developing the work plan (template for how documents are logged) and delving into the form usage and records of all departments. It feels good to be moving in this direction and to finally be addressing this long identified need!

Status: Started

Expected Completion: 12/31/2016

Execution Status: On Track

Department:

Administration - Deputy City Manager

Notable Notes:

- I took a small group of management team members to an annual labor law seminar. Each year since 2013, the City Manager's Office has exposed different management team members to such seminars to expand the organizational knowledge behind policies or labor requirements.
- On Monday I presented to the Learning Express Academy, 7th Grade, regarding citizenship and their local government. Thank you to Mrs. Jana Brown for affording me the rewarding opportunity to engage with her students.
- This weekend will commence another police officer recruitment effort, with an estimated need of 4-5 positions. The written test, and weather permitting, field agility assessment will be completed on Saturday.

Activity or Project:

Pension/OPEB/Cash Reserve RFP

Description:

As a member of the Pension Committee, I was a part of the oral presentations of the six (6) short listed firms under consideration. The Committee spent the entire day listening and assessing each firm, and deliberated at the end various points. On behalf of the Committee, a recommendation shall be forthcoming from Director of Finance Lou Vitola, with a hopeful Council meeting date of May 23. The members of the committee should be applauded for their time and thoughtfulness throughout this process. Lou Vitola has been an immeasurable asset, and the professional consulting from Andy Zimmerman (D&T Investments) has been thorough, professional and in the best interest of the City.

Status: Near Completion

Expected Completion: 5/23/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

We held three court sessions this past week.

Activity or Project:

Court Sessions

Description:

We processed a total of 53 arraignments, 27 trials, 4 case review, 14 capias returns and 1 plea. We videoed 6 prisoners from the various prisons. We received a total of 927 payments of which 455 were made through Govolutions or Paypal for parking citations.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

DNP Events

- New Night Downtown planning continues. To date, 30 businesses and organizations are registered to participate in A New Night Downtown and we have brought in \$2,550 in sponsorship money.
- Food and Brew planning is also underway, with interested businesses registering to participate.

City Events

- Staffed the Mayor's Fun Ride - taking photos and posting on social media during and after the event.

Lyme Disease Challenge

- It is officially Lyme Disease Awareness Month. On Saturday, volunteers yarned bombed 86 parking meters on East Main Street to help raise awareness for Lyme disease. Their photos have been getting an overwhelmingly positive response on our social media pages. The photo of the group's #LymeDiseaseChallenge on the City of Newark's Facebook Page has 25 shares. The Lyme Disease Challenge Organization has recognized Newark, along with organizations across the country, including the Northern Rockies Lyme Disease Coalition.
- On May 2, Mayor Sierer went on WDEL to talk about Lyme disease awareness and what Newark is doing for Lyme Disease Awareness Month.

GIS Maps

- We are updating the Downtown Newark Map and Guide in the GIS Applications section of the City's website and including information like whether the business accepts DNP gift cards and validates parking.
- We are also working with the Parks and Recreation Department to create an Events Parking

Map, where visitors will be able to find the best places to park when coming to downtown Newark for an event. This map has not yet gone active on the City's website.

Graphic Design

- Created new City of Newark Department and Memo Letterheads to include in the City Style guide
- Spring Concert Series/Newark's Youth's Got Talent Poster Edits
- Updated the Parks and Recreation Website; City Council Website; Spring Concert Website, and DNP events Website
- Created DNP QR Code Business Card to replace maps (this allows for easier/timely updates and reduces costs for printing)
- Distributed Public Meeting Notices
- Updated City of Newark Employee Directory

Press Releases/Media Inquiries

- City of Newark Raises Awareness for Lyme Disease: <http://bit.ly/1WauSfS>
 - Coverage: http://www.newarkpostonline.com/news/article_2afbaf1a-9e03-57dc-8132-7c226cddd25f.html
- Hae Soo Yang, UD Review, inquired about the new movie theater
 - Resulting story: <http://udreview.com/movie-theater-to-open-at-newark-shopping-center/>
- Josh Shannon, Newark Post, inquired about metrics from the Mayor's bike ride.
 - Resulting story: http://www.newarkpostonline.com/news/article_eb347f29-8145-575b-8746-e4aa6cd715fa.html
- Josh Shannon, Newark Post, inquired about sidewalk closure on E. Main Street.
 - Resulting story: http://www.newarkpostonline.com/news/article_f143c662-c1a4-52af-aae1-bca98be5970b.html
- Josh Shannon, Newark Post, inquired about Arbor Day event in conjunction with Downes Elementary
 - Resulting story: http://www.newarkpostonline.com/article_82a09d8d-b64c-5ad6-aa26-5df3abe0fcf3.html

Activity or Project:

Website Redesign

Description:

Will be working with CivicPlus to update the City website. We are reviewing best practices in municipal web design and will be soliciting citizen input.

Status: Started

Expected Completion: 9/6/2016

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:

Friday morning, April 29, a substation transformer was returned from being repaired in Kansas. The 50,000 lb. transformer took about four hours to set into place. The line crews switched pertinent circuits off the day before and back to normal the afternoon of the install. Tuesday a testing company came in and installed 34kV bushings, but did not test the transformer because of the rain. They are scheduled to return late in the week, but that may have to wait until better weather next week.

The line crews installed about \$35,000 worth of line hose and blankets on the lines in front of the University's Public Safety Building on Academy Street. A construction crew in extending a steam pipe and will be in close proximity with cranes and other heavy equipment.

The line crews also insulated lines in front of the old opera house on Main Street so work could be done on the soffit and they took down transformers in the back of Caffè Gelato as part of reconfiguring the lines in the parking lot. The buildings fed from that bank of transformers were moved to another set weeks ago.

The meter technician investigated several power quality complaints and the electricians inspected all the substations and made repairs to some items.

Engineering compiled the University monthly energy report used by finance and DEMEC for billing purposes and is working with GE Aviation on fuse coordination of primary lines as part of the proposed solar project to be installed.

Activity or Project:

West Main Substation Reconfiguration

Description:

Installing a new circuit and poles and reconfiguring other circuits and poles at the West Main Substation in preparation for a new substation transformer currently being built and to be delivered later this year.

Status: In-Progress

Expected Completion: 10/31/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance Department

Notable Notes:

The City of Newark's new Finance Director David Del Grande started on Monday this week. The onboarding and orientation process is progressing very smoothly, and I'm thrilled with Dave's enthusiasm and knowledge so early in the process. The City's finance operations will be in capable hands, and I look forward to his introduction to Council at next Monday's meeting.

I'm pleased to report that Latrice Nichols has accepted the position of Application Support Technician/Billing Support Technician, and I welcome her return to the Payments and Utility Billing team. Please join me in welcoming Mr. Del Grande and Mrs. Nichols to the Finance Department.

Finance staff are working with DEMEC staff and University of Delaware officials on a reconciliation of the delivery charge component of the rate as specified in the Electric Service Agreement (ESA). Going forward, the reconciliation process will occur on an annual basis, while raw billing data will be shared on a monthly basis in the pursuit of strong, clear communication and service excellence.

Activity or Project:

Payments & Utility Billing

Description:

The group handled 939 phone calls the last two weeks. The average call length of 3:32 last week was strong, while the average hold & queue time (average speed of answer) of 0:59 was the best response times – under one minute – in the last two years. The week of April 25, the average speed of answer was just over one minute. Our Welcome Center staff greeted 524 visitors in the last two weeks, while service calls initiated by Payments and Utility Billing in response to calls and visitors totaled 340 for the same period. The group processed 9,189 utility payments and CityView transactions, 1,056 of which were imported automatically with our new electronic processes and 5,248 of which were imported via web, lockbox or preauthorized payment (PAP) over the last two weeks.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

Activity or Project:

Independent Financial Audit

Description:

Our auditors have completed their review of the City's Pension and OPEB drafts for 2015; our actuarial consultants at Milliman are rendering the final reports accordingly. Staff worked on the prior period restatement to net position and journal entries required as part of GASB68 for Pension reporting, and Mr. Del Grande and I will commence work on the Management Discussion & Analysis component of the Comprehensive Annual Financial Report (CAFR) upon completion of the fund financial statements. Our Communications team will be assisting with the visuals for the CAFR dividers this year.

Status: In-Progress

Expected Completion: 6/30/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended the Mayor's Bike Ride organizational meeting, worked on the 2017 Department and Capital budget; met with Parks Superintendent about design and implementation of new landscaping area at the Municipal Building and George Wilson Center; attended the Jefferson Award Ceremony where former Director Charles Emerson received a Jefferson Award; working with Delaware Natural Resources and Environmental Control (DNREC) and DelDOT about creating a Redd Park trail connection of Paper Mill Road. On Friday, May 13 American flags will be temporarily installed in front of the building as part of the Flags for Heroes program through the Newark Rotary Club. The flags will remain up until May 31.

Recreation Supervisor of Athletics: Attended first night of summer volleyball season, assisted with Administrative Professionals Day luncheon; met with the Rittenhouse Camp Director and Tyler to start the transition to his supervision, attended a Mayor's Bike Ride meeting in preparation for the Mayor's Bike Ride, held a meeting with the Recreation Supervisors regarding summer staff, attended weekly parks maintenance meeting, worked the Mayor's Bike Ride with 116 participants involved.

George Wilson Center Coordinator: Continues preparing for summer camps and conducted more interviews this week; assisted with Administrative Professionals Day luncheon met with Recreation Superintendent and Rittenhouse Camp Director; continues working with new GWC Coordinator on job transitions; prepared for and worked the dance rehearsal and recital held at Glasgow High School; started working on balancing pool water as both pools received new plaster and need to be monitored daily for at least two weeks.

Coordinator of Volunteers: Conducted phone interviews with potential Summer Camp Counselor Volunteers; conducted interviews with potential Summer Camp GWC staff; received training at the George Wilson Center in preparation for the transition; attended a Mayor's Fun Ride event meeting on Wednesday, April 27; provided supplies to West Park Elementary and Downes Elementary for Friday Clubs; 6 volunteers devoted a total of **18.75** hours assisting with the Dance Rehearsal and Recital at Glasgow High School on Thursday, April 28 and Friday, April 29; 23 volunteers devoted a total of **65.25** hours assisting with the Mayor's Fun Ride on April 30; 35 volunteers devoted a total of **118** hours for Comcast Cares Day on April 30, assisting with and landscaping at the Municipal Building and landscaping, painting, and organizing at the George Wilson Community Center, Comcast also donated wheelbarrows, shovels, gloves, 10 yards of mulch, water seal and paint to the City of Newark Parks and Recreation Department; 1 volunteer devoted **4.25** hours during the week of 4/25-5/1 landscaping and removing invasive plant species along the James F. Hall Trail. Total Volunteer Hours for the week of 4/25-5/1: **206.25** Hours.

Recreation Supervisor of Community Events: Preparations are being finalized for upcoming events, including the Spring Concert Series, which will begin on May 5, Newark's Youth's Got Talent, which will begin on May 12, the NewBark PawLooza, and the Memorial Day Parade. Work orders, contracts, PSAs, vendor and VIP mailings, and outreach to previous vendors or participants was completed for the events. Preparations are underway for the final Newark Memorial Day Parade Committee meeting prior to the parade.

Parks Superintendent: Conducted horticulture area inspections and two park inspections and developed

work orders as needed, assisted NPD with wildlife management issue, assisted in coordinating volunteer project along with Volunteer Coordinator mulching (City Hall and Wilson Center)/painting pool pump house (Wilson Center)/planting annuals in sign bed (Wilson Center), attended wrap up meeting of the 2016 Christina River Clean Up Committee, monitored contractors renovating both pool sites, coordinated staff prepping beds at City Hall for mulching and planting, started working on upcoming YBC Crew budget/date line, looked into camp site issue in the Christina Valley Stream behind Christina Mills Apartments, along with Parks Supervisor worked thru computer/maintenance work order issue on ball field maintenance tracking, reviewed two proposed plans for development, and met with a resident concerning tree issue.

Acting Parks Supervisor: Assigned all field staff daily assignments and assisted as needed, continued researching bed options/pricing for truck #1430, assisted Recreation Division with Mayor's Bike Ride event, and along with Parks Superintendent worked thru a maintenance work order issue concerning ball field maintenance.

Parks and horticulture staff: Continued mowing operations, bed maintenance, prepping ball fields and horseshoe pits, did interior bed maintenance at City Hall, continued on new planting bed installation at City Hall, continued/completed work orders as assigned, started filling pools after pool renovation project was completed contractually, did equipment maintenance on mowing units and hand held sprayers, and loaded supplies for Mayor's Bike Ride Event.

Activity or Project:

Municipal Building Landscaping

Description:

The Municipal Building Landscaping is nearing completion. The beds had new mulch installed last week by Comcast volunteers with plant material to be installed next week.

Status: Started

Expected Completion: 5/12/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- This week Facilities Maintenance performed the following:
 - Finished work on Digital Records Room;
 - Moved and disposed of furniture in Finance, as requested;
 - Relocated copier in Finance;
 - Worked on various building temperature issues in Police Department and Municipal Building;
 - Worked on getting prices for Capital projects for fans and remote garage door openers in Garage;
 - Made drawing for sidewalk off-loading ramp and met with contractors to discuss the project.

Code Enforcement

- The Division is working with the owners of the Opera House (and building containing Grassroots) on Main Street to address issues with rotted and falling soffit.
- Certificate of Occupancy was issued for 550 South College Avenue for incubator fit-out and office at front of building on STAR Campus.
- Certificate of Occupancy was issued for the taco bar at 13 North Chapel Street.
- The footer/foundation installation work for the University of Delaware's South Academy Street dormitory is ongoing.
- The framing work at 60 North College Avenue continued this week.
- The framing work is ongoing at 52 North Chapel Street.
- The Division is preparing additional patrols at the various restaurants for the evening of May 5th in anticipation of Cinco de Mayo.
- Work is continuing at the Washington House Condominiums located at 113 East Main Street.
- The steel structure has been erected at the Astra Plaza addition.
- The pre-construction meeting for the new Qdoba on Main Street (next to Honeygrow) was held this week.

Parking

- Parking Manager Marvin Howard is scheduled to meet with additional Lot 4 property owners this week regarding trash consolidation.
- Parking Division staff spent time this week training the newly hired Parking Attendant.
- On Wednesday Marvin and Parking Supervisor Courtney Mulvanity attended mid-level

management meeting with City Manager Carol Houck.

Planning

- Considerable time was spent this week preparing for Tuesday's Planning Commission meeting. At the meeting, the Commission took the following actions:
 - Recommended approval of an annexation, rezoning and minor subdivision at 0 Darien Road;
 - Recommended approval of Zoning Code amendments to clarify exceptions for height and setbacks;
 - Discussed draft parameters and methodology for Code mandated parking requirements and parking waiver program study; and
 - Discussed the Downtown Development District grant opportunity and process, and approved the geography as proposed by the Planning and Development Department.
- On Wednesday afternoon Maureen met with the owner of Skipjack's Restaurant to discuss procedures for adding patio seating at the restaurant.
- This week an administrative subdivision to add 1.0594 acres of land to one of the tax parcels fronting South College Avenue on STAR campus was approved.
- Considerable time was spent this week preparing for and staffing the public information and comment session for the City's proposed Downtown Development District Grant application. The session was held Wednesday, May 4, 2016 from 4:00 – 8:00 p.m. in the City Council Chamber.
- On Thursday Maureen attended the staff meeting.
- On Thursday afternoon, Maureen, Code Enforcement Manager Dave Culver, Code Enforcement Officer Brian Daring, Planner Tom Fruehstorfer and Fire Protection Specialist Dave Tynan attended a demonstration of the software contemplated for replacing CityView. A fictional land use development plan was used in the demonstration to illustrate how it would work. The goal is to find a comprehensive and efficient package which will see a land use development project from the application stage through Certificate of Occupancy, as well as handle the City's licensing needs (fire, elevator, business, etc.).
- On Thursday evening Maureen attended the Cleveland Avenue Street Improvements Task Force meeting. Outreach and a public meeting were among the main topics discussed.
- Maureen spent considerable time this week preparing for budget discussions with managers for Code Enforcement and Parking Divisions' 2017 needs.
- Bike to Work day is scheduled for Friday, May 20, 2016 from 7:30 a.m. to 9:00 a.m. The event will be held at Mentor's Circle on the University of Delaware campus.
- The following was also completed this week:
 - 5 Deed Transfer Affidavits
 - 28 Building Permit Reviews

Activity or Project:

West Cleveland Avenue Development Projects

Description:

At the March 28, 2016 Council meeting, during consideration of 47 West Cleveland Avenue Comprehensive Development Plan Amendment, rezoning, and minor subdivision with site plan approval project, the Department was asked to reach out to the Cleveland Station developers to

see if they would be willing to move the joint driveway for Cleveland Station/47 West Cleveland projects further east, away from the intersection of New London Road and Cleveland Avenue. Staff did reach out and the developer rejected the proposal for the following reasons: • The proposed entrance location depicted on the Cleveland Station plan has been reviewed by DelDOT twice. There have been Letters of No Objection (LONO) issued. The entrance is located at the high spot in the road in order to provide the required sight triangles as specified by DelDOT. The entrance is also situated in this location because, at that point, westbound Cleveland Avenue has two lanes heading west. Consequently, if a motorist is making a left turn into the property, the other westbound lane allows traffic to get around the automobile waiting to make a left turn into the site. If the entrance were relocated to the 47 West Cleveland property further to the east, only one westbound lane is available and a motorist waiting to make a left turn into the property could potentially back up traffic on westbound Cleveland Avenue because there is no bypass lane. As a result, the developers believes that DelDOT would not approve relocating the entrance. • If the entrance were located on the 47 West Cleveland property, it would impact the location of the four approved townhomes on that property. The four townhomes would have to shift to the west and be located partially on the Cleveland Station property. Some of the units located on Cleveland Station would also have to be shifted to the west. This would result in substantial plan changes which would trigger a re-review, not only by the City of Newark, but also by DelDOT. This alone could take six more months to finalize. • It is the developers' understanding that the timing of the 47 West Cleveland project does not coincide with the timing of the Cleveland Station project. Tentatively, Cleveland Station will be commencing construction mid to late summer. If the requested changes were to be implemented, Cleveland Station would be significantly delayed. In addition, the 47 West Cleveland property owner would have to be willing to have the current structure razed so that it would coincide with the timing of the Cleveland Station project. For these reasons, the developers considered but declined the request to move the entrance east. But, as noted during the Council meeting, although DelDOT indicated that they did not believe the proposed entrance would cause an issue for left turns westbound into the property, if after construction the City felt that the movement was an issue, we could resist left turns in during certain hours of the day. Signage and enforcement of same would be the City's responsibility.

Status: In-Progress

Expected Completion: 5/5/2016

Execution Status: On Track

Activity or Project:

Parking Division Training

Description:

On May 3rd Parking Ambassadors and Parking Office staff participated in tactical communications training with International Parking Institute (IPI) Senior Training and Development Specialist Cindy Campbell, a nationally recognized Parking customer service expert. Training focused on customer service and included how to professionally manage interaction with unhappy customers while in the field and coping with work related stress.

Status: Completed

Expected Completion: 5/3/2016

Execution Status:

Completed

Activity or Project:

Downtown Development District

Description:

The Department hosted an information and comment session on Wednesday, May 4, 2016 from 4:00 p.m. to 8:00 p.m. in the Council Chambers regarding the City's draft Downtown Development District (DDD) grant application and process. The purpose of the meeting was to provide information regarding the DDD and gather public input on the application. Two presentations of the DDD program and process, as well as the City's application, were provided at 4:30 p.m. and 6:30 p.m., and the balance of the time staff was available to discuss the DDD application opportunity. The information session was relatively well received with more than 30 people attending. A draft of the DDD was also discussed with the Planning Commission at their May 3, 2016 meeting, at which time the Commission approved the DDD geography as proposed by the Planning and Development Department. The grant application will be reviewed by City Council and be the subject of a Council resolution at the May 23, 2016 meeting. The application is due to the Office of State Planning Coordination on June 1, 2016.

Status: In-Progress

Expected Completion: 6/1/2016

Execution Status: On Track

Department:

Police Department

Notable Notes:

The Newark Police Department Traffic Unit continued their collision reduction initiative by targeting four high collision locations during the past week. Officers devoted a total of 89 hours and issued 214 citations for various traffic offenses.

In response to the anticipated order maintenance/quality of life issues and ancillary crimes surrounding the upcoming Cinco De Mayo festivities, a proactive overtime detail was initiated to combat these matters. Officers issued 16 summonses for a variety of criminal offenses and disrupted numerous loud/disorderly parties. A similar proactive detail is planned for Saturday May 7, 2016.

In response to repeated complaints regarding bicyclist and skateboards in the downtown area, officers conducted approximately 20 hours of dedicated enforcement resulting in 11 summonses.

Lt. Bill Hargrove is attending the Force Science Institute certification course in Virginia. Following completion of the course, Lt. Hargrove will be certified to recognize and articulate important psychological, biological, and physiological factors that can influence human behavior and memory in force encounters.

On Friday, April 29, 2016 during the evening hours, Cpl. Will Smith contacted a suicidal subject in the parking lot of 202 S. Main Street. The male subject made statements to relatives that he intended suicide by cop and was initially calling for officers at the scene to shoot him. Cpl. Smith talked to the subject and developed a report. Cpl. Smith was able to convince the subject to receive professional help and as a result the situation was resolved peacefully.

On Saturday, April 30, 2016, the [Newark Police Department](#) collected approximately 226 pounds of medication during the prescription drug take-back event. Overall, the department turned over approximately 946 pounds of medication to the Drug Enforcement Administration. Approximately 720 pounds of that medication was previously collected in the drug-collection bin in the department's lobby.

On May 1 and 2, 2016, the Newark Police Department conducted promotional oral boards for the rank of Master Corporal and Sergeant. Twenty-two officers completed the boards which consisted of a three-person panel from outside agencies.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 5/5/2016

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:

I have been working with representatives from WILMAPCO, the Newark Bike Committee, and Downes Elementary on a Safe Routes to School (SRTS) grant application that will provide pedestrian and bike improvements to the Casho Mill Road corridor. The purpose of the improvements is to improve safety and promote alternative transportation methods to and from school. This particular grant requires no local match and would be administered by DelDOT should we be awarded the grant through the competitive application process. We have prepared a document summarizing the requested project aspects which will be included with the grant application which I have attached to this report. If you have any questions regarding the proposed items or the process in general, please contact me soon as the grant application deadline is approaching.

Activity or Project:

Windy Hills Tank Painting

Description:

The contractor has been delayed by more inclement weather but the final coat is now approximately 10% complete.

Status: In-Progress

Expected Completion: 5/31/2016

Execution Status: Behind Schedule

Activity or Project:

Maintenance Yard Master Plan and Salt Shed

Description:

We have been in discussions with the Delaware Solid Waste Authority about the recycling center in Phillips Park and they indicated that it will be closing within the next year, along with all other unmanned drop off centers statewide. In lieu of many unmanned facilities that have had ongoing issues with illegal dumping they are now planning for a few manned locations that will accept a wider variety of materials at all times like household hazardous waste and electronics. This has opened up the opportunity to reclaim this property into the maintenance yard which is in need of more land area for storage of equipment and materials. We will be moving forward with a reconfiguration in the recycling center in the coming months that will relocate the collection facility out along B Street and install a new fence to close in an additional area for the maintenance yard. We are also working with DSWA to locate a potential site near or within Newark for a manned facility. We are now far enough along in the master plan process that we are beginning preparation of the construction plans and bid documents for the salt shed. We are also soliciting proposals for racking in the warehouse that will allow for a higher density by storing less used items on upper levels of shelving similar to what you would see at a warehouse store. This will allow for the removal of the failing old warehouse prior to reconstruction of a new structure(s) in the location currently occupied by the old warehouse in the future.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

5/1/2016

to 5/7/2016

CITY OF NEWARK
Newark, Delaware

Traffic Committee
Meeting Notice

The Traffic Committee will meet on **Tuesday, May 17, 2016, at 3:30 p.m.** in the Police Department upper level conference room to discuss the following:

1. Discuss signage on Anna's Way in regard to u-turns.*
2. Update on request for traffic calming in Cherry Hill Manor.*

*Items were tabled at the Traffic Committee meeting held on April 19, 2016.

The Traffic Committee may add items to the agenda at the time of the meeting and make recommendations to the City Manager on all issues discussed.

Any questions regarding the above topics may be directed to Deputy Chief Kevin Feeney of the Newark Police Department, at 366-7100, prior to the meeting.

Agenda Posted: May 2, 2016

Attest:

Sworn by:

City Secretary

Notary Public (Seal)



POLICE DEPARTMENT
CITY OF NEWARK

220 South Main Street • Newark, Delaware 19711
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EVENT NAME: 2016 Memorial Day Parade

EVENT TYPE: Community Holiday Parade

PERMIT ISSUED TO: City of Newark

DATE: Sunday, May 15, 2016

TIME: Ceremony 1:00pm, Parade 2:00pm
Detour 11:00am – 3:45pm (approximate end time)

ROADS AFFECTED:

Academy Street will be closed between E. Main St and E. Delaware Ave from 11:00am to 3:45pm

Winslow Rd and Sunset Rd will be blocked at S. College Ave from 12:25pm to 3:45pm

S. College Avenue will be closed between Main St and Park Pl (local residents/parade participants allowed) from 12:30pm to 3:45pm

S. Main St northbound from Amstel Ave to W. Delaware Ave will be closed from 12:30pm to 3:45pm

W. Delaware Ave eastbound from S. Main St to S. College Ave will be closed from 12:30pm to 3:45pm

Orchard Rd northbound will be closed from Amstel Ave from 12:30pm to 3:45pm

E. Main St will be closed from Library Ave to S. College Ave from 1:30pm (local residents allowed in certain areas) to 3:45pm

S. Chapel St northbound will be closed from E. Delaware Ave from 1:30pm to 3:45pm

N. Chapel St southbound from E. Cleveland Ave will have limited access to local traffic and vehicles going to the Newark Shopping Center from 1:30pm to 3:45pm

NUMBER OF PEOPLE: 2000-3000

CITY RESOURCES REQUIRED: Newark Police/ Public Works/ Parks and Recreation

ADDITIONAL RESOURCES REQUIRED: Fire Police



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street • Newark, Delaware 19711
302.366.7000 • Fax 302.366.7035 • www.cityofnewarkde.us

May 2, 2016

Mr. Kevin McLaughlin, Project Manager
Diamond Materials
242 North James Street, Suite 102
Newport, DE 19804

Dear Mr. McLaughlin:

Re: Night Work – Elkton Road and Christina Parkway

As requested, I will authorize an extension of the 9 p.m. stop time normally enforced on weekdays and weekends for our City Noise Ordinance regulations. The location of this work is Elkton Road from Casho Mill Road to the Maryland line and Christina Parkway from Elkton Road to 896.

Specifically, you have approval subject to the following conditions:

1. The purpose of the extended work is to mill and pave the roadways.
2. Per your email of April 29, 2016 work is tentatively scheduled to start on Monday, May 16 and continue for one month, weather permitting and equipment availability. The exact date will be displayed on message boards in advance of any construction activities. Work will begin at 7:30 p.m. and end at 5:30 a.m.
3. It is the City's understanding that residents and the traveling public will be informed via message boards which will be placed in advanced of any construction activities with the start date and work hours.
4. If we receive any complaints related to noise on this project during the extended hours, the Police Department will still respond according to our City Code.

Mr. Kevin McLaughlin

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May 2, 2016

5. If any other changes, such as an unexpected road closure, are necessary as a result of this work, you should immediately contact the Newark Police Department and the Aetna Hose, Hook & Ladder Company so as to alert the appropriate public safety agencies. State and city highway traffic controls will be used during any lane shut down.

Please note this represents a temporary waiver to the City Noise Ordinance. By copy of this letter, I am notifying the Police Department and Fire Board of your planned operations. Remember that any further variations from the above conditions must be approved by the City Manager.

Do not hesitate to contact me if you have any additional questions.

Sincerely,



Carol S. Houck
City Manager

CSH/mp

c: Mayor & City Council
Paul M. Tiernan, Chief of Police
Thomas Coleman, Director of Public Works & Water Resources
AHHL Fire Company

Selected Area Utilities

Winter (Oct. - May)

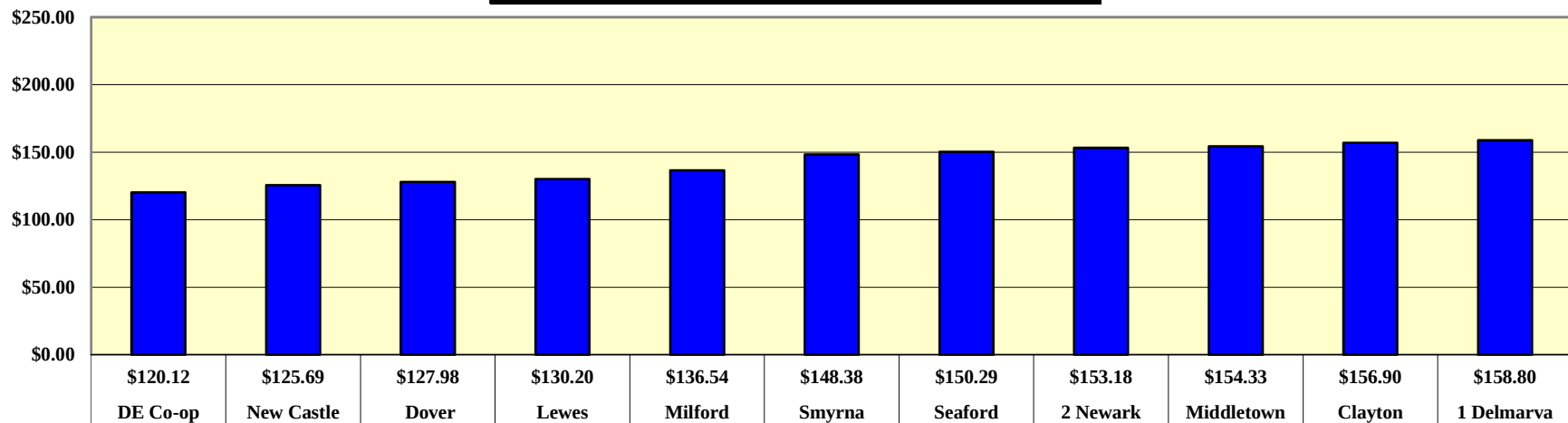
RESIDENTIAL RATE COMPARISON @ 1,000 kWh

		DE COOP	DPL
		<u>% Difference</u>	<u>% Difference</u>
<u>DE Co-op</u>	\$120.12	0.0%	-24.4%
<u>New Castle</u>	\$125.69	4.6%	-20.9%
<u>Dover</u>	\$127.98	6.5%	-19.4%
<u>Lewes</u>	\$130.20	8.4%	-18.0%
<u>Milford</u>	\$136.54	13.7%	-14.0%
<u>Smyrna</u>	\$148.38	23.5%	-6.6%
<u>Seaford</u>	\$150.29	25.1%	-5.4%
^z <u>Newark</u>	\$153.18	27.5%	-3.5%
<u>Middletown</u>	\$154.33	28.5%	-2.8%
<u>Clayton</u>	\$156.90	30.6%	-1.2%
¹ <u>Delmarva</u>	\$158.80	32.2%	0.0%

¹ Approximate. DP&L's transmission capacity charge is based on each individual's Peak Load Contribution (PLC) to the overall transmission load
Each customer has a unique PLC that changes every January

² City of Newark begins Summer Rates in April

Residential Cost @ 1,000 kWh's As of May 1, 2016





**Executive Committee Minutes
Delaware League of Local Governments
April 28, 2016
Duncan Center, Dover, DE**

**This is a joint meeting with the DLLG Legislative Advocacy Committee
to review current legislative issues and priorities.**

President Samuel Cooper opened the meeting at 4:30 p.m.

Executive Committee members present:

President Sam Cooper	Vice President Jermaine Hatton
Lew Killmer	Joanne Masten
Steve Burg	Pat Correll
Mike Vincent	Ken Branner
Don Tinari	

Legislative Committee members present:

Carl Luft	Polly Sierer
Marge Hadden	John Giles
Mark Lally	Carol Houck
Mike Spencer	Terry Tieman
Dave Hugg	Jesse Savage
Gene Dvornick	

Other Attendee:

Max Walton, Esq.

1. Motion by Lew Killmer and second by Steve Burg to approve the meeting minutes of November 17, 2016. Motion adopted.

2. The primary purpose of this meeting is to review legislative priorities with the Legislative Advocacy Committee (LAC) before notifying DLLG members of recommended positions on bills. The following bills and resolutions were discussed at length:

- HB 200
- HB 262
- HB 283
- HB 287
- HJR 11
- SB 130

In addition, legislation drafted by attorney Max Walton pertaining to the issuance of administrative warrants was reviewed. The City of Newark requested that the League Executive Committee and membership review and support this legislation.

3. An electronic communication to all DLLG local government members was prepared and forwarded by the Executive Director on April 29, specifying Executive Committee and LAC recommended positions on each of the above pieces of legislation. This is attached and shall be considered a part of these minutes. The administrative warrant proposed draft is also attached and considered part of these minutes.

4. Other actions on legislation discussed:

- On all Bills reviewed, League lobbyist Mark Lally will monitor and report any changes and further actions required by DLLG.
- A very close “watch” is required on HB 200 as the League remains opposed to it.
- Executive Director will send a letter to the Delaware Police Chiefs’ Council on HB 287, requesting their position and rationale.
- The Executive Committee voted unanimously to support the proposed administrative warrant bill. League lobbyist to work with the Newark lobbyist to pursue Bill number, and work with sponsors and the appropriate legislative committee (when assigned) to support its adoption.

5. The Executive Director asked the Executive Committee to think of future speakers to invite to League dinner meetings next year. Ideas and suggestions are welcome.

Meeting was adjourned at 5:45 p.m.

Recorder, Carl F. Luft



City of Newark	Planning	All	Project Files
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RG 5070
 Box 01 of 02
 City of Newark
 Series LGPLN-008
 Capital Improvements
 1964-1999

City of Newark	Planning	All	Project Files
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RG 5070
 Box 02 of 02
 City of Newark
 Series LGPLN-008
 Capital Improvements
 1996-2012

Approved
 for
 Transfer

Planning Policy and Program Records	Annual Report
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RG 5070
 Box 01 of 02
 City of Newark
 Series # LGADM-001
 City Mgmt Plan 1988-2008
 Annual Reports 1952-1972
 1977-2011

Planning Policy and Program Records	Annual Report
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RG 5070
 Box 01 of 01
 City of Newark
 Series # LGADM-019
 City Solicitor's Files
 1967-2009

Planning Policy and Program Records	Annual Report
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RG 5070
 Box 01 of 06
 City of Newark
 Series # LGADM-001
 Planning Commission Minutes
 Oct 1960 - July 1965
 Sept 1965 - July 1966

Planning Policy and Program Records	Annual Report
-------------------------------------	---------------

RG 5070
 Box 02 of 06
 City of Newark
 Series # LGADM-001
 Planning Commission Minutes
 Jan 1970 - Dec 1977

Waiting for
Approval
to transfer



NEWARK POLICE DEPARTMENT

WEEK 04/24/16-04/30/16

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	4	3	0	1	2	0
Rape	3	0	0	0	3	0
Unlaw. Sexual Contact	2	3	0	0	1	0
Robbery	15	15	0	17	5	0
- Commercial Robberies	7	7	0	7	0	0
- Robberies with Known Suspect.	1	1	0	0	0	0
- Attempted Robberies	2	1	0	5	0	0
- Other Robberies	5	6	0	5	5	0
Assault/Aggravated	2	10	1	12	4	0
Burglary	19	30	0	12	12	0
- Commercial Burglaries	2	8	0	1	0	0
- Residential Burglaries	15	18	0	10	10	0
- Other Burglaries	2	4	0	1	2	0
Theft	147	226	19	72	51	0
Theft/Auto	12	15	6	5	5	0
Arson	1	0	0	0	0	0
All Other	22	44	0	28	20	0
TOTAL PART I	227	346	26	147	103	0
<u>PART II OFFENSES</u>						
Other Assaults	94	117	3	58	54	1
Rec. Stolen Property	2	0	0	11	9	0
Criminal Mischief	65	61	3	32	26	0
Weapons	5	3	0	41	14	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	86	94	6	148	152	10
Drugs	21	49	2	86	73	11
Noise/Disorderly Premise	140	250	27	79	114	10
Disorderly Conduct	56	56	7	38	41	4
Trespass	58	60	6	24	26	3
All Other	144	183	13	101	111	9
TOTAL PART II	671	873	67	618	620	48
<u>MISCELLANEOUS:</u>						
Alarm	321	309	8	0	0	0
Animal Control	140	165	17	0	0	0
Recovered Property	78	105	6	0	0	0
Service	9515	11402	691	0	0	0
Suspicious Per/Veh	164	197	12	0	0	0
TOTAL MISC.	10218	12178	734	0	0	0

	THIS WEEK 2015	2015 TO DATE	THIS WEEK 2016	2016 TO DATE
TOTAL CALLS	926	13,439	960	15,391



Newark Police Department
Weekly Traffic Report
04/24/16-04/30/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	3,089	3,779	224	405
DUI	69	58	3	1
TOTAL	3,158	3,837	227	406

TRAFFIC ACCIDENTS				
Fatal	2	0	0	0
Personal Injury	57	71	3	5
Property Damage (Reportable)	132	245	15	12
Property Damage (Non-Reportable)	132	53	7	7
Hit and Run	92	95	4	4
TOTAL	415	464	29	28

Downes Elementary School Safe Routes to School Workshop

TOP PRIORITIES FOR SRTS INFRASTRUCTURE FUNDING

Workshop participants identified the following priority projects:

- Relocate crosswalk from Lafayette Rd to school entrance / top of crest, with enhanced signage and pedestrian refuge median.
- Install ADA ramp as alternative to steps at school entrance.
- Slow speeding traffic and work toward reducing speed limit to 25 mph.
- Upgrade bike lanes on Casho Mill Road to buffered and/or protected bike lanes.

Details regarding recommendations for SRTS funding are shown on the attached maps.

FUTURE PROJECTS

Additional ideas for future consideration include:

- Improve school drop-off/pick-up procedures to reduce backed-up traffic
- Explore bicycle boulevard improvements along neighborhood streets that connect to the school or Casho Mill Road.

EXAMPLES OF SIDEWALK INFRASTRUCTURE

Refuge island



In-street yield sign



Speed sign



EXAMPLES OF BICYCLE INFRASTRUCTURE

Buffered bike lanes



Protected bike lanes



Downes Elementary School

Safe Routes to School Workshop, North

Cycling recommendation

Walking recommendation

- Extend bike lane through approaches to intersection.

Improve Casho Mill Road bicycle lanes between Church Rd and Nottingham Rd; either:

- Remove on-street parking and convert to protected and/or buffered bike lanes, or
- Create parking protected bike lanes.

Convert Casho Mill Road bicycle lanes to protected and/or buffered bike lanes. Narrow travel lanes and use median refuges to lower design speed and reduce speed limit to 25 mph.

Add curb extensions to shorten crossing distance. Place crossing guard at Church Rd. crossing.

Add crosswalks across Timber Creek Lane.

Add Solar Power Radar Speed Sign.

Explore Bicycle Boulevard options for connecting neighborhood streets such as Dallam Road and Timberline Road.



Downes Elementary School

Safe Routes to School Workshop, Central

Cycling recommendation

Walking recommendation

School recommendation

Add crosswalks across
Timber Creek Lane.

Relocate crosswalk from Lafayette
Rd to school entrance / top of crest,
with enhanced signage, and
pedestrian refuge median and/or
in-street yield to pedestrian sign.

Convert Casho Mill Road bicycle lane to
protected and/or buffered bike lane. Narrow travel
lanes and use median refuges to lower design
speed and reduce speed limit to 25 mph.

Add crosswalks across
school driveways.

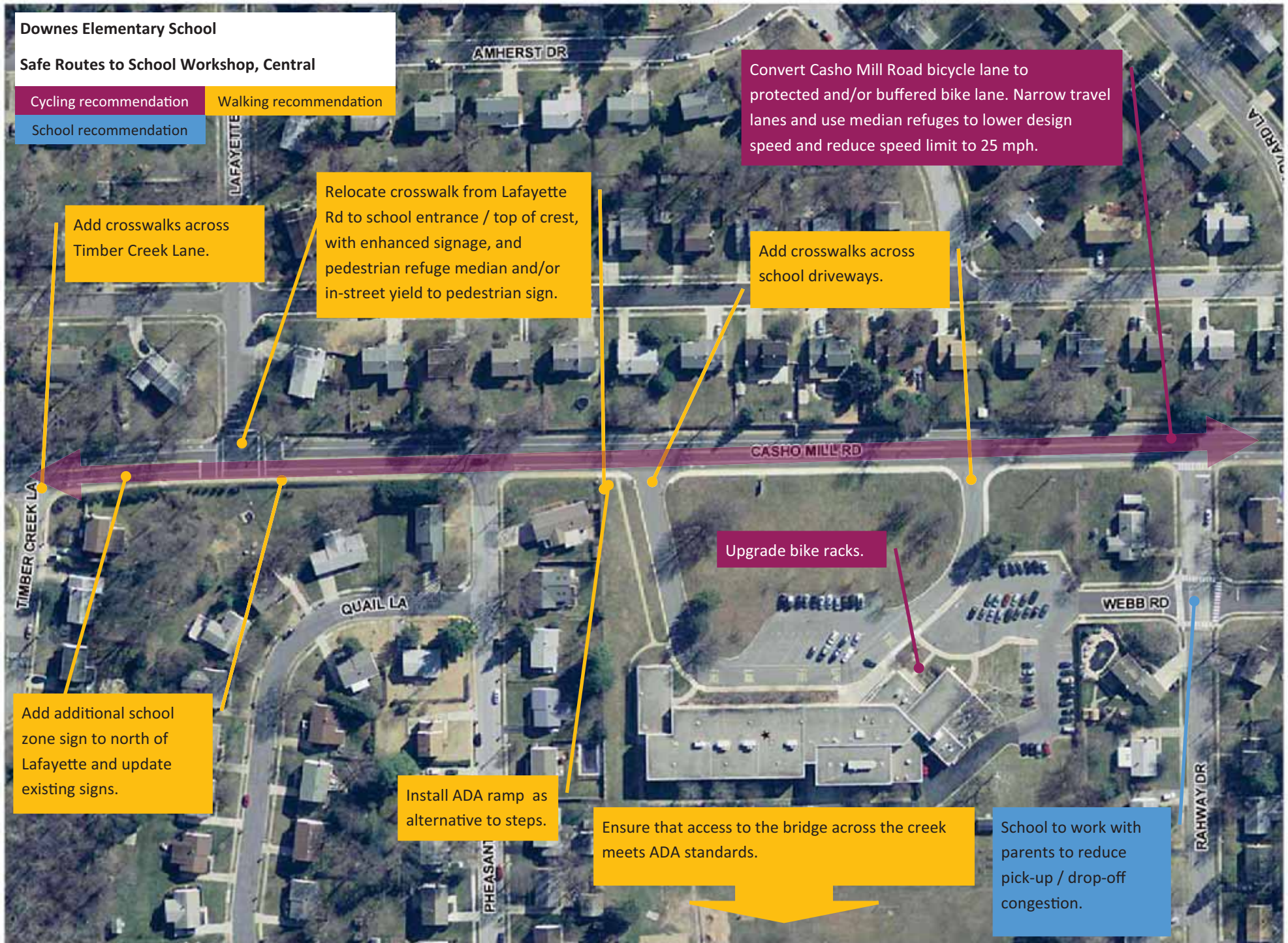
Upgrade bike racks.

Add additional school
zone sign to north of
Lafayette and update
existing signs.

Install ADA ramp as
alternative to steps.

Ensure that access to the bridge across the creek
meets ADA standards.

School to work with
parents to reduce
pick-up / drop-off
congestion.



Downes Elementary School

Safe Routes to School Workshop, South

Cycling recommendation

Walking recommendation

Convert Casho Mill Road bicycle lanes to protected and/or buffered bike lanes. Narrow travel lanes and use median refuges to lower design speed and reduce speed limit to 25 mph.

Extend Casho Mill Road bicycle lanes through Barksdale Rd intersection.

Add Solar Power Radar Speed Sign.

Enhance crosswalk signage and add pedestrian refuge median and/or in-street yield to pedestrian sign.

Remove crosswalk across Casho Mill Road.

