City Manager's Weekly Report

Friday, October 14, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Thank you for your time and attention Wednesday evening during the Stormwater Workshop. Staff and our consultants from Black & Veatch will be providing additional detail in the near future association with your questions and interests.

Your support of The Big Jump effort has staff working with the Newark Bike Committee to complete the application and a Resolution will be on your agenda of October 24th.

I attended the Downtown Newark Partnership Board meeting this Thursday evening. The DNP will hold a pumpkin decorating and carving event on the Academy Building Lawn prior to the Halloween Parade from 12:00 p.m. to 2:00 p.m. on October 30th. The 69th Annual Newark Halloween Parade kicks off at 3:00 p.m.!

The first transit meeting with UD Institute of Public Administration, DART, Cecil Transit, UNICITY and Newark is scheduled for November 1st.

Tablets are being provided to field supervisors including PW&WR, Electric and Parks and Recreation.

Activity or Project:

Parking Garage RFI

Description:

We received proposals from the same five interested firms on Tuesday. They have been sent to Mayor and Council and posted on our website.

Status: In-Progress

Expected Completion: 10/11/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Administration - Deputy City Manager

Notable Notes:

- Worked with the budget review team on various matters for FY2017, both Operating and Capital budgets. Budget Central on the website is getting more updates and will continue throughout the budget process.
- I also worked with staff and Black & Veatch on the Stormwater Study meeting; this meeting was held Wednesday, October 12th lead by the Black & Veatch consultants. This was a positive discussion and community engagement on an essential topic.
- Substantial time spent this week working on FOP negotiations, both in negotiations and preparation with the management team. In addition to the FOP, further effort has been spent working on the AFSCME negotiation matters too.

Activity or Project:

Open Enrollment FY2017

Description:

Employees were converted over a digital HR portal (Employee Self Service), and the benefit renewal will be facilitated on ESS this year. This will be a much more convenient option for the employees, and the HR staff has worked with the IT staff to build the application, and has tested to ensure operational success. We are excited to rollout this option.

Status: Started

Expected Completion: 11/11/2016

Execution Status: On Track

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 October 10 for Council and October 12. Paul was in the office October 7 and 13 for Court.

Bruce, Renee and Alice staffed the Council meeting on October 10. Item 11A (September 26 Council minutes) was sent to Council and posted on the website on October 8. Follow up from the meeting was completed by staff on October 11.

Renee met with Councilman Ruckle on October 11.

Renee attended three bid openings on October 11.

Tara staffed the Conservation Advisory Commission meeting on October 11. The CAC finalized its thank you letters for the Community Day donations of reusable shopping bags that were distributed and reviewed its participation in the event, discussed the future presentation of the A Better Newark Award at a City Council meeting and discussed the recruitment of an intern from UD for the Green Energy Dashboard project for the spring semester.

Renee staffed the Council special meeting on stormwater on October 12. The presentation was posted on the website and distributed to Council on October 11. A revised version of the presentation was posted on the website on October 12.

Renee attended the staff meeting on October 13 where the October 24 Council agenda was discussed.

Renee drafted, circulated to staff, revised with staff comments and forwarded to the developer for review the subdivision agreement amendment for the Mill at White Clay, which would change the designation of existing escrow funds to the Preston's Playground project. That item is scheduled for the October 24

Council meeting.

Renee drafted and circulated to staff for comments two bills for first reading for the October 24 Council meeting.

FOIA related tasks took time this week. The following actions were taken:

- Received payment, forwarded documents and closed a September 26 FOIA request from Chelepis & Associates regarding water and sewer bills for 655 Paper Mill Road.
- Followed up with staff and sent an administrative cost estimate regarding a September 29 FOIA request from Tybout, Redfearn & Pell regarding permits related to the Newark Shopping Center.
- Determined the relevant properties were outside the City, directed to the appropriate agencies and closed an October 3 FOIA request from CBRE, Inc. regarding 111, 121 and 131 Continental Drive.
- Completed and submitted response to the Department of Justice regarding an October 3 FOIA complaint from Michael Heyman regarding the notification sign for the August Planning Commission meeting for the Briarcreek North project.
- Received documents from staff, forwarded documents and closed an October 5 FOIA request from Jordan Morrison regarding 1115 Blair Court.
- Received, circulated to staff and forwarded an administrative cost estimate regarding an October 6 FOIA request from Environmental Alliance regarding 100, 300, 500 and 700 Creek View Road.
- Received, circulated to staff, received documents from staff, forwarded documents and closed an October 7 FOIA request from the Northeast Regional Council of Carpenters regarding commercial building permits issued in August and September.
- Received, circulated to staff, reviewed documents for redaction, forwarded documents and closed an October 11 FOIA request from the News Journal regarding a police report.
- Received, circulated to staff, received documents, forwarded links and closed an October 12 FOIA request from Al Porach regarding the submissions for RFI No. 16-01.
- Received and circulated to staff an October 13 FOIA request from Frank Stanzione regarding 322 Delaware Avenue.

The October 18 Traffic Committee, October 18 Planning Commission and October 20 Community Development/Revenue Sharing Advisory Committee meeting agendas were forwarded to Council.

Regarding minutes, staff time was spent on the September 26 Council (Alice and Renee drafted; Renee edited - complete), September 27 Boards and Commissions Review Committee (Tara drafting), October 3 Council workshop (Tara drafted; Renee edited - complete), and October 10 Council (Alice drafting) minutes. The October 11 Conservation Advisory Commission, October 12 Council executive session and October 12 Council special meeting minutes are currently in the queue.

Tara sent the following documents for recordation to the New Castle County Recorder of Deeds this week:

- 6 Annabelle Street minor subdivision plan and agreement
- Briarcreek North major subdivision plan and agreement

The office received and Teressa fulfilled 11 discovery requests for upcoming Alderman's Court cases. The court calendar for October 20 was received and the 17 associated case files were compiled for the Deputy City Solicitor by Alice and Teressa. Alice also processed four plea by mail requests.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 7 lien certificate requests were completed and sent to the requestor this week. So far 418 lien certificate requests have been processed for 2016.

Activity or Project:

No progress to report

Description:

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

Status: Hold

Expected Completion: 10/13/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

The Big Jump

City Council voiced support for the City's Big Jump application at the October 10th meeting. We will draft a resolution on The Big Jump, to be read at the October 24 City Council meeting. The Big Jump application

team will continue to meet over the next two weeks to finalize the application submissions, and solicit letters of support from leaders and organizations in the community. The application is due on October 28.

Video production/ Channel 22

The Public Works and Water Resources Department is facing challenges regarding contamination in its recycling and yard waste programs. Megan worked with the department to create a PSA on tips to avoid contamination. The video can be seen on Channel 22, the City of Newark social media pages and on Youtube: **https://youtu.be/8SugBOsFrzQ.** Next week, she will be shooting and editing a Halloween safety PSA with the Newark Police Department.

Homeless Concerns Outreach

The Newark Police Department, along with Mayor Polly Sierer and the Downtown Newark Partnership, is looking to have open dialogue with the business community about the City's homeless population. The City wants to educate business owners on what is being done to address the City's displaced residents, and what they can do to help. A town hall meeting on this topic will be held on Wednesday, November 9, at Newark Natural Foods. Letters were hand-delivered to 70 downtown businesses explaining the town hall and soliciting feedback in order to better guide the discussion.

DNP Events

The DNP will be hosting the Pumpkin Palooza on Sunday, October 30, from 12 - 2 p.m. The event will include pumpkin painting and carving, face painting and food. It leads up to the Halloween Parade, which begins at 3 p.m. We are also working with the Parks and Recreation Department to encourage East Main Street businesses to participate in Trick-or-Treat Main Street from 4 - 5 p.m.

We are still in the process of soliciting businesses to participate in the DNP's Small Business Saturday event on November 26, and will soon begin promoting the Holiday Storefront Decorating Contest, which will be judged during Winterfest on December 2.

Creative Design/Web Updates

- Designed
  - Internal email graphics
  - Holiday Storefront Decorating Contest Flyer
  - Fall Leaf Collection and Refuse PSA Video Graphics
- Updated Recycling, Police Profile and NewBark Pawlooza Webpages
- Posted
  - Autumn Fire Safety Website Banner and Information
  - Leaf Collection Schedule and Customer Connect Outage Notification to the Website News
- Scheduled Public Meeting InformMe Notices
- Updated Channel 22
  - Added Governor's Weekly Message, and Refuse PSA videos
  - Added Mayor's Masquerade and NewBark Pawlooza Slides

Media Inquiries/Press Releases

- Josh Shannon, Newark Post, inquired about the AG's opinion on a recent FOIA complaint
  - Resulting article: http://bit.ly/2dxdHSs
- Josh Shannon, Newark Post, inquired about the next steps for the recent parking garage proposals
  - Response: Once they are received, each proposal will be opened and reviewed to

ensure all criteria are met prior to releasing them to Mayor and Council. Once sent to Mayor and Council, they will be released to the public. We expect that will occur later this week.

- Karie Simmons, Newark Post, inquired about the passage of an ordinance to increase the existing court security fee
  - Resulting article: http://bit.ly/2ddrJI3
- City of Newark 2016 Leaf Collection Scheule: http://bit.ly/2dT2T3j

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Activity or Project:

Website Redesign

Description:

We will be reviewing the updated design next week and, pending approval, CivicPlus will begin building out the site in anticipation for the new launch later this year.

Status: In-Progress

Expected Completion: 12/30/2016

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:

Work continues in Nottingham Green on a voltage upgrade. Approximately 1/3 of the development has been converted to 7,200 volts and the remaining conversions scheduled over the next two weeks.

A damaged underground secondary cable was replaced at College Square Shopping Center.

The entire city load was switched to transformer T3 for DPL for 1 1/2 days so work could be performed on an antenna attached to the 138kv pole behind the Newark Shopping Center.

Our contractor has started the fall infrared scan of our aerial facilities.

Engineering has been working on future aerial line relocation design for Elkton Road and The Newark Regional Transportation Center (DelDOT projects).

Activity or Project:

Conductor Upgrades

Description:

A conductor upgrade was completed on Nottingham Road and voltage upgrades are under way in Nottingham Green.

Status: Near Completion

Expected Completion: 10/31/2016

Execution Status: On Track

Activity or Project:

New Transformer and Circuit Breaker

Description:

The new transformer and circuit breaker have been installed at the West Main Street Substation. Site work and aerial line work continue on the project. Fault indicators must also be installed on the circuit.

Status: Near Completion

Expected Completion: 11/30/2016

Execution Status: On Track

Activity or Project:

SCADA and Automatic Switching

Description:

Specifications for the automatic fault locating and switching system are close to being completed for the bid process. Six vendors have been pre-qualified to bid.

Status: Started

Expected Completion: 9/30/2017

Execution Status: On Track

Department:

Finance - Accounting Department

Notable Notes:

This week Finance staff and I worked with PW&WR and Black & Veatch with the rate study for water, sewer and stormwater. The presentation was made to Council members on October 13th. Follow-up forthcoming from questions that arose from the Council meeting.

Staff and I are working on the CIP presentation to the Planning Commission on October 18th. The CIP has been posted to Budget Central and binders have been delivered to the Planning Commission for the 10/18 meeting.

I worked with the Deputy City Manager and HR Manager on prepping for FOP negotiations on October 13.

We are currently working with our vendor, Northstar, to provide our customers with multiple utility accounts, the ability to combine their bills onto one statement.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 561 phone calls last week, with the longest hold being 6 minutes. Service orders initiated by PUB in response to calls and visitors was 237. The group processed 3,671 utility payments and CityView transactions, 783 of which were imported automatically with our electronic processes and 2,288 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

Activity or Project:

Budget

Description:

The timeline for the budget process can be found on Budget Central via this link: http://cityofnewarkde.us/DocumentCenter/View/6648. Information relating to the budget is being updated as necessary to Budget Central.

Status: In-Progress

Expected Completion: 11/4/2016

Execution Status: On Track

Activity or Project:

License Audit Review

Description:

MetroRev has provided the City with a format for a letter and a questionnaire. Staff is reviewing and will be providing input before it goes out to the businesses providing services within the City, but do not have a physical location in the City.

Status:	In-Progress
Expected Completion:	5/31/2017
Execution Status:	On Track

Department:

Information Technology Department

Notable Notes:

- We initiated the kickoff of the Laserfiche to Tyler Content Manager (TCM) migration
- Implemented benefits open enrollment through ESS with HR
- Interviewed Network Admin I candidates (6 total)
- Jay Hodny, GIS Technician for IT, started this week.
- Worked on significant issue for Newark PD Records for Crime Mapping.
- Received four (4) quotes for camera projects
- Testing inTune (Microsoft) for desktop management
- Deployed first Dell Rugged Tablet to field
- IT Manager and Server Administrator attended Microsoft Ignite in Atlanta. Training and Project ideas have been noted and are being sorted and prioritized.

Activity or Project:

Harris NorthStar Server Migration

Description:

Installed new server for Harris Northstar - testing forthcoming.

Status:	In-Progress
Expected Completion:	11/7/2016
Execution Status:	On Track

Activity or Project:

IT Fiber Installation

Description:

Final design occurring this week. Network Administrator I candidates interviewed. Hiring pending.

Status: Started

Expected Completion: 12/31/2016

Execution Status: On Track

Activity or Project:

Work Order Management

Description:

Met with Finance and Electric this week to discuss current work order conversion process.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Worked on 2017 budget and CIP adjustments, worked on the mowing operation report and cost of services, attended the National Recreation and Parks Association Conference.

Recreation Superintendent: Attended City Financial Workshop; visited the VFW with Parks and Recreation Director; attended Office of Child Care Licensing inspection at West Park Elementary School with Tyler; met with all the recreation supervisors regarding winter/spring programming and reviewed the timeline for information needed; conducted weekly maintenance meeting with Parks Superintendent and Parks Supervisor; attended meeting at Downes Elementary School with the principal, Tyler and Chrissy regarding the renewal of the CATCH Program at the school; worked the Fall Community Clean Up.

Recreation Supervisor of Athletics: Continued updating after care staff files, held additional staff interviews, staff CPR/First Aid training was held on Sunday, sent out the monthly newsletter to before and after care parents for October, the Office of Childcare Licensing Inspection at West Park was held on Tuesday; worked on organizing the Adult Winter Volleyball League; met with the Recreation Superintendent, GWC Supervisor and principal at Downes regarding the CATCH afterschool homework club; met with the archery instructor and gathered supplies for the basic class that started on Thursday; started mentoring again at McVey Elementary School; our latest introduction to Pickleball session was held on Thursday at GWC (picture attached).

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including the Halloween Parade, NewBark PawLooza, Turkey Trot, as well as, fitness programs and special interest programs and activities; continued to solicit sponsorship for upcoming events and

gather information for 2017 programs and events.

Coordinator of GWC and Volunteers**:** Began taking George Wilson Center Rentals for the 2017 Calendar Year; 14 rentals are scheduled so far for 2017; planned and scheduled staff for two School's Out, Kids Day Off days with over 30 participants between the two days; delivered updated flyers and information to the Newark Library; held a Fall Meeting for the George Wilson Center Attendants; attended a meeting for the CATCH Program at Downes Elementary School; finalized volunteer recruitment and assignment for the Fall Community Clean Up held on October 8; scheduled a new long-term rental on Mondays and Wednesdays for Tai Chi; **Volunteer Hours:** One Adopt-a-Trail volunteer devoted **6** hours repairing a bridge on the Mason Dixon Trail; 15 Volunteers from Berkshire Hathaway, Fox & Roach Realty devoted **45** volunteer hours spreading wood carpet at White Chapel Park and Hidden Valley Park; 89 Volunteers devoted **185.5** hours at the Fall Community Clean Up, volunteer organizations included Alpha Phi Omega of UD, Alpha Sigma Phi of UD, Bloom Energy, Cherry Hill Manor Neighborhood Association, Diamond State Roller Derby, Engineers without Borders of UD, First Presbyterian Church, Gamma Phi, H.E.N.S (Honors Engaging in Neighborhood Services) of UD, Pi Beta Phi of UD, Sewa International, families and individuals. Total Volunteer Hours for the week of 10/3-10/9: **236.5** Hours. For Community Clean Up: Total of 88 bags collected - 980 pounds, almost ½ ton.

Parks Superintendent: Looked at several tree issues for Code Enforcement, met with developer and his landscape architect concerning changes/additions to landscape plan, did inspection of landscape plantings and play area at Twin Lakes townhouse community and prepared report for Public Works & Water Resources on findings, inspected 10 park areas and developed work orders as needed, met with landlord to review site for two year inspection, followed up with contractor doing fence replacement at Kells Park, and went around with paving contractor doing crack filling on several multi-purpose court areas to apply follow up application of filler to cracks that sunk from first application, delivered supplies to Community Garden site for Friday night event at garden, and started coordinating for planting along the Hall Trail at old Bamboo site.

Parks Supervisor: Continued working with Recreation Superintendent on work order program, coordinated wood carpet delivery to three park areas for volunteers to spread, assigned field staff projects/work orders, did inventory on Christmas decorations for Christmas tree, and assisted staff as needed.

Parks/Horticulture Staff: Continued mowing operations, continued on bed maintenance, transplanted perennial plant material from Casho Mill Road tunnel beds to island #11 Elkton Road, completed mowing of all Electrical Department ROW's, raked off and added sand as needed to all horseshoe pits throughout park system, did interior bed maintenance at City Hall, prepped soccer fields for league play, did equipment maintenance on both Jacobsen mowing units, continued on work orders as assigned, sprayed for scale on one plant at Karpinski Park, and did trash removal throughout park system.

Contractor continued working on tennis court rehab at Folk Park and started on Dickey Park street hockey court.

Activity or Project:

Fall Community Clean-Up

Description:

The Fall Community Clean Up collected 980 pounds of trash throughout Newark, nearly 1/2 ton collected by over 100 volunteers.

Status: Completed

Expected Completion: 10/8/2016

Execution Status: Completed

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:
  - Completed fire alarm installation in Municipal Building; old pull stations will be removed in the near future;
  - Continued installation of fire/security alarm at Olan Thomas;
  - Held bid opening for elevator piston replacement contract.

Code Enforcement

- The Fire Lane behind the Newark Shopping Center near the movie theater remains temporarily closed for the theater renovations. All public safety departments have been notified.
- A Certificate of Occupancy was issued for 2000 Fountainview Circle, Unit 407.
- Framing work is ongoing at the Heights on South Chapel.
- The permit was issued for the new duplex at 56 Church Street.
- The wall installation is ongoing at the University of Delaware's South Academy Street

dormitory.
- Work is ongoing at 60 North College Avenue.
- Work is continuing at the Washington House Condominiums located at 113 East Main Street.

Parking

- This week the Parking Division successfully filled one of the open Parking Attendant positions and anticipates extending offers to two additional candidates pending background checks.
- The Parking Division is in the testing stage for the AVI equipment recently installed in Lot 3.
- On Wednesday, Courtney attended the GIS Committee meeting.
- The Parking Committee meeting scheduled for October 12 was cancelled due to lack of a quorum.

Planning/Land Use

- On October 20, the Board of Adjustment will hear the appeal of the property owners at 250 Dallam Road to allow the location of a private garage in the front yard.
- On Wednesday, Development Manager Mike Fortner attended the GIS Planning Group meeting.
- Mike and Planner Tom Fruehstorfer spent considerable time this week working on a draft ordinance to allow micro-breweries and distilleries in BC and MI zoning districts. The draft ordinance will be reviewed by the Planning Commission at their November 1 meeting.
- On Thursday, Tom attended a DART Public Workshop at WILMAPCO regarding proposed bus schedule changes. DART personnel confirmed that the only change to DART bus service at stops located in Newark will be adjustments of time for better connectivity and to improve on-time performance. The public present at the meeting had no negative comments about the proposed schedule changes.
- Tom, Public Works and Water Resources Director Tom Coleman and Code Enforcement Manager Dave Culver met with homeowners whose contractor installed a fence in the floodplain on their property without obtaining a building permit. The homeowners are considering applying for a Special Use Permit to request a variance from City Council to allow the fence to remain. City staff are investigating the situation to formulate an opinion about whether the fence will have any negative impacts on surrounding properties.
- Tom spent some time this week estimating actual City costs associated with fees for City services.
- Also this week, Tom spent some time organizing information on conditions of Special Use Permits to serve alcoholic beverages for consumption on premises for each establishment in the City, to assist in the implementation of Newark Police Department protocol of Special Use Permit review.
- The following was also completed this week:
    - 7 Deed Transfer Affidavits
    - 28 Building Permit Reviews

Activity or Project:

Planning Commission Meeting

Description:

Some time was spent this week preparing for the upcoming meeting of the Planning Commission scheduled for Tuesday, October 18. On the agenda is the review and consideration of the 2017-2021 Capital Improvements Program.

Status: Near Completion

Expected Completion: 10/18/2016

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:

The Traffic Unit Supervisor of the Wilmington Police Department wrote a letter to Chief Tiernan to commend Newark Police Officers Sergeant Curtis Davis, Sergeant Dennis Aniunas, Master Corporal Wayne Aston, and Corporal Patrick Craig, for their assistance during the Memorial Service for fallen Wilmington Firefighters, Lieutenant Christopher Leach and Senior Firefighter Jerry Fickes. The letter went on to state; "Even in the inclement weather, each officer expertly coordinated with the individual escorts to and from four separate residences, two funeral homes, two churches and ultimately the Chase Center in Wilmington." The men and women of the Newark Police Department express their sincere condolences to the families of the fallen firefighters and were proud to assist in the service for these heroes who had given their lives to protect the community.

Corporal Darryl Saunders was recently asked to speak to students in an advisory class at Newark High

School. The class engaged Corporal Saunders in a discussion of recent shootings involving police and African American citizens in various parts of the country. After a candid discussion of the topic, Corporal Saunders had the students participate in mock traffic stops where the students played the part of the police officers. This role play exercise gave the students a different perspective of the danger faced by police officers. The students were attentive and very interested during the presentation. Corporal Saunders was invited by the instructor to return to speak again in the future.

Ms. Anita Hunter has contacted the police department to advise she will once again be cooking Thanksgiving dinner and bringing the food to the police department for personnel working on Thanksgiving. Ms. Hunter has done this for many years, and the members of the police department cannot adequately express their gratitude to Ms. Hunter for the extensive time it takes her to prepare and deliver the dinner each year.

The Citizen's Police Academy continues. This week the class learned about Driving Under the Influence enforcement.

The Main Street Mile went smoothly with no significant issues reported.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 10/13/2016

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:

We have been working with the residents of Choate Street to improve compliance with our refuse collection rules with the goal of improving the appearance and reduce blowing trash on the street. We have received many complaints about carts left out at the street which are overflowing or knocked over, spilling trash into the street. As a result of the education campaign, weekly violations have reduced from seven the week of September 19th to two this week, a significant improvement. We will continue to work with the residents in an effort to keep up the momentum. A copy of the flyer that was distributed to residents of Choate Street is attached for your reference.

Our Planning and Design Engineer attended another Regulatory Advisory Committee (RAC) Meeting held by DNREC where the RAC is developing revisions to the Delaware Sediment and Stormwater Regulations. The goal of the RAC process is to develop revised regulations that accomplish the environmental goals of the current regulations but that are more streamlined and easier to comply with.

We completed the revised bid specifications for the UNICITY bus which should be out to bid in the coming weeks. We are also wrapping up bid specs for a total of four dump trucks that are set to be replaced - two in 2016 and two in 2017. Ideally, all four will be purchased under one bid.

We had the first main break of the fall season this week on Ridge Avenue. There was fairly substantial damage to the roadway and our crews are going to work to make as many repairs in-house as possible. Unfortunately, this is a DelDOT street which complicates the repair requirements.

Activity or Project:

2016 Street Improvement Contract

Description:

The street contractor has been replacing curb on Chrysler Avenue and Colgate Lane. Milling and paving work is now beginning in West Branch and Christianstead. We are still waiting on a formal Notice to Proceed from DelDOT for Lark Drive which is needed prior to the start of work there.

Status: In-Progress

Expected Completion: 8/1/2017

Execution Status: Behind Schedule

Activity or Project:

2016 ADA Curb Ramp Contract

Description:

The contractor for the 2016 curb ramp contract is the same contractor who is running the paving contract, Fontana, and they have indicated that they plan to transition their concrete crews from

the street contract to the curb ramp contract shortly. We will be scheduling the pre-construction meeting in the coming week or so and construction should begin shortly thereafter. Part of this contract includes upgrades to the entrance of City Hall from the parking lot and a reconfiguration of the accessible parking spaces so we will be working with the contractor to schedule this portion of the contract for a weekend or overnight to minimize the impact to operations. We will provide more information on timing after the pre-construction meeting.

Status:	Not Started
Expected Completion:	11/30/2017
Execution Status:	On Track

Activity or Project:

Salt Shed Replacement

Description:

Contract documents and design plans are nearing completion with our goal to now have the contract bid by the end of 2016, award in early 2017 and construction begin as soon as the winter breaks in early 2017. We have gone through several design iterations for site placement and building size which has delayed completion of design, but we feel have been well worth the delay to ensure a quality product. For example, we have performed a site visit to Franklin Township in PA who have essentially the exact shed down to the size we were advised by a manufacturer would meet our storage goals (images attached), but after meeting with representatives from Franklin we learned would have been about 15-20% short of our needs without a conveyor system which wasn't planned. We were also able to receive valuable "lessons learned" type feedback from Franklin which we have incorporated into our design.

Status:	In-Progress
Expected Completion:	6/1/2017
Execution Status:	Behind Schedule

10/9/2016 to 10/15/2016

NEWARK POLICE DEPARTMENT

WEEK 10/02/16-10/08/16	INVESTIGATIONS			CRIMINAL CHARGES		
	2015 TO DATE	2016 TO DATE	THIS WEEK 2016	2015 TO DATE	2016 TO DATE	THIS WEEK 2016
PART I OFFENSES						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	5	6	0	1	4	0
Rape	4	3	1	1	3	0
Unlaw. Sexual Contact	7	6	0	2	2	0
Robbery	26	37	2	28	13	0
- Commercial Robberies	11	11	0	10	0	0
- Robberies with Known Suspects	2	2	0	1	0	0
- Attempted Robberies	2	5	0	7	2	0
- Other Robberies	11	19	2	10	11	0
Assault/Aggravated	5	20	0	25	24	0
Burglary	46	65	1	19	33	0
- Commercial Burglaries	5	14	0	3	4	0
- Residential Burglaries	38	43	0	15	22	0
- Other Burglaries	3	8	1	1	7	0
Theft	397	520	9	137	140	3
Theft/Auto	26	41	0	7	12	0
Arson	2	2	0	1	0	0
All Other	60	100	2	43	83	0
TOTAL PART I	578	800	15	264	314	3
PART II OFFENSES						
Other Assaults	235	252	9	139	89	0
Rec. Stolen Property	3	0	0	17	24	0
Criminal Mischief	156	157	6	102	51	2
Weapons	8	8	0	56	32	2
Other Sex Offenses	1	0	0	2	0	0
Alcohol	225	198	2	382	964	524
Drugs	81	104	3	188	158	14
Noise/Disorderly Premise	350	471	11	157	205	13
Disorderly Conduct	142	124	3	73	79	1
Trespass	127	157	2	55	54	1
All Other	364	363	7	242	252	5
TOTAL PART II	1692	1834	43	1413	1908	562
MISCELLANEOUS:						
Alarm	724	537	13	0	0	0
Animal Control	423	448	13	3	4	2
Recovered Property	202	233	9	0	0	0
Service	24371	25826	518	0	0	0
Suspicious Per/Veh	399	431	8	0	0	0
TOTAL MISC.	26119	27475	561	3	4	2

	THIS WEEK 2015	2015 TO DATE	THIS WEEK 2016	2016 TO DATE
TOTAL CALLS	743	33,800	770	35,083

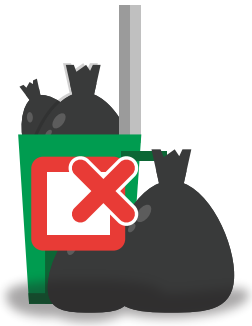
Newark Police Department
Weekly Traffic Report
10/02/16-10/08/16

TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	6,951	8,302	167	143
DUI	163	142	9	2
TOTAL	7,114	8,444	176	145

TRAFFIC ACCIDENTS				
Fatal	2	0	0	0
Personal Injury	159	183	7	5
Property Damage **(Reportable)**	432	610	20	19
Property Damage **(Non-Reportable)**	251	136	10	4
Hit and Run	213	220	2	13
TOTAL	1,057	1,149	39	41

“Talkin Trash”

KEEP YOUR PUBLIC RECORD AND YOUR PRIVATE SCENE CLEAN!



The City of Newark prides itself on maintaining a clean, safe and aesthetically pleasant community to live, work and study. That is why we take our Refuse Regulations so seriously.

Failure to comply with City laws concerning trash, litter and clutter could result in fines and possibly a criminal charge. Costly fees and fines can be avoided with just a few housekeeping habits and awareness of the City Regulations.

AUTOMATED REFUSE & RECYCLING COLLECTION

TRASH PICKUP TUESDAY

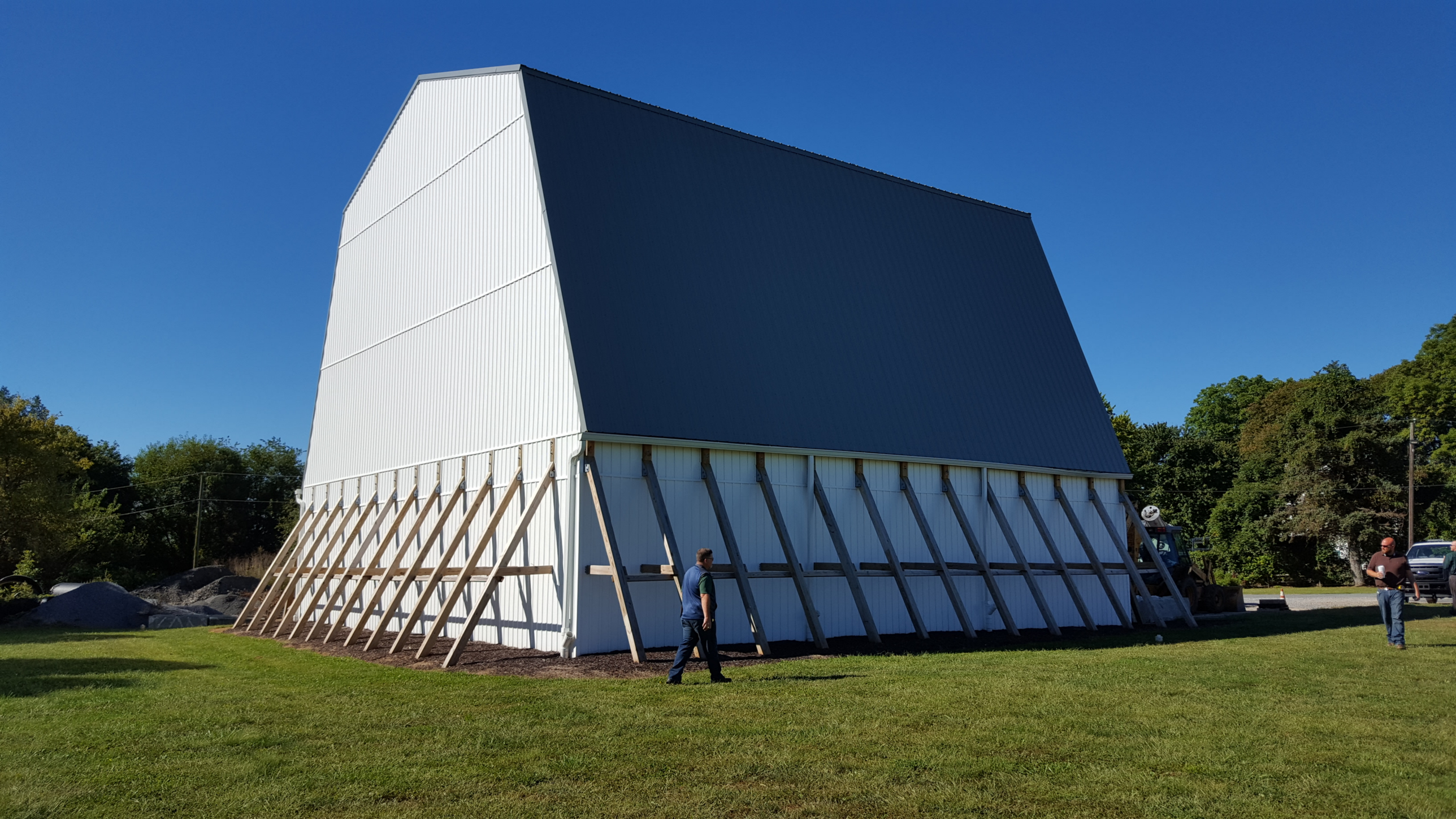
DO

- Carts may be placed out as early at 6 p.m. the night before and must be out before 7 a.m. the morning of collection.
- All refuse must be contained within the cart and lid closed.
- Place carts at curb with wheels and handles facing the house.
- Place carts with a 2 foot clearance from parked cars and other obstructions.
- Pull carts back from curb or alleys within 10 hours after collection.

RECYCLING PICKUP FRIDAY

DON’T

- Place any garbage outside of cart for collection.
- Mix yard waste with refuse or recycling.
- Let automated carts exceed 250lb weight limit
- Mark or paint on carts.

WHAT ABOUT LARGE ITEMS?

All residents, homeowners and students in rentals are allowed four (4) bulk items picked up at no charge for a Bulk Collection. Bulk Collections are performed Monday through Thursday throughout the year. Items must be scheduled through the Public Works and Water Resources Department at (302) 366-7000. This is a first come, first served service and may be booked weeks in advance. Residents will be asked what specific items are for Bulk Collection when calling, so please be prepared when you call. **If there are more than four (4) items placed out for Bulk Collection, a fee will be billed to the resident.**