

City Manager's Weekly Report

Friday, May 12, 2017

Department:

Administration - City Manager

Notable Notes:

Mayor and Council - Please be advised that this will be my last weekly report.

I would like to thank you all for your commitment to serve the Newark community. I wish Newark continued success in the years ahead and have nothing but praise for the fine men and women I have had the pleasure to work with over the course of my 27 years here in Newark. Newark has provided me a great career full of wonderful projects and initiatives to move our community forward and improve the quality of life for our residents. I feel very fortunate to have had the opportunity to serve, in all my positions, but certainly as City Manager for the last busy five years. A great deal of thanks goes out to the many citizens, partner organizations and businesses that have reached out to me upon word of my retirement. Without the support of these many individuals and organizations we would not have accomplished so much. Lots of wonderful memories shared in recent weeks.

A few date reminders for you - The Annual Memorial Day Parade will take place next Sunday, May 21st. A New Night will take place on June 12th, with preparations well underway. Also, save the date for the Annual Food and Brew event to take place on July 22nd.

I commend the Police Department for an awesome launch to its trading card event. Officers will be available this Saturday at two locations, Bing's Bakery and the new Community Policing Center. The center will open this Saturday as well!

Planning and Development Director Mary Ellen Gray shares that she has received good feedback on the Pop-up project underway.

Public Works and Water Resources Director Tom Coleman reports that Lark Drive has been completed. It was one of the final pieces to the 2016 street program. Only two other areas remain and will await end of school year, including Orchard and Prospect. Bids for the 2017 Street Program and water line work will be on your May 22nd agenda, with very favorable pricing. I commend the PWR staff for getting these bids out early so we can start the contract earlier in the construction season.

The salt shed work is progressing well and expected to be ahead of schedule, weather permitting and Preston's Playground is out to bid now.

As you are aware, there have been many division moves taking place associated with our interest in positioning the highest traffic areas on the first floor. This includes Parks, Planning and Development and Utility Billing. This is something we heard for many years would be more helpful to the people we serve.

The School Hill event that will be held next Saturday has been advertised heavily and the groups involved have advised of their own outreach activities. We are encouraging anyone that has artifacts, memories or stories to attend. UD, one of the partners, will be on hand to video tape stories or get images of documents.

GOOD NEWS! The equipment necessary to improve upon our live streaming of Council meetings has arrived and is expected to be in place for your next meeting. These improvements should help to draw

more interested residents to the opportunity and in turn allow for more people to be better informed and aware of what is going on in our community. I encourage you all to push this avenue to your constituents with a goal of increased engagement in our process.

The Police Department expressed its gratitude for our lighting the Municipal Building BLUE in honor of law enforcement. A tradition I hope Newark will continue as we also received good feedback from our community.

Flags for Heroes will be displayed on the lawn of City Hall beginning May 19th!

Activity or Project:

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Description:

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Status: Not Started

Expected Completion: 5/11/2017

Execution Status: Completed

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:

Administration/HR:

- Deputy Chief Feeney and Director of Finance Del Grande joined HR Administrator Marta Pacheco and me at the Young Conway annual Labor Law Seminar on Thursday. This full-day event hosts over 200 employers to educate and update impact on the workplace. Each year the City hosts additional management team members to expand their awareness of labor issues that the City Manager's Office/HR team has to comply with on a regular basis.
- Director of PWWR Tom Coleman, Ms. Pacheco and I met with City Manager Carol Houck on file/document transfer, project materials and worked to establish a transition plan for her May 19 retirement.
- Mr. Haines convened a meeting among the Police Department, Parking Division and Communications Division to ensure a cohesive transition plan of the Residential Parking Permit program to migrate from Police to Parking.
- Mr. Coleman and City Secretary Renee Bensley and I met to review options that may streamline the business portion of Council meetings; consensus items will be brought forward in coming weeks for Council consideration.

Parking Division:

- Parking Manager Marvin Howard and Parking Supervisor Courtney Mulvanity met with Deputy City Manager Andrew Haines and Communication Manager Kelly Bachman of the City Manager's Office, as well as Deputy Chief Kevin Feeney and Captain Michael VanCampen of the Police Department, on Thursday, May 4 to discuss how the Residential Parking Permits will be handled over the summer during the transition from Police to Parking so that residents are aware of what needs to be done when it is time to renew.
- Parking finished the rest of the May Parking Ambassador schedule on Thursday, May 4th. The schedule now goes through the end of May and the first week of June so that we are sufficiently staffed during graduation and alumni weekend.
- Mr. Mulvanity attended Traffic Committee meeting on Friday, May 5.
- Mr. Mulvanity met with Financial Analyst Trevor Miller to review the Q1 2017 Parking Financial Summary and improve the reporting data. Director of Finance David Del Grande also provided useful tips on how to display tables. Financial Summary will be edited accordingly and provided to Mayor and Council.
- Parking Division assisted the Police Department/City Manager's Office with elements of the Community Policing Center in advance of its opening on Saturday, May 13, 2017.
- With assistance from Communications Division, Parking created a new temporary guest residential parking permit for the summer. The new version will be used during the transition period and more economic than hang tags without losing visibility to the Parking Ambassadors.
- Courtney held staff meeting with Parking Shift Managers on Wednesday, May 10 to discuss upcoming changes in the Parking Division, field review of all equipment, go over lines of communications with residents and employees, and to review Parking's expectations of the position.

Activity or Project:

LPR System

Description:

I am working with the Parking Division team to compile information and responses to the list of questions from the April 24th Council meeting regarding the proposed LPR System. The proposed system for the Parking Division is for the foundation as the Residential Parking Permit program, as well as more effectively enforce scofflaw violations.

Status: In-Progress

Expected Completion: 5/22/2017

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 three court sessions from 5/4/17 to 5/10/17. These sessions included trials, arraignments, capias returns, violation of probations, code violations and video hearings. Parking Ambassadors were here to handle any parking appeals.

We processed our first 2nd DUI offense which will be appealed to CCP.

Activity or Project:

Court Sessions

Description:

From 5/4/17 to 5/10/17 Alderman's Court handled 53 arraignments, 57 trials, 8 capias returns, 1 code violation, 1 violation of probation and 1 video hearing. The court collected a total of 417 parking payments of which 255 were paid online and 162 were paid at court. The court also collected payments for criminal/traffic fines which included 109 online payments and 70 court payments for a total of 179 payments.

Status: Completed

Expected Completion: 5/10/2017

Execution Status: Completed

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 May 8 for Council and Paul was in the office May 5 and 11 for Court.

Bruce, Renee and Tara staffed the May 8 Council meeting. Follow up was completed by staff throughout the remainder of the week.

Tara staffed the Conservation Advisory Commission meeting on May 9. The CAC heard comments from a concerned citizen regarding lead paint on water towers, discussed their participation in A New Night Downtown and continued discussion regarding a potential intern to help with the proposed Green Energy Dashboard project.

Renee met with Councilman Hamilton on May 10.

Renee attended the staff meeting on May 11 where the May 22 Council agenda was discussed.

Renee drafted the May 22 Council agenda.

Renee drafted the direction sheet from the May 8 Council meeting and circulated it to Council and staff.

Sarah worked on compiling the record for the City's response in the Fierro v. Board of Adjustment case.

Teressa spent time training with our Records Management Division on Tyler Content Management.

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

- Sent relevant documents, completed and closed a March 30 FOIA request from Duffield Associates regarding RFP No. 16-06.
- Received and circulated to staff a May 5 FOIA request from Langan Engineering and Environmental Services regarding a portion of the STAR Campus.
- Received, circulated to staff, responded that there were no relevant documents and closed a May 8 FOIA request from IBEW LU126 regarding prevailing wage determination and certified payrolls for the outdoor type single circuit unit substation renovation contract.
- Received, worked with Bruce on a response, declined and closed a May 10 FOIA request from Jean White regarding legal opinions.

The agenda for the May 16 Traffic Committee meeting was forwarded to Council.

Regarding minutes, staff time was spent on the April 24 Council (Tara drafting; Renee editing - complete), May 8 Council (Tara drafting) and May 9 Conservation Advisory Commission (Sarah drafting) minutes. The March 15 Council executive session minutes are currently in the queue.

Sarah fulfilled 9 discovery requests for upcoming Alderman's Court cases this week. 164 discovery requests have been filled so far for 2017. The May 25 court calendar was received and the 14 associated case files were compiled for the Deputy City Solicitor by Sarah. 20 court calendars with 320 associated case files have been compiled for 2017 so far. Sarah also processed 2 pleas by mail.

The office received 16 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. So far 178 lien certificate request have been processed for 2017.

Activity or Project:

Boards and Commissions Review Committee

Description:

Council approved the recommendations of the Boards and Commissions Review Committee regarding the Planning Commission, the Downtown Newark Partnership and the Board of

Business License Review at their May 8 meeting. The remaining recommendations to be addressed are for the Personnel Review Committee and the overall recommendations on all boards and commissions, which are expected to be on the June 12 Council agenda. We thank the members of the BCRC for their hard work during this review process.

Status: In-Progress

Expected Completion: 6/12/2017

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:

Council/Staff Portraits: A portrait session was scheduled and held earlier this week for senior staff who were unable to participate last year - or who joined the City since the last session was held in May 2016. We once again invited Council to participate to ensure consistency on the website. Councilman Clifton and Councilman Hamilton participated. The photos will be added to the website shortly.

A New Night Downtown: A New Night Downtown is Saturday, June 10 from 3-9 p.m. More than 50 businesses are signed-up to date, with more having made verbal commitments. Special thanks to the New Night Sponsors: Del One Federal Credit Union, Newark Post and Crossfit Petram. Any businesses interested in being a New Night Downtown sponsor can find the sponsorship form here:

<http://www.newarkde.gov/DocumentCenter/View/8283>. We worked with Gable Music Ventures to

announce the New Night musical lineup on May 10. This year's artists include: E. Joseph & the Sparrows, Meghan Knight, The Joe Trainor Trio, Amanda Nolan, Boxturtle Bob, The Brandywine Fiddlers, Surreal Nation, Blues Reincarnation Project and the Steve Oakley Band. These acts will be split up among three stages throughout the event. The Parks and Recreation Department will once again be organizing a children's game area for New Night.

Food & Brew Fest: The 14th annual Food & Brew Fest will be on Saturday, July 22 from Noon – 7 p.m. Registration is now available for the event. The Facebook event can be found here: <https://www.facebook.com/events/806605682835259/>.

Newark Police Department 150th Anniversary: Work continues on videos commemorating the Newark Police Department's 150th anniversary. Next week we will release a video inviting the public to attend the anniversary celebration on July 17th. A longer history piece will be shown at the event, followed by feature videos throughout the rest of the year.

NPD Trading Card Project: We continue working with the Newark Police Department on promoting the Trading Card Project. Communications has taken the lead on the social media coverage of the project, as well as taking photos of the Officer of the Day events. Megan is working with the officers in charge of the project on creating a video highlighting the project, including the grand prize trip to Disney World.

Creative Design/Web Updates

- Updated: the Stormwater webpages; community event parking website link; City of Newark parking passes; Parks and Recreation's department banners on City website; UDon't Need It? webpage; Parks and Recreation's webpages; City Secretary's webpages; Finance's FAQs on the City website
- Created Public Works project sign template; Police trading card signs; New Night poster
- Scheduled InformMe public meeting notices
- Posted on website: Memorial Day holiday refuse changes; Police Trading Card Project launch at Launch trampoline park press release; Police Trading Cards press release; Newark Spring Concert Series press release; Delaware's Law Enforcement Officers Week press release
- Converted Food and Brew registration form to fillable PDF format

Press Releases/Media Inquiries

- City of Newark Lit Blue to Honor Law Enforcement Officers: <http://tinyurl.com/n7fx6zq>
- City of Newark Police Department Announces 2017 Trading Card Project: <http://tinyurl.com/lfxejec>
- City of Newark Partners with UD, NAACP on Historic Preservation Project: <http://tinyurl.com/mlr4hx4>

Activity or Project:

School Hill Project

Description:

A press release regarding the upcoming event at the George Wilson Center (Saturday, May 20) was sent out this week. At the last planning meeting, the City shared what information and items they could display during the event and finalized details in terms of support from UD and others.

We are hopeful the outreach efforts are successful and there is a strong turnout from the community during this event.

Status: In-Progress

Expected Completion: 12/20/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

Utility pole change-outs and installations have started for the auto restoration project. This will allow for future installation of reclosers.

The 3rd day of the spring infrared scan of aerial lines was completed.

The electricians repaired a problem with the 15kv circuit breaker on unit 86 at Phillips Avenue substation.

Yearly oil tests for the substation transformers and circuit breaker were completed. We should get results back in a few weeks.

Substation sites were sprayed for weeds by our contractor.

The contract for a new transformer at Chestnut Hill Road substation is out for bid

Activity or Project:

Auto Restoration project

Description:

All licenses and contracts are signed and POs for equipment will be issued shortly. Software has been delivered to IT. Pole line work has started.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: Behind Schedule

Activity or Project:

New Substation Transformer Installation

Description:

Pole line work is almost complete. Underground conduit and cables must be installed and the site expanded at Chestnut Hill Road substation. Transformer is out for bid.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

Staff attended the Tyler Connect Conference in San Antonio, Texas this week. Purpose of the conference was to receive updates on our accounting system, attend focus groups on issues, and research new opportunities offered by Tyler for our Munis system which would benefit the City of Newark.

On 5/11, the Finance Director attended the Annual Employment Law seminar hosted by Young, Conaway, Stargatt and Taylor.

More accounting staff have moved to our new location on the second floor previously occupied by Code Enforcement. The Finance Director is the only team member that needs to be moved to the new location. Estimated move time will be approximately three weeks.

Activity or Project:

Business License Review

Description:

Metro Rev has reviewed 130 businesses to date located outside of the City. Through April 30, we have received \$21,931 in business license payments from this project for the periods of 2013-2017 from 22 companies. The 43 businesses billed to date should add another \$12K to the annual business revenue line. Staff is working with Metro Rev to extend the contract for another year to continue this project.

Status: In-Progress

Expected Completion: 5/31/2018

Execution Status: On Track

Activity or Project:

2018 Budget

Description:

Staff has begun prepping internally for the 2018 budget. Council has been presented a tentative schedule for budget meeting dates. Our new budget module training has begun for staff, and directors will receive training the end of the month. The 2018 CIP draft prepared by the directors have been reviewed and will be distributed to Council shortly as a draft. CIP questions will be addressed during the departments' individual budget hearings.

Status: In-Progress

Expected Completion: 12/1/2017

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

Director: Along with Paula, met with new Councilmen Clifton and Hamilton to give an overview of our department; completed two park inspections for maintenance and safety issues; worked on the Delaware Outdoor Recreation and Parks and Trails (ORPT) for the Charles Emerson Bridge and Preston's Playground; worked on the 2018 budget and Capital projects; We will again be supporting the Newark Rotary Club's Flags for Heroes program. The program allows individuals to sponsor a flag in honor of a hero in their life. The flags will be placed in front of the Newark Municipal Building from May 19 through 30 and proceeds from the program will be donated to veterans' organizations in the area.

Recreation Superintendent: Attended IT budget meeting with Joe; conducted pre-event meeting for the Mayor's Fun Ride; attended Walkable/Bikeable Summit in Dover; gathered supplies and coordinated Mayor's Fun Ride, sent out reminders to all participating, worked Mayor's Fun Ride with 61 participants riding in the event; gathered supplies and gave to staff working UD's Fandemonium.

Recreation Supervisor of Athletics: Continues finalizing summer camp staff, held interviews and sent out employment contracts; adult Co-Rec softball began on Tuesday; registration for 2017-2018 before and after care programs continues and Downes aftercare has filled, we have started a waitlist, Parent Newsletters for May were sent out; receiving many inquiries and bookings for park reservations; put away new recreation and arts and crafts supplies in the storage room that have arrived over the last few weeks; working on bus bid for summer camp field trips; the United States Tennis Association (USTA) Free Grow the Game lessons for adults began this week at Handloff and Fairfield Parks, Mayor Sierer is instructing some of the lessons.

Recreation Supervisor of Community Events: Has been preparing and having planning meeting for upcoming events and programs; the first Spring Concert, featuring J Blamoh Doe was held with a great turnout of approximately 50 people in attendance throughout the evening. The performance was exceptional with the group inviting other strolling musicians onto stage to play a song with them; the second week of concerts will be the kick off for this year's Newark's Youth's Got Talent beginning at 5:30 p.m. featuring Jess, followed by a Spring Concert by the Celtic group Twice Daily at 7 p.m.; Newark Memorial Day Parade and Ceremony will be held on Sunday, May 21. The Ceremony on the Green will begin at 1 p.m. and will feature the dedication of a "Chair of Honor". The 82nd Annual Newark Memorial Day Parade will step onto Main Street at 2 p.m. Registration for the parade as well as VIP RSVPs continue to come in. The final Memorial Day Parade Committee meeting will be held next week to run through the script.

Coordinator of GWC and Volunteers: Continued to plan for 2017 Summer programs and Camp GWC; finalized all tentative field trips; conducted an interview for a potential summer staff member for Camp GWC; coordinated with the Newark Morning Rotary, Downes Elementary School and attended follow up meeting for the CATCH Program; continued to finalize details and attended the dance dress rehearsal and recital at the Newark Senior Center, a total of 80 people attended the recital; attended a pre-event Mayor's Fun Ride meeting; biked the Mayor's Fun Ride route with Allison to finalize volunteer locations for the event; assisted in coordinating the event and volunteers for the Mayor's Fun Ride. **Volunteer Hours: 30**

Volunteers devoted a total of **120.25** hours for the Mayor's Fun Ride, 1 volunteer devoted a total of **2** hours assisting with organization at the George Wilson Center, 1 volunteer devoted a total of **9** hours assisting with environmental stewardship along the James F. Hall Trail. Total Volunteer Hours for the week: **131.25** Hours.

Parks Superintendent: Inspected two park areas and developed work orders as needed, continued working on tree issue along the Valley Stream, reviewed two proposed development plans and made suggestions as needed, attended storm water management training, met with fencing contractor to get quotes on upcoming fencing work, inspected all mowed areas currently under contract for compliance, met with painting contractor and representative from Public Works concerning Rittenhouse bridge painting contract and established a start date (Wednesday, May 10), coordinated tree planting for Arbor Day at West Park School with horticulture staff, continued studying for upcoming NPSI school and test next week, and conducted final inspection of landscaping at Fountain lots 1 thru 25 and developed report of findings for Parks Director.

Parks Supervisor: Assigned all field staff daily, attended storm water training, assisted staff as needed, and completed research on all safety equipment costs that is needed to be purchased.

Parks and Horticulture Staff: Continue mowing operations, did interior bed maintenance at City Hall, started planting annuals in horticulture areas, continued mulching bed areas throughout park system, completed installation of exercise equipment along the Hall and Pomeroy Trails, all staff attended storm water training, set up/removal/storage of stages for Spring Concert series at Academy Street, did equipment maintenance on mowing equipment, dragged/scarified all ballfields, raked off all horseshoe pit areas, and continued on bed maintenance throughout park system.

Activity or Project:

Main Street Planters

Description:

Eight large planters are being installed on Main Street in some of the areas that trees have been removed. We have had nine trees destroyed due to vandalism over the last 10 months. The planters are self-watering and will be filled with a variety of colorful plantings.

Status: Started

Expected Completion: 5/26/2017

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:

Code Enforcement

- Property Maintenance reported light activity during Cinco de Mayo and weekend patrols. High grass violations are now being issued.
- Staff met with representatives of the University of Delaware for the next building on STAR Campus, a six-story lab.
- The site work on South Main Street for the next phase of Chimney Ridge is continuing.
- Site work is continuing for the new hotel at 400 Ogletown Road.
- Construction is ongoing at Cleveland Avenue.
- The structural steel work for the new building on STAR Campus began this week.
- Exterior finish and interior work is continuing at Woolen Way for the new townhouse apartments.
- Interior framing and exterior finishing work is ongoing at the Heights on South Chapel Street.
- Interior wall and roof installation continues at the University of Delaware South Academy Street dormitory.
- Construction is ongoing at the Lofts at Center Street.
- Staff continues to update data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- Director Mary Ellen Gray attended the National American Planning Association conference May 5-9, 2017. Director Gray attended sessions on Planning Department Administration, zoning codes, economic viability and development, parking and mobility, legal issues, scenario analysis, and developing effective coalitions. Director Gray also gave a presentation on improving healthy eating and active living.
- Director Gray continues working with the Planners4Health team on this grant effort. The Planners4Health Roundtable is scheduled for May 19, 2017 at the Duncan Center in Dover, Delaware. *Delaware Planners4Health Roundtable* purpose is to bring together stakeholders

from across the state to discuss integrating planning and public health with the goal of creating stronger, healthier communities. The outcome of this event is to help identify priorities related to food access, active transportation and active recreation in the state.

- Planner Tom Fruehstorfer met with a representative of the Newark Senior Center on May 4 to discuss how Senior Center transportation operations might integrate with developing Unicity revisions. The Senior Center is now going to be involved with future Newark Transportation Project Committee meetings.
- Tom Fruehstorfer attended the Traffic Committee meeting on May 5 to represent the Planning Department for the discussion of the Casho Mill Road bike lane mock-up.
- Tom Fruehstorfer, Mary Ellen Gray and Planner Mike Fortner visited Downes Elementary School as classes let out for the day on May 10 to observe the Casho Mill Road bike lane mock-up in use during Bike to School Week. They were able to receive feedback from residents using the mock-up and discuss the project with some of the project organizers.
- The following was also completed this week:
 - 10 Deed Transfer Affidavits
 - 49 Building Permit Reviews

Activity or Project:

Board of Adjustment

Description:

At its May 18, 2017 meeting, the Board of Adjustment will hear the appeal of Danneman Hospitality, owners of the property at 400 Ogletown Road, for an expansion of the formerly granted parking variance for seven additional spaces. This would bring the total number of parking spaces in the variance to 43. The hotel plan includes seven two-room suites that require two parking spaces each. The developer is addressing this by entering into a parking lease with an adjacent property owner to provide the additional seven parking spaces.

Status: In-Progress

Expected Completion: 5/18/2017

Execution Status: On Track

Activity or Project:

Bike to Work Day

Description:

Bike to Work Day Newark will be held on Friday, May 19 from 7:30 to 9:00 a.m. at Mentors' Circle at the corner of South College Avenue and Kent Way. The event is organized by the City of Newark, BikeNewark, and the University of Delaware. Bike commuters that morning can enjoy a light breakfast and hear brief comments by invited guest speakers, including New Castle County Executive Matthew S. Meyer. Safety for the event will be provided by UD Campus Safety and the Newark Police Department. Local businesses are supporting the event through sponsorships. Free Bike to Work Day t-shirts, courtesy of DelDOT and the Delaware Bicycle Council, will be available while they last. The goal is to get more and more people to consider biking as a viable means of transportation—for commuting, for one's health, for one's wallet, for our planet, and just for fun. More information can be found on the BikeNewark webpage at: www.BikeNewark.org/events/b2wd.

Status: In-Progress
Expected Completion: 5/19/2017
Execution Status: On Track

Activity or Project:**Description:**

Status:
Expected Completion:
Execution Status:

Department:**Police Department****Notable Notes:**Auxiliary Services:

- The 2017 SLEAF application was submitted. However, the meeting/committee has been postponed until later in the month.
- Completing SLEAF closing report for the 2016 SLEAF award which allowed Newark Police Department to host the Fair and Impartial Policing training. The closing report will be submitted to the Attorney General's Office.
- Supervisor Cannon and CO II Fountain are attending the Tyler Conference in Texas this week along with numerous other city employees.

Administration Division:

- M/Cpl. Smith and Officer Keating reported that the Philadelphia job fair they participated in was well attended and they had over 40 qualified people that provided their contact information for police officer job applications.
- All of the Lieutenants, Sgt. Bryda, and Sgt. Jones met to make suggestions for updating the police department's Use of Force/Officer Involved Shooting policy.
- Cpl. Mease assisted with the bike to school initiative on 5/8.
- Sgt. Jones is meeting with the Delaware National Guard on 5/10 about possibly using their baffle shooting range in the event that the other shooting range is not available.
- Lt. Nelson is holding an awards committee meeting on 5/11 to discuss nominations for the 1st quarter of 2017.

Criminal Investigations Division:

- On Friday, 5/5/17, all officers assigned to the Newark Police Department Criminal

Investigations Division attended the funeral for Cpl. Stephen Ballard or assisted DSP Troop #2 with road coverage. The road coverage during this time allowed Delaware State Police Troopers much needed time off to attend the service. Mrs. Pennachi assisted family and loved ones at Delaware State Police Troop #2 during the live streamed service.

- Cpl. Gerasimov will be joining the Criminal Investigations Unit, as a general detective, effective Monday, 5/22/17.
- Lt. Rieger and Det. Anderson, along with Lt. Anuinas, Sgt. Davis, Cpl. Craig, Cpl. Olicker, D/C Feeney and D/C Farrall, attended the Law Enforcement Memorial in Dover on Wednesday, 5/3/17.

Patrol Division:

- Chief Tiernan's office received a complimentary message regarding the actions taken by Sgt. Micolucci and Officer Whitehead by the parents of a juvenile who was struck on his bicycle by a hit and run driver. The family was extremely appreciative of their actions in calming the family and ultimately identifying, locating and arresting the intoxicated driver. The family concluded their message by stating "I feel confident in our police department, our city, the safety of my children."
- In his role as the State Drug Recognition Expert (DRE) Coordinator, Lt. Rubin has been asked to provide expert testimony at a committee hearing on HB 110 (Marijuana Legalization) on Wednesday, May 10th. Lt. Rubin will provide testimony solely on the process involved in DRE testing of impaired drivers and issues related to drugged driving.
- On May 5th, numerous officers from the Patrol Division, Special Operations Unit and Traffic Unit joined other operating elements of the department in participating in the funeral services for DSP Cpl. Stephen Ballard.
- On May 13th from 11 a.m. to 2 p.m., M/Cpl. Morgan Fountain (Patrol Division) and M/Cpl. Jay Conover (Special Operations) will attend a trading card officer of the day event at the Newark Community Policing Center on East Main Street.

Traffic Division

- Cpl. Patrick Craig is assigned to the DSP Academy for the week assisting with firearms training of new police recruits.
- On Monday, May 8th members of the Traffic Unit assisted with the Bike to School event at Downes Elementary School. The event was well attended and feedback was positive.
- The speed trailer has been deployed to the Casho Mill Road area reminding motorists of the posted speed limit in and around Downes Elementary School.
- The variable message board has been deployed to the area of Apple Road and Sunset Road reminding residents to secure vehicles and valuables in an ongoing educational campaign.
- Traffic officers throughout the week will conduct enforcement on Edjil Drive near Anita Drive, Woodlawn Avenue, North College & Cleveland and Country Club Drive due to various complaints from residents.
- On May 13th from 2 p.m. to 6 p.m., M/Cpl. Paul Keld (Traffic) and M/Cpl. Blake Potocki (Evidence Unit) will attend the trading card officer of the day event at Bing's Bakery.

Special Operations Unit

- On Monday, May 8th members of the Special Operations Unit assisted with the Bike to

School event at Downes Elementary School. The event was well attended and feedback was positive.

- During the week, Cpl. Taras Gerasimov is continuing his police applicant background investigation.
- During the week, Cpl. Saunders and Cpl. Barnes (Patrol Division) are conducting a bicycle operator training attended by the Southern Chester County Regional Police Department. Feedback on the training is very positive.
- Cpl. Conover will be partnering with members of UDPD to conduct a Click It Or Ticket educational campaign reminding motorists on the importance of occupant protection. This educational initiative is in advance of the enforcement campaign which will begin next week.
- Cpl. Taras Gerasimov will conduct road coverage for the patrol division on Wednesday, May 10th due to a shortage on a patrol shift.
- On May 11th, Sgt. Greg D'Elia will assist the Southern Chester County Regional Police Department with promotional oral board interviews.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 5/11/2017

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:

I have spent a lot of time wrapping up Public Works related items as best as possible to be ready for the Acting City Manager position. Whenever possible I have been attending meetings and events that would regularly be attended by the City Manager so I am up to speed when I transition into the role officially. The combination of these efforts has slightly reduced my response times to phone calls and emails but I expect to be through the bulk of Public Works items in the next few days. Tim has begun attending Public Works meetings and attending to items in my place as well.

2016 Street Contract: Lark Drive has been completed. Orchard Road along with paving on Prospect and a portion of North College remain.

Preston's Playground: The water and sewer line contract is out to bid currently. It is our goal to have this on an agenda in June.

Sewer Rehabilitation: We have a contract out to bid that will address several point repairs along with some main re-lining and realignment. This project is being partially funded by UD through an agreement we have in place as a part of the construction projects on Academy Street. We hope to have this contract on an agenda in June to allow us to complete the point repairs on Main Street over the summer.

Main Street Bump Outs: We have a meeting on 5/11 with DeIDOT and our project partners at the DNP and the Planning and Development Department to begin discussions over where the various curb extensions can be located along with what we can place in each extension. As a reminder, this work will be completed as part of the upcoming resurfacing project and is 80% funded through a Transportation Alternatives Program grant.

The temporary protected bike lane has been installed along Casho Mill Road and we have received positive feedback so far. Mary Ellen Gray our new Planning Director, has been very interested in becoming involved which is nice and will help by adding a planner's perspective to the long-term plans in the Safe Routes to School program.

Activity or Project:

2017 Street Improvement Contract

Description:

We have received bids for this year's contract and Grassbusters is the apparent low bidder. Their bid was \$80,000 below our estimate so we are going to be reaching out to discuss with them to ensure they will be able to complete the project responsibly. Grasssbusters is also the apparent low bidder for this year's ADA curb ramp contract which may have something to do with why they were able to give a lower bid price for the street contract. Grassbusters had our contracts two years ago and our inspectors were very happy with their work. We have put together a map that shows all of the streets that have been paved under the street improvement program going back to 2013, it is attached for your reference.

Status:

In-Progress

Expected Completion: 6/30/2018

Execution Status: On Track

Activity or Project:

Salt Shed Replacement

Description:

The contractor will begin excavation and footing construction on 5/8. They anticipate the building will take three weeks to construct, weather depending, after which the interior floor will be poured. In total, we anticipate the project will take six weeks start to finish.

Status: Started

Expected Completion: 7/31/2017

Execution Status: On Track

Activity or Project:

Green Crosswalk Signalization

Description:

We have finalized the plans and engineer's estimate for this project which UD has also reviewed and approved. The total cost is estimated to be \$88,000 which is considerably less expensive than the Main Street crossing. We will be preparing a recommendation with the hope of getting it on a June agenda for consideration. We are planning on completing the concrete foundation work over Thanksgiving break and signal work over Christmas break, assuming a positive vote of Council.

Status: In-Progress

Expected Completion: 1/31/2018

Execution Status: On Track

5/7/2017

to 5/13/2017

NEWARK POLICE DEPARTMENT

WEEK 04/30/17-05/06/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	3	1	0	2	1	0
Rape	1	1	0	3	0	0
Unlaw. Sexual Contact	4	6	1	1	0	0
Robbery	16	10	1	5	3	0
- Commercial Robberies	8	5	0	0	1	0
- Robberies with Known Suspects	1	0	0	0	0	0
- Attempted Robberies	1	1	0	0	1	0
- Other Robberies	6	4	1	5	1	0
Assault/Aggravated	10	9	1	4	14	0
Burglary	35	16	0	13	6	1
- Commercial Burglaries	9	5	0	0	1	0
- Residential Burglaries	20	8	0	11	5	1
- Other Burglaries	6	3	0	2	0	0
Theft	247	183	7	57	74	6
Theft/Auto	15	20	0	5	2	0
Arson	0	1	0	0	0	0
All Other	47	35	1	20	17	0
TOTAL PART I	378	282	11	110	117	7
<u>PART II OFFENSES</u>						
Other Assaults	122	121	17	54	57	8
Rec. Stolen Property	0	1	0	9	2	0
Criminal Michief	65	92	11	26	21	2
Weapons	3	8	0	14	14	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	97	50	8	163	81	5
Drugs	51	56	1	76	62	0
Noise/Disorderly Premise	276	309	25	118	103	10
Disorderly Conduct	58	55	1	41	35	3
Trespass	63	62	4	26	27	2
All Other	186	163	13	114	126	4
TOTAL PART II	921	917	80	641	528	35
<u>MISCELLANEOUS:</u>						
Alarm	324	142	2	0	0	0
Animal Control	178	140	9	0	2	1
Recovered Property	112	103	5	0	0	0
Service	12136	13358	648	0	0	0
Suspicious Per/Veh	206	217	13	0	0	0
TOTAL MISC.	12956	13960	677	0	2	1

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	904	16,295	839	17,389



Newark Police Department
Weekly Traffic Report
04/30/17-05/06/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	3951	3035	161	123
DUI	61	59	5	0
TOTAL	4012	3094	166	123

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	73	98	3	7
Property Damage (Reportable)	452	380	36	34
*Hit & Run	113	85	9	3
*Private Property	106	79	8	2
TOTAL	525	478	39	41

*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.

Street Improvements 2013 – 2017

2013 Street Improvement Contract 13-07 Locations:

- | | |
|-----------------------|---|
| 1. Arbour Drive | 7. Fairvalley Court |
| 2. Susquehanna Circle | 8. Fairfield Drive |
| 3. Kent Way | 9. Old Oak Road |
| 4. Dallam Road | 10. Kells Park Multi-Purpose Court |
| 5. Rockmoss Avenue | 11. <u>Option I</u> - Elkton Secondary Road |
| 6. Vassar Drive | 12. <u>Option II</u> - Short Lane |

2014 Street Improvement Contract 14-04 Locations:

- | | |
|---------------------------|-----------------------|
| 1. Magnolia Circle | 9. Falling Tree Court |
| 2. Hawthorne Avenue | 10. Timberline Drive |
| 3. Ash Avenue | 11. Long Meadow Court |
| 4. Corbit Street | 12. Thorn Lane |
| 5. Dallam Road | 13. East Park Place |
| 6. Old Oad Road | 14. Townsend Road |
| 7. Old Oak Road | 15. Grantham Place |
| 8. West Mill Station Road | |

2015 Street Improvement Contract 15-06 Locations:

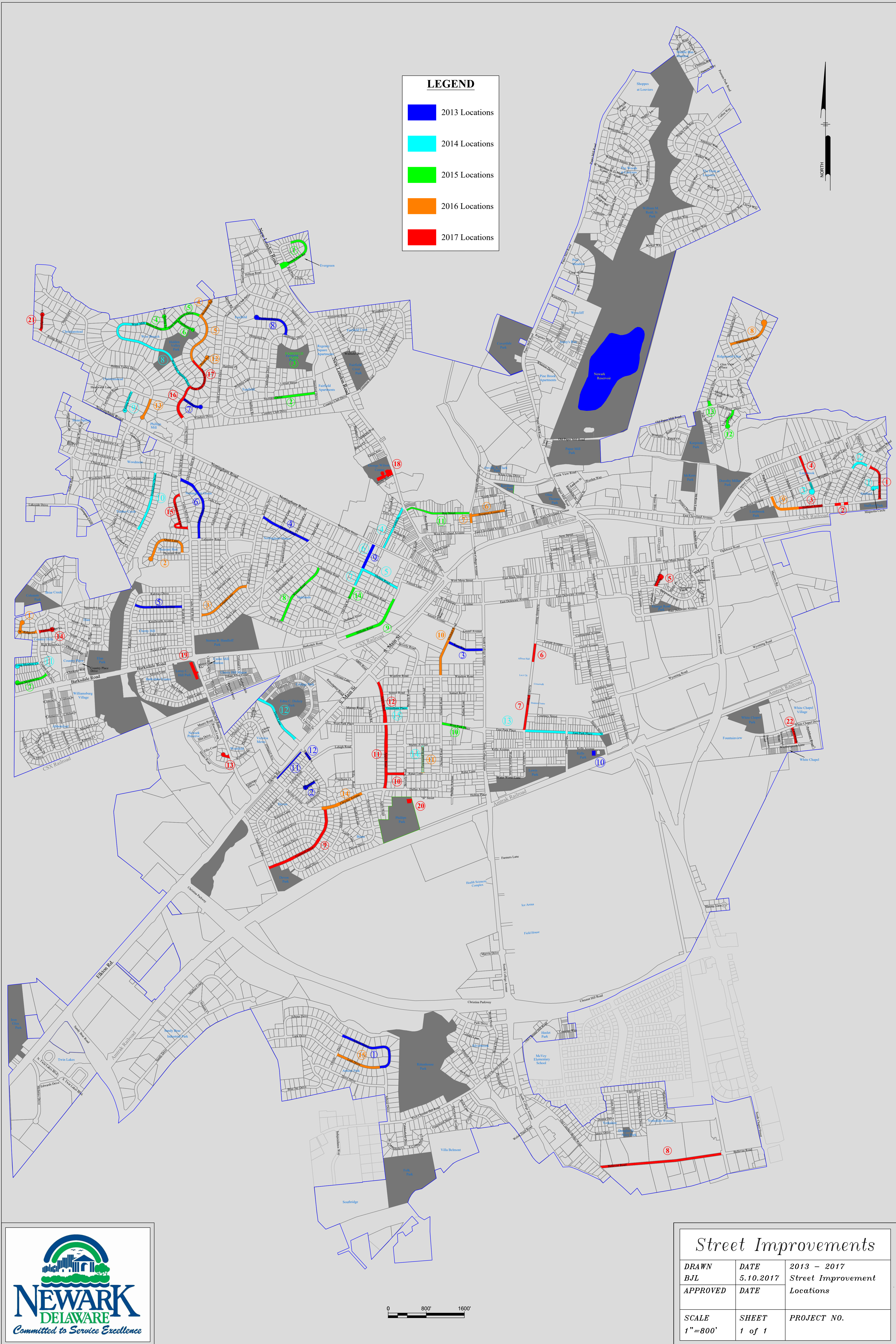
- | | |
|---------------------------|----------------------|
| 1. Scotch Pine Road | 8. Wilson Road |
| 2. Meriden Drive | 9. Hillside Road |
| 3. Fairfield Park | 10. West Park Place |
| 4. Clear Spring Lane | 11. Ray Street |
| 5. East Mill Station Road | 12. Creek Bend Court |
| 6. Confluence Court | 13. Shenandoah Drive |
| 7. Green Meadow Court | 14. Old Oak Road |

2016 Street Improvement Contract 16-04 Locations:

- | | |
|----------------------------|-------------------------|
| 1. West Ridge Court | 9. Stafford Avenue |
| 2. Quail Lane | 10. Orchard Road |
| 3. Colgate Lane | 11. Townsend Road |
| 4. Boundary Road | 12. Point Avenue |
| 5. East Mill Station Drive | 13. Hidden Valley Drive |
| 6. Prospect Avenue | 14. Chrysler Avenue |
| 7. North College Avenue | 15. Lark Drive |
| 8. Nightengale Circle | |

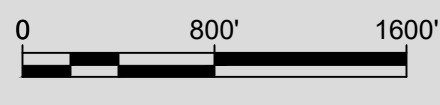
2017 Street Improvement Contract 17-03 Locations:

- | | |
|--------------------------------|--------------------------------------|
| 1. Hawthorne Avenue | 12. Apple Road North |
| 2. Stafford Avenue Patching | 13. Westfield Drive |
| 3. Stafford Avenue Resurfacing | 14. Timber Ridge Court |
| 4. Ash Avenue | 15. Timber Creek Lane |
| 5. Independence Circle | 16. Delrem Drive |
| 6. Academy Street North | 17. East Mill Station Drive |
| 7. Academy Street South | 18. George Wilson Center Parking Lot |
| 8. Bellevue Road | 19. Leroy C. Hill Park Parking Lot |
| 9. Cornwall Drive | 20. Phillips Park Parking Lot |
| 10. Ritter Lane | 21. Bridgeview Court |
| 11. Apple Road South | 22. Farnsworth Drive |



LEGEND

- 2013 Locations
- 2014 Locations
- 2015 Locations
- 2016 Locations
- 2017 Locations



Street Improvements		
DRAWN	DATE	2013 - 2017
BJL	5.10.2017	Street Improvement
APPROVED	DATE	Locations
SCALE	SHEET	PROJECT NO.
1"=800'	1 of 1	