

# City Manager's Weekly Report

Thursday, April 2, 2015

## Department:

## Administration - City Manager

### Notable Notes:

Mayor and Council Members: Note - our offices will be closed tomorrow in observance of the Good Friday holiday.

Mayor Sierer, Councilwoman Hadden and I continue to participate in the League of Local Governments Legislative Committee meetings. Attached are the minutes from the last meeting. Our Lobbyist Rick Armitage attended as a guest.

I am very happy to advise you and share the official letter acknowledging that the Newark Police Department has for the seventh time achieved CALEA Law Enforcement Accreditation. Please join me in congratulating our Department in the weeks ahead for its commitment to a gold standard in Public Safety.

Please note that I have approved a second Noise Waiver for work at the Newark Shopping Center that will take place tonight through Saturday morning. A copy of the waiver letter is attached for reference.

Update: The patch repair from a winter water main break that required the closure of the left lane along Main Street since Tuesday was completed and the roadway was reopened by 5 p.m. on Wednesday.

Update: Reuse of Cans for Green Wednesday/to eliminate any further confusion - Please note that although persons that wish to receive a third can for Green Wednesday collections will be provided cans with brown lids, any resident that chooses to reuse a refuse or recycling can for yard waste will be permitted to do so and should place a removable sign on the can and take care to ensure it does not contain any residual material that may contaminate our yard waste collections which is a violation of City Code. The PW&WR Department is supportive of this accommodation.

Rodney Dormitory Site Update: Please be advised that a presentation will be made to the Planning Commission at its May 5th meeting to discuss the reasons for Newark's interest in the UD Rodney Dormitory site. This will be an informational presentation and open to the community.

Comprehensive Plan: I call your attention to an item in the Planning and Development Department report related to the Comprehensive Plan Review effort. All new chapters provided to Mayor and Council will have undergone additional proofreading from a second proofreader as well as another look from our Department Directors which is necessary given the timeline since the effort began (2012) and the possibility of procedures or other changes within the organization that should be identified. For that reason it may be advisable to await your receipt of the next version of the chapters, after May 1, to ensure you are reviewing the most up-to-date/thoroughly proofed documents.

Please note that a detailed update to our Wi-Fi research is provided in the Information Technology report.

I have attached again for your consideration and planning information related to the DEMEC Joint Community Briefing Session scheduled for May 14th in Dover. If you have not responded yet to participating, please attempt to do so. This is a great opportunity to gain a better understanding of the Electric Market and engage with local elected officials from other DEMEC member cities.

Have a wonderful holiday weekend with your families.

**Activity or Project:**

Noise Ordinance Review

Description:

Compliance Environmental provided an update on its efforts in relationship with its work for Newark to review and make recommendations related to our noise ordinance. Research is well underway comparing Newark to similar locations as well as locations that came up during the Sound Workshop last fall. Their approach is very thorough and we expect a presentation of their findings will be made by late spring.

Status: Started

Expected Completion: 5/29/2015

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:**

This past week we held 3 court sessions and one case review session.

We processed 31 arraignments, 17 trials, 13 capias returns, 7 case reviews and videoed 3 prisoners from the various prisons.

**Activity or Project:**

Parking RFP

Description:

Completed.

Status: Hold

Expected Completion: 4/27/2015

Execution Status: Completed

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

**Electric Department**

**Notable Notes:**

The line crews installed a temporary service and pulled two poles at the Newark Shopping Center, performed an early morning upgrade of the lines affecting several businesses, and is preparing for another early morning voltage upgrade for businesses around Chapel Street between Main Street and Delaware Avenue.

The electricians tested several meters because of high bill complaints (all were 100% accurate), fixed a power problem at McKees Solar Park, and performed maintenance tasks at the Municipal Building.

Engineering worked with the SCADA developer on some refinements to the system, worked on the rail road crossing design at West Main Substation, and scheduled shutdowns with the businesses that will be affected by next week's upgrade.

**Activity or Project:**

Newark Shopping Center

Description:

Distribution infrastructure consisting of underground primary cabling and pad mount transformers to Campus Circle and the shopping center.

Status: In-Progress

Expected Completion: 9/1/2015

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:**

## Payments and Utility Billing

The group handled 655 phone calls the week of 3/23/15 (170 of which were for the sole purpose of processing a payment) with an average call length of 3:44 and an average hold & queue time (average speed of answer) of 5:37. The group also processed a total of 3,016 utility payments and CityView transactions while the Welcome Center processed 413 visitors. 103 service calls were initiated by Payments and Utility Billing in response to the calls and visitors. The Finance Department's customary statistics, in addition to new data available with the VOIP technology, are being maintained on a weekly basis in 2015 to develop key performance indicators. In an effort to increase the time available for the group to complete end-of-day tasks such as balancing and reconciling all payment receipts, closing payment batches, posting drop-box and mail payments, the call queue for Payments and Utility Billing only will terminate at 4 p.m. All calls then in queue will be processed as usual, which is not expected to take longer than approximately 30 minutes on a normal day or one hour on a high call volume day. Approximately 91% of the group's calls are received before 4 p.m.

As you may know, residents and businesses in Newark have a variety of options to pay their utility bills. At the Municipal Building we accept cash, checks, money orders, and credit cards. We have a drop box in the lobby and at the front entrance to accept payments by check or money order. We also accept credit card payments and eCheck payments on-line, including the kiosk in the lobby, and we can process credit card payments by phone. Online payments are the City's preferred method of payment. For those customers that prefer to mail a check or money order, we have a lockbox relationship with Fulton Bank. The lockbox operators aggregate the payments received on a daily basis and scan the magnetic ink on the check and the barcode on the top portion of the bill, which must be returned with the check. The scanning process results in an immediate deposit to the City's account, but even more important, it results in an electronic file that is automatically imported into our billing system to credit the customers' accounts.

As successful as the lockbox process has been for the City, it only works when the top portion of the bill is returned with the check. This presents a problem for customers that utilize their banks' online billpay services to remit payments to the City. Most area banks contract with Fiserv as the intermediary to process the payments, which by default take the form of paper checks. Because they are processed remotely, the top portion of the customer bill is not included in the remittance, so the lockbox is unable to process the payments. As an alternative, to reduce processing time and float, and at our direction some years ago, Fiserv aggregates the payments and mails the stacks of paper checks directly to the Municipal Building – not the lockbox address – on a regular basis. This has been manageable in the past, but such remittances from Fiserv alone have grown from 7,900 in 2013 to 9,300 in 2014 and we are on pace to break 10,500 in 2015. The growing volume is no longer manageable, so we are in the process of converting the paper process to an electronic process. Our goal is to be able to import Fiserv's file into our billing system the same way we import the daily lockbox file. The process is still in the early stages, and we face an implementation time of approximately three months, hopefully less. In the meantime, we have dedicated extra hours to the manual payment posting process for the bank-generated bill payments that arrive daily without the top portion of the bill. As mentioned above, we are also closing the call queue at 4 p.m. for the Payments and Utility Billing group, which will allow time to process all calls in queue before end-of-day processing. In addition, we will be including a stuffer in upcoming bills to (1) advise of all available payment methods, and (2) for customers that use their bank's billpay feature, to advise that all banks have different policies, and some debit the customer account upon initiation of the transaction, which is not reflective of the time the City actually receives the payment.

The progress of this effort will be tracked as a project using the name "Billpay Efficiency Project."

## Accounting

The accounting team continues to work on the year-end financial statements and related work in connection with the annual audit; see additional information reported in the Independent Financial Audit

project detail.

**Activity or Project:**

Independent Financial Audit - 2014

Description:

The Comprehensive Annual Financial Report (“CAFR”) Fund Statements for 2014 have been drafted and shared with the City’s independent auditors, who continue conducting field work on site this week. The draft CAFR Government Wide Statements, Fund Financial Statements, and the tables supporting the Note Disclosures are all complete. We continue to work on the Note Disclosures, Statistical Reports, the Final Schedule of Federal Awards, and Management’s Discussion and Analysis (“MD&A”). The audit fieldwork began this week on 3/23/15 and is continuing through 4/3/15.

Status: In-Progress

Expected Completion: 6/30/2015

Execution Status: On Track

**Activity or Project:**

Billpay Efficiency Project

Description:

I have reached out to Fiserv, the intermediary that services the billpay feature offered by the majority of local banks, to facilitate a Needs Analysis with help from the IT Department. The Needs Analysis has been completed and returned to Fiserv. A sample file layout from Fiserve was shared with the IT Department as well, and IT has set up this effort as a task in its ticketing system. Once Fiserv reviews the Needs Analysis, it will assign a project manager to assist the City with the implementation of this efficiency initiative.

Status: Started

Expected Completion: 7/1/2015

Execution Status: On Track

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

## Information Technology Department

**Notable Notes:**

### City-wide Wi-Fi Update

The City of Newark IT Department has been working with multiple groups and companies on a feasibility of providing public Wi-Fi to the residents of Newark. A multi-prong approach has been underway for several months and thus far, great information has been gathered from other cities that have also taken on this challenge.

Joshua Brechbuehl, IT Manager, attended the Global City Teams Challenge in Washington D.C. in February. This was a conference that was attended by representatives from cities all over the world. There were multiple discussion regarding the best way to provide a lower cost internet solution to residents of a city. The common theme, however, was how a new internet utility is funded.

It is easy to track and charge for usage on water and electric meters, but it is more challenging to track and charge for bandwidth usage. Many cities have adopted tax increases for all residents to fund the public internet utility. The challenge here is that most entertainment utility companies (Verizon, Comcast, DirecTV and Time Warner) bundle services such as TV, Internet and Phone. When removing internet from the bundle, the savings does not necessarily off-set the tax increase required by the city to fund the new internet utility. This causes many residents to actually pay more per year for the same service.

Another solution is to incorporate advertising and pay-as-you-go solutions. These add an additional level of complexity as cities are not typically in the advertising arena. Pay-as-you-go solutions work great, but it is hard to define expected revenue when a large capital outlay is required to fund the implementation of the network.

While we continue to seek revenue sources to fund a project of this scale, we continue to work with private firms that have expertise in implementing a city-wide Wi-Fi network to help us better understand the capabilities of our existing infrastructure. We are expecting to perform a city-wide site survey to determine best options for combining existing wireless infrastructure with new fiber back-hauls to provide additional bandwidth to the system.

**Activity or Project:**

Badge Access System

Description:

Building security has been completed with all employees getting new badges and all doors are secured.

Status: Completed

Expected Completion: 4/2/2015

Execution Status: Completed

**Activity or Project:**

City-Wide Camera Server Upgrades

**Description:**

Hardware has been purchased to provide additional storage space and additional redundancy for the city cameras. Project expected to start next week.

Status: Not Started

Expected Completion: 4/22/2015

Execution Status: On Track

**Activity or Project:**

MUNIS SAAS Migration and Upgrade

**Description:**

Kick off meeting scheduled for next week.

Status: Not Started

Expected Completion: 12/31/2015

Execution Status: On Track

**Department:**

## Parks and Recreation Department

**Notable Notes:**

Last Thursday I met with department staff at the South College Avenue Bridge and Hall Trail to evaluate an area under the bridge to consider options for landscape/hardscape improvements.

I attended a sub-committee meeting of the Governor's Council on Greenways and Trails to evaluate and recommend revisions to the Project Ranking System.

Recreation staff completed final preparation for our Annual Easter Egg Hunt which took place last Saturday. Approximately 750 people attended the event. Twelve volunteers committed 27 hours assisting with the event. Local businesses contributed more than \$10,000 worth of prizes and coupons for the Hunt!

The State Office of Child Care Licensing completed their annual inspection and evaluation of our Before and After School programs at Downes and West Park Elementary School's and renewed licensing for each.

We want to thank the Newark Morning Rotary Club for once again sponsoring and committing more than 40 volunteer hours with the CATCH After School Homework Club at our Downes After School program which concluded recently.

We're continuing to work with PW&WR to install two handicap parking spaces at Fairfield Park next to the Community Garden site.

Park Superintendent Zaleski committed time organizing for our Summer Youth Beautification Corps (YBC). The YBC is a CDBG funding employment program for teens who will complete park and landscape maintenance projects this summer.

We began our spring meadow mowing program this week and preparing baseball/softball fields for use.

We winterized our snow removal equipment and placed it in storage at the Olan Thomas Park storage facility.

**Activity or Project:**

CIP Project K1301: Tennis Court Renovations

**Description:**

Crack sealing and color coat application for 10 tennis court surfaces. We conducted a pre-bid meeting this week. Bid submittals are due on April 14.

Status: Not Started

Expected Completion: 8/28/2015

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 the 2<sup>nd</sup> floor men's room urinal was repaired.
- The light fixture in Court 40 ladies room was repaired.
- This week renovations began to the Roll Call room in the Police Station.
- Schlosser Plumbing repaired and reset the floats on the City Hall sump pump.
- Carpet cleaning in high traffic areas (hallways, pathways in office suites) will begin Good Friday and into Saturday. All tile areas will be waxed also at this time.

### Code Enforcement

- This week Planner Tom Fruehstorfer began a work flow and organizational assessment of the Code Enforcement Division to assist in planning for departmental functions related to the pending retirements of Code Enforcement Supervisor Steve Wilson and Fire Marshal Bill Street.
- City Hall sewer replacement will take place on Good Friday weather permitting. Temporary sump pumps will be set up in both City Hall and the Police Station to redirect storm water during this repair. Please watch your step around the hoses leading out of the basement areas.
- 334 E. Main Street-Main Towers – interior renovation permit was issued.

### Parking

- The Parking Division has been spending time doing spring cleaning in all the parking lots while students are on Spring Break.

### Planning

- On Wednesday afternoon, Planning and Development Director Maureen Feeney Roser met with a developer to discuss a potential mixed use project in downtown.
- This week the Department received an administrative subdivision plan to create mortgage lines on the Candlewood Suites property.
- This week the Department approved an administrative subdivision plan to dedicate right-of-way along S. College Avenue to DelDOT from the STAR Campus.
- On Tuesday afternoon, Maureen met with Public Works and Water Resources Director Tom Coleman, Deputy Director Tim Filasky and Engineering Assistant Shane Minner to discuss development fees charged by the City in anticipation of recommending increases in the coming months associated with the Recorder of Deeds document fee increase. Research on fees charged by other communities has begun.
- Bike to Work Day is on May 15<sup>th</sup> from 7:30 a.m. to 9:00 a.m. at the Trabant Center. The event is being organized by the Newark Bicycle Committee.
- A Financial Draw for the Community Development Block Grant (CDBG) program to New Castle County was completed this week.
- This morning Development Manager Mike Fortner and Maureen met with new Planning Commissioner Bob Stozek to discuss the roles and responsibilities of staff and the Planning Commission in anticipation of his first meeting scheduled for April 7th.

- The Planning and Development Department is processing two applications for a Special Use Permit to be placed on a future Council agenda. The first special use permit is for a customary home occupation to do in-home, one-on-one piano instruction/lessons at the property located at 6 Beagle Club Way. The second application is from Churrascaria Saudades Brazilian Steakhouse, a new restaurant proposed for the Newark Shopping Center, to sell alcoholic beverages on the premise.
- The Planning and Development Department completed:
  - 6 Deed Transfer Affidavits
  - 4 Building Permit Reviews

**Activity or Project:**

Planning Commission - April 7, 2015

**Description:**

Considerable time was spent this week preparing for the upcoming Planning Commission meeting. On the agenda is: O Amendments to the Zoning Code regarding definitions of "Accessory Use" and "Neighborhood."

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Parking Lot Lease Negotiations

**Description:**

This week lease negotiations were finalized to add the rear of 48 East Main Street to Municipal Lot #2. Consolidation of this parcel with existing Lot #2 and 58 East Main Street will be scheduled for this spring.

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Comprehensive Development Plan Edits

**Description:**

This week the Department hired a professional free-lance editor to proofread the Comprehensive Development Plan V. We anticipate review of the entire document to be completed by May 1, 2015. The revised draft will then be forwarded to Council in preparation of the May 18, 2015 Council Workshop.

Status: In-Progress  
Expected Completion: 5/1/2015  
Execution Status: On Track

**Department:**

**Public Works and Water Resources Department**

**Notable Notes:**

We attended the NCC Recovery Workshop on 3-26-15 along with Chief Tiernan and Deputy Chief Feeney. Good information presented and discussed, but I believe the biggest takeaway is that an actual plan for recovery does not exist for Newark. We have an emergency operations plan and can contact NCC and the state in the wake of a major event, but we have no plan for long-term recovery. A few notes from the seminar are below, NPD may have additions or revisions. I will set up a meeting in the next few weeks to discuss further.

**Activity or Project:**

Concrete Tank Dome Repair

**Description:**

The contractor will mobilize on Monday the 6th. The tank is currently offline and the system is operating properly with the system modifications that were put in place.

Status: In-Progress  
Expected Completion: 7/31/2015  
Execution Status: Behind Schedule

**Activity or Project:**

**Description:**

Status:   
Expected Completion:   
Execution Status:

**Activity or Project:**

**Description:**

Status:

Expected Completion:

Execution Status:

3/29/2015

to 4/4/2015

WEEKLY REPORT  
03/22/15-03/29/15

The Police Department has recently hired several civilians. On March 30<sup>th</sup> our new Victim Services Specialist, Melissa Pennachi, began working with us. Melissa has 10 years of experience in the field of victim services. She previously worked for the Attorney General's Office and most recently worked for the Delaware State Police.

Rachel Davis returns to the Communications Division of the Police Department. Rachel has previous experience working with NPD, and most recently worked for the University of Delaware Police as a dispatcher. Felix Vaughan is returning to the Communications Division after extended military duty.

Sharon Blount will begin working on Monday as a part-time records clerk. We welcome all of our new and returning employees and wish them the best of luck.

After many years of service, Corporal William Barrett is retiring from the police department. Corporal Barrett spent his entire career in the patrol division and is a Field Training Officer.

This week, officers attended training on responding to railroad incidents and crude by rail incidents.

NEWARK POLICE DEPARTMENT

WEEK 03/22/15-03/28/15

INVESTIGATIONS

CRIMINAL CHARGES

	2014 TO <u>DATE</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2014 TO <u>DATE</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2015</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	2	0	1	1	0
Rape	0	2	1	1	0	0
Unlaw. Sexual Contact	4	0	0	2	0	0
Robbery	6	11	2	1	15	0
- Commercial Robberies	1	6	0	0	7	0
- Robberies with Known Suspects	0	1	0	0	0	0
- Attempted Robberies	2	2	1	0	5	0
- Other Robberies	3	2	1	1	3	0
Assault/Aggravated	3	1	0	3	8	1
Burglary	13	17	0	10	6	1
- Commercial Burglaries	3	2	0	4	1	0
- Residential Burglaries	10	13	0	6	4	1
- Other Burglaries	0	2	0	0	1	0
Theft	119	110	6	42	62	3
Theft/Auto	8	9	1	4	5	0
Arson	1	0	0	0	0	0
All Other	26	13	4	56	26	0
<b>TOTAL PART I</b>	<b>181</b>	<b>165</b>	<b>14</b>	<b>120</b>	<b>123</b>	<b>5</b>
<u>PART II OFFENSES</u>						
Other Assaults	71	74	6	67	42	2
Rec. Stolen Property	0	2	0	5	11	0
Criminal Michief	59	54	2	14	30	5
Weapons	5	4	0	14	37	3
Other Sex Offenses	0	0	0	0	0	0
Alcohol	104	66	5	193	112	2
Drugs	33	17	0	88	77	0
Noise/Disorderly Premise	141	90	8	73	51	1
Disorderly Conduct	44	39	2	65	25	0
Trespass	44	42	1	33	21	1
All Other	125	103	5	126	77	5
<b>TOTAL PART II</b>	<b>626</b>	<b>491</b>	<b>29</b>	<b>678</b>	<b>483</b>	<b>19</b>
<u>MISCELLANEOUS:</u>						
Alarm	260	253	12	0	0	0
Animal Control	86	107	14	0	0	0
Recovered Property	54	55	6	0	0	0
Service	5943	6931	614	0	0	0
Suspicious Per/Veh	108	123	10	0	0	0
<b>TOTAL MISC.</b>	<b>6451</b>	<b>7469</b>	<b>656</b>	<b>0</b>	<b>0</b>	<b>0</b>

	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>
TOTAL CALLS	721	9,068	871	9,891



Newark Police Department  
Weekly Traffic Report  
03/22/15-03/28/15



TRAFFIC SUMMONSES	2014 YTD	2015 YTD	THIS WEEK 2014	THIS WEEK 2015
Moving/Non-Moving	2,056	2,286	139	162
DUI	41	53	2	4
TOTAL	2,097	2,339	141	166

PARKING SUMMONSES				
Meter Tickets	3,673	3,670	382	317
Parking Summons/IPR	1,332	1,688	123	179
Scofflaw Amount Collected	40 = \$8,003.50	15 = \$3,100	1 = \$276.50	1 = \$415
TOTAL	5,045	5,373	506	497

TRAFFIC ACCIDENTS				
<b>Fatal</b>	0	0	0	0
Personal Injury	41	50	3	8
Property Damage <b>(Reportable)</b>	99	86	7	6
Property Damage <b>(Non-Reportable)</b>	150	102	8	6
Hit and Run	63	79	3	10
TOTAL	353	317	21	30

DLLG Legislative Advocacy Committee  
Meeting Minutes – March 26, 2015  
Duncan Center, Newark

**Attendees:**

Samuel Cooper, Mayor, Rehoboth Beach  
Polly Sierer, Mayor, Newark  
Teresa Tieman, City Manager, Harrington  
Carol Houck, City Manager, Newark  
Marge Hadden, City Council, Newark  
Mark Lally, DLLG Lobbyist  
Jesse Savage, Town Manager, Bridgeville  
Michael Spencer, Mayor, Newport  
David Hugg, Town Manager, Smyrna  
Eugene Dvornick, Town Manager, Georgetown

Guest: Rick Armitage, Newark Lobbyist

**Discussion**

The group met to reach some degree of closure on pending issues and bills, and consider final positions. Following much discussion, directions on some key issues were not finalized.

**Group Health Plan for Municipalities**

- New issue raised today re: SEBC email notice on 9.7% increase in municipal group health plan premiums.
- Impacts fire companies, some non-profits and UD. Not all munis impacted.
- Drop-dead date is April 10.
- Contact legislators, however it appears to be an administrative decision. If town drafts correspondence, League will share with other members.

**Firearms Bill**

- Much discussion – legality of amending legislation vs. individual municipal regulations.
- Bottom line – why can't municipalities and counties have the same protection the State has in this regard?
- More work to do. Mark and Rick will get a sense of support from Senators Blevins and Simpson, Representative Smyk, and others.

**Minimum Wage**

- Senator Marshall sponsor, libraries, hotels opposed.

- Will not support.

### **Accommodations Tax**

- Mike Spencer has spoken with numerous legislators, who recommend earmarking a few at a time (Newark, Dover) to begin.
- LAC not in favor of lowering population limit to 25,000.
- Need support of legislators from Newark and Dover.
- Carol to talk to Bill Sullivan, Senator Sokola, and report back.

### **Prevailing Wage**

- Not enough votes in Senate.
- No position at this time.

### **Clean Water**

- DNREC Secretary Dave Small says no action expected this session.
- He will contact DLLG if that changes.

### **Action Items**

- Municipal Street Aid. Continue to stay in contact with respective legislators. Also contact legislators predominately representing unincorporated areas. DLLG statement made to Bond Bill Committee on March 2<sup>nd</sup>.
- Firearms – Lobbyists work together to receive reliable feedback from key legislators.
- Accommodations Tax. Newark to follow up as noted above. Anyone close to Representative Swartzkopf should speak with him.
- Group Health Plan Premiums. Individual towns and cities to contact respective legislators, if desired.

### **Next Meeting**

- Monday, April 20, 2 pm in DLLG Office, Camden



Rich  
C. HUGH  
PH

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March 21, 2015

Mr. Paul Tiernan  
Chief of Police  
Newark Police Department  
220 Elkton Road  
Newark, DE 19711-4594

Dear Chief Tiernan:

CALEA® Accreditation serves as the *International Gold Standard for Public Safety Agencies* and this correspondence serves to acknowledge the Newark Police Department has been awarded CALEA® Law Enforcement Accreditation effective March 22, 2015 for the seventh time. This award may remain in effect for three years and the agency retains all privileges associated with this status during that period.

The process of CALEA Accreditation begins with a rigorous self-assessment, requiring a review of policies, practices and processes against internationally accepted public safety standards. This is followed with an assessment by independent assessors with significant public safety experience. Additionally, public feedback is received to promote community trust and engagement, and structured interviews are conducted with select agency personnel and others with knowledge to assess the agency's effectiveness and overall service delivery capacities. The decision to accredit is rendered by a governing body of twenty-one Commissioners following a public hearing and review of all reporting documentation.

Although the award symbolizes a significant professional accomplishment, it is also a demarcation for the agency to remain in compliance with CALEA standards. To this end, the agency must remit annual status reports to document its progression of continuous organizational improvement. The first two reports are to be submitted on the agency's award date of March 22, and the third report should be submitted three months prior to the next assessment period.

CALEA congratulates the Newark Police Department for demonstrating a commitment to professional excellence through accreditation. The CALEA Accreditation indices are the *Marks of Professional Excellence* and should be displayed proudly by those that have earned them.

Sincerely,

Richard W. Myers  
Chairperson

W. Craig Hartley, Jr.  
Executive Director



*Committed to Service Excellence*

## CITY MANAGER'S OFFICE

CITY OF NEWARK  
220 South Main Street • Newark, Delaware 19711

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April 2, 2015

Mr. Bruce Sparks  
Project Manager  
Kelley Contracting  
11026 Greensboro Road  
Denton, MD 21629

**HAND DELIVERED**

Dear Mr. Sparks:

Re: Night Work in the Newark Shopping Center

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 in the Newark Shopping Center.

Specifically, you have approval subject to the following conditions:

1. The purpose of the extended work is to make final water main tie-ins to the stores located in the Newark Shopping Center.
2. The dates for this work are Thursday night, April 2, 2015 through Saturday morning, April 3, 2015, weather permitting. Work will begin at 9:00 p.m. and end at 6:00 a.m. Work will continue daily for the same hours.
3. No traffic lanes will be affected by this work.
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. Bruce Sparks  
Page 2  
April 2, 2015

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  
Phillip M. Bishop, Water & Sewer Inspector  
AHHL Fire Company



The Board of Directors of the  
Delaware Municipal Electric Corporation  
Cordially invite you to a

## **Joint Community Briefing Session**

### **Electric Market Changes and Their Impact on Your Wholesale Costs**

PRESENTER

Patrick E. McCullar, President & CEO, DEMEC

Thursday, May 14, 2015

4:00pm to 7:00pm

(Dinner to be provided)

Dover Downs Hotel & Conference Center

Diamond Room #3

1131 North DuPont Highway

Dover, Delaware 19901

*R.S.V.P. (302) 653-2733 by May 1, 2015*