

City Manager's Weekly Report

Friday, July 29, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

The Finance and Administrative staff and I spent the majority of this week participating in departmental budget hearings in preparation for the 2017 Operating and 2017 through 2021 Capital Program. Our departments planned well, and we have some work ahead of us in advance to the October 3rd Special Financial meeting.

Staff and I continue to work on details related to a solution to the cancelation of the Route 16 DART Bus from Fairfield. We expect to have an item related to the Unicity service expanding to incorporate some of the previous service by August 22nd. Ridership has been low and there will be additional costs associated with Unicity expansion for your consideration.

Activity or Project:

Special Use Permit - Points System Update

Description:

As promised, outreach to Arena's occurred after the Council meeting of July 11th. They now have a better understanding that this is not a change in law but a process to allow for communication to establishments in advance to a negative situation being reported to Council in association with special use permits. Additionally, the Deer Park and Kate's although exempt (as they have no special use permits) would still be responsible for any criminal activity/actions. Additionally, outreach to the manager of Grotto's and the owner of Rooney's has taken place. Both establishments concerns were eased after conversation with Sgt. Aniunas. He is also going to hold a separate meeting for restaurant managers to answer any concerns they may have during our Newark Nightlife Event on August 17th. Sgt. Aniunas has arranged to have a meeting on August 23rd (time to be determined) at Rooney's for all of those who cannot attend on the 17th. He's confident that he will be able to address all of their concerns at these meetings.

Status: Started

Expected Completion: 8/31/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

We held three court sessions this past week.

Activity or Project:

Court Sessions

Description:

We have held three court sessions this past week. We processed a total of 35 arraignments, 37 trials, 22 capias returns, 3 case reviews and 1 plea. We videoed 3 prisoners from the various prisons. In addition, we processed 678 payments, 392 of which were paid online through Govolutions or Paypal.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bruce was in the office July 21 for the Board of Adjustment meeting, July 25 for the Council meeting, July 26 and July 28. Paul was in the office July 28 for Court.

Bruce and Tara staffed the Board of Adjustment meeting on July 21. The Board granted the two requested variances (minimum lot width and maximum lot coverage) for the application of Grace Evangelical Church of America at 357 Paper Mill Road.

Bruce, Alice and Renee staffed the July 25 Council meeting. Item 11B (July 11 Council minutes) was sent to Council via email and hard copy and posted to the website on July 22. Follow up from the meeting was completed by staff on July 26 and 27.

Renee participated in a Website Redesign meeting with staff on July 26.

Renee participated in a bid opening on July 26.

Renee participated in the budget hearing for the Legislative Department on July 26.

Renee met with Councilwoman Hadden on July 28.

Renee drafted the agenda for the August 8 Council meeting. So far, that agenda tentatively includes the following:

- One board appointment (Planning Commission District 3);
- Five contracts (Tennis/street hockey court renovations, Folk Park shelter installation, SCADA integration services, aeration and water quality monitoring system purchase for the Newark Reservoir, mobile tablets purchase);
- June financial statement;
- Two bills for second reading (Bill 16-18 [clarifying exceptions for building height and setback lines] and Bill 16-19 [Boards and Commissions Review Committee recommendations]

regarding the Community Development/Revenue Sharing Advisory Committee]);

- One resolution (Acceptance of McIntire Drive);
- Consent agenda items (July 25 Council minutes, July 27 Alderman's Report, two bills for first reading [Sunset Road no parking anytime and Boards and Commissions Review Committee recommendations regarding the Conservation Advisory Commission]).

Renee drafted and circulated to staff the direction sheets from the June 27 and July 11 Council meetings.

Renee spent time on various items related to boards and commissions including:

- Continued work on the Newark Code of Ethics update recommendations.
- Continued follow up work regarding the new Board of Building, Fire, Property Maintenance and Sidewalk Appeals including evaluating potential membership recruitment opportunities through various professional organizations, creation and submission of related advertisement to said professional organizations to run in their newsletters and review of professional organization membership lists to identify Newark residents. Thanks to the Communications staff for promoting these vacant positions through the City's social media accounts.
- Drafting the bill and associated staff memo related to the Boards and Commissions Review Committee recommendations regarding the Conservation Advisory Commission.
- Responding to inquiries from Board of Adjustment members regarding their upcoming Boards and Commissions Review Committee hearing at the August 23 meeting.
- Completing and posting the agenda in hard copy and on the website for the August 2 Downtown Newark Partnership Strategic Development Subcommittee meeting, which can be found here: <http://cityofnewarkde.us/ArchiveCenter/ViewFile/Item/4728>.

FOIA requests took some time this week. The following action was taken on requests:

- Completed additional follow up regarding a closed June 29 FOIA request from Al Porach regarding 2015 and 2016 parking revenue.
- Responded to follow up questions regarding the administrative cost estimate for a July 5 FOIA request from JMS Recovery Services, LLC regarding unclaimed funds and uncashed checks.
- Circulated to staff and sent additional questions to the requestor for a July 22 FOIA request from Legal Services Corporation of Delaware regarding 97 Madison Drive.
- Circulated to staff and sent an administrative cost estimate for a July 22 FOIA request from Environmental Alliance, Inc. regarding 132 East Delaware Avenue.
- Circulated to staff and sent response to requestor for a July 28 FOIA request from Al Porach regarding RFP No. 16-03.

The August 2 Downtown Newark Partnership Design Committee, August 2 Downtown Newark Partnership Strategic Development Subcommittee and August 2 Planning Commission agendas were forwarded to Council.

Regarding minutes, staff time was spent on the June 28 Boards and Commissions Review Committee (Tara drafting), July 11 Council (Alice and Renee drafting; Renee editing - complete), July 13 Downtown Newark Partnership Strategic Development Subcommittee (Tara drafting; Renee editing - complete) and July 25 Council (Alice drafting). The June 27 Council executive session, July 12 Conservation Advisory Commission and July 25 Council executive session minutes are currently in the queue.

Tara received and sent to the relevant departments and applicants the following recorded items from the New Castle County Recorder of Deeds this week:

- Astra Plaza construction improvements plan; and
- The Heights at South Chapel construction improvement plan.

Advertisements were completed for 1 Georgian Circle (annexation/rezoning), Barksdale Green (Comprehensive Plan amendment/rezoning/major subdivision) and Main Street Movies 5 (special use permits for indoor theater and indoor theater with alcohol service), which will run in the August 5 Newark Post. Associated direct mailings to surrounding neighbors will go out next week. All are scheduled for public hearing at the August 22 Council meeting.

The office received and Alice and Teresa fulfilled 14 discovery requests for upcoming Alderman's Court cases. The court calendar for August 5 was received and the 24 associated case files were compiled for the Deputy City Solicitor by Teresa. There were no pleas by mail this week.

The office received 6 new lien certificate requests this week, which were sent to Finance for processing. 15 lien certificate requests were completed and sent to the requestor this week. So far, 291 lien certificate requests have been processed for 2016.

Activity or Project:

Sound Equipment Upgrades - Council Chamber

Description:

Due to difficulties with the new wireless microphones at the July 25 Council meeting, the sound system vendor was asked to come in to make additional adjustments. They came in on the afternoon of July 26 and made the following adjustments: * Adjusted the Gate (automatic on/off) to a lower level so that it would not cut off softer speakers * Adjusted the Input Gain Structure higher on the wireless units to better pick up softer speakers * Discovered there was some Radio Frequency Interference in the building causing the wireless units to drop their connection and rescanned both units to open channels to avoid this issue. These adjustments should allow for better sound results going forward.

Status: Completed

Expected Completion: 7/26/2016

Execution Status: Completed

Activity or Project:

Electronic Document Management - Legislative

Description:

In the month of July, 857 new documents were imported/scanned into Laserfiche as part of the electronic document management project. This is a total of 4,815 individual pages added this month. The primary sources were the continued scanning of deeds, easements and general files. The total number of digitized documents since the start of the Laserfiche electronic document management project is at 26,561 for a total of 208,422 pages in this office as of July 27.

Status: In-Progress

Expected Completion: 12/30/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

Though a rain storm dampened the mood for a bit, the 2016 Newark Food and Brew was a success. Eighteen of Newark's restaurants participated, with two newcomers: Mediterranean Grille and Churrascaria Saudades. Prior to the rain, heat was a major factor. To help beat the heat we set up misters at the Academy Building Lawn, which was enjoyed by many children and their families. Unfortunately, only one musical artist was able to perform before thunderstorms rolled in around 5 p.m.

We continue to update content on Channel 22, to provide more dynamic material for viewers. We are in pre-production with Public Works and Water Resources department regarding an informational PSA on what items are recyclable in the City. Two videos in response to the Pokémon Go game have also been posted - one with Parks & Recreation support and the other with the Newark Police Department.

We are continuing outreach to the community regarding the importance of signing up for the InformMe notification system. We have shared information on Channel 22 and through social media and recently distributed posters (explaining what the system is and how residents can sign up) to downtown businesses.

Related to InformMe, there was an emergency alert that went out earlier this week regarding a missing person. The call went out early in the morning, resulting in complaints from several residents regarding the timing of the phone call and requests to be removed from the system. We apologized for the early morning call and encouraged callers to remain subscribed to the notification system, as it allows us to provide accurate, timely information on a variety of topics. While we understand how one might be frustrated with receiving the early morning phone call, when it is regarding an emergency notification, we cannot delay relaying information. While residents have the option to choose what information they wish to receive, there are a few caveats to those choices. First, all residents with a publicly listed phone number are automatically included in our White Pages listing, which allows us to push emergency notifications like the one issued Monday morning. Second, all residents who receive utility services through the City are automatically included in our utility alert listings, allowing us to share important information such as when there is a water main break.

Creative Design/Web Updates

- Designed:
 - InformMe Poster/Window Sign
 - Municipal Broadband Banner
 - WOW Employee Poster for Lobby
 - Construction Detour Map for Hillside Road
 - Cover Page for DNP Design Committee Report
- Updated content on website and Channel 22, as well as a Special Use Permit brochure for use by NPD as part of its education outreach regarding the adopted point system.

Activity or Project:

Website Redesign

Description:

We reviewed feedback with the CivicPlus representatives this week. They will take the information we shared and begin developing a new design concept for us to review during our next meeting with them in the beginning of September. We have asked each Department to review the current content on the website and remove any old or outdated information. The deadline for their edits to what is currently on the website is August 31. Based on the current timeline, we have bumped back the expected completion date to December, but continue to work on the project and are on track to have the new website launched by the end of the year.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

A couple of underground primary cables failed over the weekend. The call out crew switched to the backup feeds to restore power quickly. They started working on finding the faulted locations using specialized equipment this week. One of the failures was at the Cherry Hill Manor Townhouses where a termination on the pole went bad and the other was at Williamsburg Village and the cable had to be dug up to repair.

A contractor started to bore in a pipe on Lafayette Road to fix a street light circuit that failed several weeks ago.

The line crews have been switching 34kV circuits around and fixing hot spots that the electricians found on their infrared scans of the system. None were critical yet, but would eventually cause an outage if left unchecked.

The electricians worked on a tree pit on Main Street and also installed some radio equipment at the reservoir that will utilize the City's two new recently acquired VHF frequencies. This will be used for the automatic switching project and enhance SCADA communications in some areas.

The electricians also installed a new variable frequency drive ahead of time that will be used to control the new cooling tower when it arrives in a couple of weeks.

Activity or Project:

West Main Substation Reconfiguration

Description:

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

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance Department

Notable Notes:

The Accounting staff and I conducted budget meetings with our departments in all-day sessions on July 26-28.

Property tax bills are being mailed out Friday, July 29th. We will provide an update on the details to Council once the process has been completed.

Activity or Project:

Payments & Utility Billing (PUBS)

Description:

The group handled 746 phone calls the last week, with the average call length of each call being 4:48. The average hold & queue time (average speed of answer) stayed about the same changing from 3:32 to 3:31 when compared to last week. Our Welcome Center staff greeted 272 visitors in the past week, while service orders initiated by PUB in response to calls and visitors was 325 for the same period. The group processed 4,075 utility payments and CityView transactions, 484 of which were imported automatically with our electronic processes and 2,448 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status:

Expected Completion:

Execution Status:

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>.

Status: In-Progress
Expected Completion: 9/30/2016
Execution Status: On Track

Activity or Project:

License Audit Review

Description:

The City has engaged MetroRev of New Castle, Delaware to perform a license compliance review. MetroRev will be focusing on unlicensed businesses that are subject to City Code. The Kickoff meeting with MetroRev occurred on July 20th.

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

Department:

Parks and Recreation Department

Notable Notes:

Director: Worked on 2017 budget details and justification, visited several park areas with the City Manager and Parks and Recreation Superintendent, attended the Newark Bike Committee meeting, assisted the Community Affairs Officer with some Food and Brew event items, reviewed landscape plans for comment for future developments, worked on the mowing bid specifications, met with the Parks Superintendent and Parks Supervisor about upcoming work orders.

Recreation Superintendent: Dropped off updated promotional information to the library, toured certain parks and discussed issues/concerns with the City Manager, assisted in creation of Pokémon Facebook information, flyer and video promoting it within the City Parks, conducted weekly information meeting and attended weekly maintenance meeting, continued to provide fee assistance to applicants for camps and programs, updated monthly PSA's for upcoming distribution.

Recreation Supervisor of Athletics: Updated volleyball and softball standings, made weather cancellation decisions, scheduled makeup dates and changed Monday volleyball playoff schedule; prepared for camps scheduled the week of July 25 including gymnastics, golf and adventure fun camps; confirmed use of Newark Charter Primary School for our August basketball camp; submitted school facility use requests for fall programs; continued finalizing details for fall program information; continued working on GIS mowing sites project; participated in City blood drive; made regular visits to the following camps this week: soccer, lacrosse, basketball and Rittenhouse.

Coordinator of GWC and Volunteers: Camp GWC had a total of 72 participants and visited the DuPont Environmental Education Center on Wednesday; Insect Safari Camp had a total of 4 participants; Morning Pottery Camp had a total of 8; Afternoon Pottery Camp had a total of 7; Jedi Training Camp had a total of 8 participants; the GWC Pool and Dickey Pool were open from Tuesday-Saturday with a total of 120 attendants at George Wilson Center pool and 115 attendants at Dickey pool; swim lessons took place at the George Wilson Center pool with Beginner Swim and Advanced Beginner Swim; What's Your Batting

Average Bat Program had 8 participants; 2 volunteers devoted **30** hours assisting with Camp REAL, 5 Volunteers devoted **150** hours assisting with Rittenhouse Camp, 3 volunteers devoted **70** hours assisting with Camp GWC. Total Volunteer Hours for the week of 7/18-7/22: **250** Hours.

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including Camp R.E.A.L., specialty camps and fitness programs, as well as fall programs and activities; Camp R.E.A.L.'s theme this week was Science and Invention Adventures. On Monday, they conducted several "egg"periments using eggs including spinning an egg to see if it is raw or hard boiled, cooking an egg on pavement, getting an egg into a bottle using hot water, viewing what happens to eggs in different liquids. Campers were given another mini swimming lesson on Wednesday and several that did not know how to swim can now do front and back stroke and several can tread water. They were also shown how to use their clothing as floatation aids in case of emergencies. Campers walked to the Newark Police Station and were given a lesson in forensics. After their lesson, they used what they learned to solve the mystery of the missing person. The campers had a great time and told Officer Blake that he had a "really cool job"!! Thank you to everyone at the Police Department for helping and especially Officer D and Officer Blake for their great presentations.

Parks Superintendent: Inspected 6 park areas and developed work orders as needed, met with Verizon twice dealing with Emergency phone issues, met with Arborist contractor on tree issue in Alley Park and White Chapel Park, picked up donated Norfolk Island Pine from a resident for use at City Hall, dealt with graffiti issue at Elan Park, met with member of parks staff to review herbicide application in area along the Hall Trail where bamboo grove was located as well as other sites along the Hall Trail, met with technician from Gia-Tronics about issues with call boxes on Pomeroy/Hall Trails and Reservoir, followed up with State Forestry of bore issue/ID in Maple at Handloff Park, and picked supplies for Community Garden.

Parks Supervisor: Continued working on GIS measurements of all mowed areas, assigned field staff work orders daily and assisted as needed, and coordinated staffing needs for upcoming special events.

Parks/Horticulture: Staff continue on mowing and bed maintenance operations, dragged/scarified/lined ball fields, did tree pruning at several park sites, worked on graffiti removal at Elan Park, did interior bed maintenance at City Hall, continued mulching beds throughout park system, did trash removal from all park areas and traffic islands, started on invasive plant removal in meadow area along Hall Trail where Bamboo was located in preparation for fall planting of plant materials in that area, sprayed poison ivy at several areas along the Hall Trail, continued on work orders as assigned, and continued on play unit installation at Stafford Park (third of three 2-5 year old play units).

Activity or Project:

Summer Camps

Description:

Summer Camps are going strong with hundreds of participants each week, parents have a variety of activities for their kids to enjoy.

Status: Started

Expected Completion: 8/19/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Building Maintenance

- This week Facilities Maintenance performed the following:
 - Removed last of existing ceilings in Police Department holding cells and completed framing and rough wiring of those cells;
 - Began installing new lever sets in Municipal Building basement for egress;
 - Removed doors at Rittenhouse Park;
 - Repaired gutter at Dickey Park;
 - Ordered and received custodial supplies;
 - Finished drawing for loading dock "ramp" permit;
 - Finished shampooing and vacuuming second floor chairs;
 - Changed water filters, as needed;
 - Assembled and delivered evidence storage crate to Municipal Garage.

Code Enforcement

- The new cooling tower for the Municipal Building is scheduled to be delivered by next week, with installation to be completed by August 8.
- The building permit for Main Street Movies 5 renovations at the Newark Shopping Center is anticipated to be done this week.
- Certificate of Occupancy was issued for 2000 Fountainview Circle, Unit 316.
- The Park N Shop liquor store will be relocating to the area formerly occupied by the Goodwill store.

- The wall installation is ongoing at University of Delaware's South Academy Street dormitory.
- Work is ongoing at 60 North College Avenue, 52 North Chapel Street and Astra Plaza on Main Street.
- Work is continuing at the Washington House Condominiums located at 113 East Main Street.

Parking

- Parking Supervisor Courtney Mulvanity facilitated a Parking Manager meeting on Thursday, 7/21 to go over changes to the nightly schedule, how to oversee new Parking Ambassadors, communication, etc. The meeting was attended by William Shorter and the four Parking Managers.
- Parking Division staff continued field training of new Parking Ambassadors on citations and use of handheld devices.
- Staff prepared the Parking Office for construction beginning on Thursday, 7/28. A new storage area and office are being built. The storage area will house parts for meters and POFs, as well as tools and supplies. The new office will be used by Courtney Mulvanity and Carol Massa.
- Parking Division staff coordinated with Center Street digging/paving to allow traffic to continue to exit on Center Street. Free parking was available the morning of Monday, 7/25 in Lot 4 only. Flaggers were out to make sure traffic got in and out safely and patrons still had access to the lot. Center Street entrance/exit to Lot 3 was closed, but other entrances and exits were unaffected. Meters were bagged to prevent parking on the street prior to paving.
- Courtney attended the CIP/Operating Budget hearing on Wednesday, 7/27 for the Parking Division.

Planning/Land Use

- On Wednesday afternoon Planning and Development Director Maureen Feeney Roser attended the demonstrations for agenda packet software.
- On Thursday Maureen and Code Enforcement Manager Dave Culver joined City Manager Carol Houck in a meeting with representatives of the Newark Landlord Association to discuss amendments to Chapter 17 to improve rental inspection rates.
- On Friday afternoon Maureen joined Carol, Planner Tom Fruehstorfer and DeIDOT/DART representatives to discuss revisions to DSRT Route 16, the temporary Dart Route 16A, and potential revisions to the Unicity bus route to cover the loss of Route 16A.
- On Tuesday, Wednesday and Thursday of this week, Maureen participated in all day budget hearings for 2017 Operating and 2017- 2021 CIP budgets.
- Development Manager Mike Fortner completed an annual report to New Castle County on outstanding loans for the Community Development Block Grant Program, including the Home Improvement Program, the Home Buyer Incentive Program and the Façade Improvement Program.
- On Monday, July 18, Mike and Tom attended a demonstration on Munis software programs to track building permits and development plan reviews.
- On Thursday, July 21, Mike attended the WILMAPCO Technical Advisory Committee meeting.
- On Wednesday, July 27, Mike and Tom attended FEMA/NFIP Training for Floodplain

Administrators, the objective of which is to provide community floodplain administrators with resources and clarity to effectively perform their duties to enhance the permitting process, administer the floodplain ordinance and improve communication strategies.

- The Planning and Development Department received an application for a Special Use Permit from Main Street Movies 5 to operate an indoor theater and to sell alcoholic beverages for consumption on premises. The application is anticipated to go on the agenda for the August 22 Council meeting.
- Tom attended a meeting with City staff discussing revisions to the City website.
- The application package for the 43rd year Community Development Block Grant (CDBG) and 2017 Revenue Sharing programs was sent to past applicants and potential new contacts this week. An informational public meeting is scheduled for Thursday, July 28, 2016, 5:00 p.m. to 7:00 p.m. in City Council Chambers.
- The following was also completed this week:
 - 7 Deed Transfer Affidavits
 - 31 Building Permit Reviews

Activity or Project:

Downtown Development District

Description:

On Tuesday, August 2, Mike is scheduled to attend the Cabinet Committee on State Planning Issues to present the City of Newark application for the Downtown Development District. The City will be allowed to give a five minute oral presentation and have ten minutes for questions and answers. In addition to Newark, applicants include Clayton, Dagsboro, Georgetown, Harrington, Laurel, Milford, New Castle and Smyrna.

Status: In-Progress

Expected Completion: 8/2/2016

Execution Status: On Track

Activity or Project:

Planning Commission Meeting

Description:

Considerable time was spent this week preparing for the upcoming Planning Commission meeting scheduled for August 2, 2016. Tentatively on the agenda are: 1) a Comprehensive Development Plan amendment, minor subdivision and special use permit for 6 Annabelle Street; 2) an annexation, rezoning and major subdivision with site plan approval for 0 Valley Road and 308, 309, 310 and 311 Mason Drive, to be known as Briarcreek North; 3) a minor subdivision for 357 Paper Mill Road (Church of the Nazarene); 4) changes to Comprehensive Development Plan V since Planning Commission's January 5, 2016 review, specifically allowable densities for residential land use designations; and 5) an amendment to the Zoning Code to codify the practice of rounding to determine compliance with the Zoning Code and the Comprehensive Development Plan.

Status: In-Progress

Expected Completion:

8/2/2016

Execution Status: On Track

Activity or Project:

Board of Adjustment

Description:

On Thursday, July 21, the Board of Adjustment approved variances for Grace Evangelical Church of America at 357 Paper Mill Road for: 1) minimum lot width 50 feet – a 6 foot variance; and 2) maximum lot coverage 50% – a 5% variance.

Status: Completed

Expected Completion: 7/21/2016

Execution Status: Completed

Department:

Police Department

Notable Notes:

Newark Police Department's Special Operations Unit was pleased to be able to assist the Parks and Recreation Department in parts of "Camp REAL". The Officers assisted the children in the bicycle rodeo and a tour of the police station. Master/Corporal Blake Potocki and Corporal Darryl Saunders gave a well-received presentation to the children on crime scene investigation and evidence recovery.

Mayor Sierer passed on information to the police department from a community member concerning criminal activity and quality of life issues. Our patrol officers, Special Operations Unit and Street Crime Unit are coordinating to deal with this location.

The police department just received new Child ID printing software. This is used to provide child ID cards to parents at community events.

After months of planning, National Night Out will take place this Tuesday, August 2nd, from 6 p.m. - 9 p.m. The event will be held on Academy Street and will feature many public safety displays as well as other fun activities.

Chief Tiernan, Deputy Chief Farrall, and Sgt. Bryda had a very informative discussion with University of Delaware student Barnett Harris. Mr. Harris is also a student athlete on the UD men's basketball team. Mr. Harris reached out to the police department to discuss community relations and perceptions. Mr. Harris is interested in relaying this information to his fellow students as well as informing them about Newark's Fall Citizen's Police Academy. We thank Mr. Harris for his interest in working to keep the lines of communication open between the police and the community.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 7/28/2016

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:

This week we took the Curtis plant offline and performed a cleaning of the clearwell. This is the first full cleaning of the clearwell that we can find record of. We took advantage of the outage to make repairs to the chlorine injection point which is normally underwater in the clearwell.

Most of the management team has been in interviews several days this week as we are filling six union vacancies in the department. We have had a great crop of candidates and are excited to get them onboard.

We held the preliminary budget hearing this week for all of Public Works and Water Resources.

We submitted for a Cycling Infrastructure Innovation Grant through the Delaware Bike Council for buffered bike lanes and a protected mid-block crosswalk on Apple Road between West Park and South Main Street. I have attached a preliminary copy of the plan.

Activity or Project:

2016 Water Main Replacement

Description:

The contractor is nearing completion of the Hillside and Wilson/Beverly main segments and began switching services from the old to the new main this week. Center Street is complete with the exception of a small asphalt patch that will be repaired when paving is completed on Hillside, likely the week of the 1st. We encountered some unexpected issues with buried items on Hillside Road that have slowed progress near Nottingham Road and are going to result in change orders. Our inspector is working with the contractor to minimize the cost to the City. Fortunately, we have been able to remove a few items by tweaking the design that will result in the project likely still coming in under budget, barring any other big issues.

Status: In-Progress

Expected Completion: 11/30/2016

Execution Status: On Track

Activity or Project:

Windy Hills to Red Mill Road Creek Crossing

Description:

We have decided to wait until 2017 for this project as opposed to trimming the scope and re-bidding due to the fact that we would end up constructing both around the same time either way due to the desire to not work in the White Clay during higher flow periods of the winter. Since a portion of the project within Dillwyn is a main replacement we will fund that portion of the project with water main replacement funding in 2017.

Status: Hold

Expected Completion: 5/1/2017

Execution Status: Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

7/24/2016

to 7/30/2016

NEWARK POLICE DEPARTMENT

WEEK 07/17/16-07/23/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	4	6	0	1	4	0
Rape	4	2	0	1	3	0
Unlaw. Sexual Contact	6	5	1	1	1	0
Robbery	21	30	0	24	10	2
- Commercial Robberies	9	11	0	9	0	0
- Robberies with Known Suspects	1	2	0	1	0	0
- Attempted Robberies	2	5	0	5	1	0
- Other Robberies	9	12	0	9	9	2
Assault/Aggravated	2	13	1	16	22	3
Burglary	31	54	2	17	27	0
- Commercial Burglaries	4	10	0	2	4	0
- Residential Burglaries	25	37	2	14	21	0
- Other Burglaries	2	7	0	1	2	0
Theft	257	370	11	103	103	0
Theft/Auto	21	28	0	7	9	0
Arson	1	2	0	1	0	0
All Other	42	64	1	38	44	2
TOTAL PART I	389	574	16	209	223	7
<u>PART II OFFENSES</u>						
Other Assaults	172	187	2	107	80	2
Rec. Stolen Property	2	0	0	14	18	0
Criminal Mischief	99	107	5	89	41	0
Weapons	6	6	0	46	23	1
Other Sex Offenses	1	0	0	2	0	0
Alcohol	123	120	2	203	206	1
Drugs	46	82	1	122	114	1
Noise/Disorderly Premise	235	340	6	103	142	1
Disorderly Conduct	102	94	0	52	61	0
Trespass	101	105	0	43	37	2
All Other	246	269	5	169	175	2
TOTAL PART II	1133	1310	21	950	897	10
<u>MISCELLANEOUS:</u>						
Alarm	527	417	8	0	0	0
Animal Control	293	332	11	2	2	0
Recovered Property	144	161	5	0	0	0
Service	17410	19321	633	0	0	0
Suspicious Per/Veh	293	332	3	0	0	0
TOTAL MISC.	18667	20563	660	2	2	0

	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>
TOTAL CALLS	759	24,153	819	25,824

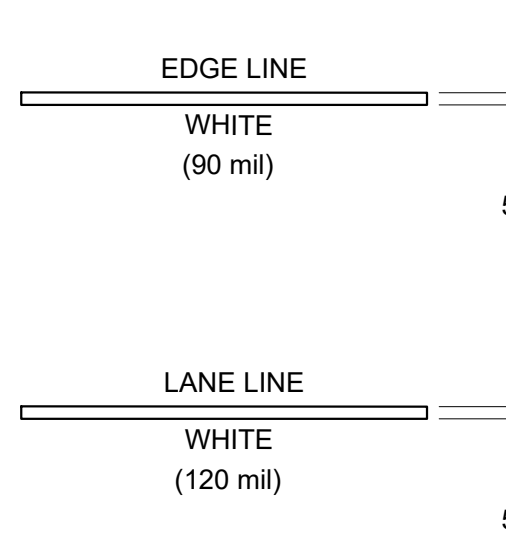


Newark Police Department
Weekly Traffic Report
07/17/16-07/23/16

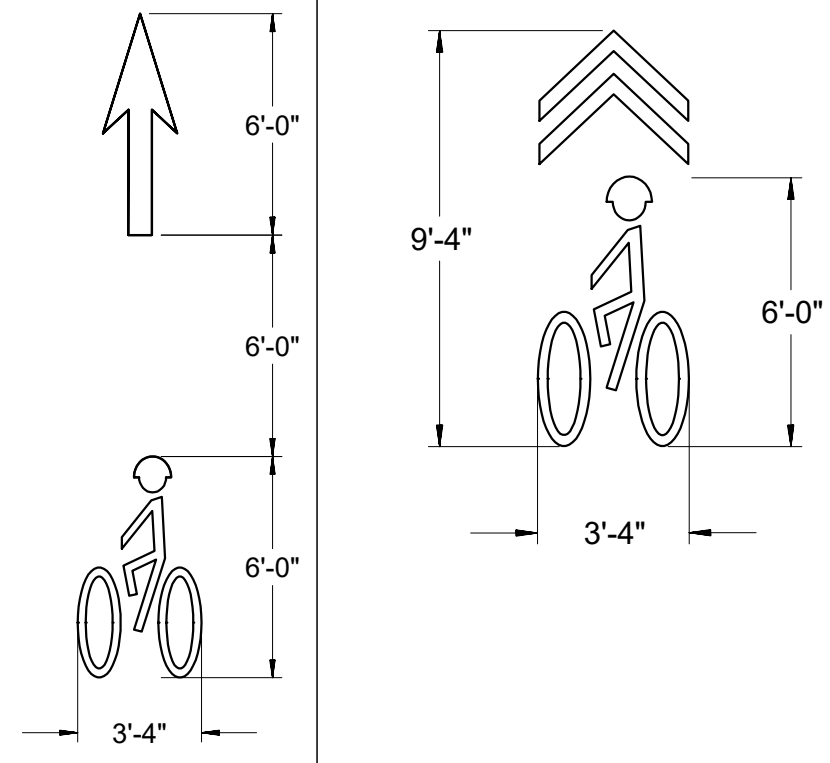


TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	5,173	6,165	174	263
DUI	114	97	4	1
TOTAL	5,287	6,262	178	264

TRAFFIC ACCIDENTS				
Fatal	2	0	0	0
Personal Injury	102	134	3	1
Property Damage (Reportable)	294	440	8	9
Property Damage (Non-Reportable)	192	100	3	5
Hit and Run	163	149	6	5
TOTAL	753	823	20	20

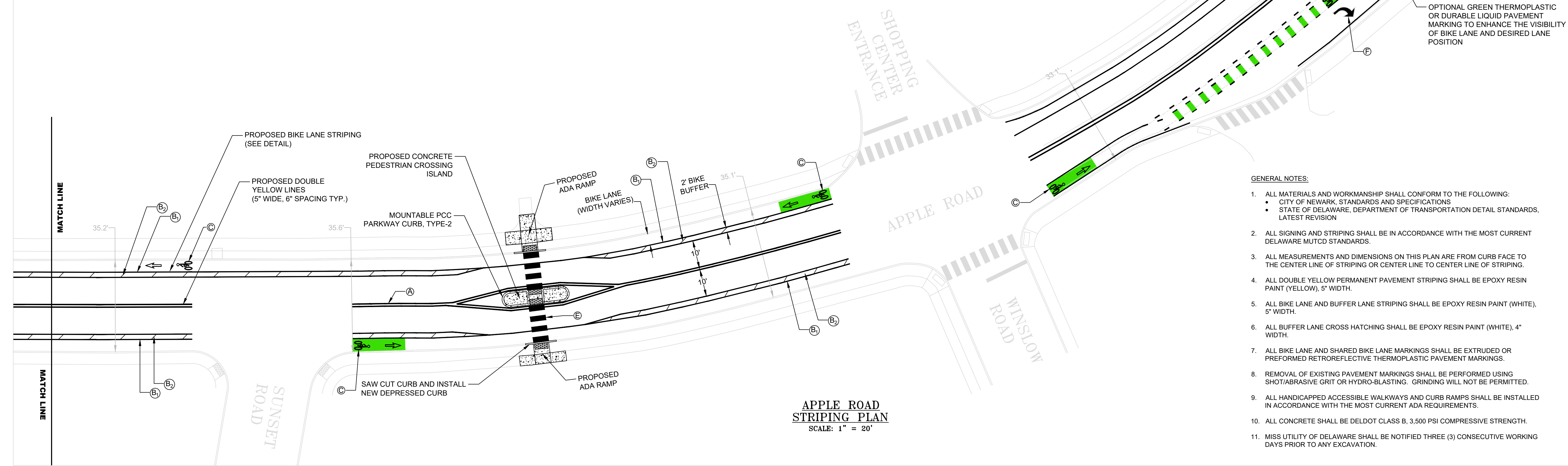


**BIKE LANE MARKING
STANDARD DETAILS
NOT TO SCALE**



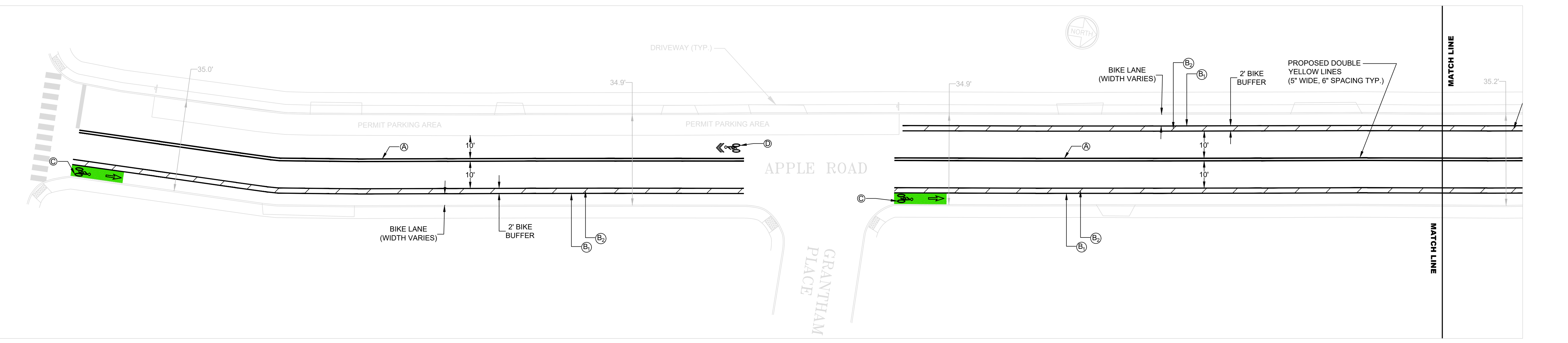
**BIKE LANE MARKING
SHARED LANE
NOT TO SCALE**

PAVEMENT MARKING LEGEND		
SYMBOL	ITEM	QTY
(A)	5" WIDE DOUBLE PERMANENT PAVEMENT STRIPING (YELLOW)	1,925 LF
(B ₁)	4" WIDE BUFFER LANE PERMANENT PAVEMENT STRIPING (WHITE)	3,081 LF
(B ₂)	4" WIDE PERMANENT HATCHING STRIPING (WHITE)	300 LF
(C)	PREFORMED RETROREFLECTIVE THERMOPLASTIC PAVEMENT MARKING, BIKE SYMBOL (WHITE)	8 EA
(D)	PREFORMED RETROREFLECTIVE THERMOPLASTIC PAVEMENT MARKING, SHARE LANE SYMBOL (WHITE)	1 EA
(E)	24" WIDE, 6" LONG SOLID WHITE CROSSWALK MARKINGS	8 EA
(F)	PREFORMED RETROREFLECTIVE THERMOPLASTIC PAVEMENT MARKING, TURN LANE ARROW (WHITE)	1 EA
(G)	PREFORMED RETROREFLECTIVE THERMOPLASTIC PAVEMENT MARKING, TURN AND THROUGH LANE ARROW (WHITE)	1 EA
NOTE: OPTIONAL GREEN THERMOPLASTIC OR DURABLE LIQUID PAVEMENT MARKING TO ENHANCE THE VISIBILITY OF BIKE LANE AND DESIRED LANE POSITION		800 SF



**APPLE ROAD
STRIPING PLAN
SCALE: 1" = 20'**

- GENERAL NOTES:**
- ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE FOLLOWING:
 - CITY OF NEWARK, STANDARDS AND SPECIFICATIONS
 - STATE OF DELAWARE, DEPARTMENT OF TRANSPORTATION DETAIL STANDARDS, LATEST REVISION
 - ALL SIGNING AND STRIPING SHALL BE IN ACCORDANCE WITH THE MOST CURRENT DELAWARE MUTCD STANDARDS.
 - ALL MEASUREMENTS AND DIMENSIONS ON THIS PLAN ARE FROM CURB FACE TO THE CENTER LINE OF STRIPING OR CENTER LINE TO CENTER LINE OF STRIPING.
 - ALL DOUBLE YELLOW PERMANENT PAVEMENT STRIPING SHALL BE EPOXY RESIN PAINT (YELLOW), 5" WIDTH.
 - ALL BIKE LANE AND BUFFER LANE STRIPING SHALL BE EPOXY RESIN PAINT (WHITE), 5" WIDTH.
 - ALL BUFFER LANE CROSS HATCHING SHALL BE EPOXY RESIN PAINT (WHITE), 4" WIDTH.
 - ALL BIKE LANE AND SHARED BIKE LANE MARKINGS SHALL BE EXTRUDED OR PREFORMED RETROREFLECTIVE THERMOPLASTIC PAVEMENT MARKINGS.
 - REMOVAL OF EXISTING PAVEMENT MARKINGS SHALL BE PERFORMED USING SHOT/ABRASIVE GRIT OR HYDRO-BLASTING. GRINDING WILL NOT BE PERMITTED.
 - ALL HANDICAPPED ACCESSIBLE WALKWAYS AND CURB RAMP SHALL BE INSTALLED IN ACCORDANCE WITH THE MOST CURRENT ADA REQUIREMENTS.
 - ALL CONCRETE SHALL BE DELDOT CLASS B, 3,500 PSI COMPRESSIVE STRENGTH.
 - MISS UTILITY OF DELAWARE SHALL BE NOTIFIED THREE (3) CONSECUTIVE WORKING DAYS PRIOR TO ANY EXCAVATION.



**APPLE ROAD
STRIPING PLAN
SCALE: 1" = 20'**



CITY OF NEWARK
PUBLIC WORKS AND WATER
RESOURCES DEPARTMENT
220 SOUTH MAIN STREET
NEWARK, DELAWARE 19711

BY	REVISIONS	NO.	DATE

**APPLE ROAD PROPOSED BIKE LANES
STRIPING PLAN**

DATE: 05/04/2016
DRAWING SCALE: 1" = 20'
DRAWN BY: MEC/BJL
APPROVED BY: EJR