

City Manager's Weekly Report

Friday, September 23, 2016

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Please be advised that I have continued to communicate with representative Todd Ladutko of the Newark Country Club to facilitate engagement. To date I have not been afforded an opportunity to meet but have been advised the Club is considering options for financing improvements.

Please note that we have confirmed the date change to October 12th for a Stormwater Workshop special meeting of Council - start time 6:30 p.m.

We continue to work on our Capital and Operating budgets in advance to the Financial Workshop of October 3rd.

Please be advised that our contractor is finishing up the Jenny's Run culvert removal on Paper Mill Road, just north of the White Clay Bridge. They started today and plan to finish within two weeks.

I attended the Downtown Newark Partnership monthly meeting this past Tuesday evening.

Staff and I met to finalize details of our Property Maintenance Inspection Ordinance Draft that we expect to place on an upcoming Council agenda for first reading. Likely the last meeting in October.

PW&WR Director Tom Coleman and I reached out to DNREC Secretary David Small to discuss concerns that have been raised recently by Frankford, DE regarding the Source Water Protection law in relationship to drilling of wells and more importantly the protection of public wells. This discussion resulted in our decision to bring forth a code amendment that we believe will further protect our water supply wells from private intrusion by solidifying the need to meet local ordinances. We expect to have this on your first agenda in October.

Again, I have provided The Big Jump recording of the webinar link <https://www.youtube.com/watch?v=pZiqfQeCwXA> for your viewing.

Activity or Project:

Corrugated Metal Pipe

Description:

PW&WR has contracted with our Engineering Consultant, JMT, and TFE Resources to inspect all of the City's Corrugated Metal Pipe (CMP) Storm Sewer. Inspections will begin the week of September 26th, weather permitting. Anticipated completion date is November 25th. Residents will be notified if the contractor will be working on their property or accessing the pipes through their yards. Letters will be delivered by the contractor and notification will go out from the City Communications Division.

Status:

Not Started

Expected Completion: 9/30/2016

Execution Status: On Track

Activity or Project:

Fountainview Update

Description:

We share that on August 3, 2016 the City Solicitor forwarded a draft agreement which must be executed prior to the water meter installation to Jason Powell, Esq., the Receiver for the Fountainview Condo. Association. As of September 22, 2016 we have not heard back from Mr. Powell regarding his review of the draft. The Solicitor and Mr. Powell have traded phone messages this week. This effort will facilitate the fee simple condo to be billed and metered separately.

Status: Started

Expected Completion: 9/23/2016

Execution Status: On Track

Activity or Project:

Description:

Status: Started

Expected Completion: 10/7/2016

Execution Status: On Track

Department:

Administration - Deputy City Manager

Notable Notes:

- Substantial time was spent as a member of the FY2017 Budget Committee on the draft budget. The October 3rd Financial Workshop will further help guide the draft document.
- Continued effort was made with both FOP and AFSCME negotiations, with both ongoing working towards resolution in 2016.
- I attended this month's Traffic Committee, which had numerous agenda items for consideration.
- The HR team is working with Finance and IT colleagues to be prepared to initiate 2017 Open Enrollment for benefits through the digital ESS platform.

Activity or Project:

Recruitment: Electric Engineer

Description:

The City has been successful recruiting another engineer into the City operations. The candidate is slated to start on October 4th and is very familiar with local power, in Delaware, as well as working with DEMEC.

Status: Near Completion

Expected Completion: 10/4/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bruce was in the office on September 21 and Paul was in the office on September 21 and September 22 for Court.

Renee met with Councilman Morehead on September 16, met with Mayor Sierer on September 21 and had a conference call with Councilman Chapman on September 21.

Staff finalized and posted the agenda and packet for the September 26 Council meeting on September 19. An addendum clarifying the title for Item 5A1 was posted on September 20. Item 11A (August 22 Council minutes), which was missing from the original packet, was forwarded to Council and posted in the Council

Minutes Archive on the website on September 20.

Renee attended the quarterly Delaware Municipal Clerks Association meeting in Harrington on September 22.

Renee received developer comments back, circulated those comments to staff, finalized the subdivision agreements and drafted the associated resolutions for the 6 Annabelle Street (Comprehensive Plan amendment, minor subdivision and special use permit) and Briarcreek North (annexation, zoning, major subdivision and site plan approval) projects both of which are on the September 26 Council meeting agenda.

In addition to the items above, Renee also drafted two bills and one associated memo for the September 26 Council packet.

Renee spent time drafting and posting the agenda and packet for the September 27 Boards and Commissions Review Committee meeting. The agenda includes the finalization of the Committee's evaluations of the Planning Commission and Board of Adjustment as well as the review of the Board of Business License Review.

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

- Circulated to staff a September 15 FOIA request from Amy Roe regarding the stormwater plan.
- Received, referred to the appropriate agencies and closed a September 19 FOIA request for information regarding a property outside City limits.

The September 26 Council and September 27 Boards and Commissions Review Committee meeting agendas were forwarded to Council.

Regarding minutes, staff time was spent on the August 22 Council (Alice drafting; Renee editing - completed), August 23 Boards and Commissions Review Committee (Tara drafting; Renee editing - completed), September 12 Council (Alice drafting) minutes. The July 25, August 22 and September 12 Council executive session and September 13 Conservation Advisory Commission minutes are currently in the queue.

Tara processed and sent to the New Castle County Recorder of Deeds the following documents this week:

- 1 Georgian Circle annexation agreement;
- Lofts at Center Street subdivision agreement and major subdivision plan.

Tara processed and issued one peddler/vendor license renewal this week.

Tara drafted a proclamation for the Newark Symphony Orchestra this week.

The office received and Alice and Teressa fulfilled 12 discovery requests for upcoming Alderman's Court cases. The court calendar for September 29 was received and the 6 associated case files were compiled for the Deputy City Solicitor by Teressa. Alice also processed one plea by mail and two dismissals.

The office received 16 new lien certificate requests this week, which were sent to Finance for processing. 10 lien certificate requests were completed and sent to the requestor this week. So far, 389 lien certificate requests have been processed for 2016.

Activity or Project:

Electronic Document Management - Legislative

Description:

Renee met with the IT Manager and Records Coordinator on September 16 to discuss updated plans for the transition from Laser fiche to Tyler Content Management, including training for staff, data migration and implementation for the Legislative office.

Status: In-Progress

Expected Completion: 12/30/2016

Execution Status: On Track

Activity or Project:

Agenda Management/Electronic Packet Software

Description:

Renee received additional pricing information and contacted references regarding the finalists for the agenda management software.

Status: In-Progress

Expected Completion: 12/30/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

Early Wednesday morning a squirrel tripped a transformer at the Phillips Avenue Substation taking out two circuits and leaving hundreds of customers without power for 20 minutes. The squirrel apparently climbed down the 34kV wires and stepped off a bushing shorting a phase to the transformer enclosure. Engineering is working on a solution to ensure it doesn't happen again.

The electricians worked Community Day, acting as standby in case of any power issues and helping out in

the event in general. They also energized and metered an old high pressure sodium and LED streetlight for the Conservation Advisory Committee booth to show the difference in power usage.

After all the tests came back, the new unit at West main was energized. This allowed engineering to program devices and get the alarming and communication systems working properly. Although there is no load on the unit, it could be used in an emergency. Next week the SCADA developer will have the HMI (human machine interface) fully developed. All data points are currently communicating with the server, so the user screens should complete the installation.

The line crews have been pulling wire and set a pole at Radcliffe and Nottingham Roads in preparation for the voltage upgrade in that area that will be utilized by the new West Main Street Substation transformer. The crews also attended refresher training on underground fault locating equipment.

Activity or Project:

West Main Substation Transformer and New Circuit

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.

Status: In-Progress

Expected Completion: 10/31/2016

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

On Wednesday, September 21st we mailed 150 letters to the residents of Twin Lakes giving them the option to provide us with their water meter readings versus receiving an estimated sewer bill. Once we find a permanent solution with Suez Water Company, this request will not be necessary. I have been in contact with Suez, and am currently working on meeting with them to resolve this issue, as our synching of calendars has been a challenge. Hopefully, we will be able to install our transmitters on their meters, giving us the meter data we need to prepare the sewer bills in the future.

Accounting staff continues to work with the City Manager, Deputy City Manager and department directors on the 2017 Operating and Capital Budgets. Staff is prepping for the Finance Workshop with Council on October 3rd.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 768 phone calls last week, with the average call length of each call being 2:33. The average hold & queue time (average speed of answer) increased from 4:49 to 6:52 when compared to last week due to call volume, our utilization review, and short-staffing. Our welcome center staff greeted 306 visitors in the past week, while service orders initiated by PUB in response to calls and visitors was 111 for the same period. The group processed 4,049 utility payments and CityView transactions, 476 of which were imported automatically with our electronic processes and 2,408 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

Activity or Project:

Budget

Description:

The timeline for the budget process can be found on Budget Central via this link: <http://cityofnewarkde.us/DocumentCenter/View/6648>. Draft budget is being prepared by the Finance Department and will be reviewing the departments' final requests this week with the City Manager.

Status: In-Progress

Expected Completion: 9/30/2016

Execution Status: On Track

Activity or Project:

Business License 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. Followed up with MetroRev on status of action items from the 7/20 meeting. MetroRev indicated they are reviewing City's code and forms. We are meeting on 9/22 to work on a path forward. At the time this report was submitted, we have not had our meeting yet. I will provide an update on our license audit review in our next weekly.

Status: In-Progress

Expected Completion: 5/31/2017

Execution Status: On Track

Department:

Information Technology Department

Notable Notes:

- Computer Aided Dispatch Upgrade occurs next week. Anticipating two (2) hours of downtime during upgrade.
- GasBoy Fuel Island has been upgraded, FOBs handed out
- Discussions with Tyler Technologies (Munis) about becoming an early adopter for testing new versions.
- Records Team is working diligently on emptying storage room in basement. Currently 50% empty with remaining scheduled for next week.
- New surveillance camera installed in basement hallway.
- Employee Self Serve Benefits implementation is starting this week.
- Solar Billing project in Harris is underway.
- Stormwater Billing project in Harris underway, awaiting a quote from Harris.
- Harris server migration scheduled for early October.

Activity or Project:

IT Fiber Installation

Description:

Met with Tri-M Group to review design and make appropriate changes. Initiated purchase of Bucket Van. Network Admin I position is currently open.

Status: Started

Expected Completion: 1/31/2017

Execution Status: On Track

Activity or Project:

Work Order Management for Electric

Description:

Work order management implementation is occurring for the Electric Department. Tablets are in and being prepared.

Status: In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

Activity or Project:

Police Domain Conversion Pilot

Description:

We are converting NPD from state domain to newark domain to improve overall experience for NPD users. This project is currently in a pilot phase.

Status: Started

Expected Completion: 12/31/2016

Execution Status: On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended the Newark Bike Committee meeting, updated the Capital and Parks and Recreation budget as needed, conducted the Parks Maintenance meeting to discuss upcoming work orders and projects, visited several hard surface areas to determine when they should be scheduled for crack sealing and overlays, worked on the cost of services estimate for mowing City Park Land, open space and traffic islands.

Recreation Superintendent: Met with Chrissy and Chef Raymond at the Newark Senior Center regarding the Thanksgiving Day Breakfast, attended an initial meeting for the Mayor's Masquerade Run, met with Tyler to review the staff files in preparation for the upcoming Office of Child Care Licensing inspection, conducted weekly information meeting with Sharon briefing staff on Community Day, worked Community Day, assisted with budget and CIP information for Director.

Recreation Supervisor of Athletics: Continued work on program financial statistics; held before and after care staff interviews, met with Recreation Superintendent to review paperwork for staff files, continued updating staff files in preparation for West Park Licensing inspection before the end of September, arranged for Soccer Shots to begin at after care sites on 9/23; uploaded Elementary and Junior soccer schedules/standings to website; helped staff clean gymnastics mats at Downes in preparation for after school gymnastics classes starting this week; Afterschool tennis program began at Downes/Handloff Park; worked Community Day; prepared supplies for the Tennis with the Mayor at Community Day; Skateboarding classes began on Saturday, 9/17.

Coordinator of GWC and Volunteers: Attended a Mayor's Masquerade meeting and completed sponsorship

letters and forms for the event; Fall Pottery for Kids, Curtains Up began; School's Out, Kids Day Off ran with 30 participants; the Primary Election was held at the George Wilson Center with a total of 230 attendants; 2 Volunteers devoted a total of 4 Hours assisting with trail maintenance and trash removal on the Mason Dixon Trail; 2 Parks were adopted last week – Lumbrook Park has been adopted by the Delaware School for the Deaf and the James F. Hall Trail was adopted by The College School; a total of 30 volunteers devoted 30 hours on Friday, September 16 removing litter from the James F. Hall Trail, 83 Volunteers devoted a total of 308.5 hours assisting with Community Day, Total Volunteer Hours for the week of 9/12-9/17: 342.5 hours.

The Recreation Supervisor of Community Events: Prepared for and held the 45th Annual Community Day on the University of Delaware Green. Approximately 10,000 people were in attendance with 300 vendors. WXCY graciously sponsored a performance by country music artist Chase Bryant.

Parks Superintendent: Inspected many horticulture areas and developed work orders as needed, attended meeting in Dover at State forestry concerning the US Forest Service doing a study of urban forest health and diversity here in Delaware, met with Forest Health Specialist from State Forestry to look at Maple at Handloff Park having issues, conducted pre-bid meeting for repair/painting of footbridge in Rittenhouse Park, and looked at basin planting at Newark Preserve.

Parks Supervisor: Assigned field staff daily, assisted with work orders as needed, assisted Parks Director with budget items, and met with Team Works representative to start planning upcoming work projects this fall/winter.

Parks/Horticulture: Staff continued mowing operations, continued on bed maintenance throughout park system, started installation of play equipment in Rittenhouse Park, did interior bed maintenance at City Hall, started treating selected Ash trees throughout park system for EAB (Emerald Ash Bore), dragged/scarified ball fields, lined/prepped soccer fields for league play, did insecticide application on plant material at traffic island site, did trash removal throughout park system, and loading/set up/removal of materials/supplies for Community Day.

Activity or Project:

Treatment of Ash Trees to Prevent EAB

Description:

We have begun treating selected Ash Trees throughout our park system to help protect the trees from the Emerald Ash Borer (EAB). The EAB have wiped out Ash Trees across the country and have now been detected in New Castle County.

Status: Started

Expected Completion: 10/14/2016

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:
 - Coordinated emergency repairs with Eastern Lift on overhead door (sally port) for Newark Police Department on Saturday morning;
 - Continued working on fire alarm installation in Municipal Building;
 - Completed work and resolved issues with garage door openers at Maintenance Garage;
 - Laid new floor tile and began patching walls and redoing ceiling grid in Police Department cell phone lab;
 - Reviewed with IT the proposed changes in the Municipal Building basement for additional IT space;
 - Replaced water filter in Police Station;
 - Replaced air filters in all City buildings;
 - Met with second designer for drawing quote at George Wilson Center.

Code Enforcement

- Property Maintenance assisted Newark Police Department on weekend patrols, including 302 Park Place on Saturday.
- Property Maintenance issued 11 violation notices on Sunday.
- Qdoba and Roots Kitchen received Certificates of Occupancy and will be open in the near future.
- The wall installation is ongoing at University of Delaware's South Academy Street Dormitory.
- Work is ongoing at 60 North College Avenue.
- Renovation work has begun at College Square; Pizza Hut and Dollar Store building permits are being reviewed.

- Work is continuing at the Washington House Condominiums located at 113 East Main Street.

Economic Development

- On Tuesday afternoon, Planning and Development Director Maureen Feeney Roser represented the City at the New Castle County Economic Development Council's meeting and luncheon. DeIDOT Secretary Jennifer Cohan presented information about DeIDOT initiatives to streamline the development review process.
- On Tuesday evening Maureen attended the DNP Board meeting.
- Some time was spent assisting with Taste of Newark details. The Taste is scheduled for this Sunday, September 25 from 12:00 p.m. to 3:00 p.m. on the Old College Lawn. Some tickets are still available.

Parking

- On Tuesday Parking Manager Marvin Howard attended the Traffic Committee meeting to discuss the issue of trucks unloading and blocking the traffic lanes on Cleveland Avenue.
- The revised RFI for consideration of a public-private partnership mixed use downtown parking garage or optional parking enhancement consideration (not specific to Lot 1) was issued this week. Proposals are due back on Tuesday, October 11.

Planning/Land Use

- On Thursday Maureen attended the staff meeting.
- On Thursday afternoon Maureen, Code Enforcement Manager Dave Culver and City Solicitor Bruce Herron met with a property owner to discuss rooming and boarding house regulations.
- Considerable time was spent this week preparing for the upcoming Planning Commission meeting. Tentatively scheduled for October 4 are the following:
 - Election of Planning Commission Officers;
 - Amendments to the Zoning Code as they relate to the small scale production of alcohol and related accessory uses;
 - Amendments to the Zoning Code as they relate to boarding, rooming and lodging houses; and
 - Commission discussion regarding 2016 Annual Report and 2017 Work Plan.
- Considerable time was spent reviewing Operating Budget changes made by Finance to the Department's submittals for 2017.
- On Friday Maureen met with a potential property owner to discuss options for redevelopment of a downtown parcel.
- Some time was spent processing Unicity bus agreements and payments this week.
- Some time was spent on a draft memo to Council concerning Emily Bell Lane, which is now being reviewed by the City Solicitor.
- Considerable time was spent preparing and implementing the Planning Commission workshop on Zoning Code Mandated Parking Requirements and the Parking Waiver Program. The session, held Monday, September 19, 2016 was well attended and provided a good starting point for the Commission to move forward with the study. More discussion and information will follow. Planning and Development staff participating were Development Manager Mike Fortner, the lead on the project, as well as Maureen, Marvin

and Parking Supervisor Courtney Mulvanity.

- Considerable time was spent preparing for Monday night's Council meeting. On the agenda are Comprehensive Development Plan V, Briarcreek North and 6 Annabelle Street.
- On Wednesday staff met to discuss the rental permit and inspection program to consider revisions for future Council consideration.
- Planner Tom Fruehstorfer continued to spend considerable time this week estimating actual City costs associated with fees for City services.
- Work continued this week organizing information on conditions of Special Use Permits to serve alcoholic beverages for consumption on premises for each establishment in the City of Newark to assist in the implementation of Newark Police Department protocol of Special Use permit review.
- The following was also completed this week:
 - 10 Deed Transfer Affidavits
 - 15 Building Permit Reviews

Activity or Project:

Neighborhood Building Blocks Fund

Description:

Planner Tom Fruehstorfer attended a workshop with the Board of the Neighborhood Building Blocks Fund (NBBF), which requested input for the most effective use of NBBF funding (\$3.7 million). Pre-event coverage indicated a focus on crime prevention, however, at the meeting Tom learned that neighborhood revitalization is also a strong focus of the grant money. Some things mentioned as characteristics of programs that might get funding include increasing affordable housing stock, synergy with existing programs, and bringing existing groups together. A focus is providing help to the entire neighborhood, youth support and employment, playground equipment, street cameras, and Crime Prevention Through Environmental Design (CPTED). The Department envisioned it as an opportunity to assist with the street camera project but, unfortunately, at the meeting, Tom was told that Newark is “so far ahead of everyone else” with street cameras we shouldn’t waste our time trying for money for street cameras. He also learned that a likely reason Newark did not get selected for a Downtown Development District (DDD) is that the DDDs were selected as areas that need considerable improvement. The bulk of our proposed district is strong and healthy. The City might have had a better chance of being selected if we had only included the weakest sections of our downtown. Tom will be doing a ride-along with Newark Police Department Crime Analysis and Crime Prevention Officer Corporal James Spadola on Friday to assess potential locations in the City for grant opportunities.

Status: Started

Expected Completion: 9/23/2016

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

Our Criminal Investigation Division has been very busy. This week they arrested a suspect connected to a September 9th burglary. When the patrol officer responded to the burglary he was able to find and lift the fingerprints of the suspect. After the suspect was identified, a warrant was issued and the suspect was arrested. An arrest from a recent armed robbery was made on September 21st. More details on this arrest will follow.

On September 19th, members of the Newark Police Department, with assistance from the Delaware State Police, Delaware Alcohol and Tobacco Enforcement, University of Delaware Police, and Middletown Police Department conducted a controlled party dispersal operation. Officers arrested 180 people for underage consumption of alcohol. One person was found to be unresponsive and was transported to the emergency room. The goal is to reduce the number of extremely large house parties that disrupt neighborhoods and endanger the underage consumers of alcohol.

The Citizen's Police Academy began on Wednesday, September 20th. Fifteen (15) people are participating in this year's class. Several of the participants are students at the university. During the first session, participants were welcomed by Chief Tiernan and Deputy Chief Farrall, and then given a tour of the police station as well as an overview of the program.

At the police roll call on September 21st, Chief Tiernan presented awards to several officers. Sergeant Szep and Officer Spencer were given awards for thwarting a murder/suicide and arresting the suspect just prior to his attempt. Master Corporal DiFrancesco, Corporal Smith, and Corporal Sharpe, were presented with awards for tracking a suicidal person who was located on Creek Road, barely visible under a pile of leaves. The person was unresponsive with a faint pulse after taking an overdose of medicine, and was transported to the hospital.

Master Corporal DiFrancesco was presented with an award for saving lives of a total of five (5) individuals, by administering Narcan to these individuals that had overdosed on drugs and were unresponsive.

Planning has begun for this year's University of Delaware homecoming weekend on October 28th through October 29th. As always, extra officers will be working and the police department will coordinate with City of Newark Code Enforcement.

Activity or Project:

Not Applicable

Description:

Not Applicable

Status: Completed

Expected Completion: 9/22/2016

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:

As you may or not be aware, and despite the rainfall on Monday, September 19th, we are in the middle of a fairly dry period. The level in the reservoir was 11' below full prior to Monday's rain which represents approximately 1/3rd empty. Since the reservoir has been in service this is, if not the lowest, close to the

lowest level that has been a direct result of the weather. Fortunately, we were able to pump 2' of water up over the next 36 hours which should, when combined with the fact that we can withdraw from the creek again due to increased flows, give us around 8-10 days before we are back to the same -11' level as prior to Monday's storm. We have been working with the State's Water Supply Coordinating Council (WSCC)(<http://www.dnrec.delaware.gov/wr/services/Pages/WaterSupplyCoordinatingCouncil.aspx>) to discuss whether or not the governor should declare a drought watch. In general NCC has plenty of water in storage at Hoopes Reservoir and groundwater levels are appropriate for this time of year but stream flows are significantly below normal and surface water sources provide drinking water to the majority of northern New Castle County residents. The WSCC decided at an emergency meeting held on Monday to delay any decision until their next meeting scheduled for Thursday, September 29th.

Staff met with representatives from the Delaware Bike Council (DBC) to discuss a grant application that we submitted for protected bike lanes and a mid-block crosswalk with pedestrian refuge island on Apple Road. This request originated with a local resident who petitioned the PW&WR Department and their local councilperson about concerns of speeding on Apple Road and the lack of a crosswalk connecting the nearby neighborhoods to the Park N Shop Shopping Center. Feedback from the DBC was positive, and we are hopeful that this work can be coordinated with resurfacing in the near future. The plans were discussed at the Traffic Committee meeting held this week and it was recommended unanimously to move forward with the plan.

Activity or Project:

Louviers Tank Painting

Description:

Our new SCADA integrator has successfully automated the Paper Mill Booster Station, allowing us to now take the Louviers water tank offline for painting and maintenance. Additionally, field crews installed a new fire hydrant at the tank that will allow us to drain the tank without interrupting water service to Deerfield. We have successfully tested the system with the tank offline and did not experience any customer complaints during the multi-day trial. The painting contractor has mobilized some equipment to the site and work should commence shortly.

Status: Started

Expected Completion: 11/30/2016

Execution Status: Behind Schedule

Activity or Project:

2016 Water Main Replacement

Description:

The contractor is nearing completion of the main installation in Ferncliff Road which is the last street on this year's contract. They have some minor work remaining on streets previously completed that will need to be addressed but otherwise the contract has gone smoothly.

Status: Near Completion

Expected Completion: 10/31/2016

Execution Status: On Track

Activity or Project:

2016 Street Improvement Contract

Description:

We are back to work on the street contract after a delay associated with the State's interpretation of prevailing wage requirements when using Community Transportation Funding and Municipal Street Aid. The issue has been cleared up and we are now able to restart construction under our current contract without any modifications. Unfortunately, this delay means Prospect Avenue will likely not be able to be resurfaced until students leave at the end of May due to the heavy on-street parking on that street. This is unfortunate because we were well ahead of schedule prior to the shutdown. Attached you will find a status document for this year's contract which shows what has been completed and what is outstanding for each street. Please note that Lark Drive is held up due to paperwork at the State level. We cannot proceed until we have a fully executed agreement which we are still waiting on at this time.

Status: In-Progress

Expected Completion: 8/1/2017

Execution Status: Behind Schedule

9/18/2016

to 9/24/2016

NEWARK POLICE DEPARTMENT

WEEK 09/11/16-09/17/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO DATE	2016 TO DATE	THIS WEEK 2016	2015 TO DATE	2016 TO DATE	THIS WEEK 2016
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	5	6	0	1	4	0
Rape	4	2	0	1	3	0
Unlaw. Sexual Contact	6	6	0	2	2	0
Robbery	22	33	1	27	12	0
- Commercial Robberies	9	11	0	10	0	0
- Robberies with Known Suspects	2	2	0	1	0	0
- Attempted Robberies	2	5	0	7	2	0
- Other Robberies	9	15	1	9	10	0
Assault/Aggravated	4	20	2	17	24	0
Burglary	42	61	0	17	32	0
- Commercial Burglaries	5	11	0	2	4	0
- Residential Burglaries	34	43	0	14	21	0
- Other Burglaries	3	7	0	1	7	0
Theft	345	480	31	121	130	2
Theft/Auto	25	40	2	7	12	1
Arson	2	2	0	1	0	0
All Other	53	77	0	40	77	0
TOTAL PART I	508	727	36	234	296	3
<u>PART II OFFENSES</u>						
Other Assaults	213	232	6	128	89	5
Rec. Stolen Property	3	0	0	17	24	4
Criminal Mischief	144	138	5	93	45	2
Weapons	8	8	0	54	28	1
Other Sex Offenses	1	0	0	2	0	0
Alcohol	190	194	2	289	435	118
Drugs	74	98	0	178	144	4
Noise/Disorderly Premise	300	426	14	129	179	6
Disorderly Conduct	121	116	6	66	78	1
Trespass	122	147	9	54	50	0
All Other	330	342	4	208	239	2
TOTAL PART II	1506	1701	46	1218	1311	143
<u>MISCELLANEOUS:</u>						
Alarm	669	504	8	0	0	0
Animal Control	376	414	0	2	2	0
Recovered Property	184	214	12	0	0	0
Service	22591	24145	561	0	0	0
Suspicious Per/Veh	366	408	7	0	0	0
TOTAL MISC.	24186	25685	588	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	975	31,222	744	32,719



Newark Police Department
Weekly Traffic Report
09/10/16-09/17/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	6,482	7,818	177	154
DUI	144	131	5	5
TOTAL	6,626	7,949	182	159

TRAFFIC ACCIDENTS				
Fatal	2	0	0	0
Personal Injury	138	170	5	7
Property Damage (Reportable)	372	552	14	21
Property Damage (Non-Reportable)	224	126	1	3
Hit and Run	206	192	4	1
TOTAL	942	1,040	24	32

#	LOCATION	CURB	MILLING	BASE PATCH	BASE HOT MIX	UTIL. ADJ.	TOP PATCH	TOP HOT MIX
1	West Ridge Court - Country Hills Dr. to cul-de-sac	100%	*	*	*	*	N/A	*
2	Quail Lane - Pheasant Run to cul-de-sac	100%	*	*	*	50%	N/A	*
3	Colgate Lane - Radcliffe Dr. to Vassar Dr.	50%	*	*	*	*	N/A	*
4	Boundary Road - E. Mill Station Dr. to cul-de-sac	100%	*	*	N/A	*	N/A	*
5	E. Mill Station Drive - Boundary Rd to #21	100%	*	*	*	*	N/A	*
7	Prospect Avenue - Wilbur St. to N. College Ave	100%	*	*	*	*	N/A	*
8	N. College Avenue at Prospect Ave.	100%	*	N/A	N/A	*	*	*
9	Nightingale Circle - Shenendoah Dr to cul-de-sac	100%	*	N/A	*	*	N/A	*
10	Stafford Avenue - Woodlawn to Orchard Ave	100%	*	*	*	*	N/A	*
11	Orchard Road - Amstel Ave to Winslow Rd	*	*	*	*	*	N/A	*
12	Option 1 - Townsend Road - Manns Ave to Ritter Ln	*	*	*	*	*	N/A	*
13	Option 2 - Pointe Avenue - E. Mill Station Dr to cul-de-sac	100%	*	*	N/A	*	N/A	*
14	Lark Drive - Arbour Dr. to Oriole Dr.	*	*	*	*	*	N/A	*
15	Hidden Valley Drive -cul-de-sac to Farmhouse Road	100%	*	*	*	*	N/A	*
0	Total Locations on Contract							
0	Locations Completed							
0	Locations Curb R & R is complete awaiting milling							
0	Locations Curb R & R is ongoing							
0	Locations no work has been initiated							
Key								
*	Not Started							
%	Percent Completed (work continues)							
X	Work Completed							

n/a	Not Applicable								
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