

City Manager's Weekly Report

Friday, March 3, 2017

Department:

Administration - Deputy City Manager

Notable Notes:

Administration:

- HR Manager Devan Stewart continued with DE Safety Council Defensive Driving courses; which is done every three years and is very helpful maintaining low City vehicle claims.
- Deputy City Manager Andrew Haines continued working with IT Division staff on permit and licensing structure for the Munis platform; there will be ordinance amendments to align the City Code with the structure of the application software.
- Mr. Haines met with Ms. Stewart and the members of the Employee Safety Committee regarding their draft policy document, his edits and a working plan moving forward. The Committee has done great work and is lauded for their efforts to date.
- 2017 started an increase global drug testing of all regular (full-time/part-time) employees, and March was the first month of quarterly testing that includes CWA, FOP and Management. AFSCME was already completing this testing with DOT obligations for CDL certifications.

Parking:

- Initial review and feedback on the \$1/hour rate implementation on February 1, 2017 has gone well. Staff has had very little commentary from customers after the first few days, and the revenue looks positive after the first four weeks. The Division staff will completed a YTD comparison to 2016 at the end of March for a Q1 review.
- Another change in 2017 was the increase of 4 hour meters to 8 hour meters. Initial review of the 8 hour meter occupancy is up from YTD versus 2016, and a Q1 report completed at the end of March.

Activity or Project:

Labor Relations: AFSCME

Description:

An internal union matter come to a head on Friday evening, February 24, 2017. The AFSCME union held a membership meeting, at which time there was a successful vote to split the membership. Generically speaking, the split is among technical vs general skilled labor. The technical group would be comprised of the Electric Department; Water Plant Operators; and Maintenance Mechanics. The City recognizes the public labor law right of the membership to decide how it wants itself to be represented. City administration was not involved in this internal matter other than to advise of technical elements they would need to consider with the DE Public Labor Relations Board (PERB).

Status: Completed

Expected Completion: 3/10/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 2/23/17 to 3/1/17 which included trials, arraignments, code violations, capias returns, and video hearings. The parking division was here on Monday and Wednesday to handle any appeals.

Activity or Project:

Court Sessions

Description:

From 2/23/17 to 3/1/17 Alderman's Court handled 72 arraignments, 48 trials, 26 capias returns and 3 video hearings. The court collected a total of 509 payments of which 276 were paid through PayPal and 233 were paid at court. The court also collected payments for criminal/traffic fines which included 156 from Govolutions (online payment) and 91 were paid at court for a total of 247 payments.

Status: Completed

Expected Completion: 3/1/2017

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 on February 27 for Council.

Bruce, Renee and Tara staffed the Council meeting on February 27. Extensive staff time was spent on follow up on February 28 and March 1.

Renee attended two bid openings on February 28.

Renee staffed the Boards and Commissions Review Committee meeting on February 28. The Committee approved its final evaluation of the Downtown Newark Partnership and began its review of overarching recommendations to Council that would apply to multiple committees. Their next meeting is scheduled for March 28. While it was reported in the last weekly report that this would likely be there last meeting, it looks like the Committee will be meeting in April as well.

Renee met with Mayor Sierer on March 1 and had a conference call with Councilwoman Wallace on March 1.

Renee attended a staff meeting on March 2 where the March 13 Council agenda was discussed.

Work began on the planning of the special Council meeting on the Rodney stormwater project that was requested by Council at the February 27 meeting. This meeting will be held on **Wednesday, March 15 at 6:30 p.m. in the Council Chamber**. Additional information will be forthcoming from staff and this office will be working with the Communications team to publicize the meeting.

Regarding the election, there was a lot of activity this week.

- Council declined to approve the polling places for the election at their February 27 meeting, so there will be a delay in publicizing those locations until Council is able to consider the approval of the polling places at their March 13 meeting.
- Additionally, the Election Board received notification from the State Election Commissioner's Campaign Finance office on February 28 indicating that two of the four candidates in the election had either not filed the required campaign finance paperwork or had filed it after the required 7 day deadline. Per this notification, state law requires that the Election Board hold a public hearing on the matter and whether or not the candidates are ineligible and should be removed from the ballot. That public hearing is scheduled for March 7 at 6:00 p.m. in the Council Chamber. The agenda notice was completed, posted in hard copy and on the website and sent to the Newark Post as a legal advertisement on February 28.
- The voter registration deadline for the 2017 Election is March 20. Residents can register to vote in the City Secretary's Office in person during regular business hours or online at <https://ivote.de.gov>.
- Absentee ballots are also now available and affidavits can be requested from the City Secretary's Office or can be obtained on the website at <http://www.newarkde.gov/DocumentCenter/View/5536>. Affidavits should be submitted to the City Secretary's Office, City of Newark, 220 South Main Street, Newark, DE 19711.
- The most up-to-date election information can be found on the City's website at <http://www.newarkde.gov/508/2017-City-Election-Information>.

Renee completed the direction sheet for the February 27 Council meeting and distributed it to staff and Council.

Renee completed the initial draft agenda for the March 13 Council meeting.

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

- Declined and closed a February 20 FOIA request from an out-of-state entity regarding traffic accident files.
- Received documents from staff, completed redactions, sent documents, completed and closed a February 24 FOIA Request from Glenn Schmalhofer regarding a 2001 overcrowding violation.

The cancellation notice for the March 7 Planning Commission meeting and the agendas for the March 7 Downtown Newark Partnership Design Committee, March 7 Election Board, March 8 Newark Housing Authority and March 9 Downtown Newark Partnership Board meeting agendas were forwarded to Council.

Regarding minutes, staff time was spent on the February 13 Council (Renee edited - complete), February 27 Council Executive Session (Renee drafting), February 27 Council (Tara drafting) and February 28 Boards and Commissions Review Committee (Sarah drafting) minutes. There are no outstanding minutes currently in the queue.

Sarah fulfilled 12 discovery requests for upcoming Alderman's Court cases this week. 84 total discovery requests have been fulfilled so far for 2017. The court calendars for March 9 and March 16 were received and the 39 associated case files were compiled for the Deputy City Solicitor by Sarah. 10 court calendars with 161 associated case files have been compiled for 2017 so far. Sarah also fulfilled one plea by mail.

The office received 9 new lien certificate requests this week, which were sent to Finance for processing. 10 lien certificates were completed and sent to the requestor. So far 71 lien certificate requests have been processed for 2017.

Activity or Project:

Electronic Document Management - Legislative

Description:

As of February 1, the Legislative team began inputting data into Tyler Content Management instead of Laserfiche. In the month of February, 967 new documents were imported/scanned into TCM as part of the electronic document management project. This is a total of 4,312 individual pages added this month. The primary sources were the continued scanning of easements, legal opinions and updating of current files. Once the transition of existing scanned files from Laserfiche to TCM is completed, overall total numbers will be reported in a future weekly report.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

Downtown Newark Map & Guide: Work continues to update the Downtown Newark Map & Guide GIS Map, which can be accessed through the City and DNP websites. We've removed all of the businesses that have closed in the downtown area, and are currently imputing information on all of the new businesses that have opened in the past year. The map will be fully updated and launched for visitors who come to town for Wine & Dine on March 25. We have the original files for the paper Downtown Newark Map & Business Directory and the information we're gathering for the GIS map is the same information that will be used for the paper map. Once the file is updated, it will be sent out to be printed, with the goal of having the map updated and available by Wine & Dine.

Five & Wine and Wine & Dine: We're less than a month away from the Five & Wine 5-Mile Run/Walk and the 13th Annual Wine & Dine. So far, almost 200 people are signed up for the run, and we expect another 100 people to sign up before the event. After the Five & Wine, there will be an after party on Academy Lawn. The after party will feature food from Grain, Grotto, Klondike Kate's, Catherine Rooney's and Deer Park Tavern. We are in need of volunteers to serve as course marshals during the race. Volunteers can sign up here: <http://www.signupgenius.com/go/5080c4dafa622a3f85-five>.

This year's Wine & Dine event runs from 12-5 p.m. So far, the participating restaurants are Grain, Grotto, Iron Hill, Taverna, Home Grown, Klondike Kate's, Deer Park and Catherine Rooney's. More restaurants are finalizing their registrations this week. Both the Five & Wine after party and Wine & Dine will feature live music on Academy Lawn:

- 10 -10:45 – Sara Ann Garrison
- 11- 12 – Genesis Z and the Black Mambas
- 12:15-1:15 – Quixote Project
- 1:30-2:30 – Hoochi Coochi
- 2:45-3:45—Weekday Warriors
- 4-5 – Pristine Raeign

Cleveland Avenue/Florida T Videos: Megan worked with DelDOT and our Public Works team to create videos comparing different routes in the neighborhoods around Cleveland Avenue. DelDOT representatives shot the videos comparing the timing of routes exiting out either Woodlawn Avenue or Anna Way. Megan then did split screen to show a direct comparison of the routes. The videos will be shown during the Cleveland Avenue Workshop on Monday, March 6.

Community Thrives Grant: The Downtown Newark Partnership and the Newark Arts Alliance are working together to create a video to submit for the Community Thrives program. It is a nation-wide program funding ideas that create change in local communities. We will be submitting for the arts & culture category, and focusing on using bringing art to the whole community. Our theme is getting art opportunities to those in the community who otherwise cannot afford them, or don't know about them. The program is awarding two \$50,000 grants and one \$100,000 grant. Information about the program can be found here: <http://act.usatoday.com/?csp=INSLOY INS COMMUNITYTHRIVES DELAWAREONLINE EM 20917>

Creative Design/Website Edits

- Designed: Downtown Newark banner, "Lock your door" graphic for NPD, Wine & Dine performers flyer and graphic for Rodney Dorm Site special meeting
- Created WOW employee poster, City of Newark bike route sign, new resident parking pass in fillable PDF format, PUBs training window sign
- Scheduled East Park Place closure News Flash and InformMe
- Updated Egg Hunt webpage, ADA Coordinator information, Committee list and flood insurance webpage.

Press Releases/Media Inquiries

- Jeff Mordock, News Journal, inquired about Invista and a possible closure within the City of Newark.
 - Response: Informed him the location is not within City limits and referred him to County officials.
- Josh Shannon, Newark Post, inquired about the opening of the new Main Street 5 movie theater.
 - Resulting coverage: <http://bit.ly/2lwo8sT>
- Karie Simmons, Newark Post, inquired about an upcoming Board of Elections meeting.
 - Resulting coverage: <http://bit.ly/2ID25kZ>

Activity or Project:

School Hill/George Wilson Center Historical Research Project

Description:

No new information to report.

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:

The line crew continued to make pole rearrangements and pulled new aerial wire for a future substation transformer on Chestnut Hill Road.

A bad transformer was replaced in Northgate Commons.

Additional squirrel guards were installed along Marrows Road for the Delaware Technology Park.

Engineering completed a coordination study for Christianstead.

Bids were evaluated for line work on Main Street and a replacement pickup truck was specified. Recommendations were sent to purchasing.

Information on two power outages at the Delaware Technology Park is being gathered due to a complaint of poor reliability by tenants of the Park.

A bad relay was replaced and a 35kv circuit breaker was repaired at the Chestnut Hill Road Substation.

Repairs were made at the Northwest booster.

Activity or Project:

SCADA and Automatic Restoration

Description:

No change. The vendor recommendation has been sent to purchasing.

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 - Accounting Department

Notable Notes:

PUB office will be closed for the day on Wednesday, March 29th for staff training. Advanced notice will be provided so our customers are not impacted by the closing. More information to follow. The date was moved back from March 15th due to scheduling conflicts.

Activity or Project:

Independent Financial Audit

Description:

The auditors from CliftonLarsenAllen were in the office this week to kick off the 2016 audit. Due to the accounting staff providing enough information to them in advance of their visit, they were able to cut their visit a day short. Everything went well as anticipated.

Status:
Expected Completion:
Execution Status:

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 535 phone calls last week, with the average call length of each call being 2:23. There were three service orders initiated by PUB during last week. The group processed 3,905 utility payments and CityView transactions, 479 of which were imported automatically with our electronic processes and 1,784 of which were imported via web, lockbox or preauthorized

payment (PAP) over the last week.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

License Audit Review

Description:

No new update from last week: Metro Rev has reviewed and contacted 62 businesses to date located outside of the City. 21 companies have been billed, and 12 have paid their outstanding business license fees. To date, we have received \$14,112 in business license payments from this project for the periods of 2013-2016. These additional 20 companies (one is no longer in active) will add another \$5,754 in annual business license revenue annually going forward.

Status: In-Progress

Expected Completion: 5/31/2017

Execution Status: On Track

Department:

Information Technology Department

Notable Notes:**Information Technology Division**

- Facilities Division has started using Work Order Management in Munis
- Electric Department has started using Work Order Management in Munis
- Metersense training has been scheduled for multiple departments
- Parking Lot 1 and the Galleria Offices have been fully revamped with new cameras
- David Hopkins has been promoted to Systems Administrator I (from Applications Administrator)
- Marius Motoc has been hired to fill the new Network Administrator III position
- Kenneth Cameron has been hired to fill the open Systems Administrator I position
- 2016 IT/Finance Audit has been completed
- Email Archiver has been upgraded and transitioned to new configuration
- NPD Primary Switchstack has been replaced
- Air-Gapped DR plan has been initiated and completed
- City-Wide Fiber project has hit 60% completion
- New TV's (to stream channel 22) have been installed in Welcome Center and PUBs Lobby
- Performed security walk-through of George Wilson Center, creating plan for CIP 2018
- Ordered new plotter/scanner for PWWR and Planning/Development
- Implemented proactive printer toner replacement software/program
- Implemented AutoCAD Civil3D Networked Server and Client Deployment
- Continued NPD Domain conversion with seven additional workstations (Sgts)

- Records Team disposed of two additional tons of paper according to State of DE retention schedule

Facilities Maintenance Division

- Installed new water cooler at yard
- Serviced fire alarms at George Wilson Center
- Completed transition from 2nd floor office to basement
- Met with NPD regarding two projects (new office, new locker room)
- Worked with HVAC vendor to service A/C system in preparation for warmer weather
- Coordinated repairs of yard gate that was damaged
- Painted new mail room
- Moved shelving units in City Secretary's Office
- Migrated mail room from 1st floor to basement
- Emptied CED conference room in order to prep for employee break room migration
- Emptied mail room in preparation for CED move
- Began work on building custom cubicles in PWWR engineering room

Activity or Project:

Munis Work Order Management - Electric

Description:

Electric Department (as well as Facilities) has gone live with Work Order Management.

Status: Completed

Expected Completion: 3/3/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

Charles Emerson Bridge Update: We were notified by DelDOT that the Charles Emerson Bridge will be designed as a single span bridge (see attached photo) and the cantilever option off of the current bridge is no longer an option. The engineering for the single span bridge will now begin with \$500,000 Federal grant money and \$100,000 Land and Water Conservation Trust fund matching money utilized to cover this phase of the project. The Charles Emerson Bridge estimated cost is \$1,750,000. Currently, the City has secured \$1,000,000 in grant money for the project.

Director: Attended the Delaware Recreation and Parks Society Conference held in Newark, worked on cost of services for mowing vs. contracting the mowing services, reviewed construction plans for Preston's Playground and did a site visit of the area, visited several park areas where damaged trees need to be removed.

Recreation Superintendent: Conducted weekly staff meeting with recreation staff; assisted in conducting interviews with Joe for the Recreation Specialist position; attended the Delaware Recreation and Parks Society annual conference for two days along with all the recreation staff; submitted application for license exemption to the Office of Child Care Licensing for the summer camps conducted for school age children for the department; worked on information for March E-blasts and completed review of March PSA's for department.

Recreation Supervisor of Athletics: Prepared for upcoming after care inspection at Downes, completed staff schedule for March; planned for summer programs and prepared information for the Summer Newsletter and Camp Guide; After School Gymnastics at Downes started a new session this week; payments are coming in and preparations are being made for our spring/summer adult sports leagues - volleyball and softball; completed field use permit for Newark Charter School, working on permit for Newark American Little League; the Jump Shot youth basketball program concluded this week.

Recreation Supervisor of Community Events: Confirmed UD's presentations, and presented a session at the Delaware Recreation and Parks Society Conference in cooperation with Megan Mc Nerney and Mary Betts on programming and events in business districts; attended UD Men's Basketball game with several families from Camp R.E.A.L. with Paula and several members of the NPD's Community Policing Unit; attended the dedication of the Chair of Honor at Cabela's and also met with staff from UD's STAR Campus regarding some special projects and trip for Camp R.E.A.L. this summer.

Coordinator of GWC and Volunteers: Continued conducting phone interviews and recruitment for summer camp volunteers; spring volunteer opportunities continue to be sent to organization leaders to begin recruitment for upcoming events; conducted CATCH staff orientation training and finalized preparations for the start of the programming; a photo submitted of the City's 2016 Spring Community Clean Up was recognized as a Top Ten Finalist in the National River Cleanup's 25 Anniversary Photo Contest, voting for the top photo is open until March 10 at <https://www.americanrivers.org/make-an-impact/national-river-cleanup/nrc-2016-vote/>; School's Out, Kids Day Off was held on Monday, February 20. **Volunteer Hours: 1**

Volunteer devoted a total of **4.5** hours assisting staff with preparations for the Delaware Recreation and Parks Society Conference.

Parks Superintendent: Reviewed landscape installation at Candlewood Suites and found some items needing correcting, attended DRPS 2017 conference, met with arborist contractor to see if his company would be willing to donate labor to do tree work as part of the Christina River Clean Up and met with Parks Director to discuss several upcoming issues.

Parks Supervisor: Attended DRPS conference, assigned field crews daily and assisted as needed, and continued working on closing out open work orders from 2016.

Parks/Horticulture: Staff installed four pieces of exercise equipment at Folk Park, continued on cut backs/clean up of planting beds throughout park system, did interior bed maintenance at City Hall, did tree removal in Rittenhouse Park and along Gravenor Lane, did trash removal throughout park system, continued on ballfield list for upcoming season, and continued on work orders as assigned.

Activity or Project:

George Wilson Center Kitchen Improvements

Description:

The plan was reviewed by the Department of Public Health and the plans will now be reviewed by the State Department of Engineering.

Status: Started

Expected Completion: 9/29/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

- Main Street Movies 5 received its temporary Certificate of Occupancy and will open this week. The Fire Lane behind the Newark Shopping Center has been reopened.
- The demolition of the former Elks Lodge on West Cleveland Avenue has been completed.
- The demolition on South Main Street for the next phase of Chimney Ridge has begun.
- The pre-construction meeting for the new hotel at 400 Ogletown Road was held. Demolition will begin in the next few weeks.
- A temporary Certificate of Occupancy was issued for Candlewood Suites on South College Avenue in order for them to begin staff training. They hope to open the hotel next week.
- The first pilings for the new building on STAR Campus began this week.
- Site work has begun for the Lofts at Center Street. Steel structure installation began at the site.
- Interior framing work is ongoing at the Heights on South Chapel Street.
- Interior wall and roof installation continues at the University of Delaware South Academy Street dormitory.
- Staff continues to work on updating data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- Interim Planning and Development Director David Culver attended the Council meeting on February 27. At the meeting, the Comprehensive Development Plan amendment and rezoning for 40 East Cleveland Avenue was denied by Council.
- The zoning verification request by Compassionate Care Research Institute for a location of a medical cannabis dispensary and nursery under the provisions of Delaware Code 16 Del. C 4914 was sent for the property at 800 Ogletown Road.
- The Planning and Development Department report for the Special Use Permit application for a drive-thru at the Dunkin Donuts located at 1002 South College Avenue was completed this week. City Council will review the application at their meeting on March 13.
- The Planning Commission will hold a public workshop on Tuesday, March 21, 2017 on parking, and will specifically discuss various approaches and changes to the way the City mandates parking requirements through its Zoning Code. The workshop will take place from 7:00 to 9:00 p.m. in the Council Chamber.
- On Wednesday, March 1, Code Enforcement Officer Brian Daring and Development Manager Mike Fortner visited a residential property to do a work write-up for a Home Improvement Program project for a new roof. The program is funded through the Community Development Block Grant program and helps low-to-moderate income homeowners in Newark make needed home repairs with a low- or no-interest loan.
- On Friday, Mike Fortner completed a report to the Insurance Services Office (ISO) on Newark's participation in the Community Rating System (CRS). The CRS is a voluntary incentive program that recognizes and encourages community floodplain management

activities that exceed the minimum requirements of the National Flood Insurance Program (NFIP). The extensive report was part of ISO's five year cycle community visit to review the City's compliance with the program.

- Planner Tom Fruehstorfer rode a new proposed Unicity bus route (in a Unicity bus) with a representative of University of Delaware Transportation Services to get some data to help develop the proposed schedule.
- The following was also completed this week:
 - 6 Deed Transfer Affidavits
 - 42 Building Permit Reviews
 - 3 Certificates of Completion/Occupancy

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 3/3/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:**Patrol Division :**

- On February 27th, Lt. Rubin conducted Search and Seizure training to police recruits at the New Castle County Police Academy.
- On February 27th, in New Castle County Superior Court a defendant who was arrested by members of B Platoon, pled guilty to 5th offense DUI and Driving While Suspended. He was sentenced to 5 years incarceration, suspended after 18 months. The arrest stemmed from a single vehicle crash where the driver fled the scene on foot but was apprehended by Officer Alex Whitt who subsequently arrested him for DUI-Drugs.
- On February 28th, Deputy Chief Farrall and Cpl. James Spadola met with Joe Spadafino, Paula Ennis, Josh Brechbuehl and Chrissy Holubinka to discuss security measures at the George Wilson Center.
- On March 1st, final operational plans for St. Patrick's Day weekend will be completed. NPD will coordinate and work closely with Newark Code Enforcement and UDPD as the date approaches.

Traffic Division:

- The Newark Police Department has been awarded grant money from the Delaware Office of Highway Safety to conduct "Pedestrian Safety Education and Enforcement". A need for the increase in pedestrian enforcement was mentioned several times in the recent city resident survey.
- On Tuesday, February 28th, Cpl. Robert Vernon was selected as the next member of the NPD Traffic Unit. Cpl. Vernon will begin advanced training in Collision Investigation and Motorcycle Operation in the coming weeks and will be formally assigned to the traffic division later this spring.
- On Tuesday, February 28th, NPD Motor Officers assisted Dover Police Department escort the bodies of Officer Robert DaFonte and Cadet James Watt from the State Medical Examiner's Office to a funeral home in Dover. The pair were both killed on Sunday in an off-duty collision in Kent County.
- Traffic Officers are currently conducting targeted traffic enforcement on North College Avenue, Casho Mill Road and West Park Place due to citizen complaints.

Special Operations Unit:

- On March 1st, Cpl. Darryl Saunders will attend a Career Fair at Temple University.
- On March 1st, members of NPD's Special Operations 1st Unit and Victim Services will host the monthly HUB meeting.
- On March 2nd, at the request of WILMAPCO, A/Sgt. Greg Micolucci will attend a Safe Routes to School planning meeting to discuss proposed infrastructure changes for the program conducted at Downes School.

Administration:

- Lt. Fred Nelson will be participating in an Eagle Scout ceremony on March 4th hosted by Boy Scout Troop 252, honoring Thomas Carpenter Jr. who is earning the rank of Eagle Scout.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 3/2/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Public Works and Water Resources Department

Notable Notes:

Despite the recent rainfall, we are in the middle of a fairly severe drought, with stream flows in the White Clay Creek recently dropping below the lowest level recorded for this time of year at the Paper Mill Road gauging station. With the abnormally warm winter so far, many trees starting to bud and we are expecting the trees to leaf out earlier than usual which will further stress our water levels. We have been lobbying

the Water Supply Coordinating Council since the fall to declare a drought watch but they have been reluctant to issue the declaration. Fortunately, our aeration system in the reservoir is working well and we anticipate we will no longer have the decreased water quality issues at lower elevations that we have had in the past so we will be able to more comfortably use more of the available water.

We have a public meeting this coming Monday, March, 6th at the Senior Center where we will discuss the recommendations of the Cleveland Avenue Task Force, including the Florida T.

Staff has been busy with hiring efforts associated with the recent early retirement incentive plan but have been able to fill several positions successfully.

Our SCADA contractor has been working away on several locations and is beginning development of our telemetry and remote monitoring user interfaces.

Plans are complete for the 2017 water main replacement in East Park Place and we are finalizing the plan for Dallam Road. We will be working on finalizing the specifications this coming week and hope to have the project out to bid by the end of the month.

We are finalizing the 2017 street contract and expect to have it out to bid by the end of the month.

Crews have been working at the site of the old transfer station to finalize the site for use as our future yard waste processing facility. We rented a bulldozer and had two employees grade the site according to the engineering plans that were put together for the site. All grades were shot by our in-house survey team as well. Each of these tasks that were completed in-house was at a savings over contracting out.

We have finalized clearing of one of our sewer easements off of Gravenor Lane, dramatically improving access to one of our largest diameter sewer mains in the City. Crews will be working to improve the drivability of the easement and/or at least have a plan to be able to access all areas in the event of an emergency.

We have worked over the last few weeks to finish scanning historic plans and maps that were stored in our plotter room which is going to be refurbished into office space for our team of inspectors. This will provide improved desk spaces for the inspectors as well as more seats so myself and the Deputy Director no longer need to share an office which we expect will improve productivity. We will also be creating a space for the new engineer and a location for our interns. This is the first phase of a multi-phase project to address each office in the department.

We have been working this week with UD and DeIDOT to try to hammer out the final details of the proposed crosswalk at Delaware Avenue and the Green. The current goal is to have the work completed during the Fall semester with completion prior to the end of the year.

Activity or Project:

Salt Shed Replacement

Description:

We have received bids for the salt shed replacement project this week and the apparent low bidder was Park Lane Construction & Development. We have checked Park Lane's references and they were glowing. Bid results are: Vendor Amount Alternative Bid Item Park Lane Construction & Development \$238,862.00 \$45,000.00 Kent Construction Co., Inc. \$312,679.00 \$31,062.00 Conestoga Buildings \$354,047.00 \$30,375.00 The alternative bid item was a lighting system which we will look to complete in-house due to the higher than expected cost.

Status: In-Progress
Expected Completion: 8/31/2017
Execution Status: On Track

Activity or Project:

Alternative Disinfection

Description:

Plans are now complete and we are finalizing the specifications and bid package. As of today, we expect to have the project out to bid within the next two or three weeks. As we have been working through the construction sequencing it has become apparent that this project will need to be scheduled for the Fall as there is not enough time to complete the portion of the project where the plant will be offline prior to our peak demand season. We still plan to bid it out now to allow for more time to prepare for the project and make operational adjustments as necessary to facilitate the smooth completion of the project.

Status: In-Progress
Expected Completion: 1/31/2018
Execution Status: On Track

Activity or Project:

ADA Curb Ramp Contracts (2016 and 2017)

Description:

The contractor for the 2016 contract has re-mobilized to town and is working on finishing up the remaining ramps. We expect they will be complete within the next two months. We have advertised for the 2017 contract and it is currently out to bid.

Status: In-Progress
Expected Completion: 12/31/2017
Execution Status: On Track

2/26/2017 to 3/4/2017



White Clay Creek Bicycle/Pedestrian Bridge

Delaware Department of Transportation

Transportation Alternatives Program

Contract No. T201620001

Concept Design Report

November 2016



NEWARK POLICE DEPARTMENT

WEEK 02/19/17-02/25/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO DATE	2017 TO DATE	THIS WEEK 2017	2016 TO DATE	2017 TO DATE	THIS WEEK 2017
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	2	0	0	1	0	0
Rape	0	1	0	3	0	0
Unlaw. Sexual Contact	2	2	1	0	0	0
Robbery	6	5	2	5	2	0
- Commercial Robberies	1	3	1	0	1	0
- Robberies with Known Suspects	1	0	0	0	0	0
- Attempted Robberies	1	0	0	0	0	0
- Other Robberies	3	2	1	5	1	0
Assault/Aggravated	1	2	0	1	8	2
Burglary	17	8	0	7	1	0
- Commercial Burglaries	5	3	0	0	0	0
- Residential Burglaries	9	5	0	5	1	0
- Other Burglaries	3	0	0	2	0	0
Theft	89	84	12	24	39	13
Theft/Auto	3	12	0	2	1	0
Arson	0	1	0	0	0	0
All Other	17	25	1	15	7	2
TOTAL PART I	137	140	16	58	58	17
<u>PART II OFFENSES</u>						
Other Assaults	60	44	8	22	17	0
Rec. Stolen Property	0	1	0	5	2	0
Criminal Michief	23	36	9	13	5	0
Weapons	2	3	1	5	5	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	16	9	1	30	28	14
Drugs	23	21	3	29	20	4
Noise/Disorderly Premise	92	106	29	42	36	11
Disorderly Conduct	20	25	2	17	6	1
Trespass	19	21	5	6	6	0
All Other	96	61	9	48	57	11
TOTAL PART II	351	327	67	217	182	41
<u>MISCELLANEOUS:</u>						
Alarm	177	61	12	0	0	0
Animal Control	44	56	8	0	0	0
Recovered Property	44	45	5	0	0	0
Service	5330	5966	809	0	0	0
Suspicious Per/Veh	88	85	15	0	0	0
TOTAL MISC.	5683	6213	849	0	0	0

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	977	7,151	1,079	7,749



Newark Police Department
Weekly Traffic Report
02/19/17-02/25/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	1433	1559	248	144
DUI	26	19	4	2
TOTAL	1459	1578	252	146

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	34	37	7	2
Property Damage (Reportable)	189	146	23	30
*Hit & Run	55	32	3	7
*Private Property	40	26	2	6
TOTAL	223	183	30	32

*Included in the total collision numbers

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.