

City Manager's Weekly Report

Friday, June 30, 2017

Department:

Administration - City Manager

Notable Notes:

Florida T

DeIDOT has provided an update on their recently completed gap analysis which I have attached. DeIDOT's summary of the analysis is: "the anticipated increases in delay are nominal - e.g., about 2 to 6 seconds longer with the Florida T during peak periods. The Florida T operations/delays are also relatively close to the former driveway delays prior to the May 2015 signal changes." Please take some time to review the attached analysis because DeIDOT's summary is fairly detailed. If you would like more information, please let me know and I can forward your questions along to DeIDOT's representative or set up a meeting depending on the complexity of the questions.

Manager Search

I began review of the 2007 search firm RFP and prior manager contracts that were provided by the Secretary's office following the June 19th special meeting. I will be working with Assistant to the Managers Mark Brainard, on development of the new RFP.

We had two council meetings this week for which prep absorbed much of my time on Monday and Tuesday after catching up following last week's vacation. On Wednesday I met with Deputy Manager Haines to discuss the Administration budget and other personnel and operational items. On Thursday I attended the Police Academy Graduation at the Chase Center where we had two officers graduate. I was also able to meet our new officer from the City of Wilmington who starts July 3rd. The majority of my remaining time was spent on general operational items, Council information requests, and resident communications.

Activity or Project:

N/A

Description:

N/A

Status: Not Started

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Administration - Deputy City Manager

Notable Notes:

Administration/HR:

- Deputy City Manager Andrew Haines was selected to serve nationally on the ICMA Assistant/Deputy Manager Task Force. This new Task Force shall create resources that will be an assistant manager's guide for development and continued future success. Over 12 months, starting in September, Mr. Haines will work with peers around the national and ICMA staff to create toolkits, handbooks, videos and additional digital materials.
- HR Manager Devan Stewart worked with Colonial Life members and City staff with enrollment for voluntary benefits. Many staff have enrolled into new plans, and many others took information for Open Enrollment consideration later in 2017.

Parking Division:

- Parking Manager Marvin Howard and Parking Supervisor Courtney Mulvanity attended the Delaware Municipal Electric Corporation's Customer Service Seminar on Tuesday, 6/27/17 to learn and discuss customer service techniques working with dissatisfied customers in high-stress situations.
- Staff worked with off-street vendor, ParkingSoft, and assisted as needed as they work on lot counts to improve posted and actual count data.
- Mr. Mulvanity attended GIS Committee meeting on 6/28/17.
- Staff started pulling preliminary reports for Meter Occupancy Report for the 2nd Quarter 2017.

- Maintenance team members continued line, curb, and arrow painting through all parking lots.

Activity or Project:

Police Recruitment: Certified

Description:

The City was successful with recruiting one (1) certified police officer from its April initiative, and Mr. Domingo Velasquez will commence employment on Monday, July 3, 2017.

Status: Completed

Expected Completion: 6/26/2017

Execution Status: Completed

Activity or Project:

Police Recruitment: General Applicant List

Description:

HR Manager Devan Stewart, along with Deputy Chief Feeney and other police staff, administered an entry exam for applicants to create a new active Applicant Roster. Over the coming months, HR staff and police leadership will facilitate interviews and continue the assessment process.

Status: Started

Expected Completion: 9/29/2017

Execution Status: On Track

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 6/22/17 to 6/28/17. These sessions included arraignments, trials, capias returns, video hearings, and code violations. Parking officers were here to

handle any parking appeals on Monday and Wednesday.

We are continuing to schedule code violations.

Bailiff interviews are being held on 6/29/17. We have 10 applicants for the position.

Activity or Project:

Court Sessions

Description:

From 6/22/17 to 6/28/17 Alderman's Court handled 67 arraignments, 49 trials, 12 capias returns, 1 video hearing and 3 code violations. The court collected a total of 305 parking payments of which 256 were paid online and 49 were paid at court. The court also collected criminal/traffic fines which included 88 online payments and 31 court payments for a total of 119 payments.

Status: Completed

Expected Completion: 6/28/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bruce was in the office June 26 for Council. Paul was in the office June 27 for Council and June 29 for Court.

Renee met with Councilman Morehead on June 23.

Renee had the pleasure of swearing in a new police officer on June 23.

Bruce, Renee and Tara staffed the June 26 Council meeting. Follow up was completed by staff on June 27 and 28.

Paul and Renee staffed the June 27 special Council meeting. Follow up was completed by staff on June 28.

Sarah attended the staff meeting on June 29 where the July 10 Council agenda was discussed.

Renee drafted the agenda and worked on packet items for the July 10 Council meeting.

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

- Determined there were no responsive documents, completed and closed a May 5 FOIA request from Langan regarding a section of STAR Campus.
- Determined there were no responsive documents, completed and closed a June 6 FOIA request from Andrew Dziedic regarding 101 Victoria Court.
- Received documents from staff, completed and closed a June 6 FOIA request from SmartProcure regarding purchasing records.
- Received documents from staff, completed and closed a June 12 FOIA request from Anastasia Lukovenko regarding 804-808 Interchange Boulevard.
- Received documents from staff, completed and closed two June 21 FOIA requests from Tarabicos Grosso, LLP regarding 201 East Delaware Avenue and 101 Victoria Court.
- Received and worked with staff on fulfilling a June 22 FOIA request from Sarah Bucic regarding the Windy Hills water tank painting project.
- Reviewed and approved release of documents by Code Enforcement for a June 26 FOIA request from Amar Tung regarding 110 Cook Way.
- Reviewed and approved release of documents by Code Enforcement for a June 27 FOIA request from Nina Pala regarding 46 New London Road.

The agendas for the July 5 Planning Commission, July 6 Downtown Newark Partnership Design Committee and July 13 Downtown Newark Partnership Board meetings were forwarded to Council.

Regarding minutes, staff time was spent on the June 12 Council minutes (Tara reviewing), June 19 special Council (Renee editing - complete), June 26 Council executive session (Renee drafted - complete), June 26 Council (Tara drafting) and June 27 special Council (Sarah drafting) minutes. There are no additional minutes currently in the queue.

Sarah fulfilled 6 discovery requests for upcoming Alderman's Court cases this week. 217 discovery requests have been filled so far in 2017. Court calendars for July 7 and 13 were received this week

and the 32 associated case files were prepared by Sarah for the Deputy City Solicitor. 27 court calendars with 415 associated case files have been compiled so far for 2017. Sarah also completed 1 plea by mail.

The office received 11 new lien certificates this week, which were sent to Finance for processing. 17 lien certificates were completed and sent to the requestor. So far 255 lien certificate requests have been processed for 2017.

Activity or Project:

Boards and Commissions Review Committee

Description:

Council rejected the bill to change the Personnel Review Committee at the June 26 Council meeting and requested that staff come back with an alternative solution. At the same meeting, Council accepted four of the overall recommendations on all boards and commissions, but declined to accept the recommendation regarding the suggested amendments to and publication of boards and commissions applications. Council also declined to sunset the Boards and Commissions Review Committee and asked for a resolution to be prepared for consideration by Council on this topic for a future agenda.

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:

Live Streaming Council Meetings: Citizens can watch Newark's City Council meetings both on the City's Livestream page (www.livestream.com/newarkde) as well as Facebook Live (<https://www.facebook.com/CityOfNewarkDelaware/>). They can also watch the most recent Council meeting, and other City of Newark videos, on the City's website (<https://newarkde.gov/media>). The regularly scheduled meeting on June 26 had 18 views on Livestream, and 339 on Facebook. The stormwater utility meeting on June 27 had 16 views on Livestream and 261 views on Facebook.

Food & Brew Fest: The 14th annual Food & Brew Fest will be on Saturday, July 22 from Noon – 7 p.m. Eighteen restaurants are participating in the event: Stone Balloon Ale House, Ali Baba, Santa Fe, Del Pez, Taverna Rustic Italian, Iron Hill, Home Grown Café, Caffè Gelato, Deer Park Tavern, Grain, Churrascaria Saudades, Mediterranean Grille, Greene Turtle, Klondike Kate's, Catherine Rooney's, Grotto Pizza, Arena's, and The Delaware Growler. The Facebook event can be found here: <https://www.facebook.com/events/806605682835259/>. Out & About Magazine created ads for Food & Brew that are running in both their magazine and the Newark Post. Gable Music will once again be providing the entertainment. We will have three musical acts during the event. The schedule will be posted next week.

Creative Design/Web Updates

- Designed Water Main Flushing notice graphic for social media; Rodney Stormwater Project Facebook event banners; Newark Clydesdale event page banner for Facebook
- Created July Delmarva Blood Drive lobby poster; DEMEC webpage on City website; new internal building signage for the first floor; cover page and 6 divider pages for Comprehensive Annual Finance Report
- Updated Parks and Recreations banner rotation; all internal City webpage links to solve security warning issue; City multimedia page; water billing rate calculator tool on City website; Rodney Stormwater Project webpage; Cleveland Avenue Task Force page
- Scheduled Independence Day holiday building closure and refuse change notice for InformMe
- Posted Independence Day holiday building closure and refuse change website notice and Fireworks and Liberty Day press release
- Worked with IT and CivicPlus to set up City of Newark's website security certificate

Press Releases/Media Inquiries

- City of Newark to Host Annual 4th of July Fireworks and Liberty Day Celebration: <http://bit.ly/2unwh7E>
- Online Access to Newark City Council Meetings Increases: <http://bit.ly/2sI9UTY>
- Karie Simmons, Newark Post, inquired about the proposed monthly service charge for water and sewer
 - Information provided, coverage pending
- Josh Shannon, Newark Post, inquired about the upcoming 4th of July event
 - Information provided, coverage pending

Activity or Project:

School Hill Project

Description:

No new information to report.

Status: In-Progress

Expected Completion: 12/20/2017

Execution Status: On Track

Activity or Project:

SignNow

Description:

No new information to report.

Status: In-Progress

Expected Completion: 8/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews continued the 34kV tree trimming. The crews also finished removing the pole line at the STAR Campus started last week.

A contractor trenched in pipes along Chestnut Hill Road in which the line crews will install primary cables to utilize the new transformer and feed the STAR Campus. The line crews will be pulling cables in shortly.

The contractor installing new conductors along East Main Street has made significant progress. They started at Chapel Street last week and have pulled in three phases up to College Avenue. College Avenue to South Main Street will complete the project.

Engineering has been working on the Elkton Road and Train Station project, meeting with DeIDOT and design engineers. Engineering is also working with the UD Police about installing cameras on utility poles.

Activity or Project:

Auto Restoration Project

Description:

Not much activity. Waiting for equipment to install. Some discussions with IT on implementing new system and security.

Status: Hold

Expected Completion: 12/31/2017

Execution Status: Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

The First State Community Action Network was in PUBS on June 29th providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we now provide to residents. Appointments can be made in advance by calling the PUB office directly. Our goal is to educate our community on how they can save on their electric bill through changing their habits.

We are currently working on a bill cycle consolidation project that will reduce the number of bill cycles that we currently utilize. Thus, some customers will see a shortened bill the first month, followed by a larger billing period on their next bill. The third month will again reflect a 30-day monthly bill window. The goal is to make the PUB office more efficient in our billing process. As a follow-up, we reduced the number of billing cycles from 32 to 16, impacting just over 8,000 account numbers.

The Finance Director presented the April Monthly Financial Report to City Council on 6/26.

The Finance Director attended the water/sewer/stormwater rate study and stormwater utility implementation update on 6/27.

PUB fun fact of the week: staff processed 1,275 student move-ins and 1,277 student move-outs from May 1st through June 21st.

Activity or Project:

2018 Budget

Description:

All departments are currently working on the first draft of their budget requests for 2018. There will be a three day budget retreat for management and directors on July 10th through 12th to discuss their requests. Budget Central is up and the 2018 Budget Schedule approved by Council is posted. <http://newarkde.gov/1007/Budget-Central>.

Status: In-Progress

Expected Completion: 12/1/2017

Execution Status: On Track

Activity or Project:

Payments & Utility Billing (PUB)

Description:

The group handled 704 phone calls last week, with the average call length of each call being 3:10. There were 39 service orders initiated by PUB during last week. The group processed 3,672 utility payments and CityView transactions, 325 of which were imported automatically with our electronic processes and 2,035 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:

Independent Audit

Description:

The 2016 Comprehensive Annual Financial Report (CAFR) is now being assembled. It is scheduled

to be bound and printed Friday, 6/30. CliftonLarsenAllen LLC is scheduled to present the CAFR to City Council on August 28th. CLA was not available to present at either the 7/24 or 8/14 Council meetings. Once the CAFR is complete, it will be posted on the website and distributed to Council.

Status:	Near Completion
Expected Completion:	6/30/2017
Execution Status:	On Track

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Paula and Tom Z. about Community Development Block Grant (CDBG) application for the next funding cycle, attended the Preston's Playground Committee meeting, attended the Rodney Project meeting in preparation for the public meeting, organizing a needs assessment for our parks amenities and recreation services, preparing the Parks and Recreation 2018 budget, held a parks maintenance meeting to discuss upcoming projects and work orders, continued working with public works to construct a covered bike shelter off of the Pomeroy Trail.

Coordinator of GWC and Volunteers: A Full Camp GWC ran at the George Wilson Center with a total of 52 Full Day Campers, 9 Half Day Campers, 16 After Care Campers, and 17 Before Care Campers; campers went to Launch Trampoline Park on Wednesday, June 21, and had rocket popsicles for a Friday Fun Day; Amazing Art Camp I ran at the George Wilson Center with a total of 8 participants; Exploring Drawing and Painting I ran at the George Wilson Center with a total of 7 participants and Broadway Musical Theater Camp ran at the George Wilson Center with a total of 12 participants, campers performed Broadway Musical Stars presenting songs and scenes from Beauty & the Beast, Wicked, Annie, Chorus Line, Peter Pan and Kiss Me Kate; Swim Lessons were postponed on Monday, June 19 due to rain; Dickey Park pool was closed on Friday, June 23 due to inclement weather; the coordinator confirmed busses and the field trip scheduled for Camp GWC; updated the summer staff schedule for July and created the lifeguard schedule for July; met with the Recreation Superintendent on fall programming; completed July P.S.A.s; sent welcome letters and information to parents registered for Camp GWC 3; and specialty camps beginning on June 26 including Amazing Art Camp II, Exploring Drawing and Painting Camp II; Volunteer Program: The coordinator confirmed the volunteer group Sallie Mae will be financing \$930 for a Gaga Pit for Rittenhouse Park or Handloff Park; Connolly Gallagher will be spreading wood carpet at Fairfield Park on Friday, June 30.

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including the 4th of July, Spring Concert Series, Camp R.E.A.L., specialty camps and fitness programs. The final week of concerts was held on the Academy Building Lawn, which featured Tahira with approximately 50 people in attendance, Camp R.E.A.L. had a great first week with the campers and staff all having a wonderful time. Enrollment is approximately 32, but is increasing almost daily. One staff member has resigned due to health issues. Plans for the 4th of July celebration continue to progress with purchase orders, check requests, and contracts being completed and processed, vendor assignments being made and final plans with the University of Delaware taking place.

Recreation Supervisor of Athletics: Rittenhouse Camp and the Rittenhouse Explorers half day camp began on Monday, June 19. All four of our two week sessions are full for the summer with 340 children scheduled to participate.

Parks Superintendent: Coordinated installation of dry stacked stone wall/backfilling/planting/mulching at

the George Wilson Center as well as adding additional plantings in the entry bed by stairway, conducted training session with YBC crew member on proper pruning methods on Corylopsis, assisted Code Enforcement with tree issue, watering of nursery stock at Park Maintenance Building, notified bridge contractor to remove scaffolding and fencing at Rittenhouse Park, continued on upcoming CDBG budget requests, conducted interview for one opening on YBC crew, and started traffic island inspections.

Parks Supervisor: Assigned field staff and assisted as needed, started researching for tine replacement on Gilson tiller (existing tines worn out), and instructed new summer employees on time clock usage.

Parks/Horticulture Staff: Continue on mowing operations, continue on bed maintenance, constructed dry stack stone wall/planted/watered in/mulched new plantings at the George Wilson Center, planted Goldenrain Tree on Main Street in front of Kate's, pruning/deadheading shrubs/Nepta at City Hall and several other horticulture sites, completed new decking installation on footbridge in Rittenhouse Park, set up stages for last summer concert at Academy and Main Street including removal and storage of stages, interior bed maintenance at City Hall, trash removal throughout park system, dragged/scarified all ballfields, applied insect control on Woolly Adelgid on Hemlocks on isolated areas of tree at Fairfield Park, and continued on work orders as assigned.

Activity or Project:

July 4th Liberty Day and Fireworks

Description:

July 4th Liberty Day and Fireworks are scheduled for Tuesday at the University of Delaware Athletic Complex with over 30,000 spectators expected. Activities begin at 6:00 with the Honeycombs performing on stage followed by Country by Night at 8:00. We will also have 15 food vendors and a variety of other vendors attending the event.

Status: In-Progress

Expected Completion: 7/4/2017

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

- Construction is ongoing at Cleveland Avenue.
- The site work on South Main Street for the next phase of Chimney Ridge is continuing.
- The foundation and site work is ongoing for the new hotel at 400 Ogletown Road.
- The structural steel work for the new building on STAR Campus building is continuing. We anticipate the plans for the next building at the STAR Campus to be submitted this summer.
- Exterior finish and interior work is continuing at Woolen Way for the new townhouse apartments.
- Finishing work is ongoing at the Heights on South Chapel Street, with the completion expected in July.
- Construction is nearing completion at the UD South Academy Street dormitory.
- Construction is ongoing at the Lofts at Center Street.
- Staff continues to update data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- Planning and Development Director Mary Ellen Gray is continuing her onboarding and accompanied Property Maintenance Inspector Amos Wilson on some field inspections.
- Director Gray is continuing to work with the Public Works and Water Resources Department and Bike Newark on planning a mini roundabout pop-up demonstration on Orchard Road.
- Director Gray is working with City staff on public outreach for the newly adopted Bamboo Ordinance, as well as ascertaining properties that have bamboo, at the request of City Council.
- Acting Director of Public Works and Water Resources Tim Filasky, Planning and Design Engineer Ethan Robinson, Planning and Development Director Mary Ellen Gray, and Community Affairs Officer Megan McNerney met with DeIDOT and their contractor AECOM to discuss progress and planning for public outreach regarding the Main Street Paving and Streetscape Improvement project. DeIDOT will hold a public workshop at City Hall on Thursday, August 3, 2017 from 4 p.m. to 7 p.m. to present project boards and answer questions regarding this project. Engineering and design is scheduled for completion in early 2018, with construction scheduled for May 2018 through June 2019.
- Due to the July 4th holiday, the Planning Commission is scheduled to meet this month on Wednesday, July 5, 2017 at 7:00 p.m in Council Chamber. Items on the agenda include:
 - A WILMAPCO informational session;
 - Review and consideration of the special use permit for the hotel at 400 Ogletown Road to expand the number of guest rooms;

- Review and consideration of a special use permit for the property located at 83 East Main Street to install a wireless network antenna tower on the roof of the UD bookstore as part of the UD distributed antenna system;
- Follow-up to the Rental Housing Needs Assessment Study recommendations;
- Review and consideration of Planning Commission Rules of Procedure;
- Quarterly report on Planning Commission 2017 Work Plan; and
- Commission discussion regarding 2018 Work Plan.
- The following was also completed this week:
 - 13 Deed Transfer Affidavits

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 6/30/2017

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:

Administration Division:

- Our newest police recruits, Justin Roberts and Donte Faulk will graduate from the NCCPD Academy on Thursday, June 29th at 7:00 p.m. Council members Clifton and Hamilton will attend the ceremony. The recruits will begin field training and additional firearms training on July 3rd. We congratulate Justin and Donte for completing their academy course and welcome them to the department.
- The department welcomes new hire Domingo Velasquez as a certified police officer. Domingo worked a few years as a Wilmington police officer and is excited to work in the City of Newark. Domingo brings previous police experience and is fluent in Spanish.
- Sgt. Jones has completed digitizing all training orders/records for years 2014-2017.
- Departmental training currently being organized by the training unit include: 2nd Firearms Qualifications, Use of Force and De-escalation, Taser Re-certification, Search & Seizure Update, Mental Health Refresher, Ethics, and the Holding Facility Policy Review.
- Lt. Nelson and Sgt. Bryda are currently attending the grant funded "Police Use of Force in Today's World Conference".

Criminal Investigations Division:

- Lt. Rieger is currently attending Use of Force Training with Lt. Nelson and Sgt. Bryda.
- On June 12th, Cpl. Odom and Cpl. Kendrick located two subjects using heroin in Folk Park. The subjects were also wanted.
- The Street Crimes Unit travelled to the Attorney General's Office and were sworn in for statewide enforcement activity for crime linked to Newark
- M/Cpl. Marconi is assisting at the range for training on June 27th.

Traffic Division:

- On Monday, Traffic Officers conducted monthly calibration of PBT units.
- On Tuesday, Cpl. Craig attended range training and qualification.
- On Thursday, Sgt. Davis and Lt. Aniunas will attend a meeting with UD regarding Student Move-In weekend.
- The speed sign board will be installed on West Chestnut Hill Road.
- The sign board displaying the vehicle security message will be moved from Evergreen to the White Chapel community.
- During the week, traffic officers will concentrate their enforcement activities on West Chestnut Hill Road, Edjil Drive and other areas throughout the community.

Special Operations Unit:

- The Special Operations Unit are assigned to evening shift for the entire week. Enforcement efforts will focus on order maintenance issues as well as trespassing and panhandling issues in the area of East Main Street. The unit will also focus on continuing enforcement activities in the area of West Main Street following ongoing complaints from residents. The unit will also increase patrols in the area of College Park focusing on keeping children safe in the community. Enforcement activities will include speed enforcement on Madison Drive.

Patrol Division:

- Plans are in place for the annual Liberty Day fireworks event.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 6/29/2017

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:

Daytime closures associated water main replacement continue on East Park Place.

Activity or Project:

Main Street Pavement and Rehabilitation including Streetscape

Description:

Acting Director of PWWR Tim Filasky, Planning and Design Engineer Ethan Robinson, Planning and Development Director Mary Ellen Gray, and Community Affairs Officer Megan McNerney met with DeIDOT and their contractor AECOM to discuss progress and planning for public outreach regarding the Main Street Paving and Streetscape Improvement project. DeIDOT will hold a public workshop at City Hall on Thursday, August 3, 2017 from 4 p.m.-7 p.m. to present project boards and answer questions regarding this project. Engineering and design is scheduled for completion in early 2018 with construction scheduled for May 2018 through June 2019.

Status: In-Progress

Expected Completion: 6/30/2019

Execution Status: On Track

Activity or Project:

NPDES Phase II Draft Stormwater Permit

Description:

DNREC has released the Draft Permit for all of the Phase II permittees. Staff had provided comments to DNREC based on a pre-draft release in January 2016. Staff is currently reviewing the draft and has contracted with Aqua Law, a specialty water law legal firm, for a legal review of the draft before submitting comments to DNREC. The new permit is likely to result in significantly more effort on the part of the City to maintain compliance. We anticipate using outside consultants to cover the gap of what staff can reasonably accomplish and a budget item to cover these costs as well as the Aqua Law review was included in the 2017 budget in anticipation of the new permit release.

Status: In-Progress

Expected Completion: 9/30/2017

Execution Status: On Track

Activity or Project:

Street Improvement Program

Description:

The end of the 2016 Street Improvement Program and the beginning of the 2017 Program will be underway within the next two weeks. The remaining streets for 2016 are Prospect Avenue and Orchard Road, with work starting on or about July 15. The 2017 contract will start on or about July 15, starting with Academy Street.

Status: In-Progress

Expected Completion: 10/31/2017

Execution Status: On Track

6/25/2017

to 7/1/2017



**Cleveland Avenue Improvement Task Force
SR 2 / SR 72 (Capitol Trail) Gap Study
June 15, 2017**

On March 6, 2017 at the E. Cleveland Avenue public workshop, a resident concern was repeatedly raised regarding egress delay and safety for motorists exiting driveways located along the southeast side of Capitol Trail north of E. Cleveland Avenue if a Florida T intersection were to be constructed at the Capitol Trail and E. Cleveland Avenue intersection. The specific concern was that the Florida T concept would allow for a relatively continuous “free” northbound movement through the intersection of E. Cleveland Avenue; therefore, the gaps in traffic that residents currently rely on to safely exit their driveways will be significantly reduced or eliminated. To analyze this issue, DeIDOT obtained a 24-hour video of traffic along Capitol Trail north of E. Cleveland Avenue to perform gap studies of the existing traffic conditions during various periods throughout the day. Next, a *SimTraffic* model for existing conditions was developed and calibrated, which then was adjusted to represent the proposed Florida T concept to analyze impacts under the proposed future conditions.

Site Description: Capitol Trail in Newark is a four-lane divided roadway with no shoulders. The speed limit is 35 miles per hour. Driveways for 22 properties are provided along the southeast side of Capitol Trail between E. Cleveland Avenue and the next closest signal to the northeast at Anna Way. Seven of these driveways are located in the first block northeast of E. Cleveland Avenue, although two of these properties have alternate access off of Woodlawn Avenue. Since May 2015, the existing signal at E. Cleveland Avenue provides split phasing for all four approaches, creating relatively predictable gaps in northbound traffic flow during the southbound Capitol Trail phase and the westbound Woodlawn Avenue phase.

Gap Study: The study primarily focused on two time periods: the morning peak hour, when residents are most likely to be exiting their driveways, but when conflicting traffic is lower; and the evening peak hour, a less common time for residents to be exiting their driveways, but when conflicting traffic is at its peak. The study was conducted from the video recorded on Capitol Trail on Wednesday, March 22, 2017. Figures 1 and 2 depict the cumulative vehicular arrivals during the AM and PM peak hours, respectively. The red points represent the end of an “acceptable gap,” defined in the *AASHTO Geometric Design of Highways and Streets* as 6.5 seconds or greater for cars turning right from a stop. Both the peak hours show the expected platooning caused by the E. Cleveland Avenue signal. The data from the studies was converted to an expected driveway delay by accounting for the number of acceptable gaps, the proportion of time “available” to enter the roadway, and the proportion of time the roadway is “blocked” by conflicting traffic. The expected delay was compared to a *SimTraffic* model and then calibrated to achieve a similar average delay. This data is presented in Table 1.

Table 1. Capitol Trail Existing Conditions – Gap and Average Delay Data

	Number of acceptable gaps	Avg. “blocked” duration (sec)	Field-measured avg. driveway delay (sec)	<i>SimTraffic</i> driveway delay (sec) – Existing	<i>SimTraffic</i> driveway delay (sec) – Florida T
AM Peak	77	22.4	5.4	10.3	12.8
PM Peak	45	47.7	14.2	13.1	19.3

A conservative assumption was made in both the field-measured gap data and the *SimTraffic* model that motorists will only exit their driveway if both the right and left lanes are clear of conflicting traffic for a sufficient amount of time. Thus, while conflicting vehicles can still arrive next to each other in two lanes, the motorist exiting the driveway will wait for any approaching conflicting vehicle to pass, regardless of lane.



Figure 1. Cumulative Capitol Trail Vehicle Arrivals, AM Peak Hour

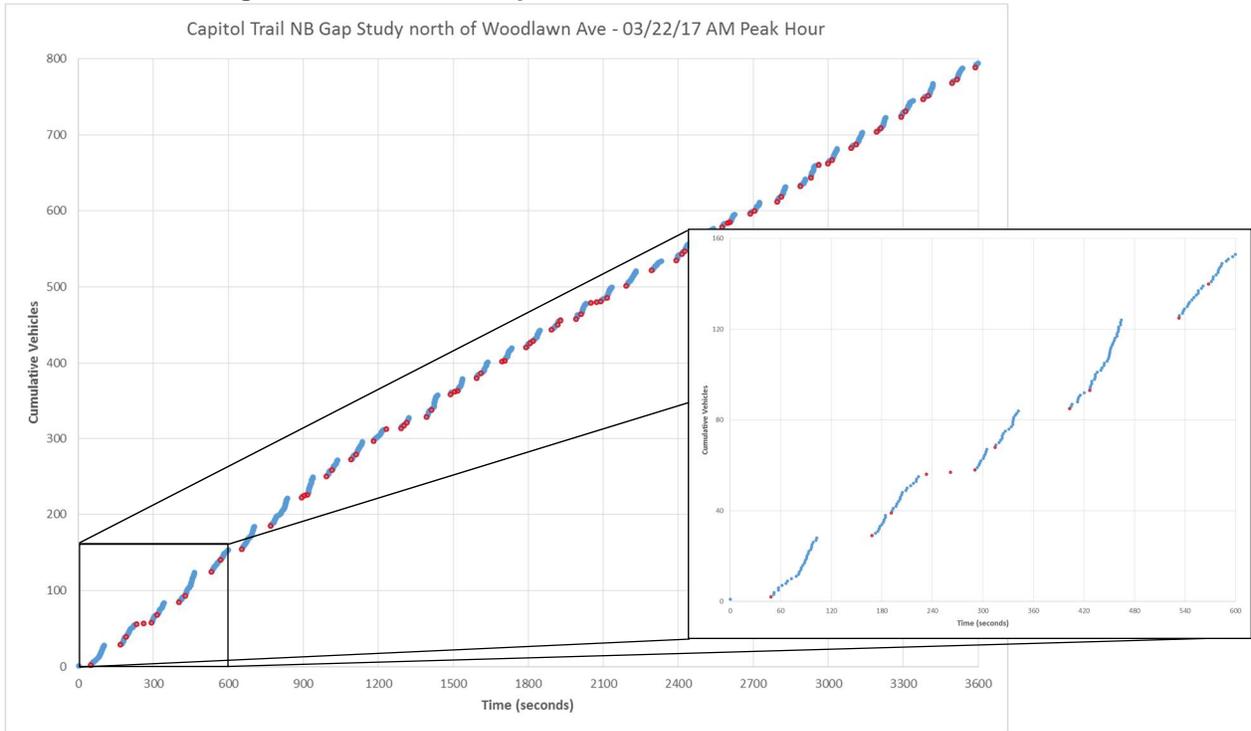
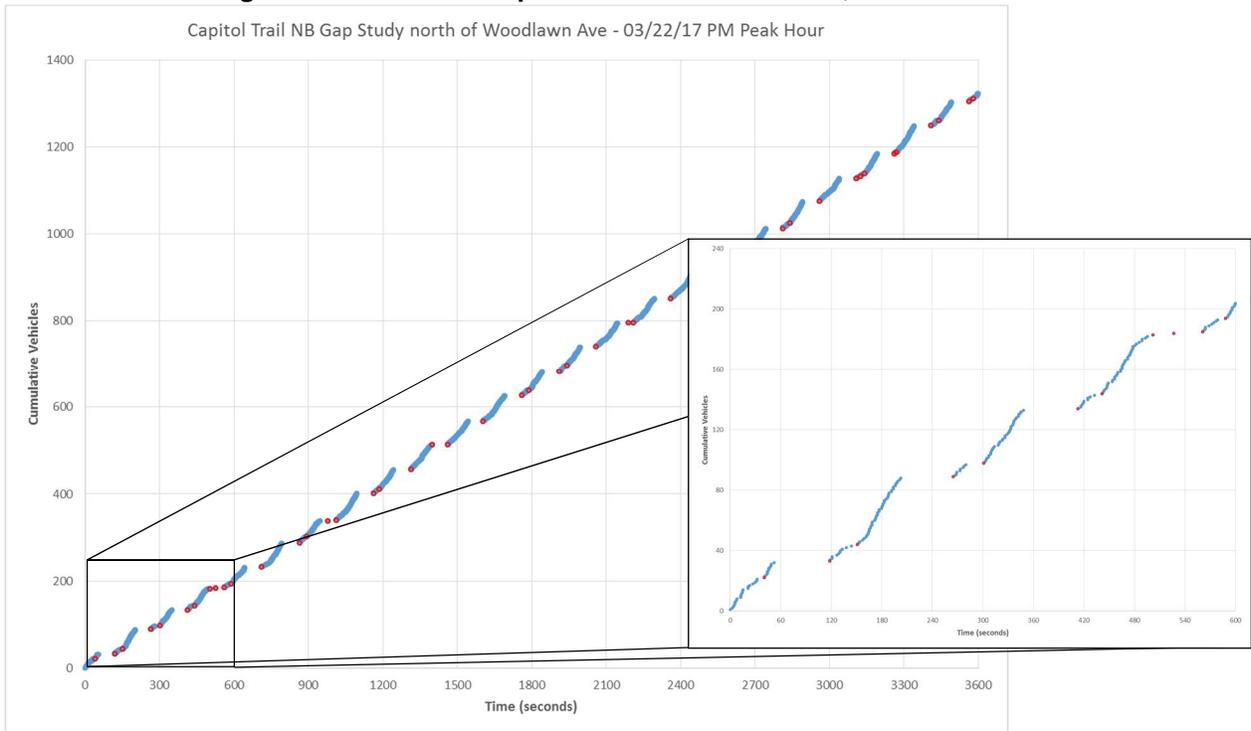


Figure 2. Cumulative Capitol Trail Vehicle Arrivals, PM Peak Hour



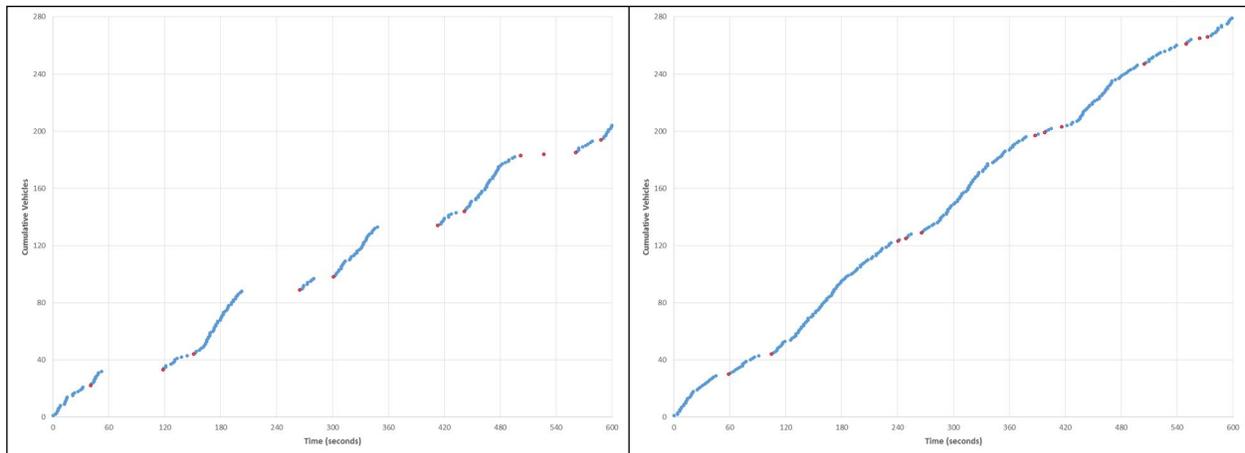
Florida T: The *SimTraffic* model was updated to reflect the proposed Florida T operation at the E. Cleveland Avenue intersection, with the delay recalculated for a driveway on Capitol Trail. With the Florida T, northbound traffic flows freely in one lane through the E. Cleveland Avenue intersection, with signalized eastbound lefts from E. Cleveland Avenue entering Capitol Trail in an adjoining lane. Under this intersection control scenario, **the projected driveway delay increases 2.5 seconds to 12.8 seconds during the AM peak hour and increases 6.2 seconds to 19.3 seconds during the PM peak hour.**

While traffic patterns along Capitol Trail are expected to be noticeably different downstream of a Florida T intersection than the existing signalized intersection, the delay to enter the roadway remains reasonable due to an expected trade-off: acceptable gaps will occur more frequently, but they will typically be of a shorter duration. With the current operation, a vehicle exiting a driveway is more likely to arrive at Capitol Trail during an extended gap and have the ability to enter the roadway immediately; however, it is also more likely the vehicle will have to wait 60 seconds or longer for an extended platoon to pass (i.e., the range of potential delays is large). With a Florida T, vehicles passing Capitol Trail driveways will occur more randomly, so both extended gaps and extended platoons will be much less likely to occur. Other factors will also prevent Capitol Trail traffic from achieving truly random/"free" arrivals: the eastbound left turn off E. Cleveland Avenue will remain signalized, the Library Ave at E. Main Street signal will continue to create significant northbound gaps/platoons (although some of the gaps will be filled by westbound right turns from SR 273), and a significant proportion of the traffic on the northbound approach to E. Cleveland Avenue will enter the left-turn lanes, creating gaps in through traffic.

One caveat should be noted: because the gaps in a Florida T scenario will likely be of a shorter duration (though they will occur more often), the driveway delay is much more sensitive to a motorist's gap selection threshold. Elderly motorists, novice drivers, larger vehicles, and driveways with sight distance restrictions all may necessitate a longer gap to enter the roadway than the accepted *AASHTO* standard of 6.5 seconds. However, because gaps occur relatively frequently, it remains unlikely that significantly long delays would occur regularly, particularly in the morning, when Capitol Trail traffic is relatively light heading out of Newark.

Figure 3 depicts the difference between the existing operation (field videos) and the Florida T operation (*SimTraffic* animation) during PM peak traffic. There is clearly less total gap time in the Florida T scenario; however, shorter-duration gaps still occur fairly regularly. Consequently, delay does increase some, but not exponentially.

Figure 3. Cumulative Vehicle Arrivals PM Peak "Snapshot" – Existing (left) vs. Florida T (right)



Historical Operations: It is also important to note that prior to May 2015, the signal at Capitol Trail and E. Cleveland Avenue utilized concurrent phasing for northbound and southbound through traffic. Since southbound left-turn volume is very low, the westbound Woodlawn Avenue signal phase represented the predominant “gap creator” for departing Capitol Trail traffic. *SimTraffic* simulations were run for the historical phasing settings, and delays for the Capitol Trail driveways were determined. Table 2 summarizes the results of this analysis along with a comparison to the existing and Florida T operations. As shown, the Florida T gap results are also relatively consistent with the historical conditions along Capitol Trail prior to the May 2015 signal phasing modifications.

Table 2. Capitol Trail Driveways – Average Delays

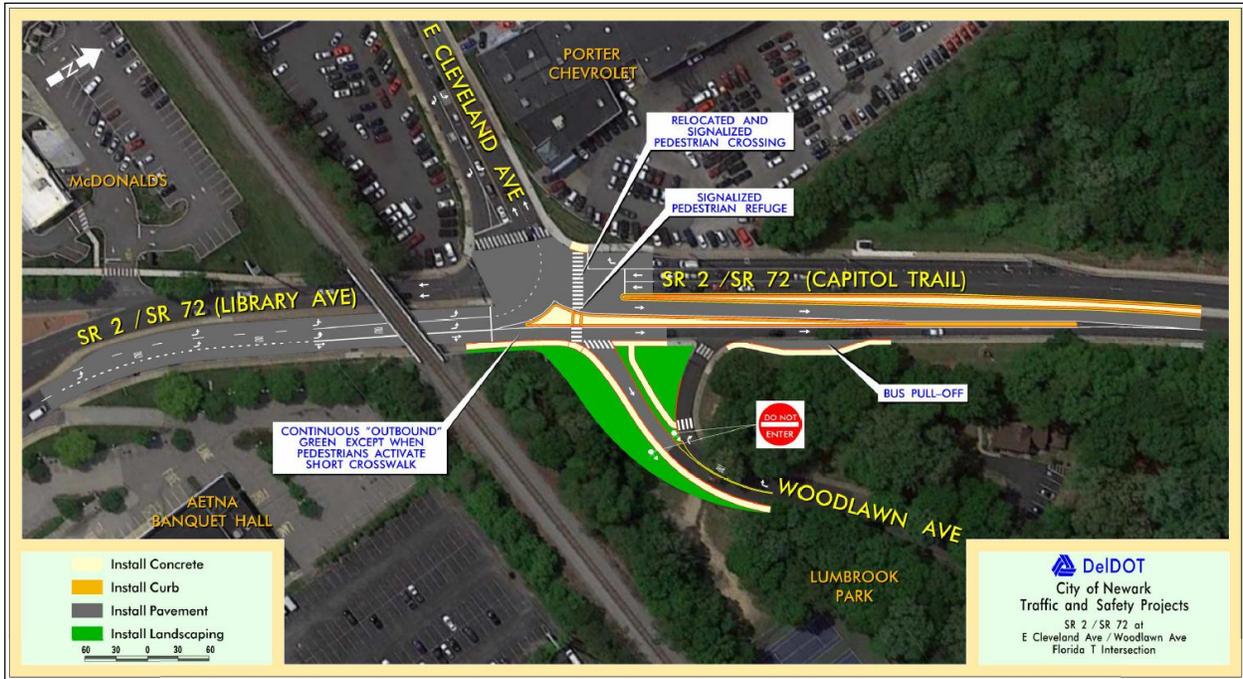
	<i>SimTraffic</i> driveway delay (sec) – Historical	<i>SimTraffic</i> driveway delay (sec) – Existing	<i>SimTraffic</i> driveway delay (sec) – Florida T
AM Peak	6.7	10.3	12.8
PM Peak	20.2	13.1	19.3

Crash History: Five years (2012-2016) of crash data was reviewed between the signalized intersections at E. Cleveland Avenue and Anna Way. No crashes involved vehicles exiting driveways; two crashes involved vehicles slowing to enter driveways (one residential, one commercial). The following is a summary of the 17 reported crashes:

- 4 northbound lost control crashes (3 DUI)
- 4 northbound sideswipe crashes
- 3 southbound lost control crashes (1 DUI; 1 icy)
- 2 northbound rear end crashes (involved non-contact vehicles turning into driveways/side streets)
- 2 northbound crashes involving deer
- 1 southbound rear end (vehicle slowing to enter Capitol Plaza Professional Center)
- 1 southbound pedestrian crash (details vague/unclear)

DART Ridership Data and Mitigation: DART Bus Route 6, which connects Newark and Wilmington along Kirkwood Highway, has stops along Capitol Trail just north of E. Cleveland Avenue. Ridership data was obtained from DART – during weekdays, there are 9 boardings at the east side (outbound) stop and 11 alightings at the west side (inbound) stop. Currently, the east side bus stop is located upstream of where the northbound through and eastbound left-turn lanes merge in the Florida T concept. Regular bus stops in this section could cause delays and potential rear end crashes. To mitigate the potential issues, the concept design has been updated to include a bus pull-off area to serve the east side bus stop. Figure 4 depicts this updated design.

Figure 4. Florida T Conceptual Design with Bus Pull-off



NEWARK POLICE DEPARTMENT

WEEK 06/18/17-06/24/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2016 TO <u>DATE</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2017</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	4	1	0	2	1	0
Rape	2	1	0	3	0	0
Unlaw. Sexual Contact	4	7	0	1	0	0
Robbery	25	12	0	7	7	0
- Commercial Robberies	10	5	0	0	1	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	4	2	0	0	4	0
- Other Robberies	9	5	0	7	2	0
Assault/Aggravated	12	13	0	19	15	1
Burglary	48	22	0	27	7	0
- Commercial Burglaries	9	5	0	4	1	0
- Residential Burglaries	33	12	0	21	6	0
- Other Burglaries	6	5	0	2	0	0
Theft	330	251	12	94	103	8
Theft/Auto	22	25	3	9	2	0
Arson	2	1	0	0	0	0
All Other	61	53	5	40	28	4
TOTAL PART I	510	386	20	202	163	13
<u>PART II OFFENSES</u>						
Other Assaults	165	154	4	71	72	2
Rec. Stolen Property	0	1	0	16	12	2
Criminal Michief	93	112	2	40	33	1
Weapons	6	10	0	22	16	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	115	61	0	202	93	2
Drugs	77	87	9	101	95	15
Noise/Disorderly Premise	328	375	3	139	124	0
Disorderly Conduct	86	74	5	60	50	0
Trespass	95	88	3	33	34	0
All Other	245	208	5	160	192	12
TOTAL PART II	1210	1170	31	844	721	35
<u>MISCELLANEOUS:</u>						
Alarm	384	173	2	0	0	0
Animal Control	259	220	11	2	2	0
Recovered Property	140	162	3	0	0	0
Service	16625	18448	771	0	0	0
Suspicious Per/Veh	290	297	13	0	0	0
TOTAL MISC.	17698	19300	800	2	2	0

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	864	22,306	969	23,924



Newark Police Department
Weekly Traffic Report
06/18/17-06/24/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	5417	4419	271	202
DUI	83	77	5	3
TOTAL	5500	4496	276	205

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	113	134	4	6
Property Damage (Reportable)	625	552	20	19
*Hit & Run	145	118	5	4
*Private Property	149	120	3	2
TOTAL	738	686	24	25

*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.