

City Manager's Weekly Report

Friday, July 21, 2017

Department:

Administration - City Manager

Notable Notes:

I attended a meeting on the Delaware Avenue Bikeway with DeDOT, UD, and JMT this week where we discussed the current status of the bikeway project along with potential right of way and other impacts to UD properties. UD was receptive in general and we will likely have more meetings on this topic as the project moves forward.

I attended the groundbreaking ceremony for the new Newark Regional Transportation Center this week along with Mayor Sierer, Councilman Clifton, and members of staff. The event was well attended and I am excited to get this project underway.

We worked on several permitting and licensing items this week associated with the conversion to the Munis platform from CityView.

We held a conference call with members of the wireless industry this week to discuss proposed amendments to the recently adopted wireless ordinance and to address several concerns that were raised by industry. We are still on track to have the revised ordinance back to Council for adoption prior to the 120 day sunset.

I attended a meeting along with DC Farrall and Feeney hosted by the UDPD to discuss policing jurisdiction for the Newark Regional Transportation Center. We will be working together to address items raised during that meeting with the goal of maintaining jurisdiction over the future station, similar to the current arrangement. Following the meeting I spoke with the project manager from DeDOT to discuss the design to get a feel for how they got to where they are and what they see for the long term build out for the area, especially the parking areas.

I met with staff from PWWR and a consultant who audits and develops spill prevention, control, and countermeasure plans who we had review our current plan which is currently in draft form. She identified several revisions that will be necessary to meet EPA standards and we will be working with her to finalize a compliant plan this summer.

Met with staff from the Planning and Development Department and the developer's team for Barksdale Green who are reviewing their options for future plans. We are investigating options for a public private partnership with the developer that could address persistent flooding of Barksdale Road down to Julie Lane.

Met with staff from the Electric Department to review their current project statuses, anticipated impacts from the potential loss of Rick and up to two other critical staff members, goals, needs, and the potential to augment staff with outside engineering consultants. I also spoke with AECOM, one of our engineering consultants that is currently under contract, to determine their capabilities to provide contractual assistance as needed during the transition.

Andrew and I met with representatives from Aetna to discuss the impact of the recent state cut to the Grants in Aid program on AETNA's budget. Fortunately, Aetna anticipated the cuts in their 2017 budget but they are once again in need of additional, stable, financial support. We are going to develop some

funding options based on their feedback that we plan to present to Council during the budget process. Their general opinion is that whatever funding mechanism we go with should be as broad based as possible considering all people receive the benefit of having fire and EMS service. An interesting fact from the meeting is that Aetna responded to over 9,400 calls during 2015. The City currently provides \$73,000 in annual support to Aetna out of an annual budget of nearly \$3.5 million. Much of their budget is supported by fees for service, however, so our contribution actually covers approximately 4.4% of their costs not covered by income from fee for service tasks.

I met with Terri from Alderman's Court to develop goals for 2018.

Andrew and I discussed various proposals from the Parking Division for time of use rates and other rate structure changes that may help drive usage toward less utilized areas and options that may allow for reduced rates over the summer months. We will be preparing options for Council consideration in the coming month or so.

All departments held kick-off meetings with our new grant writing consultant this week to develop goals and specific initiatives for the writers to use to focus their efforts.

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:

Administrative/HR

- Deputy City Manager Andrew Haines attended the Newark Train Station groundbreaking with various other staff members. This event marked the start of a long-term project that will greatly impact the City and its immediate surrounding community members.
- Mr. Haines joined Acting Manager Tom Coleman and met with Aetna Fire Company regarding their fiscal impact on State budget cuts and where the City can work with the organization.
- HR Manager Devan Stewart spent a full day with Deputy Chief Farrall and Captain Van Campen interviewing the first of three (3) days of police officer applicant interviews. The City is creating a new applicant roster and the department is looking to fill its one (1) vacancy.
- Ms. Stewart again worked to provide the field employees cool/frozen refreshments on Thursday and Friday of this week, as the region again experienced heat, with the Real Feel exceeding 105. The City Manager's Office also advised management of field staff to augment work plans to support the wellness of staff, when feasible.
- Significant time was spent on personnel and labor relation matters this week.

Parking Division:

- Lot #4 off Center Street received repairs, with substantial assistance from PWWR staff. The temporary closure reopened on Thursday, July 19.
- The Division worked with the City to assist with the Budweiser Clydesdale parade on Saturday, July 15 with 'no parking' bags placed in targeted areas.
- The Division worked with Megan McGuriman on Food and Brew 14, and the planned no-cost parking and the messaging at the meter displays.
- Further time was spent on the parking lot countdown display signs; T2 (vendor: enforcement platform) may have a solution that integrates with the ParkingSoft equipment.

Activity or Project:

Dynamic Parking Rates

Description:

Mr. Haines, along with Mr. Howard and Mr. Mulvanity of the Parking Division are working on an initial draft of a possible Dynamic Parking Rate structure to send to Acting Manager Coleman.

Status:

Expected Completion:

Execution Status:

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 1 court session from 7/13/17 to 7/19/17 as the Judges are on vacation this week. This session included arraignments, trials, capias returns, video hearings and code/public works violations. Parking officers were here on Monday and Wednesday to handle any parking appeals.

The 2 new bailiffs will begin training on 8/21/17 for 2 weeks. Training will include firearms qualifications, taser qualifications, CPR and first aid, and verbal judo training. After successful completion of this 2 week training the bailiffs will begin working at Court 40 on 9/5/17.

Activity or Project:

Court Sessions

Description:

From 7/13/17 to 7/19/17 Alderman's court handled 16 arraignments, 16 trials, 4 capias returns, 2 video hearings, and 4 public works violations. The court collected a total of 523 parking payments of which 235 were paid online and 288 were paid at court. The court also collected criminal/traffic fines which included 108 online payments and 67 court payments for a total of 175 payments.

Status:

Completed

Expected Completion:

7/20/2017

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 July 17 and 19 as well as July 20 for Board of Adjustment.

Renee met with Councilman Markham on July 14, Mayor Sierer on July 18, and Councilman Hamilton on July 19.

Staff finalized and posted the agenda and packet for the July 24 Council meeting on July 17. Item 3A (June 26 Council minutes) and additional supporting materials for item 6B (draft stormwater utility ordinance) were distributed and posted on July 19. The agenda for the meeting can be found [here](#).

Renee attended the Delaware Municipal Clerks Association quarterly meeting and education session on July 20.

Bruce and Sarah will staff the Board of Adjustment meeting on July 20.

Renee continued work on the materials for the Legislative Department budget hearing on July 31.

The agenda for the July 24 Council meeting was forwarded to Council.

Regarding minutes, staff time was spent on the June 26 Council (Renee editing - complete), June 26 Council executive session (Renee drafted - complete), July 10 Council (Tara drafting) and July 11 Conservation Advisory Commission (Sarah drafted - complete) minutes. The July 10 Council executive session minutes are currently in the queue.

Sarah fulfilled 15 discovery requests for upcoming Alderman's Court cases since last reported (June 30 weekly report). 232 discovery requests have been filled so far in 2017. Court calendars for July 27 and August 4 were received and the 33 associated case files were prepared by Sarah for the Deputy City Solicitor. 29 court calendars with 448 associated case files have been compiled so far for 2017. Sarah also

completed 2 pleas by mail.

The office received 39 new lien certificates since last reported (June 30 weekly report), which were sent to Finance for processing. 37 lien certificates were completed and sent to the requestor. So far 294 lien certificate requests have been processed for 2017.

Activity or Project:

Recodification

Description:

Renee and Sarah have been working to compile the responses to the codifier's questions on the initial legal manuscript from the various departments. They have also been coordinating with the departments and the City Solicitor to fill any gaps in responses. The responses are anticipated to be completed and sent to the codifier by July 31.

Status: In-Progress

Expected Completion: 1/31/2018

Execution Status: Behind Schedule

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

Food & Brew Fest: The 14th annual Food & Brew Fest is this Saturday, July 22, from Noon – 7 p.m. 18 restaurants are participating in the event, including: 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/>.
- A map of the event, along with menus, can be found here: <https://cityofnewarkde.maps.arcgis.com/apps/Shortlist/index.html?appid=a5db3b2b31e341b9b1ea1b6eec3cfe42>

Four bands will be performing on the Academy Lawn during the event. The music line-up is as follows:

- 12:00-1:15 - [Bodhi Woof](#)
- 1:45-3:00 - [Tyler Greene Music](#)
- 3:30-5:00 - [Edgewater Avenue](#)
- 5:30-7:00 - [The Susquehanna Floods](#)

Parking is free during Food & Brew. A parking map for the event can be found here:

<http://cityofnewarkde.maps.arcgis.com/apps/MapSeries/index.html?appid=97bb65b716604d55a3532c6446c689e9>

Taste of Newark: This year's Taste of Newark is Sunday, September 24 from Noon-3 p.m. Tickets are now on sale for \$50/ticket and can be purchased here: <https://www.eventbrite.com/e/taste-of-newark-2017-tickets-30888535441>.

Creative Design/Website Updates

- Designed and printed Food & Brew poster, Battle of the Bars poster
- Posted Social Security Cards Online Replacement graphic on TV22, Food & Brew press release and designed graphic and Rodney Workshop press release and designed graphic
- Scheduled traffic alert for Academy Street Restoration and Detours and weekly public meeting notices
- Updated Google Maps for City municipal building and parking lots, Comprehensive Annual Financial Report webpage, Cleveland Avenue Task Force, Food & Brew Parks and Recreation webpage, Public Works Department's Stormwater webpages

Press Releases/Media Inquiries

- 14th Annual Food and Brew Festival Coming to Downtown Newark: <http://bit.ly/2udWHeS>
- Public Notice: Public Workshops Scheduled for Citizen Input on Stormwater Project at Former Rodney Dorm Site: <http://bit.ly/2vFt44f>
- Josh Shannon, Newark Post, inquired about the annual Food & Brew festival downtown.
 - Resulting coverage: http://www.newarkpostonline.com/news/article_95d7d95a-e017-5483-86ed-edaaf2c49a9e.html
- Jon Buzby, special to the Newark Post, inquired about the legacy of Rittenhouse Camp.
 - Coverage pending

Activity or Project:

School Hill Project

Description:

The City of Newark remains committed to supporting any grassroots effort regarding the School Hill project. We await further direction and outreach from the community organizers.

Status: Started

Expected Completion: 12/20/2017

Execution Status: On Track

Activity or Project:

SignNow

Description:

Progress continues, with nearly 80% of the forms for Code Enforcement complete. The Police Department will be next.

Status: Near Completion

Expected Completion: 8/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

Line crews performed two shutdowns and energized previously installed transformers to fix voltage issues.

Line crews and electricians installed oil into a 34kV breaker at Kershaw.

Electricians did infrared scans of system and found over 30 hot spots. Ones that needed immediate attention have been worked on like the bushings on two substation transformers, others are being prioritized.

Engineering worked on design and pricing of a 34kV service to the STAR Campus, troubleshooting a substation breaker issue, and participated in a metersense troubleshooting session with their developers.

Activity or Project:

34.5KV Auto Restoration Project

Description:

Equipment for the radio system has arrived. Will put up an antenna at City Hall and at the reservoir when longer cables are purchased.

Status: In-Progress

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:

Finance Director Del Grande is on vacation this week through July 28th.

Finance Director Del Grande attended the monthly DEMEC meeting in Smyrna on July 18th.

The First State Community Action Network was in PUBS on July 20th 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 at (302) 366-7000. Our goal is to educate our community on how they can save on their electric bill through changing their habits.

The City of Newark, in partnership with [First State Community Action Agency](#) brings you a FREE energy conservation workshop on August 23rd. The workshop will be held at 10 a.m., and again at 2 p.m., at the municipal building. Workshop attendees will receive 1 free energy conservation kit per household for first time attendees. The kit includes 2 LED light bulbs, a sensor nightlight and caulk and a caulk gun.

Accounting staff was in training for most of the week for tax billings. We are moving the tax billing process over to the Munis platform. The 2017/2018 tax billings have been delayed due to a system problem that we hope will be resolved shortly. Our goal is to have the bills produced for mailing early next week.

Activity or Project:

2018 Budget

Description:

Staff is working on the budget presentations for Information Technology and Legislation in preparation for the July 31 Council meeting. The 2018 Budget Central link is:
<http://newarkde.gov/1007/Budget-Central>

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:**

Status:

Expected Completion:

Execution Status:

Department:

Information Technology Department

Notable Notes:

City of Newark Receives GIS Award at International Conference

ESRI (Environmental Systems Research International) provides the ArcGIS platform the City of Newark uses to map and manage a wide variety of infrastructure data (e.g., sewer, electric, streets) and information shared with the City's Citizens (e.g., city event maps, parcel and zoning map, park and recreation finder map). During the week of July 9th, two employees of the City attended the ESRI User Conference in San Diego. This is a hugely popular annual GIS user conference drawing ~18,000 people from all over the world. The majority of the conference delivers a well-balanced series of technical sessions designed to inform and educate the ArcGIS user on current and future versions of the ArcGIS software. The sessions are presented by ESRI subject matter experts. In addition to the technical sessions, ESRI also recognizes ArcGIS customers who use innovative and intelligent applications of GIS technology. The recognition is in the form of the Special Achievements in GIS (SAG) award and ceremony.

The City of Newark's Police and IT departments were selected to receive a SAG award for their crowdsource reporting map application. The map application allows a citizen to report a non-emergency traffic concern (e.g., pedestrians not using a crosswalk, speeding, failure to stop) by clicking the location on the map on their smart phone, providing information about the concern, and interactively submitting it to the database. The information is used by the NPD to allocate resources in areas of concern. During the SAG award ceremony, Jack Dangermond, ESRI's founder, discussed our project to the audience, acknowledging our innovative use of GIS. In addition to the award, a poster summarizing the crowdsource reporting application was presented in the Map Gallery.

Attached photo of Jay Hodny (IT GIS Technician) at ESRI Conference with associated booth.

Infrastructure Team

- Completed migration to Sharepoint for PD
- Completed migration to OneDrive for Business for PD
- Involved in the troubleshooting of ESRI ArcGIS related issues (performed tests, communication with ESRI, JMT)
- Time spent troubleshooting the wide format scanner for Records
- Recovered from Exchange On-Premise incident
- Identified source of false positive alerts from PD User Switches and remediated
- Built tablets for the PD Motorcycle Division
- Moved the Planning Department to the 1st floor
- Initiated the SecureWorks project
- Initiated the Verizon EMAG project
- Reconfigured Network switches to allow proper functionality for Cameras on new fiber

Applications Team

- Successfully upgraded all Tyler Munis applications
- Continued working with Tyler Munis and Elan on pcards
- Worked on budget tile webpart
- Worked on gathering printer serial numbers for toner program
- Facilitated Budget Training - Personnel

- Attended meeting to standardize copiers
- Facilitated meeting to discuss credit card purchases
- Executed final documents for fiber installation project
- Worked on setting up a Munis 101 training for new hires
- Attended Tax Implementation Training
- Facilitated meeting with Harris Northstar for support ticket review
- Facilitated meeting with Harris Smartworks regarding TEST environment
- Conducted PWWR Work Order Setup Training
- Attended Permitting Stakeholder's Meeting
- Attended Data Conversion Review
- Reviewed and closed Change Management Tickets
- Tested Harris Northstar TEST environment to prep for upgrade
- Tested Harris Customer Connect environment to prep for upgrade
- Created Harris Smartworks UAT
- Returned signed quote to Harris Northstar for Paymentus Implementation
- Attended Paymentus meetings
- Updated and consolidated service orders in Harris Northstar
- Worked with Harris Smartworks on various issues

Records Team

- Marked designated documents confidential
- Moved approved City Secretary documents to trailer for destruction
- Updated Parcel Numbers in TCM
- Attended meeting at Delaware Archives
- Began scanning PWWR documents
- Prepped records for destruction and generated notices
- Transitioned documents to City Secretary Office (20 Boxes)
- Worked with Vendor on Document Extract Process
- Worked with Vendor on Productivity Report
- Worked with Vendor on wording embedded on PO Form
- Researched public portal

GIS Team

- Worked on City Projects Map
- Performed updates to Camera Network Map
- Granted user access to ARCGIS online
- Updated procedures document on adding new users
- Performed troubleshooting of Windows 10 Collector App
- Worked on Poster presentation for ESRI User Conference
- Worked on Food and Brew Map
- Attended ESRI User Conference
- Troubleshooting ARCGIS publishing issues

Facilities

- Installed trim over wall joint at planning
- Interviewed carpenters

- Installed spotlights for building lighting
- Coordinated fire alarm and elevator servicing after flooding on Friday
- Began organizing/cleaning loading dock
- Coordinated repairs to AC in 911 room and water treatment plant
- Installed temporary AC unit at GWC

Activity or Project:

Munis Permitting and Tax Project

Description:

- Gathered items from Cityview for data conversion - Attended Conversion Review - Gathered data for second pass of data conversion - Updated Business License module tables, post Munis upgrade - Worked on Central Property Import, built several templates - Continued building projects and application types - Adjusted inspections table based on permit types - Built workflow for Business Licensing (Utility accounts and planning check) - Tested rentals and inspections modules - Worked on mail merge - Setup tax interest table - Reviewed fire license information with Code Enforcement - Reviewed elevator information with Assistant Manager - Built code violation tables - Held Permitting Stakeholder's Meeting - Reviewed Business License Forms and submitted edits - Tax Conversion review with the Vendor - Facilitated Tax Implementation Training

Status:

Expected Completion:

Execution Status:

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:

Director: Worked on Community Development Block Grant application, met with Millennium Strategies about two grant applications, attended the budget workshop with the Finance department and Tom C and Andrew, conducted Parks Maintenance meeting to discuss upcoming Park projects and work orders, met with JMT Engineering about the Rodney Project and preparation for public meeting, working with Delaware State Parks to have their assists with installation of the new Redd Park trail bridge that will be delivered next week.

Recreation Supervisor of Athletics: Recruiting staff for before and after school care programs at Downes and West Park, held interview; prepared for camps scheduled the week of July 17 including soccer and basketball; planning for fall programs, submitted facility use requests for Newark Charter facilities; the weather did not cooperate this week and Rittenhouse was held at the indoor locations on Thursday and Friday; soccer camp had a successful week at Downes Elementary with approximately 40 children participating; Skate camp was held all week at Handloff Park with 15 children participating; tennis camp was held all week at Handloff Park with seven children participating, Mayor Sierer helped out on Monday and Tuesday; new sessions of tennis lessons for ages 5 through adults began this week; met with Kyle to review how to make website changes to adult sports league information; ordered trophy and t-shirts for the adult softball and volleyball leagues.

Coordinator of GWC and Volunteers: A FULL Camp GWC Carnival Week began on Monday, July 10 with a total of 50 Full Day Campers, 17 Half Day Campers, 10 Before Care Campers, and 13 After Care Campers; campers went to Milburn Orchards for a hayride, to visit and feed the animals and ice cream; campers completed many carnival crafts, tie-dye, carnival games and ate cotton candy ice cream as a Friday Treat; TV Movie & Acting Camp began with a total of 11 campers; Swim Lessons at Dickey Park began on Monday. The coordinator confirmed busses and the field trip scheduled for Camp GWC; sent welcome letters and information to parents registered for Camp GWC session six and Pottery Camp, and completed sign in sheets for Camp GWC and all specialty camps; checked on pools and lifeguards; the George Wilson Center pool had an overall attendance of 129; Dickey Park pool had an overall attendance of 140; the coordinator worked with the University of Delaware Conference Services Aerospace Program who rented the George Wilson Center Pool for a water rocket program; continued developing 2017 Fall Programs.

Recreation Supervisor of Events: Checked in on camps during the week and continued to prepare for upcoming camps; the Nature Prints activity for July Parks and Recreation month had 6 in attendance, the following week Tie Die Night was held with 30, and 50 attended the Family Fun Night held at Handloff Park.

Recreation Specialist: Attended Safe Kids Camp orientation, DRPS Conference meeting and Family Fun Night; created Facebook media for upcoming events; purchased supplies needed for camps and updated camp rosters; contacted businesses for Mayor's Harvest Festival; sent volunteer information out to new volunteers. **Volunteer Hours:** 2 volunteers devoted 6 hours to Tennis Camp. 5 volunteers devoted 144 hours to Rittenhouse Camp. 2 Volunteers devoted 37 hours to GWC Camp. 1 volunteer devoted 14 hours to skateboard camp. **Total Volunteer Hours:** 201 hours.

Parks Maintenance: Completed tree work at Hall Trail, Karpinski Park and Stafford Park, installed a tennis screen at Handloff Park, ball field preparation for league play, completed work orders throughout Park system.

Horticulture Staff: Weed Control and watering as needed, trash removal from all sites and mowing throughout Park system.

Park Supervisor: Prepared purchase order for new truck cap for 1434, created a report on parks support for special events, directed crews for daily operation, updated work orders as needed for Munis System

Activity or Project:

Redd Park Trail Bridge

Description:

Redd Park Trail Bridge will be delivered next week and installed in August with the help of the Delaware State Parks Trail Crew. The bridge will be a 30' x 6' fiberglass pedestrian bridge that will replace the old wooden bridge that currently crosses Jenny's Run.

Status: Not Started

Expected Completion: 8/18/2017

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

- Interior renovations are nearing completion at the Opera House on Main Street. Minor exterior renovations are expected to begin in the next week.
- Construction is ongoing at Cleveland Avenue.
- The foundation work on South Main Street for the next phase of Chimney Ridge is continuing.
- The building and site work is ongoing for the new hotel at 400 Ogletown Road.
- The structural steel work for the new building on the STAR Campus is nearing completion. We anticipate plans for the next two buildings 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 completion expected in July.
- Finishing work is ongoing at the University of Delaware South Academy Street dormitory, with completion expected in July.
- 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 continued working with the Newark team on amendments to the wireless ordinance.
- Director Gray continued working on the 2018 budget.
- Director Gray accompanied Code Enforcement Officer Brian Sargeni on some inspections.
- Along with Acting City Manager Tom Coleman, City Solicitor Bruce Herron, and Planners Tom Fruehstorfer and Mike Fortner, Director Gray met with the developer and their representatives regarding the Barksdale Road project and the Briarcreek North project.
- Director Gray worked with the City Manager's Office on move-related issues.
- On July 20, the Board of Adjustment will hear the appeal for the property owner at 54 Winslow Road. The property owner is seeking a 1.25 foot (15 inch) variance for an accessory building located in a rear yard. The requirement for accessory buildings in the rear yard is 3 feet from the rear and side property lines.
- The Planning and Development Department received three applications this week for the Home Improvement Program.
- On Tuesday, July 18, Mike Fortner attended the "Health in All Policies" collaborative meeting sponsored by Delaware Health and Social Services (DHSS). The meeting included representatives from state and local agencies in Delaware, as well as the University of Delaware and Delaware State University.
- Tom Fruehstorfer facilitated a conference call with representatives of the State of Delaware and New Castle County to prepare for the July 26, 2017 public meeting about the proposed FEMA floodplain changes.
- Tom Fruehstorfer attended the Traffic Committee Meeting on July 18. The meeting included a discussion of the proposed mini circle pop-up demonstration project which is intended to provide traffic calming conditions and improve biking conditions through the neighborhood. The proposal was tabled pending further information and project details. Also discussed was a new crosswalk across Hillside Road at Dallam Road which was rejected due to the uncertain outcome of the potential park which is proposed to replace the Rodney Dorm complex. It is expected that a new crosswalk across Hillside Road would be better considered as part of the park planning process to ensure it fits with the park plan if approved and constructed.
- Tom Fruehstorfer, Mary Ellen Gray, and Mike Fortner, met with a resident to discuss redevelopment options of their residential property. Potential options were discussed and zoning information was shared with the resident, but no plan has been developed.
- The following was also completed this week:

- 7 Deed Transfer Affidavits
- 51 Building Permit Reviews
- 3 Certificates of Completion/Occupancy

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 7/21/2017

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:

- The Newark Police Department has been awarded an overtime grant from the Delaware Office of

Highway Safety national campaign "Drive Sober or Get Pulled Over". This program will run during the months of August and September.

- Training began for the "Fair and Impartial Policing" instruction. This is a mandatory training program for all officers in the department.
- On July 20th and 21st, a large group of officers will take part in the "ALEERT" training. This is an active shooter training instruction, mandated for all police officers in Delaware.
- The awards committee will meet on July 19th to discuss award nominations for the 2nd quarter of 2017.

Patrol Division:

- On September 16th at 2:27 a.m., the Newark Police Department arrested two suspects after an officer performing routine patrol observed both subjects attempting to remove a frog statue from the sidewalk in front of the Shoppes at Louviers, 665 Paper Mill Road. The officer initially noticed a vehicle parked on the sidewalk at the shopping center and went to investigate. The officer then discovered the suspects attempting to place the frog statue, valued at approximately \$1,000, into the trunk of their vehicle. Both subjects were arrested and transported to the Newark Police Department. They were both video arraigned in front of Justice of the Peace Court 11 and released on \$1,000 unsecured bond.
- Officer Andrew Vari is currently assigned to a temporary rotation into the Traffic Unit. During his rotation, he will assist with traffic related complaints and conduct traffic enforcement.
- Several officers from the patrol division will attend ALERRT training on Thursday and Friday.
- During the week, Cpl. Saunders (SOU), Sgt. Micolucci (Patrol) and Cpl. Walker (Patrol), conducted Fair and Impartial Policing training.

Traffic Division:

- Cpl. Craig and other traffic unit investigators continue their investigation into the fatal pedestrian crash.
- During the week, Cpl. Vernon is temporarily assigned to the patrol division to assist with field training.
- On Sunday, July 16th, the traffic division conducted an escort of the Budweiser Clydesdales as they paraded through Newark. The event was very well attended.

Special Operations Unit:

- During the week, Sgt. D'Elia will attend planning meetings for National Night Out, the Newark Nightlife Partnership and several upcoming community policing programs.
- During the week, Cpl. Mease and Cpl. Saunders assisted with Safety Town, Safe Kids Camp and Camp Real, including assisting with several bike rodeos.
- During the week, M/Cpl. Conover and M/Cpl. Sansone (Patrol) conducted a Field Training Officer Instructor class.

Auxiliary Services:

- Capt. Van Campen is participating in the police applicant interviews on July 18th.
- Police Communications Manager Brian Cannon attended an operational meeting with his counterparts at New Castle County Regional Communications.

Criminal Investigations Division:

- Detectives are working on several investigations.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 7/20/2017

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:

Ongoing Construction -

Water Main replacement along East Park Place

Sewer replacement through Bogy Run near Pencader (Laird Campus)

Street Construction on Academy Street and Orchard Road

Activity or Project:

Annual Street Program

Description:

2016 Completion - Paving on Prospect and N College Ave is complete. City crews will paint lines on portion of N College Ave. in the next few weeks. Curb work is started on Orchard Road near the UD President's House. Curb work will continue for the next week, followed by paving and restoration. 2017 - The contractor has started reconstruction of Academy Street. There are lane and road closures that will be in effect for portions of the work. The work is expected to be complete by August 20 when students begin to move back to town.

Status: Started

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Water Main Replacement - East Park Place

Description:

Crews are currently switching house services from the old main to the new main in the section from Haines to Manuel Street. Work will continue toward S Chapel Street starting the week of July 31.

Status: In-Progress

Expected Completion: 8/18/2017

Execution Status: On Track

Activity or Project:

NPDES Phase II MS4 General Permit

Description:

PWWR has received a pre-publication draft of the Phase II General Permit dealing with stormwater quality. Staff has reviewed the document along with our legal consultant, AquaLaw. Comments will be submitted to DNREC within the next week. The final version of this document will largely drive our water quality initiatives over the next several years.

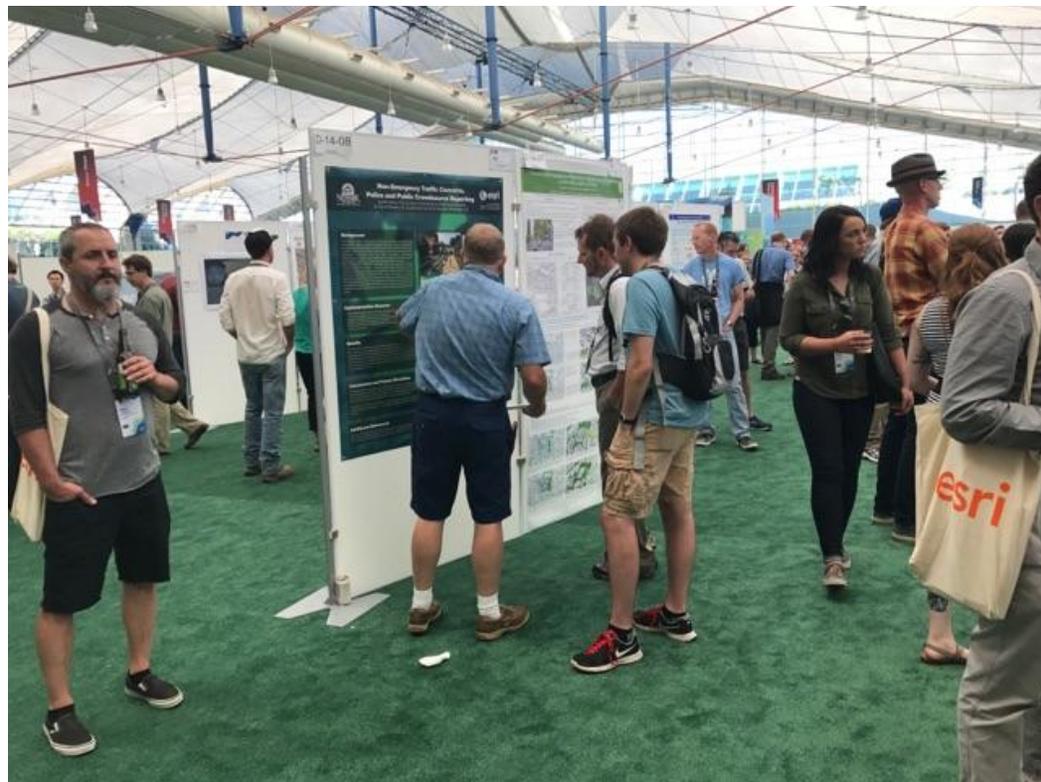
Status: Started

Expected Completion: 9/30/2017

Execution Status: On Track

7/16/2017

to 7/22/2017



NEWARK POLICE DEPARTMENT

WEEK 07/09/17-07/15/17

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	6	1	0	4	1	0
Rape	2	2	0	3	0	0
Unlaw. Sexual Contact	4	8	1	1	0	0
Robbery	30	13	1	8	8	0
- Commercial Robberies	11	5	0	0	1	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	5	2	0	1	5	0
- Other Robberies	12	6	1	7	2	0
Assault/Aggravated	12	15	0	19	15	0
Burglary	52	24	1	27	7	0
- Commercial Burglaries	10	5	0	4	1	0
- Residential Burglaries	35	14	1	21	6	0
- Other Burglaries	7	5	0	2	0	0
Theft	359	292	21	103	109	1
Theft/Auto	28	26	0	9	2	0
Arson	2	1	0	0	0	0
All Other	63	54	0	42	32	0
TOTAL PART I	558	436	24	216	174	1
<u>PART II OFFENSES</u>						
Other Assaults	185	166	7	78	76	1
Rec. Stolen Property	0	1	0	18	12	0
Criminal Michief	102	118	0	41	33	0
Weapons	6	10	0	22	21	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	118	63	1	205	99	4
Drugs	81	94	2	113	103	0
Noise/Disorderly Premise	334	393	7	141	127	1
Disorderly Conduct	94	82	3	61	51	1
Trespass	105	101	5	35	35	1
All Other	264	231	8	173	213	13
TOTAL PART II	1289	1259	33	887	770	22
<u>MISCELLANEOUS:</u>						
Alarm	409	185	3	0	0	0
Animal Control	321	258	7	2	2	0
Recovered Property	156	181	7	0	0	0
Service	18688	20597	672	0	0	0
Suspicious Per/Veh	329	320	4	0	0	0
TOTAL MISC.	19903	21541	693	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	883	25,005	835	25,814



Newark Police Department
Weekly Traffic Report
07/09/17-07/15/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	5946	4808	208	130
DUI	95	85	3	4
TOTAL	6041	4893	211	134

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	125	139	1	3
Property Damage (Reportable)	683	602	17	18
*Hit & Run	155	129	2	3
*Private Property	162	131	6	3
TOTAL	808	742	18	21

*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.