

City Manager's Weekly Report

Friday, September 1, 2017

Department:

Administration - City Manager

Notable Notes:

We have reached out to the National ICMA team to discuss opportunities for providing assistance to cities and towns that have been impacted by Hurricane Harvey. They are currently coordinating with the Texas chapter to discern if there are specific needs among the impacted communities that we can provide. Texas has indicated that it is still too early to get a clear picture of needs but as soon as they do they will provide this information to us so we can coordinate our effort with their needs.

In the meantime, we have started an internal funding drive for the Red Cross since funding is normally more important during the initial stages of recovery when people are displaced from their homes and aid groups are trying to figure out the individual needs of families. We will be accepting cash or check (payable to the City of Newark) donations until Friday, September 8th if you are interested in contributing.

We will be holding off on auctioning some of our old vehicles until we hear back from the Texas chapter as there is often a need if towns had vehicles damaged by flooding. Ultimately, items like this would be discussed with Council prior to being donated.

I had a meeting this week with DeIDOT to discuss the new signal proposed for Creek View Road. During the meeting, DeIDOT indicated that they feel they will be able to include a southbound left turn into Creek View Road after all, which will be a great improvement over what was originally approved. By doing this, we will now be able to run westbound Cleveland Avenue right turns onto northbound Paper Mill Road concurrent with the southbound Paper Mill Road movement, improving the intersection performance above what we provided to Council most recently. This will improve access to the Mill at White Clay and Annabelle Street areas above what there is currently.

We held budget presentation dry runs with Electric and Alderman's Court this week.

The executive search firm RFP was advertised this week and directly mailed and emailed to 22 firms that were identified by staff.

We met this week with staff from Black and Veatch to discuss the stormwater utility and timing for remaining items to ensure we stay on tract for a January 1st roll out. We will be bringing the ordinance back for a first reading at the second meeting in September. Assuming the ordinance is formally adopted at the first meeting in October, we are planning three public workshops to discuss the program and inform residents and businesses of the grants, credits, and appeals programs.

Work has continued on the Lobbyist and Global Parking Solutions RFP's. It is our goal to get the Lobbyist RFP out in time to be budget relevant. The Global Parking Solutions RFP will be later in the fall.

I spent a significant amount of time this week on the 2018 budget review of all departments submissions preparing for the second round of cuts.

I attended a quarterly meeting of the White Clay Wild and Scenic Steering Committee of which I am a member.

This Friday was Electric Director Vitelli's last day with the City after over 30 years. Rick's commitment and hard work will be missed. Deputy Director Patel will be Acting Director starting Friday at 5:00 while we perform a full search for Rick's replacement.

Members from the IT team provided me with a demo of the permitting and inspection software package that is currently being deployed with go-live scheduled for later this fall.

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

- The HR team worked with IT to update our Employee Self-Service (ESS) portal for personal information details. This information is essential for federal EEO4 reporting. With the use of the ESS application, future reporting should be streamlined and limit the manual effort currently needed to complete.
- HR Manager Devan Stewart completed the onboarding of the two (2) part-time bailiff team members. With the assistance of the police department, and primarily M/Cpl Will Smith, all required training and education was completed. Their official start in the Alderman's Court will be this coming Tuesday, September 5.

Parking Division

- Parking Supervisor Courtney Mulvanity facilitated a Parking Ambassador staff meeting in the Community Policing Center on Main Street to discuss policies, enforcement during UD classes, scheduling, and citation review. This was completed with the start of the fall semester.
- Multiple Parking Ambassadors attended a Customer Service and Situation Awareness class with the University of Delaware Parking Enforcement team.
- Parking Manager Marvin Howard held conference call with T2/ParkingSoft to discuss the transition from ParkingSoft to T2 and what T2's acquisition would mean for ParkingSoft customers. Fortunately for the City, there is an existing relationship with T2 and is not a total change in vendor relations.
- The Downtown Office has been very busy with a large number of returning university students who need to pick up their residential passes. This was the first semester that the Parking Division has managed the residential parking from the downtown office; previously residents went to the Police Department.
- The office opened on Saturday, August 26 and Sunday, August 27 from 11am – 4pm to handle residential parking permits and gift cards for returning students.

Activity or Project:

Wellness Initiatives: Employee Development and Enrichment

Description:

The following items are coordinated by the HR team for the continued employee wellness development and enrichment as a City employee. Our health trust, DVHT, is instrumental in providing most of these value-add opportunities at no additional cost. Often there is a financial incentive for participation. •September 20 – Be the Match Lunch and Learn – Bone Marrow Donor Program •September 27 – Health Fair with Flu Clinic •October 11/12 - ICMA Meetings with Shantel Washington •October 20 – Biometrics Screenings

Status: In-Progress

Expected Completion: 10/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 8/24/17 to 8/30/17. These sessions included arraignments, trials, capias returns, and video hearings. Parking officers were here on Monday and Wednesday to handle any parking appeals.

The second week of training has started for the new bailiffs. They will begin working at court on September 5, 2017.

Activity or Project:

Court Sessions

Description:

From 8/24/17 to 8/30/17 Court held 60 arraignments, 32 trials, 23 capias returns and 4 video hearings. The court collected a total of 482 parking payments of which 272 were paid online and 210 were at Court. The Court also collected criminal/traffic fines which included 102 online payments and 35 court payments for a total of 137 payments.

Status: Completed

Expected Completion: 8/30/2017

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 on August 28 for Council and Paul was in the office on August 31 for Court.

Our part time clerk/typist Teressa Porter retired on August 25 after nearly 15 years with the City Secretary's office. We congratulate her on her retirement, but she will be missed! Her position is temporarily being filled by Mecia Brown until Council decides on staffing levels for the office through the 2018 budget process.

Tara staffed the special Council meeting on the City Manager job description on August 25.

Bruce, Renee and Tara staffed the Council meeting on August 28. Follow up was completed by staff on August 29 and 30.

Renee met with Mayor Sierer on August 29.

Renee attended the staff meeting on August 31 where the September 11 Council agenda was discussed.

Mecia attended Tyler Content Management and Munis training on August 29 and 31.

Renee completed the direction sheets from the August 14, August 16 and August 21 Council meetings and circulated them to staff and Council.

Renee drafted the agenda for the September 11 Council meeting.

FOIA requests took some time this week. The following work was completed:

- Relevant documents were received from staff for an April 7 FOIA request from Andrew Ruth regarding police files from the 1960s
- Declined an August 11 FOIA request from an out-of-state requestor.
- Administrative cost estimate sent to requestor for an August 17 FOIA request from Max Gouker regarding responses to RFP No. 16-01
- Received, circulated to staff and received relevant documents from staff for an August 28 FOIA request from Tyler Sherman regarding business license information
- Received and circulated to staff an August 29 FOIA request from Richard Abbott regarding Trader's Alley
- Received, referred to appropriate agencies and closed an August 30 FOIA request from EBI Consulting regarding a property outside City limits.

The agendas for the September 5 Downtown Newark Partnership Design Committee and September 5 Planning Commission meetings were posted and sent to Council.

Regarding minutes, staff time was spent on the August 14 Council (Tara edited - complete), August 16 special Council (Sarah drafted), August 21 special Council (Sarah drafting) and August 28 Council (Tara drafting) minutes. The July 24 Council executive session, August 25 special Council and August 28 Council executive session minutes are currently in the queue.

Sarah fulfilled 7 discovery requests for upcoming Alderman's Court cases. 275 discovery requests have been filed so far for 2017. The court calendar for September 8 was received this week and the 17 associated case files were prepared by Sarah for the Deputy City Solicitor. 34 court calendars with 517 associated case files have been compiled so far for 2017.

The office received 7 new lien certificate requests this week, which were sent to Finance for processing. 15 lien certificates were completed and sent to the requestor. So far 346 lien certificate requests have been processed for 2017.

Activity or Project:

No updates to report

Description:

There are no new updates to report on long-term projects this week.

Status: In-Progress

Expected Completion: 8/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Community Relations

Notable Notes:

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. Tickets can be purchased here: <https://www.eventbrite.com/e/taste-of-newark-2017-tickets-30888535441>

Newark News Brief: On Thursday, August 31, we recorded and edited the third Newark News Brief for release on Friday, September 1. The brief includes topics including University of Delaware student move-in, continuous usage alerts and a preview of the Patriot Day event. The news brief can be viewed on the City of Newark Youtube, Facebook and Twitter pages, as well as Channel 22 and the City website.

DNP Gift Cards: Megan updated the list of the retailers and restaurants that accept DNP gift cards. That list can be found here: <https://newarkde.gov/DocumentCenter/View/9235>. The list will be updated throughout the coming weeks as she recruits more businesses to accept the gift cards.

3CMA Conference: Megan will be attending the 3CMA Annual Conference from September 6-8. 3CMA is the City-County Communications & Marketing Association. The conference includes sessions on social media, community engagement, community policing and video production. The City of Newark is also receiving an award from 3CMA in the category Digital Interactive – Overall Website.

Creative Design/Web Updates

- Created news flash and graphic for Duathlon press release and news flash and public notice for PUBs and Court schedule change
- Designed magnet for holiday refuse schedule; magnet for automated refuse collection frequently asked questions, Payments & Utility Billing closure signs, Downtown Newark gift card poster, Downtown Newark gift card social media graphic, and Patriot Day invitation
- Scheduled public meeting notices
- Updated Parks and Recreation webpage for Fall season, Budget Central webpage, City of

Newark photo gallery on the Media webpage, and NPD, and Public Works and Water Resources e-signature forms

Press Releases/Media Inquiries

- Public Notice: Modified Schedules for Alderman's Court, Utility Billing: <http://bit.ly/2vMagzC>

Activity or Project:

SignNow

Description:

All departmental forms are formatted. We asked Departments to test the forms and ensure they are working as intended. We have seen activity and no issues were identified, so we will formally announce the change and make the forms accessible to the public via our website in the coming days.

Status: Completed

Expected Completion: 8/31/2017

Execution Status: Completed

Activity or Project:

CGI Communications

Description:

We had our first production meeting with CGI earlier this week to discuss locations, dates and subjects for the first filming opportunities, which will occur in October. We will be working with staff to determine availability for filming and await draft scripts from CGI to review in the coming weeks.

Status: In-Progress

Expected Completion: 8/31/2018

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews continued work at the train station. Friday they pulled conductors over the bridge. The crews also worked at Kershaw Commons on the padmount that will feed one of the buildings being rebuilt.

The electricians worked on the camera system being installed for the Police. They ran Cat5 cable for the recloser project and troubleshot a SCADA radio issue at the Chestnut Hill Road Substation.

Engineering is working on the approval drawings at Chestnut Hill Road Substation. Engineering also continued working on the budget presentation and is preparing for the director's retirement by going over all the operational procedures and schemes necessary to run the department.

Activity or Project:

34.5KV Auto Restoration Project

Description:

The electricians joined engineering for one day out of three days of training. The training day they attended was for the recloser operation and radio theory, installation, and configuration.

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:

The Finance Department wishes years of health, happiness and relaxation for Electric Director Rick Vitelli. Rick will be sorely missed by all, and we thank him for his commitment to the City of Newark over the past 30+ years.

At Monday's Council meeting CliftonLarsenAllen LLP, our independent auditing firm, presented the 2016 Comprehensive Annual Financial Report. The link to the report can be found here: <https://newarkde.gov/DocumentCenter/View/8942>. I would like to thank Deputy Director Jill Hollander for leading the charge in the preparation of the financial statements, and for the rest of the Finance staff for all their hard work in the day-to-day operations of the Finance Department.

The First State Community Action Network was in PUBS on August 31st 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. Since we began this program the end of April, we have referred over 60 residents for counseling to the FSCA.

Activity or Project:

2018 Budget

Description:

Staff is finalizing the budget presentations for the Electric Department, Alderman's Court and Finance for the September 11th Council meeting. The Budget Hearing schedule was revised last week, and can be found via this link: <https://newarkde.gov/DocumentCenter/View/9238>. Financial Workshop #1 was moved to October 2nd, and the CIP presentation to the Planning Commission was moved to October 11th in order to provide sufficient time to prepare the presentations. The 2018 Draft Operating and Capital Budgets for Public Works and Water Resources Department was presented to Council on August 21st. Copies of the presentation can be found on Budget Central: <http://newarkde.gov/1007/Budget-Central>. Next departments to present are Electric, Alderman's Court and Finance on September 11th.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Payment & Utility Billing (PUB)

Description:

The group processed 4,044 utility payments and CityView transactions, 1,084 of which were

imported automatically with our electronic processes and 2,295 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 1,593 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 626 calls out of 954 offered, reflecting an abandoned rate of 34.4%. The average speed to answer the phone was nearly 13 minutes. The average call time was 4:15. These call statistics are indicative of the busy time of year for PUB, and we are working towards reducing these call times with the roll out of Paymentus in October, and the promotion of Customer Connect and pre-authorized payments.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Mayor Sierer and recreation staff about the Harvest Festival, met with a group looking to hold an event at the Newark Reservoir, continued working on grant applications for Preston's Playground and Charles Emerson Bridge with Millennium Strategies, reviewing mid-year employee evaluations and program evaluations, continued updating the Parks Maintenance Management plan.

Recreation Superintendent: Worked with Shelby on the initial marketing of the fall brochure online and distributing copies to the email list, updating Facebook and website banners and sending out an E-blast; completed Channel 22 forms for updating program information; reviewed PSA's for distribution September 1; worked on revenue estimates; conducted staff meeting with recreation staff and met with Rich regarding park maintenance schedule; attended meeting regarding CDBG funds and new requirements for the program.

Recreation Supervisor of Community Events: Preparing for Newark Community Day and other upcoming Fall events. Vendor applications continue to come in and are being reviewed for special requests. Approximately 150 vendors have already registered for Community Day to date. Game prizes have been ordered and scheduling of performances and demonstrators have begun Vendors applications. We are so happy to partner with WXCY to have Atlantic Recording artist, Devin Dawson, perform at this year's event. Devin is a great new country artist that is sure to WOW the attendees of the event, attended a Technical Assistance Training for the Community Development Block Grant to get additional information about the

requirements that will be needed for next year's Camp R.E.A.L.

Recreation Supervisor of Athletics: Held more interviews and held staff training for before and after care staff on August 24-25, prepared paperwork and supplies for the start of the programs on August 28; youth soccer teams (Elementary and Junior leagues) have started practices and games are scheduled to begin September 9; finalizing staff/instructors for fall programs starting soon including soccer, tennis, gymnastics.

G.W.C Coordinator: Updated necessary changes for 2017 Fall Programs in the Fall Brochure; created an updated "George Wilson Center Programs and Rentals Contacts Information" sheet for attendants and recreation staff, finalized all staff evaluations for summer staff and conducted evaluation meetings with remaining summer staff, completed Statistics for 2017 Summer Programs, continued to research indoor pool locations for Fall Swim Lessons due to Newark Senior Center renovations, met with new Adopt-a-Park participants for Rahway Park, processed timesheets for staff; sent flyer requests to the parks administration staff, finalized GWC Attendant schedules for September and October and distributed to recreation staff.

Parks Supervisor: Continued assigning field staff, worked on semi-annual reviews, meeting with Paula to discuss the next weeks work load. Continued planning for upcoming Mayor's event. Worked with Chrissy to have volunteers spread safety surfacing at Handloff Park.

Parks/Horticulture: Staff continued mowing and trash removal throughout park system as necessary. Added sand to all horseshoe pits as needed. Tree pruning in many parks, equipment maintenance as needed, deliver playground safety surfacing to volunteers at Handloff Park, supported camp and pool closing, weed control, watering throughout park system.

We have been asked by Council to provide financial liability of the City regarding the Emerson Bridge project and safety issues on the existing bridge.

- If the project is cancelled by DeIDOT or FHWA, the City is **NOT** responsible for reimbursing federal and state funds through the date of cancellation.
- If the City decides during the design not to continue the project, the City **IS** responsible for reimbursing federal and state funds through the date of cancellation.
- If the environmental agency process results in a significant increase in project cost, the City would be responsible for reimbursing 50% of the federal and all of the state funds through the date of cancellation.
- There have been no walking or bicycling crashes in the vicinity of the bridge in the last five years.

Activity or Project:

Downes and West Park Schools Before and After Care

Description:

Newark's Before and After Care program at Downes and West Park Elementary Schools are in full swing with 130 children enrolled. The State of Delaware Licensed program provides homework time, fun activities and healthy snacks to the participants during before and after school hours.

Status:

Started

Expected Completion: 6/15/2018

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

- Exterior renovations are nearing completion at the old Opera House to replace the gutter and soffit.
- 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 completed. Work on the exterior should begin shortly, as well as the new atrium space. We anticipate plans for the next two buildings on the STAR Campus to be submitted in early fall.
- Exterior finish and interior work is continuing at Woolen Way for the new townhouse apartments.
- 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 was on vacation the week of August 21-25, 2017.
- Director Gray worked on preparing for the September 5, 2017 Planning Commission meeting which included putting together a 3rd draft of the Planning Commission Rules of Procedure and a draft 2018 Planning Commission Work Plan.
- Director Gray is working on responses to the City Council's comments on the Planning and Development Department's August 16 budget presentation.
- Director Gray continued to work on the transition to MUNIS.
- Director Gray continued work on the Planners4Health grant which included a conference call with the Planners4Health team to discuss future journal feature of the team's work and the intersection of health and planning as well as administration of the grant.
- Director Gray is working with the Planning and Development Department to review the draft scope of work and agreement for the DNREC Sustainable Communities Planning Grant program. The City of Newark has been awarded an \$80,000 grant to develop a "community sustainability plan" to help the City reach the vision and goals of its Comprehensive Development Plan V. The Planning and Development Department will kick off the planning process with an exhibit at this year's Newark Community Day on September 17.
- Director Gray worked with the Friends of Newark's Streets on the Orchard Road Mini-Circle pop-up demonstration project.
- On Thursday, August 24, Department staff from Planning, Parks and Recreation, and Finance met with officials from New Castle County's Department of Community Services for a "Technical Assistance Training" on updates to the reporting requirements for the Community Development Block Grant (CDBG) program.
- On Tuesday, August 28, Planner Mike Fortner staffed the first meeting of the Community Development/Revenue Sharing Advisory Committee to review proposals for the 44th Year (July 1, 2018 to June 30, 2019) CDBG program and 2018 Revenue Sharing Program. The Committee will also meet on September 7 and September 19 to complete the recommendation.
- This week a Home Improvement Program project was completed under the CDBG program to repair a roof on Winslow Road.
- The following was also completed this week:
 - 4 Deed Transfer Affidavits
 - 55 Building Permit Reviews
 - 7 Certificates of Completion/Occupancy

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion: 9/1/2017

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:

- The Patrol Division remained busy throughout the move-in weekend. Officers maintained high visibility and continued working on the Fall crime suppression plan in an effort to reduce order maintenance and more serious criminal activity.
- Four newly appointed officers continue their field training.

Traffic Unit:

- The Traffic Unit remains short staffed as two officers are out on injured leave and one officer is away at a training conference. The remaining traffic officer will conduct traffic enforcement at several locations throughout the city.
- In support of the ongoing vehicle security messaging campaign, the message board has been moved to the Evergreen Community.
- The Traffic Unit removed a speed sign board which had been deployed on Vassar Drive to collect speed data following several recent traffic complaints.

Special Operations Unit:

- The Special Operations Unit remained busy throughout the move-in weekend. Officers conducted trespass enforcement in the area of the New Street cemetery and adjacent railroad tracks following several recent incidents of trespassing and criminal mischief. Numerous arrests were made and a press release was disseminated in an additional effort to discourage criminal activity in the area.
- SOU will continue order maintenance enforcement and the Cops in Shops program throughout the week.
- SOU officers will begin planning for an upcoming retail theft prevention operation to coincide with the upcoming holiday shopping season.

Administration Unit:

- During the week of August 28, 2017, Sgt. Jones is continuing to assist Alderman's Court in the training of the two new bailiffs.
- Policy reviews have begun for the entire police department regarding Use of Force/Officer Involved Shootings and Vehicle Pursuits.

Criminal Investigations Unit:

- During the week of August 28th, Sgt. Watson is attending a mandatory training seminar hosted by the American Polygraph Association in Henderson, NV.

Auxiliary Services Unit:

- Capt. Van Campen is working with Millennium Strategies for upcoming grant opportunities.
- Text to 9-1-1 is close to implementation and a state-wide PSAP meeting to discuss policies is forthcoming.
- Alarm ordinance enforcement continues and many new registrations have been submitted since the implementation.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion: 8/31/2017

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:

Activity or Project:

Rodney Project - Environmental Testing

Description:

Brightfields Environmental has begun the environmental testing in the Rodney buildings and grounds. Tests have been sent to the labs and results are expected within the next few weeks. I have attached a summary of Brownfield reimbursements associated with the testing and remediation. JMT will provide this updated summary with each invoice submitted to DNREC, as these expenses are paid directly to Brightfields by DNREC.

Status: In-Progress

Expected Completion: 10/31/2017

Execution Status: On Track

Activity or Project:

Preston's Playground - Water and Sewer

Description:

The contractor has mobilized to the site and is installing the tie-in manhole on the interceptor pipe in Old Paper Mill Park. The work will progress toward Old Paper Mill Road and cross the road up to the playground site in the next few weeks. The water installation will follow closely behind once the sewer gets to the road.

Status: In-Progress

Expected Completion: 9/30/2017

Execution Status: On Track

Activity or Project:

Annual Street Program - 2017

Description:

The contractor will mobilize to the Stafford area in order to start on Hawthorne Avenue. Several streets in Stafford will be completed before moving to Independence Circle.

Status: In-Progress

Expected Completion: 11/30/2017

Execution Status: Behind Schedule

8/27/2017 to 9/2/2017

NEWARK POLICE DEPARTMENT

WEEK 08/20/17-08/26/17

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	2	0
Rape	2	2	0	3	0	0
Unlaw. Sexual Contact	6	8	0	2	1	1
Robbery	32	16	0	12	10	0
- Commercial Robberies	11	6	0	0	1	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	5	2	0	2	5	0
- Other Robberies	14	8	0	10	4	0
Assault/Aggravated	18	17	0	24	17	0
Burglary	59	28	1	27	12	0
- Commercial Burglaries	10	6	0	4	3	0
- Residential Burglaries	42	17	1	21	9	0
- Other Burglaries	7	5	0	2	0	0
Theft	426	357	9	115	156	17
Theft/Auto	36	31	1	9	2	0
Arson	2	1	0	0	0	0
All Other	73	60	1	69	49	1
TOTAL PART I	660	521	12	265	249	19
<u>PART II OFFENSES</u>						
Other Assaults	210	194	4	83	93	1
Rec. Stolen Property	0	2	1	20	14	0
Criminal Michief	124	133	5	42	39	0
Weapons	8	13	1	27	26	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	143	74	8	229	115	5
Drugs	90	106	0	131	129	3
Noise/Disorderly Premise	358	444	24	148	149	12
Disorderly Conduct	100	102	3	66	71	17
Trespass	126	128	9	45	56	11
All Other	318	275	8	213	267	6
TOTAL PART II	1477	1471	63	1004	959	55
<u>MISCELLANEOUS:</u>						
Alarm	477	207	2	0	0	0
Animal Control	395	313	7	2	2	0
Recovered Property	192	219	3	0	0	0
Service	22358	24795	688	0	0	0
Suspicious Per/Veh	378	374	9	0	0	0
TOTAL MISC.	23800	25908	709	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	931	30,135	964	31,288



Newark Police Department
Weekly Traffic Report
08/20/17-08/26/17

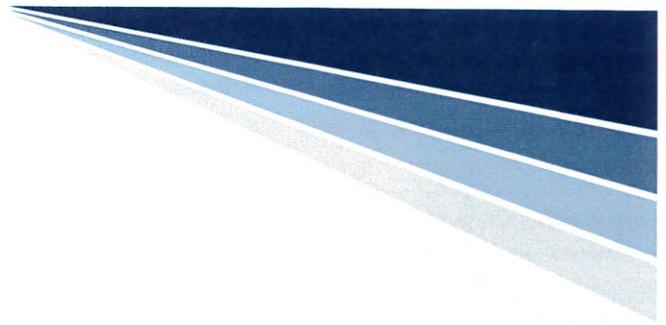


TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	7382	5732	319	179
DUI	115	111	7	12
TOTAL	7497	5843	326	191

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	151	168	7	3
Property Damage (Reportable)	801	720	31	30
*Hit & Run	183	157	13	10
*Private Property	193	162	7	11
TOTAL	952	889	38	33

*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.



August 25, 2017

Tim Filasky, P.E.
Acting Director – Public Works and Water Resources
City of Newark
220 South Main Street
Newark, DE 19711

RE: Rodney Complex – Brightfields Inc. Invoices
JMT Job No. 16-1976-002

Dear Mr. Filasky:

Enclosed are the first two invoices from Brightfields Incorporated (Brightfields) for the Rodney project. As this work is directly funded through the Department of Natural Resources and Environmental Control (DNREC) Brownfield Program, the cost codes, rates, and labor categories are set to DNREC specifications and requirements.

Brightfields is working as a sub-consultant to JMT on this project and while we are not directly paying them we are monitoring their work to ensure this portion of the project remains within the agreed upon budget. The table below provides a summary of the invoices broken out by the tasks we submitted in our proposal.

Task Name	Budget Amount	Amount Spent	Amount Remaining
Task 1A – Pre Assessment Activities	\$9,600.00	\$7,456.50	\$2,143.50
Task 1B - Soil Sampling	\$19,405.00	\$1,086.50	\$18,318.50
Task 1C - Soil Laboratory Costs	\$6,595.00	-	\$6,595.00
Task 1D - Groundwater Sampling	\$9,589.00	-	\$9,589.00
Task 1E - Groundwater Laboratory Costs	\$5,836.00	-	\$5,836.00
Task 1F - Data Evaluation and Reporting	\$30,175.00	\$454.75	\$29,720.25
Task 1G - Development Coordination, Meetings, Project Coordination	\$13,600.00	\$3,829.75	\$9,770.25
Task 2A - PCB Transformer Pad Sampling	\$4,664.00	-	\$4,664.00

Task Name	Budget Amount	Amount Spent	Amount Remaining
Task 2B - PCB Analytical Costs	\$2,836.00	-	\$2,836.00
Task 3 - Phase I Environmental Assessment	\$5,000.00	-	\$5,000.00
Task 4A - Supplemental Survey Field and Reporting Costs	\$23,650.00	-	\$23,650.00
Task 4B - Supplemental Survey Field and Reporting Costs	\$9,600.00	-	\$9,600.00
Task 5 - Hazardous Materials Survey	\$4,900.00	-	\$4,900.00
Task 7 - Lead Paint Survey	\$4,000.00	-	\$4,000.00
Total All Tasks:	\$149,450	\$12,827.50	\$136,622.50

Please review the attached invoices, and if you find them acceptable please sign where indicated and return to my attention. If you have any questions or need further information, please do not hesitate to contact me at 302-533-3972 or cbrendza@jmt.com.

Very truly yours,

JOHNSON, MIRMIRAN & THOMPSON, INC.



Christopher Brendza, P.E.
Project Manager

Enclosures

Cc: Robert Koechert, P.E.