

# City Manager's Weekly Report

Friday, August 19, 2016

**Department:**

Administration - City Manager

**Notable Notes:**

Mayor and Council -

Please find the below link to the Newark Post article that provides a nice summary of the efforts of the Cleveland Avenue Task Force discussions. [http://www.newarkpostonline.com/news/article\\_90eabdb9-c375-57ee-af22-caf2b9de6046.html?utm\\_medium=social&utm\\_source=email&utm\\_campaign=user-share](http://www.newarkpostonline.com/news/article_90eabdb9-c375-57ee-af22-caf2b9de6046.html?utm_medium=social&utm_source=email&utm_campaign=user-share). Additionally, we will be setting up a page on our website in the near future similar to the Budget and Snow central pages which will host all of the various presentations, minutes, agenda, etc.

The Big Jump - A People for Bikes Project will be accepting applications this October from communities that wish to receive assistance with efforts to connect biking networks and allow for a "Big Jump" in everyday bike riding. Communications, Planning and Administrative staff will be working with The Newark Bike Committee to throw Newark's hat in the ring. We expect that if selected this opportunity will link well with existing plans and our transit review efforts to afford our community a more low stress biking network. Thanks to Bike Committee members Mark Deshon and Susan Grasso for bringing the opportunity to our attention and assisting with our application effort!

Please find attached details of another noise waiver associated with road work at 60 North College Avenue.

As last year, we will have Code Enforcement staff in on move-in weekend for UD to proactively address property maintenance and inappropriate sign issues.

I call your attention to the Finance Director's report which includes a response to questions raised at a Council meeting related to our hitting property tax revenue targets this year.

Battle of the Bartenders is tonight to benefit the Newark K9 teams. Hope to see you all there.

**Activity or Project:**

Rockmoss Update from the Solicitor

**Description:**

On Sept. 25, 2015, the Superior Court entered its order approving the August 11, 2015 tax sale of this property to the City. Per Newark's Charter, the heirs/remaindermen have until Sept. 25, 2016 to redeem – by paying all the taxes/assessments owed to the City. Once that day passes, I will be filing a Petition with the Superior Court for an Order directing the Sheriff to issue the City a deed to Rockmoss. By mid-October, we should have the signed deed in hand.

Status: In-Progress

Expected Completion: 10/15/2016

Execution Status: On Track

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**Activity or Project:**

Communications

**Description:**

I wanted to share the below link of a fraud prevention video and highlight the great progress that has been made in recent months related to the quality of our outreach and move towards more impactful visual and video productions. We're getting good feedback. - Great work Team!

<https://www.youtube.com/watch?v=zM4OIKu0EE>

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Elkton Road Construction Update

**Description:**

A meeting was recently held with City staff, DeIDOT, and JMT Engineering regarding an the upcoming paving project on Elkton Road (phase 2). The project will run from Casho Mill Road to the MD line. It is anticipated to begin in Winter 2018 and last 2 years. They will be doing a complete re-construction of the roadway, adding a 3rd lane to portions of the roadway on the median side, changing the intersection of McIntire Drive/Elkton Road to make it a 4-way intersection, and there will be some additional minor changes they didn't get into detail about. During construction, all traffic will be diverted onto one side of the roadway, meaning there will be northbound and southbound traffic on one side while they are working on the opposite side of the median. The passing traffic will be slightly separated by a space of about 4 feet with plastic lane delineators (similar to the ones they put in near the Deer Park railroad crossing) in some places. Given the lane diversions/construction, we will most likely not have use of the red light cameras at Elkton Road/Christina Parkway. There is a public workshop planned for late October at one of the Charter Schools.

Status:

Expected Completion:

Execution Status:

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**Department:**

Administration - Deputy City Manager

**Notable Notes:**

- I was out for 2 weeks with shoulder surgery; this week was spent catching up on items I did not address while out.
- This week finalized three (3) retirements, all of which have had multiple decades each with service to the city: Barbara Wilkers, Ted Ryser and Lois "LoLo" Decker. All will retire on or before Friday, September 2, 2016.

- Various labor matters were addressed and/or a path forward was created for CWA and AFSCME membership.

**Activity or Project:**

Recruitment: Electric Department

Description:

We will start interviews over the coming weeks for the Electric Distribution Engineer for the Electric Department, but I want to note extra effort was taken to even receive the three (3) applicants that will be interviewed. A job recruitment video was used to change static notices, which reached over 14,000 people. That additional outreach still netted zero additional applicants in the two week deadline extension. Viable recruitment for electric engineers continues to be of concern.

Status: In-Progress

Expected Completion: 9/30/2016

Execution Status: Behind Schedule

**Activity or Project:**

Recruitment: Police Department

Description:

At this time, we should have three (3) recruits in the fall (September) State Police Academy. Five (5) conditional employment offers were made, with one declining the offer and another not meeting term(s) of the conditional elements of the offer. Staff continues to work on additional background investigations to try to have viable recruitments for future academies; the County may have one in November, but that is not officially confirmed. Otherwise, we will wait until the March 2017 State academy to try to get our department back to full strength.

Status: Near Completion

Expected Completion: 9/12/2016

Execution Status: On Track

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Alderman's Court

**Notable Notes:**

We held two court sessions this past week.

**Activity or Project:**

Court Sessions

Description:

We have held two court sessions this past week. We processed 24 arraignments, 22 trials and 10 capias returns. We processed 728 payments, 404 were through Paypal or Govolutions for court fines.

Status: Completed

Expected Completion: 8/16/2016

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 August 18 and Paul was in the office August 18 for Court.

Staff finalized the agenda and packet for the August 22 Council meeting, which was distributed to Council via email and hard copy and posted to the website on August 15. An additional PowerPoint submission for the Barksdale Green project was received from the developer on August 18 and was distributed to Council via email and hard copy and posted to the website. Please note that Bill 16-23 and the associated resolution regarding special residential parking for Sunset Road were removed from the agenda prior to posting due to concerns regarding the accuracy of the boundaries of the special residential parking district outlined in the resolution. Bill 16-23 and the resolution will be rescheduled for a future Council agenda once the relevant questions have been resolved. Direct mail notices regarding the rescheduling will be sent to the neighbors once that rescheduling has been completed.

Renee met with Councilman Ruckle via phone on August 16, Mayor Sierer on August 17, Councilwoman Wallace via phone on August 17 and Councilman Chapman via phone on August 17.

Renee staffed the Downtown Newark Partnership Strategic Development Subcommittee meeting on August 17 where the members finalized their recommendations to the Downtown Newark Partnership regarding changes to the Partnership. The Subcommittee will present their recommendations to the Downtown Newark Partnership at the September 8 Board meeting.

Renee drafted, circulated to staff for review, completed, sent to Committee members and posted the agenda and packet items for the August 23 Boards and Commission Review Committee meeting where they will be reviewing the Board of Adjustment. The agenda and packet items can be found on the website here: <http://cityofnewarkde.us/ArchiveCenter/ViewFile/Item/4761>.

Renee received comments from the developer, circulated said comments to staff, revised and finalized the subdivision agreement and associated resolution for Barksdale Green (Comprehensive Plan amendment/rezoning/major subdivision/site plan approval for 14 condominium townhouses). This plan is scheduled for public hearing at the August 22 Council meeting.

In addition to the subdivision agreement and resolution for Barksdale Green, Renee drafted two resolutions and two bills for first reading for the August 22 Council agenda.

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

- Reviewed with staff and the City Solicitor questions regarding the confidentiality of documents responsive to a 7/28 FOIA request from Al Porach regarding responses to RFP No. 16-03;
- Mailed a written response and closed a 7/29 FOIA request from Al Porach regarding the Newark Bicycle Committee.

The August 22 Council and August 23 Boards and Commissions Review Committee and August 24 DNP Parking Committee agendas were forwarded to Council.

Regarding minutes, staff time was spent on the July 12 Conservation Advisory Commission (Tara drafting - complete), July 21 Board of Adjustment (Tara drafting) and August 8 Council (Alice drafting) minutes. The July 25 Council Executive Session and August 17 Downtown Newark Partnership Strategic Development Subcommittee minutes are currently in the queue.

The office received and Alice and Teressa fulfilled 4 discovery requests for upcoming Alderman's Court cases. The court calendar for September 2 was received and the 21 associated case files were compiled for

the Deputy City Solicitor by Teresa. Alice also fulfilled 1 plea by mail request.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificate requests were completed and sent to the requestor this week. So far, 327 lien certificate requests have been processed for 2016.

**Activity or Project:**

Certified Municipal Clerk designation

Description:

Renee received notification from the International Institute of Municipal Clerks that she has achieved her Certified Municipal Clerk designation from the organization.

Status: Completed

Expected Completion: 8/15/2016

Execution Status: Completed

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Electric Department

**Notable Notes:**

The line crew completed circuit rearrangements on Dallas Avenue in preparation for a future voltage

upgrade.

New poles were set and framed at the warehouse complex for a relocation so the future salt shed can be built.

Preparations are underway for a substation transformer delivery next week at the West Main Street Substation. New concrete ties will also be installed under unit 45 since the crane will already be there.

Engineering is working on pole line relocations for the Newark Commuter Rail Station and the Elkton Road Phase 2 road reconstruction.

Engineering reviewed maintenance and testing programs for all substation equipment with the city's insurance carrier.

TRI-M, the city contractor, is replacing poles and wires on Nottingham Road.

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**Activity or Project:**

West Main Substation Transformer and New Circuit

**Description:**

Installing a new circuit and poles and reconfiguring other circuits and poles at the West Main Substation to prepare for a new substation transformer.

Status: In-Progress

Expected Completion: 10/1/2016

Execution Status: On Track

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**Activity or Project:**

Nottingham Road Conductor Upgrade

**Description:**

Upgrade conductors on Nottingham Green for a future voltage upgrade.

Status: In-Progress

Expected Completion: 9/16/2016

Execution Status: On Track

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**Activity or Project:****Description:**

Status:

Expected Completion:

Execution Status:

**Department:**

Finance - Accounting Department

**Notable Notes:**

**FY2016 Budget Estimate for Property Taxes**

Council asked at the July 25<sup>th</sup> Council meeting whether property tax revenue would meet budget for FY2016. After our review, it is estimated that the City should expect an additional \$51,000 in revenue from property taxes at year-end.

<b>Overall Budget</b>	<b>Total Estimated Tax Revenue</b>	<b>(Short)/Over</b>
\$6,170,630	\$6,222,220	\$51,590

Better than anticipated growth in commercial properties is the primary cause for the increase in revenue. Growth in commercial assessment is primarily due to: Bainbridge Apartments \$10.2M, the Star Campus \$3.2M, 58 E. Main \$0.8M, the Int'l Reading Building Exemption Loss \$0.6M and 201 E. Delaware Avenue \$0.4M. Assessment growth is offset by commercial reductions to: 60 North College Demolition (\$0.5M and 52 North Chapel Demolition (\$0.3M).

In addition, we are seeing non-commercial assessments (residential, apartment, industrial and utility) collectively on budget with our initial assessment projections per our memo to Council dated July 29, 2016. The link to the memo is <http://www.cityofnewarkde.us/DocumentCenter/View/6902>.

I welcome any questions regarding property tax projections.

**Other items:**

- Staff is continually working with Black & Veatch to provide data necessary to complete the sewer/water study.
- PUBS had a kickoff meeting with the representatives from Northstar for the Utility Review that they will be performing during the week of September 12<sup>th</sup>. By examining our existing processes, we are hoping to become more efficient through automation, modification, new configuration, training and/or process re-engineering.

**Activity or Project:**

Payments and Utility Billing (PUBS)

**Description:**

The group handled 822 phone calls last week, with the average call length of each call being 3:59. The average hold & queue time (average speed of answer) increased from 3:45 to 6:59 when compared to last week due to staff shortages (illness/vacation). Our welcome center staff greeted 296 visitors in the past week, while service orders initiated by PUB in response to calls and visitors was 165 for the same period. The group processed 2,616 utility payments and CityView transactions, 314 of which were imported automatically with our electronic processes and 1,640 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status:

In-Progress

Expected Completion: 12/31/2016

Execution Status: On Track

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**Activity or Project:**

License Audit Review

**Description:**

The City has engaged MetroRev of New Castle, Delaware to perform a license compliance review. MetroRev will be focusing on unlicensed businesses that are subject to City Code. The Kickoff meeting with MetroRev occurred on July 20th. Followed up with MetroRev on status of action items from the 7/20 meeting.

Status: In-Progress

Expected Completion: 5/31/2017

Execution Status: On Track

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**Activity or Project:**

Budget

**Description:**

The timeline for the budget process can be found on Budget Central via this link: <http://cityofnewarkde.us/DocumentCenter/View/6648>. Finance staff and the management team met with each department July 26th to July 28th. Finance staff is currently working with departments on revisions from our initial budget meetings.

Status: In-Progress

Expected Completion: 9/30/2016

Execution Status: On Track

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**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Met with Parks staff that worked the Main Street car show about set up, attended Council meeting to recommend the award of the Folk Park pavilion construction and tennis courts and street hockey repair contracts, met with Supervisor of Athletics about design and layout of the fitness equipment for Newark trails, met with Piranha Sports about their upcoming triathlon and Redd Park trail course, reviewed mowing contract and met with Parks staff about maintenance issues, conducted parks maintenance meeting to discuss upcoming and completed work orders, edited the Fall Activity Guide.

Recreation Superintendent: Met with Tyler regarding the Before and After School Care staff files, updating them and compiling for any new staff hired before the next state inspection the end of September, worked on final changes and updates for Fall brochure to give to Shelby to complete in InDesign, worked on updating data entry forms for input into recreation software program, worked on Community Block Development Grant application for upcoming year, finalized with Public Health Department that the new

location for the 30<sup>th</sup> Annual Thanksgiving Day breakfast for this year will be the Newark Senior Center, the Wilson Center kitchen design and appliances no longer meets state public health codes regarding commercial kitchen use.

Recreation Supervisor of Athletics: Continued finalizing details for fall program information; Rittenhouse camp concluded for the summer, we also held the family fun night on Tuesday with about 30 participants allowing parents and siblings to experience some of the highlights of camp; continued preparing for the start of our youth soccer program including holding the skills clinic on Tuesday, also made rosters and sent out to coaches; met with Director regarding plans to purchase additional outdoor fitness equipment; continued recruiting and holding interviews for staff in preparation for the start of the before and after school care programs, staff training is scheduled August 25-26 and school starts August 29; visited adult softball and volleyball playoffs, the Co-Rec softball league concluded this week; prepared for the final week of summer camps including Rittenhouse Rocks, Basketball and Archery camps.

Coordinator of GWC and Volunteers: Camp GWC had a total of 71 participants; GWC visited the Delaware Museum of Natural History; the GWC Pool and Dickey Pool with a total of 120 attendants at George Wilson Center Pool and 115 attendants at Dickey Pool; Camp REAL used Dickey Park Pool on Wednesday and Newark Day Nursery rented the Pool on Thursday and Friday; Dickey Pool extended pool hours on Sunday, August 14 from 12:30 p.m.-5:00 p.m. with a total of 22 attendants taking advantage of the extra day being open; the George Wilson Center was open to the public on Sunday, August 13 from 1:00 p.m.-6:00 p.m. due to excessive heat conditions. Two volunteers devoted **30** hours assisting with Camp REAL, 7 Volunteers devoted **200** hours assisting with Rittenhouse Camp, 2 volunteers devoted **66.5** hours assisting with Camp GWC, 2 Volunteers devoted **71.25** Hours with Safe Kids Camp. Total Volunteer Hours for the week of 8/8-8/12: **367.75** Hours.

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including Camp R.E.A.L., Safe Kids Camp, specialty camps and fitness programs, as well as fall programs and activities. Safe Kids Camp enjoyed a week full of activities learning about safety including visits from the Aetna Hose, Hook and Ladder, New Castle County Mounted Patrol, DNREC Division of Natural Resources and a trip to the Newark Police Department. Camp R.E.A.L. finished its final week of camp by biking the James F. Hall Trail with their new bikes, made plaster hands and tie-dying T-shirts.

Parks Superintendent: Continued working on upcoming bridge painting contract for Rittenhouse Park bridge, prepped purchase requisition for the Folk Park shelter/pad/sidewalk installation and rehab of tennis court at Folk and street hockey court at Dickey, completed design and cost estimate for planting bed areas along Veteran's Lane at City Hall for 2017 budget consideration, attended mid-level management meeting at City Hall with City Manager and other management staff, along with Parks Supervisor conducted interviews for seasonal opening on horticulture crew, along with Public Works Superintendent looked at cracking issue on asphalt trail at Karpinski Park, and followed up with some issues concerning the mowing contract.

Parks Supervisor: Started coordinating with Public Works to do trail marking on the Pomeroy Trail, assigned field staff assignments daily, attended mid-level management meeting at City Hall along with other management staff, and started on long-range planning on several upcoming projects.

Parks and Horticulture: Staff continued mowing operations and bed maintenance throughout park system, installed new collapsible bollard footer and base plate along the Hall Trail at South Chapel Street trailhead, dragged/scarified all ball fields and lined Handloff for league play, raked off horseshoe pits, did tree removal/pruning as assigned, continued on work orders as assigned, sheared all Japanese Holly hedges at Anna Way and cleaned up broken out top from Pine tree in west basin, did interior bed maintenance at City Hall, and did trash removal in all park areas.

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**Activity or Project:**

Description:

The Fall Activity Guide is completed and will be delivered to our email list of over 6,000 on Monday, August 22. The Activity Guide has hundreds of programs for youth through adults to enjoy as well as a complete listing of all of our upcoming events.

Status: Completed

Expected Completion: 8/17/2016

Execution Status: Completed

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

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**Department:**

Planning and Development Department

**Notable Notes:**

This week Building and Facilities Maintenance performed the following:

- Installed two new touchless faucets in ladies room of police lobby;
- Repaired urinal in men's room of police lobby;
- Began reorganizing basement storage rooms;
- Installed door stops on digital records and evidence doors;
- Installed keyboard tray and assembled desk chair in finance;

- Repaired Formica shelf edge in police department;
- Discovered leaking pipe in mechanical room and coordinating repairs;
- Received bio hazard boxes for custodial use;
- Custodians changed various light bulbs throughout the complex.

This week Code Enforcement reports:

- The new cooling tower for the Municipal Building is operational;
- Property Maintenance Inspectors are preparing for student move in weekend;
- We received notice that our City's ISO rating will remain the same;
- We expect Qdoba to receive its CO next two weeks;
- The wall installation is ongoing at the South Academy Street Dormitory;
- Work is ongoing at 60 N. College and 52 N. Chapel;
- Astra Plaza on Main Street should be receiving temporary occupancy permits this week;
- Work is continuing at the Washington House on 113 E. Main;
- On Tuesday CED Manager Dave Culver, Code Enforcement Officer Brian Daring and Planning and Development Director Maureen Feeney Roser participated in a Munis portal demonstration organized by IT to assess the company's interface with the public for Code related items.

Economic Development

- On Thursday evening planning and Development Director Maureen Feeney Roser attended the Downtown Newark Partnership Board meeting.

Parking

- Parking Superintendent Courtney Mulvanity hosted meeting with Full-Time Parking Ambassadors and Roberto DeDeus from IT to complete zone mapping for Residential Parking in GIS.
- Parking Manager Marvin Howard and Courtney walked Hourly Parking Lots to inspect projects for Maintenance team and any possible projects before school semester begins.
- Marvin, Courtney, and Customer Service Clerk Billy Shorter had phone conference with IPS Smart Meter team to discuss meter charges moving forward.
- Considerable time was spent on Gift Card Reconciliation.
- Marvin set up DNP Parking Committee Meeting for 8/24/16 at 9 a.m.
- Staff also bagged meters on 8/17 for milling project on Academy Street by PW&WR.

Planning and Land Use

- Development Manager Mike Fortner spent considerable time this week analyzing data from the 2016 Newark Resident Survey. A draft of results will be presented to department directors at the staff meeting on Thursday, August 25. The Planning Department anticipated the final report to be sent to Council in September with a presentation by staff.
- The Planning and Development Department is preparing for the August 23 meeting of the Boards and Commissions Review Committee. The Committee will complete its review of Planning Commission and begin reviewing the Board of Adjustment at this meeting.
- There were no cases this month for the Board of Adjustment review.
- On Wednesday, August 10, Mike attended the staff GIS Committee meeting.
- Some time was spent this week on the Emily Bell Lane vacation request.

- On Tuesday Maureen hosted a meeting of operating departments and DeIDOT and JMY staff to discuss the Elkton Road reconstruction project from Casho Mill Road to the State line.
- On Tuesday evening, Maureen attended the Cleveland Avenue Street Improvements Task Force meeting to discuss the results of the DeIDOT review of options discussed at previous meetings.
- Some time was spent preparing for the September Planning Commission meeting, and the Commission workshop on Code mandated parking requirements and the parking waiver program scheduled for Monday, September 19, 2016 at 6 PM in the Council Chambers.
- Considerable time as spent this week finalizing the Department's budget submittals for all divisions.

The following was also completed:

- 10 Deed Transfer Affidavits
- 42 Building Permit Reviews
- 1 Certificate of Occupancy

**Activity or Project:**

Unicity Schedule Changes

Description:

Planner Tom Fruehstorfer spent considerable time this week preparing potential revisions to the Unicity bus route to accommodate passengers from DART Route 16 when the DART Route16A temporary shuttle ends on September 2, 2016. The latest draft appears to meet the needs of commuters in the Fairfield area without adversely impacted the rest of the schedule or operations, and is within the budget approved by Council. Once it is finalized the revised schedule will be widely publicized with the help of the Communications team.

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Comprehensive Development Plan V

Description:

On Friday, August 12, the Delaware Department of Natural Resources and Environmental Controls (DNREC) finally completed its review on the City of Newark's Comprehensive Plan's Chapter 4: Utilities, which is the one thing that held up the State PLUS letter. Specifically, DNREC indicates that their previous comments were addressed regarding the mapping and in that regard there are no there are no certification issues. They also acknowledged that required verbiage changes had been made, but they indicated that they have some concerns with references to the Clean Water Act of 1972 (pertaining to overall water quality) and the Safe Water Drinking Act of 1974 (pertaining to public health and drinking water supply), as well as tests on overall water quality (the Office of Drinking Water in the Department of Public Health), so they recommend that the City revise the text again. Development Manager Mike Fortner has had a follow-up telephone call

and email exchanges to clarify DNREC's comments and is working with the Public Works and Water Resources Department to make these minor revisions. The revised text will be sent to DNREC and State Planning Office early next week, with the PLUS letter to follow for Council consideration in September.

Status: Near Completion  
Expected Completion: 9/26/2016  
Execution Status: Behind Schedule

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**Activity or Project:**

Council Meeting Preparation

**Description:**

Considerable time was spent preparing for the City Council meeting for August 22 this week. On the agenda are the following planning related items: the Annexation and Rezoning of 1 Georgian Circle; the Comprehensive Development Plan Amendment, Rezoning and Major Subdivision with Site Plan Approval for Barksdale Green; and the Special Use Permit for the sale of alcohol at Main Street Movies 5 in the Newark Shopping Center.

Status: In-Progress  
Expected Completion: 8/22/2016  
Execution Status: On Track

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**Department:**

Police Department

**Notable Notes:**

On August 17<sup>th</sup>, The Newark Police Department, University of Delaware Police Department, and Delaware Alcohol and Tobacco Enforcement, sponsored the Annual Newark Nightlife Partnership. This event is coordinated by Newark's Special Operations Unit under the command of Lt. Fred Nelson and under the direction of supervisor of Sgt. Dennis Aniunas. The event was well attended by many employed by local restaurants and alcohol retail establishments. After welcoming remarks from the Chiefs of three (3) police agencies, Mr. Michael Gershe was the main speaker with his presentation "The Magic of Life, Impaired Driving Prevention." Besides being a professional speaker on the topic, Mr. Gershe is a professional comedian. His presentation was very informative and kept everyone's interest with his use of humor and audience participation.

On August 17<sup>th</sup>, Deputy Chiefs Farrall and Feeney attended a training session with University of Delaware officers on the CLERY notification law. This is a federal law that requires universities and colleges to report crime that occurs on campus and in the immediate area.

Also on August 17<sup>th</sup>, Sgt. Curtis Davis and Sgt. Gerald Bryda started the prestigious New Jersey Chiefs of

Police Association, West Point, Command and Leadership Academy. The program in Delaware is sponsored by the New Castle County Police Department. This is an intensive program that is a blend of theory and application of leadership, supervision, and management. Most of our command staff has attended this valuable training. Lieutenant VanCampen continues to excel at the Federal Bureau of Investigation National Academy in Quantico, Virginia and will be graduating next month.

The police department has been coordinating with the University Police Department and Newark's Code Enforcement for the university dorm move-in weekend next week.

Due to unforeseen circumstances, two of our police candidates left the hiring process. We will be sending three (3) recruits to the upcoming Delaware State Police Academy. This includes a diverse group with two (2) female recruits and one (1) male recruit.

**Activity or Project:**

Not Applicable

Description:

Not Applicable

Status:

Completed

Expected Completion:

8/18/2016

Execution Status:

Completed

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

We are working with DelDOT on improved signage and wayfinding in an attempt to route over height vehicles around the North Chapel CSX bridge that was hit again last week by a concrete truck. Newark, DelDOT, and CSX have all inspected the bridge and feel that it is safe for vehicle and train traffic.

There was an article in the Harvard School of Public Health that incorrectly associated a high test result for perfluorinated contaminants with Newark, DE. We did not have a single detection for the compounds in question and worked with Harvard and the research team to have the study modified to address the inaccuracy issue.

We have been awarded a Safe Routes to School grant for improvements to the area around Downes School. We will be scheduling a meeting shortly with DelDOT and WILMAPCO to discuss the path forward. I will provide more information on the schedule at that time.

We repaired four total water main break patches on Rt. 72 (2) and Capitol Trail (2) using in-house forces this week. We have calculated that performing this work in-house saved between \$20,000 and \$30,000.

**Activity or Project:**

2016 Water Main Replacement

**Description:**

Hillside Road is nearing completion, only minor sidewalk and restoration work remaining. Winslow and Beverly are also nearing completion with only minor restoration work remaining.

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Louviers Tank Painting

**Description:**

We have had this project on hold until we could get the professional services contract signed with our SCADA integrator as we needed to make controls and automation upgrades to the Paper Mill Booster Station that will allow us to take the tank offline while maintaining pressure in the system. We received approval Monday night at Council and have processed the purchase order for the automation work this week. The integrator has started work and this project is going to begin proceeding again shortly.

Status:

Expected Completion: 12/31/2016

Execution Status: Behind Schedule

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

8/14/2016 to 8/20/2016



**CITY MANAGER'S OFFICE**  
CITY OF NEWARK

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August 18, 2016

Mr. Mike Miklus  
Miklus Construction  
22 Albe Drive  
Newark, DE 19702

**HAND DELIVERED**

Dear Mr. Miklus:

Re: Night Work on North College Avenue

As requested, I will authorize an extension of the 9 p.m. stop time normally enforced on weekdays and weekends for our City Noise Ordinance regulations. The location of this work is 60 North College Avenue.

Specifically, you have approval subject to the following conditions:

1. The purpose of the extended work is to tie-in new water main pipe.
2. The dates for this work are **Monday, August 22, 2016** through **Thursday, August 25, 2016**, weather permitting. Work will begin each day at **9:00 p.m.** and end at **5:00 a.m.** Work will continue daily for the same hours.
3. The City of Newark Public Works & Water Resources Department will notify the residents in the vicinity of this work. DelDOT warning signs will also be placed around this location.
4. Traffic will be maintained in at least one lane.
5. If we receive any complaints related to noise on this project during the extended hours, the Police Department will still respond according to our City Code.

Mr. Mike Miklus  
Page 2  
August 18, 2016

6. If any other changes, such as an unexpected road closure, are necessary as a result of this work, you should immediately contact the Newark Police Department and the Aetna Hose, Hook & Ladder Company so as to alert the appropriate public safety agencies. State and city highway traffic controls will be used during any lane shut down.

Please note this represents a temporary waiver to the City Noise Ordinance. By copy of this letter, I am notifying the Police Department and Fire Board of your planned operations. Remember that any further variations from the above conditions must be approved by the City Manager.

Do not hesitate to contact me if you have any additional questions.

Sincerely,



Carol S. Houck  
City Manager

CSH/mp

c: Mayor & City Council  
Paul M. Tiernan, Chief of Police  
Thomas Coleman, Director of Public Works & Water Resources  
Phillip M. Bishop, Water & Sewer Inspector  
AHHL Fire Company

NEWARK POLICE DEPARTMENT

WEEK 08/07/16-08/13/16

INVESTIGATIONS

CRIMINAL CHARGES

	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2015 TO <u>DATE</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2016</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	6	0	1	4	0
Rape	4	2	0	1	3	0
Unlaw. Sexual Contact	6	5	0	2	1	0
Robbery	21	31	1	27	11	0
- Commercial Robberies	9	11	0	10	0	0
- Robberies with Known Suspects	1	2	0	1	0	0
- Attempted Robberies	2	5	0	7	2	0
- Other Robberies	9	13	1	9	9	0
Assault/Aggravated	2	16	0	17	22	0
Burglary	34	56	1	17	27	0
- Commercial Burglaries	5	10	0	2	4	0
- Residential Burglaries	27	39	1	14	21	0
- Other Burglaries	2	7	0	1	2	0
Theft	285	410	11	110	113	5
Theft/Auto	23	32	1	7	9	0
Arson	1	2	0	1	0	0
All Other	44	70	3	38	60	2
<b>TOTAL PART I</b>	<b>424</b>	<b>630</b>	<b>17</b>	<b>221</b>	<b>250</b>	<b>7</b>
<u>PART II OFFENSES</u>						
Other Assaults	185	205	7	110	82	1
Rec. Stolen Property	2	0	0	15	19	1
Criminal Mischief	116	114	2	91	42	1
Weapons	7	7	0	52	25	1
Other Sex Offenses	1	0	0	2	0	0
Alcohol	125	127	2	206	212	2
Drugs	60	86	0	161	124	3
Noise/Disorderly Premise	245	348	2	106	144	1
Disorderly Conduct	109	96	0	54	62	0
Trespass	109	118	8	50	42	3
All Other	278	293	3	186	194	8
<b>TOTAL PART II</b>	<b>1237</b>	<b>1394</b>	<b>24</b>	<b>1033</b>	<b>946</b>	<b>21</b>
<u>MISCELLANEOUS:</u>						
Alarm	585	459	15	0	0	0
Animal Control	315	365	8	2	2	0
Recovered Property	161	173	5	0	0	0
Service	19353	21152	635	0	0	0
Suspicious Per/Veh	321	359	12	0	0	0
<b>TOTAL MISC.</b>	<b>20735</b>	<b>22508</b>	<b>675</b>	<b>2</b>	<b>2</b>	<b>0</b>

	THIS WEEK <u>2015</u>	2015 TO <u>DATE</u>	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>
<b>TOTAL CALLS</b>	<b>884</b>	<b>26,709</b>	<b>875</b>	<b>28,346</b>



Newark Police Department  
Weekly Traffic Report  
08/07/16-08/13/16



TRAFFIC SUMMONSES	2015 YTD	2016 YTD	THIS WEEK 2015	THIS WEEK 2016
Moving/Non-Moving	5,694	6,818	166	243
DUI	124	107	5	2
<b>TOTAL</b>	<b>5,818</b>	<b>6,925</b>	<b>171</b>	<b>245</b>

TRAFFIC ACCIDENTS				
<b>Fatal</b>	2	0	0	0
Personal Injury	117	145	7	3
Property Damage <b>(Reportable)</b>	319	470	9	11
Property Damage <b>(Non-Reportable)</b>	204	109	4	1
Hit and Run	176	157	3	1
<b>TOTAL</b>	<b>818</b>	<b>881</b>	<b>23</b>	<b>16</b>