

City Manager's Weekly Report

Friday, March 31, 2017

Department:

Administration - City Manager

Notable Notes:

Mayor and Council -

Please find attached a memo outlining the actions of the Newark Police Department in response to crime. Great work!

Additionally, please see the attached press release proclaiming the week of April 2nd as Delaware Crime Victims Rights Week.

As you know, we celebrated the career and retirement of Maureen Feeney Roser last week with a fun event attended by many of her coworkers, family, friends and others who she engaged with over her 32 year career with Newark!

In relationship to Maureen's retirement from her position of Planning and Development Director, I am pleased to share that Mary Ellen Gray has been hired following a recruitment process to fill this position. Ms. Gray will report to work in Newark on April 10th, coming from Kent County Levy Court, and bringing to the organization experience in planning and community development, federal housing grant administration, Environmental Protection Agency (EPA) consulting experience, and ordinance development among many other attributes.

This coming Monday we will hold an afternoon Promotional Ceremony at the Bob Carpenter Center to recognize the achievements of Lt Aniunas, Sergeant Bolden, Sergeant Micolucci, Master Corporal Fountain and Master Corporal Smith. Please join us if you are available.

The Five & Wine and Wine & Dine events were well attended and successful events last weekend! Participants enjoyed the events that were well planned and implemented as well as the beautiful weather. Great job goes out to Megan McNerney, Nic DeCaire and Kelly Bachman who performed the lions share of effort for the events as well as the many volunteers from the DNP and local service groups that staffed the run and event booths! Proceeds from the race benefited the Downtown Newark Partnership!

I expect to provide survey outcome data, by district, to you in the week ahead.

Activity or Project:

Lobbying

Description:

Please find attached a report from our Lobbyist Rick Armitage.

Status:

In-Progress

Expected Completion: 3/30/2017

Execution Status: On Track

Activity or Project:

DEMEC

Description:

Attached is the 2017 revised cost and allocation of costs for the PJM-managed Artificial Island Project. The cost is still overwhelmingly assigned to the Delmarva Peninsula.

Status: In-Progress

Expected Completion: 3/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Administration - Deputy City Manager

Notable Notes:

Parking Division:

- Parking Manager Marvin Howard and Parking Supervisor Courtney Mulvanity worked with T2 on the LPA capital project. The recommendation should be prepared for the April 24 City Council agenda.
- The Parking Division staff continues to work with the HR Division on recruitments for various vacancies.
- Marvin Howard is working with Capano Realty on a surface lot lease extension in Lot 1.

Administration/HR:

- Deputy City Manager Andrew Haines joined City Manager Carol Houck and the leadership from the Electric Department, and met with representatives for the Delaware Technology Park. The meeting positively outlined future grid plans and upgrades to address questions about future electric services and sustainability.
- HR Manager Devan Stewart coordinated PWWR Engineer interviews with the leadership in PWWR; several candidates presented themselves as viable options and we are hopeful to

move forward with a selection next week.

- Thursday, March 30 represented the last day worked of part-time employee Pat DiEmedio from the Police Department. She has served nearly 10 years as the centralized coordinator for all training and certification reporting for the entire force. The staff thanked her for the years of service and the high quality work that she routinely completed.

Activity or Project:

Recruitment: Police Officer

Description:

The City Manager's Office is working the Police Department on two (2) recruitments: a Delaware-only certified officer and general officer recruitment. The certified recruitment is to try to quickly fill the vacancy created by the recent resignation of an officer. The general recruitment is to create a new hiring list for the department; if the certified recruitment effort is successful, then the list will be for future vacancies.

Status: In-Progress

Expected Completion: 5/26/2017

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:

Three court sessions were held in Alderman's Court from 3/23/17 to 3/29/17 which included arraignments, trials, capias returns, videos, and violation of probation hearings. Parking was here on Monday and Wednesday to handle parking appeals.

The security cameras were installed in the court room and they will be back to install the remaining cameras in the hallway and lobby of the court.

Activity or Project:

Court Sessions

Description:

From 3/23/17 to 3/29/17 Alderman's Court handled 45 arraignments, 37 trials, 17 capias returns, 4 video hearings and 1 violation hearing. There were no code violation hearings this week. The court collected a total of 419 parking payments of which 239 were paid through Pay Pal and 180 were paid at court. The court also collected payments for criminal/traffic fines which included 123 online payments and 51 payments at court for a total of 174 payments.

Status: Completed

Expected Completion: 3/30/2017

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 March 23 and March 27 for Council. Paul was in the office on March 30 for Court.

Tara attended week 3 of the Municipal Clerks Institute in Dover on March 24. Topics covered included Constitutional Law, Women in Municipal Government, Lobbyists and Increased Enforcement for the Americans with Disabilities Act. This is a six week program through UD's Institute of Public Administration which allows participants to earn 20 of the 110 points needed for the Certified Municipal Clerk designation from the International Institute of Municipal Clerks.

Renee met with Councilman Markham on March 24.

Bruce, Renee and Tara staffed the Council meeting on March 27 and staff completed follow up on March 28.

Bruce and Renee drafted and posted the April 3 special Council meeting agenda on March 27. Council will meet in executive session under the personnel exemption regarding the City Manager position and may vote after. The complete agenda posting can be found here: <https://de-newark3.civicplus.com/ArchiveCenter/ViewFile/Item/5051>.

Renee attended two bid openings on March 28.

Renee staffed the Boards and Commissions Review Committee meeting on March 28 where they completed and approved their final overarching recommendations to Council that affect all boards and commissions. Since they completed this effort, it was decided that this would be the Committee's final meeting. Thank you to all of the members for their service to our City!

Tara completed and posted the agenda for the April 6 Conservation Advisory Commission meeting on March 29. The complete agenda can be found here: <http://newarkde.gov/ArchiveCenter/ViewFile/Item/5056>

Renee attended a staff meeting on March 30.

Preparation for the April 11 City Council election continued this week. Final voter lists were received from the Department of Elections and sent to the candidates. Additionally, Teresa prepared the voter list books for the polling places as well as updated all voter lists for the Election Board to use on Election Day. Postcards informing registered voters in Districts 2 and 4 hit mailboxes this week. Nine additional absentee ballots were requested this week. So far, there have been ten total absentee ballots requested for District 4 (five returned) and two absentee ballots requested for District 2 (two returned).

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

Renee drafted the annexation agreement for 139 East Chestnut Hill Road and circulated it to staff for review. This project is scheduled for public hearing at the April 24 Council meeting.

Renee and Sarah worked on the materials for Council for the Boards and Commissions Review Committee

recommendations regarding the Board of Business License Review and the Personnel Review Committee. These items will tentatively be on the April 24 Council agenda for first reading and the May 8 Council agenda for second reading and public hearing.

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

- Sent response denying request and closed a March 2 FOIA request from the Newark Post regarding executive session minutes related to the acquisition of the Rodney property.
- Sent an administrative cost estimate for a March 9 FOIA request from Environmental Alliance regarding 401-425 New London Road.
- Sent an administrative cost estimate for a March 13 FOIA request from Environmental Alliance regarding 92 East Main Street.
- Received, circulated to staff and sent an administrative cost estimate for a March 23 FOIA request from Environmental Alliance regarding 123 East Main Street.
- Received, circulated to staff and sent an administrative cost estimate for a March 23 FOIA request from Environmental Alliance regarding 124 East Main Street.
- Received and circulated to staff a March 23 FOIA request from SLK Group regarding a unit in Fountainview.
- Received, directed to the appropriate agencies and closed a March 27 FOIA request regarding a property outside the City.

Agendas for the April 3 Council, April 4 Downtown Newark Partnership Design Committee, April 4 Planning Commission and April 6 Conservation Advisory Commission meetings were forwarded to Council.

Regarding minutes, staff time was spent on the March 13 Council (Renee editing - complete), March 15 Council (Renee editing - complete), March 20 Council (Renee editing - complete), March 27 Council (Tara drafting) and March 28 Boards and Commissions Review Committee (Sarah drafting) minutes. The March 13 and 15 Council Executive Session minutes are currently in the queue.

Sarah fulfilled 7 discovery requests for upcoming Alderman's Court cases this week. 117 total discovery requests have been fulfilled so far for 2017. The court calendars for April 13, 20 and 27 were received and the 57 associated case files were compiled for the Deputy City Solicitor by Sarah. 16 court calendars with 270 associated case files have been compiled for 2017 so far.

The office received 7 new lien certificate requests this week, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. So far 100 lien certificate requests have been processed for 2017.

Activity or Project:

No progress to report this week

Description:

There is no progress to report on long term projects this week.

Status:

In-Progress

Expected Completion:

3/30/2017

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:

Five & Wine/Wine& Dine: Saturday, March 25 was a beautiful day for the Inaugural Five & Wine Five-Mile Run/Walk. A final total of 389 people participated in the event and stayed for the delicious after party featuring samples from 11 downtown restaurants. Thousands of people then attended the 13th Annual Wine & Dine. The Newark Post posted photos from the events here: http://www.newarkpostonline.com/gallery/news/collection_9bfb2249-a68a-57aa-a076-5860080e8eaa.html. We had a member of the band Weekday Warriors pull the names for the Firefly raffle tickets. Gary Roser and Kyle Petrick were the winners.

A New Night Downtown: A New Night Downtown will be held Saturday, July 10 from 3-9 p.m. Registration and sponsorship forms will be released Monday, April 3. We will once again have a children's game area and live music throughout the event.

Newark Police Department Recruitment: Megan created a recruitment video for the Newark Police Department. The video is going live to the public on Friday, March 31, along with an officer job posting. The video can be seen on YouTube: <https://www.youtube.com/watch?v=CXmdGZalP3k>

A Community Thrives Grant: The Downtown Newark Partnership and Newark Arts Alliance joined forces to apply for the A Community Thrives grant. The USA Today Network launched the program to enable community members to act on ideas to improve the people, organizations, government and businesses around them. Megan created a video with the DNP and NAA focusing on how a grant would help bring more art to our community. If we are chosen to go to the public voting round, voting runs from April 12 – May 12.

Creative Design/Web Updates

- Created: graphics for PWWR, ¼ page magazine advertisement graphic for DNP; fillable PDF form for New Night sponsors; Five & Wine after party menu; Wine and Dine menu
- Updated:newarkde.gov redirect URLs; Bicycling in Newark webpage; UDon't Need It? postcard and site layout
- Posted PUBs closure notice to website and channel 22
- Scheduled Public Meeting InformMe notices; special branch collection InformMe notice

Press Releases/Media Inquiries

- City of Newark Announces New Director of Planning and Development:
<http://bit.ly/2nPcOYO>
- City of Newark Reaffirms AA+ Rating for Fiscal Strength, Efforts: <http://bit.ly/2nmWmAS>
- Upcoming Events: Spring Community Clean Up & Newark's Annual Egg Hunt:
<http://bit.ly/2nntQz9>
- Christina Jedra, News Journal, inquired about the salary of Newark's police chief
 - Resulting coverage:
<http://www.delawareonline.com/story/news/local/2017/03/24/next-wilmington-police-chief-could-get-43000-more/99545450/>
- Karie Simmons, Newark Post, inquired about the new court security officer position discussed during Monday's Council meeting.
 - Resulting coverage: http://www.newarkpostonline.com/news/article_fdec0b85-1114-50a8-a375-6dc852ca9062.html
- Karie Simmons, Newark Post, inquired about a Public Works & Water Resource staff who aided a young female while beginning his shift.
 - Resulting coverage: pending

Activity or Project:

School Hill Project

Description:

No new progress to report.

Status: In-Progress

Expected Completion: 12/20/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

[Redacted]

Description:

[Redacted]

Status:

[Redacted]

Expected Completion:

[Redacted]

Execution Status:

[Redacted]

Department:

Electric Department

Notable Notes:

The line crews continued work at the Chestnut Hill Road Substation on the new circuits coming out in preparation for the new transformer to be installed later. The crews also fixed low primary wire on Briar Lane that was damaged during the ice storm weeks ago and fixed a Studio Green service coming off a South Main Street pole.

The crews and engineering switched out several circuits in order to take a substation transformer off line so that a contractor could do proactive testing. The substation transformers are tested every five years.

The electricians replaced ballasts for park lights, installed fiber optic junction boxes and cameras on poles, installed a thermostat at the George Wilson Center, and troubleshot the automatic doors at the municipal building.

Engineering, along with the Mayor and City Manager, met with representatives of the Delaware Technology Park about power quality. The meeting was prompted by a fault on the system that lasted one second in December and caused a surge in all their buildings. Unfortunately, no cause has ever been found.

Activity or Project:

SCADA and Automatic Restoration

Description:

Kick off meeting by phone. Newark has to go over server needs with IT, discuss communication protocol conversion with SCADA developers, and apply for licensed frequency with FCC.

Status:

Started

Expected Completion:

12/31/2017

Execution Status:

Behind Schedule

Activity or Project:

[Redacted]

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

We are currently conducting interviews for the new Financial Analyst position approved by Council in the 2017 budget. Three finalists submitted their Round II exercise and they are currently under review. We expect to make a selection next week.

Payment and Utility Billing (PUB) was closed on 3/29 all day in order for staff to receive training. In particular, the training provided was for our Metersense system. Staff received detailed information on helpful reports, new functions, and various dashboards that were previously unavailable. In addition, they learned how to utilize icons, quick links, reports, and validations to enhance their level of service to our customers in regards to their meters and usage (electric, water). My goal is to close PUBs one day per month in order to provide staff with the tools they need to become more efficient and stay abreast of the technology available to them.

I attended the monthly DEMEC meeting with the City Manager in Smyrna on March 28th.

The City's Governmental fund was reviewed by FitchRatings. Their review was to determine the City's ability to adjust for downturns in the economy. The City's press release can be found on this link: <http://www.newarkde.gov/CivicAlerts.aspx?AID=903>. The link to Fitch's press release can be found here:

<https://www.fitchratings.com/site/pr/1020915>

Accounting staff have been working diligently to clear out our filing storage area to make room for our pending move to the second floor in approximately two months.

The City's insurance policies have all been renewed effective April 1, 2017.

Activity or Project:

Payments and Utility Billing (PUBS)

Description:

The group handled 505 phone calls last week, with the average call length of each call being 1:26. There were 0 service orders initiated by PUB during last week. The group processed 4,301 utility payments and CityView transactions, 418 of which were imported automatically with our electronic processes and 2,210 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Independent Financial Audit

Description:

The auditors from CliftonLarsenAllen are in the office this week and next week to continue their review of 2016.

Status: In-Progress

Expected Completion: 6/30/2017

Execution Status: On Track

Activity or Project:

2018 Budget

Description:

Staff has begun prepping internally for the 2018 budget. Timelines are being discussed and training in our new budget module will occur in May for the staff and directors.

Status: Started

Expected Completion: 11/30/2017

Execution Status: On Track

Department:

Information Technology Department

Notable Notes:

Leadership Notes

- Attended monthly Delaware Cyber Security Advisory Council meeting in New Castle
- Started working on FY2018 CIP/OpEx Budget
- Lunch and Learns have been re-instituted to continue improving staff's IT related skillets
- Reviewed RFP 17-01 for Staff Augmentation
- Reviewed EATON (Electric Auto Restoration Software) Proposal/Requirements
- Reviewed fiber entry and camera location at water plant

Infrastructure Team

- Met with Dell Teams to determine next course for Storage Management
- Onboarding and getting the Server Administrator I (Kenneth Cameron) and Network Administrator III (Marius Motoc) integrated with the rest of the team (infrastructure and documentation presentations)
- Assisted PWWR in moving employees to the new room
- Deployed the new PWWR plotter and made it available to multiple departments
- Camera Box switches for new fiber network configured and deployed – 13 within last week
- Improved Network Security with procedural changes (task completed)
- Set up new connectivity for Mobile LPR Camera
- Improved NPD vehicle network connectivity with Wi-Fi/cellular configuration changes
- Several workstation reorganizations at NPD due to promotions
- Coordinated Verizon installation at 134 East Main Street
- Finalized the installation of the network ladder for fiber in Datacenter and the conduit between basement to Datacenter
- Switched PD Admin copier from PD network to municipal domain – part of the process of moving PD to municipal network
- Cameras and monitor have been installed in court

Applications Team

- Tested newly updated Tyler Incident Management (TIM) Portal application
- Managed Laserfiche to TCM data migration
- Worked with Harris Metersense to refresh our test database in preparation for staff training
- Coordinated with Elan and Tyler Tech on Pcard implementation within Munis platform
- Gathered information from Harris Customer Connect and Munis Self Service for migration to newarkde.gov
- Conference calls with Metersense to discuss support responsiveness and outstanding tickets

- Staff attended Metersense training
- Coordinated Sharepoint Lunch and Learn
- Researched multiple java issues

Records Team

- Resolved issue with duplicate W2's in TCM
- Scheduled TCM upgrade to 2017.1
- Worked with Tyler Tech to resolve productivity report issue
- Worked on disposition of finance records
- Prepared finance records for archiving, including transfer documents
- Sent destruction notices to DE State Archives
- Scheduled disposal of approximately 175 boxes

GIS Team

- Developed new Wine and Dine GIS map (first of its kind)
- Worked on developing updated DNP Map and Guide (in process, last update in 2015)
- Created new Newark Election map
- Corrected links for GIS gallery on the website
- Updated all ArcGIS licenses
- Pulled together GIS platform areas for migration to newarkde.gov
- Worked on Metro Network map for IT
- Worked on city bus route map for Planning – information map only
- Worked on GIS topic in Munis
- Attended offsite GIS meeting
- Attended one hour webinar on migration to ArcGIS Enterprise

Facilities

- Completed PWWR inspectors room (custom build out)
- Significant time spent rehabbing 134 East Main Street location for NPD
- Normal maintenance and custodial tasks

Activity or Project:

Munis Permitting Module Project

Description:

• Created a listing of businesses that require additional information • Researched conversion (schema, retention schedule, files, etc.) • Worked on existing and new CityView tickets • Created inspection tables in Munis

Status:

In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Munis Tax Module Project

Description:

Project kickoff scheduled for next week.

Status: Not Started

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

City-Wide Fiber Project

Description:

Project was progressing rapidly and hit the 80% mark. Unfortunately, a fiber break was discovered on one of the larger, harder to obtain, 288 fiber strand rolls that will push back the completion of the project. This only affects the southern section of the City.

Status: In-Progress

Expected Completion: 5/31/2017

Execution Status: Behind Schedule

Department:

Parks and Recreation Department

Notable Notes:

Director: Along with Paula, met with Josh regarding enhancing security at the George Wilson Center, met with Joe Charma and Jason and Tom about the Sculpture Garden project, attended a 2018 budget meeting with department directors and Andrew, conducted a parks maintenance meeting with the Parks Superintendent and Parks Supervisor.

Recreation Superintendent: Worked with the Department of Engineering on the approval of the plans for the Wilson Center kitchen upgrade, may require a site visit from Public Health to approve exhaust hood prior to package being approved; completed orientation of new Recreation Specialist; met with Greg D'Elia from Newark Police regarding the Partnering Law Enforcement and Youth (PLAY) initiative and the summer camp orientation; met with Megan and parks staff regarding the set up for the Five and Wine run; met with recreation staff regarding July Parks and Recreation month ideas and timelines for confirmation.

Recreation Supervisor of Athletics: Continued recruiting additional staff for before and after care, held interviews, completed schedule for April, Soccer Shots at after care began on Friday; planning program details for the summer brochure; finalizing summer camp trips and van rental; tennis lessons began this week, still finalizing instructors for some classes; the junior basketball league concluded this week with the Sixers taking home the championship over the previously undefeated (16-0) Knicks; reviewed equipment

supply bid to make a few cuts; met with new Recreation Specialist

Coordinator of GWC and Volunteers: Continued to plan for 2017 Summer programs; met with Recreation Supervisors to plan July Parks and Recreation Month; took flyers to the library; completed and sent the March G.W.C. attendant schedule to staff; met with Parks Superintendent to plan final details of the Emerald Ash Borer and Bacterial Leaf Scorch Workshop on May 16; met with the new Recreation Specialist; coordinated with Shelby for flyers including the 7th Annual Kids to Parks Day Instagram Photo Challenge, the Parks and Recreation Scavenger Hunt and the Friends of School Hill event; sent employment contracts to two new hire lifeguards; worked on April PSA's; delivered supplies and observed CATCH; continued to prepare for and recruit volunteers for the Spring Community Clean Up; continued conducting phone interviews and recruitment for summer camp volunteers and other special events. **Volunteer Hours:** 1 Volunteer devoted a total of **7** hours assisting with office work; 3 volunteers devoted **3.5** hours assisting with trail maintenance; 1 volunteer devoted **2** hours removing trash from Christina Parkway. Total Volunteer Hours for the week: **12.5** Hours.

Recreation Supervisor of Community Events: Received and inventoried most of the order for supplies for the Egg Hunt, which will be held on Saturday, April 8th at White Clay Creek State Park; met with the new Recreation Specialist; prepared and sent emails to potential Egg Hunt prize donors and has been receiving applications for upcoming events, including the Newark Memorial Day Parade, Liberty Day, Community Day, and NewBark PawLooza.

Parks Superintendent: Completed park inspections on four park areas and developed work orders as needed, met with resident concerning placement of Bluebird boxes in several park areas, along with Volunteer Coordinator attended final Christina River Clean Up meeting before the April 8 event, working with our Volunteer Coordinator finalized the upcoming May 16 EAB/BLS workshop, attended Basic Driver Training workshop at City Hall, finalized annual order for planting throughout park system, met with several residents on tree issues, assisted Public Works and Code Enforcement with several tree issues, and met with Parks Director concerning placement of three additional raised planter boxes at the Community Garden site.

Parks Supervisor: Assigned work orders to field staff daily and assisted as needed, started researching costs for possible Dingo purchase in next budget cycle, coordinated with garage to get new bed on pick up #1430, and completed research on purchase of equipment needed for tree work with in house staff.

Parks/Horticulture: Staff continued tree clean up throughout park system from earlier snow storm, did maintenance on chainsaws as needed, did trash pickup throughout park system, cut back Yellow Twig Dogwoods throughout park system, loading/set up/take down of materials/supplies for Five and Wine event, did interior bed maintenance at City Hall, set up/take down at City Hall for Cook Off event, start washing eggs for Easter Egg hunt for recreation section, applied lime to all turf and bed areas on traffic islands on Elkton Road, and dragged Folk Park ballfield.

Activity or Project:

Friends of School Hill Event

Description:

The City of Newark, University of Delaware and the Friends of School Hill are collaborating to create historic remembrance displays of the George Wilson Community Center, formally the New London Avenue School. On May 20, the George Wilson Center will be open to anyone interested in sharing memories pertaining to the New London Avenue School from 1 - 5 p.m. Representatives of listed groups and volunteers will be collecting and preserving historic information,

photographing mementos, scanning old photos, filming and recording interviews and capturing the School Hill History.

Status: Started

Expected Completion: 5/20/2017

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

- A temporary roof was added over the entrance at Taverna because of some emergency repairs necessary for the roof façade.
- Property Maintenance reported few violations this past weekend, primarily because of Spring Break at the University of Delaware.
- Construction is ongoing at Cleveland Avenue.
- The demolition on South Main Street for the next phase of Chimney Ridge is continuing.
- Demolition continues for the new hotel at 400 Ogletown Road.
- The foundation work for the new building on STAR Campus is continuing.
- Framing work is continuing at Woolen Way for the new townhouse apartments.

- Interior framing work is ongoing at the Heights on South Chapel Street.
- Interior wall and roof installation continues at the University of Delaware South Academy Street dormitory.
- Construction is ongoing at the Lofts at Center Street. Steel structure installation began at the site. The foundation work for the new office and apartments at 21 Center Street is ongoing.
- Staff continues to update data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- Interim Planning and Development Director David Culver attended the City Council meeting on March 27. At the meeting, Council took the following actions on Planning and Development Department items:
 - Rejected the bids for the purchase of property located at 919 Rockmass Avenue. Staff will solicit bids for the demolition of this unit.
 - Passed the revision to the approved Subdivision Agreement for the Lofts at Center Street.
- Time was spent this week preparing for the April 4, 2017 Planning Commission meeting. On the agenda is the review and consideration of amendments to Chapters 27 Subdivisions and 32 Zoning regarding liens and property tax billings.
- Planner II Mike Fortner completed staff responses to the Newark Resident Survey comments directed to the Planning and Development Department.
- The Planning and Development Department is processing an application for the Promoting Owner Occupancy of Homes program.
- At the March 27 Council meeting, Mike Fortner presented the Special Use Permit Application for 211 Edjil Drive for an in-home day care, which was approved by Council.
- Also at Monday's Council meeting, consulting firm Urban Partners presented the Phase II Report for the Rental Housing Needs Assessment Study. The report completes the study. After review, the Planning and Development Department will present a report to Council on policy prioritization and implementation.
- The following was also completed this week:
 - 9 Deed Transfer Affidavits
 - 37 Building Permit Reviews
 - 2 Certificates of Completion/Occupancy

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 3/31/2017

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:

Auxiliary Services:

- Records Division updated alarm registration renewal forms and sent them to approximately 700 alarm holders; included is language relative to the city ordinance for false alarms and/or unregistered alarms. Coordinating with PIO relative PR/FB message announcing the intentions of enforcing the ordinance.
- Attended Violent Crime Funds meeting in which possible revisions were discussed; if there are any revisions and/or new guidelines they will be disseminated likely in June of 2017, in preparation for forthcoming application submissions.
- Attended SALLE meeting; Newark Police Department was awarded a small grant (2nd cycle SALLE Fund FY2017) for the purchase of equipment in late December 2017.
- Initiating discussions with vendors for replacement/upgrades to MVR systems and possible inclusion of BWC for future projects.

Administration Division:

- Pat DiEmidio is retiring from her position as training coordinator effective March 30th after 10 years of service.
- M/Cpl. Potocki gave an evidence presentation/demonstration at Downes Elementary on March 28th.

Criminal Investigations Division:

- Crime Victims' Rights Week begins this Sunday, April 2nd. A proclamation will be at the Governor's Office at Legislative Hall on Tuesday, April 4th at 2 p.m. The Vigil is the following day at the MLK Center at DSU in Dover at 6:30 p.m. (doors open at 5:30 p.m.).
- Operation Safe Surrender, renamed to Operation Clean Slate, is tentatively scheduled for May 11th through May 13th.
- Det. Anderson attended Eyewitness Identification Training in Smyrna on Tuesday, March 21st. Several points were raised regarding changes to generally accepted practices in law enforcement, which are being promoted by U.S. DOJ.

Special Enforcement:

- M/Cpl. Keld will be working with patrol this week as a field training officer.
- Lt. Aniunas and Sgt. Davis are meeting with Lt. Meier of UDPD to make suggestions for a better traffic pattern for move-in day.
- The motor unit is assisting Aetna with a funeral escort on Wednesday morning.
- The variable message board with "lock your doors" message is now at Cobblefield.
- Continued stop sign enforcement in Stafford and Fairfield. (8 violations last week)
- Speed enforcement on W. Park Place west of Apple Road.
- Speed sign is at Corbit Street.
- Lt. Aniunas and staff will attend NCCPD awards ceremony on Thursday.
- Special Operations Unit road coverage Tuesday and Wednesday.
- Sgt. D'Elia and M/Cpl. Conover working on N.P.D. 150th anniversary video.
- Special Operations Unit working on a follow-up HUB case with probation and parole and mobile crisis.
- University of Delaware Spring Break is this week.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

3/30/2017

Execution Status:

Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

3/26/2017

to 4/1/2017



CITY OF NEWARK
DELAWARE

March 29, 2017

TO: Carol Houck, City Manager

FROM: Paul M. Tiernan, Chief of Police

RE: Crime in Newark

At a recent city council meeting, a resident inquired regarding the action the Newark Police Department was taking in response to a reported increase in crime in year 2016 as compared to 2015.

First, to put the numbers in context, it is necessary to review reported crime for the past several years. In 2006, the City of Newark had a very high crime rate. There were 78 robbery's reported, 47 aggravated assaults, and 196 burglaries.

In 2007, a number of initiatives were put in place to reduce criminal activity. A plain clothes street crime unit was established to reduce the frequent weekly occurrence of street robbery, usually with university students as victims. New patrol zones were established, that go into effect each fall to increase patrols in areas identified as "high incident areas." Crime reports were reviewed daily to identify new crime trends and locations. Chief Tiernan and Captain Williams used a variety of methods to end the yearly "Chapelfest" which greatly reduced the number of assault incidents as well as complaints of noise and students running in front of traffic. In subsequent years a "Special Operations Unit" was established to conduct community education and to identify and work on chronic problem areas. Video cameras were put in place in high activity areas, and license plate recognition cameras were also installed in the city. Last year, we instituted a "HUB" program where we meet with other law enforcement and social service agencies to address and help people in need, who we have frequent contact with.

Each subsequent year crime was reduced in Newark. At the end of 2015 as compared to 2006, robbery had decreased by an astounding 59%, burglary by 69% and theft by 42%. We expected that eventually with current resources, and rising increase in heroin and other drugs in the region, we would have a difficult time keeping our crime numbers at the 2015 level.

In 2016, the Newark Police Department experienced a shortage of police officers due to retirements, illness and long term injuries. During the year, NPD hired and sent nine police recruits to various police academy classes. This shortage of police officers has a significant impact on our ability to staff our patrol zones. Our officers stepped up and did a great job in being proactive in dealing with crime and calls for service.

In 2016, there was an increase in overall reported crime as compared to 2015, although crime was still significantly less than our start point of 2006. Our review of the crime statistics showed one of our largest increases in reported crime was "theft". In 2016 as compared to 2015, there was an increase of over 100 theft incidents. Naturally this large increase contributed to our overall reported crime increase. A review of the theft reports found two interesting facts. First; in an effort to reduce robberies, in late November and December of 2016, our Special Operations Team began a retail establishment anti-shoplifting campaign. The team had analyzed past robbery reports and saw that frequently shoplifters would use some type of physical force when confronted by retail employees. A simple pulling away by a suspect changes the category of crime from "shoplifting" to "robbery". The unit was very effective and identified and arrested numerous shoplifters, resulting in over 50 criminal charges. Many of these shoplifting incidents would never have been known or reported if not for our vigilant officers. The result of this proactive enforcement effort had the effect of increasing our theft crime numbers. Analysis revealed another theft problem was the continued issue of residents leaving valuables in unlocked vehicles overnight. Frequently suspects walk down streets and check parking lots for unlocked cars and remove, computers, golf clubs, cameras, GPS, and other valuable items residents leave in vehicles. We have utilized the various media outlets (newspaper, facebook, etc.) and conducted talks throughout the community, all reminding residents to lock their vehicles and remove any valuables. None of these methods seem to reduce the number of people who leave valuables in vehicles. This past month, we have begun rotating the electronic message board in neighborhoods reminding people to lock their vehicles and remove valuables. We have received a few compliments about the message board and two complaints from residents who were not happy with the sign. When we explain that this is the only way to ensure residents are aware of the problem, the unhappy residents eventually understood.

The police chief and deputy chiefs meet daily to review and discuss crime and incidents in the city. We increased our police command staff meetings to ensure all units of the police department are anticipating and responding to current issues and trends.

Our detective bureau had been working closely with other agencies in Delaware as well as surrounding states in dealing with the tremendous increase in heroin use. This drug use results in robberies, assaults burglaries, thefts, and prostitution so that addicts can afford to purchase the drug.

Our Street Crime Unit has made frequent prostitution, fugitive, and drug arrest over the past few months.

Our Drug Detective assigned to the DEA task force was responsible for one of the largest heroin seizures in the state of Delaware.

Our officers have worked with local businesses to give trespass warning to frequent loiterers and arrested several when they have violated the order.

Detectives and officers have established covert surveillance to combat bank and retail robberies.

Officers have worked on programs such as Camp R.E.A.L, the police trading card project. Explorer program, school Gentleman's' Club, and other programs to ensure open communication between our officers and the young members of our community.

Again to put in perspective of crime in Newark, even with the increase in certain categories, our crime rate in 2016 as compared to 2006, (2007 is when we began our proactive programs) Robbery has still decreased by 42%, burglary by 60% and thefts by almost 8%. While this is an outstanding accomplishment and reduction in criminal activity, our motto is "One crime is too many".

It is also important to remember that often an increase in police enforcement in areas such as the theft detail or drug, prostitution and fugitive arrests, will show an increase in the crime number as a result of our proactive efforts. The crime numbers on face value often do not tell the complete story.

The police department cannot work alone to address crime issues. We encourage the resident who inquired about crime at the council meeting to contact the police department and assist us in arranging a meeting with his neighbors to discuss ways the community can work with the police department in reporting suspicious activity and ensuring they do not engage in activity that makes them susceptible to crime, such as leaving vehicles unlocked, not having home lights on timers, etc. The Ride-a-long program and Citizens Police Academy are also great ways to become educated on policing in Newark. We encourage people to not only complain about crime but join us in combatting criminal activity.

In conclusion, the Newark Police Department had fewer officers in 2016 and responded to an increase of calls for service over 2015. The officer's individual activity also increased from the previous year. The officers have stepped up to the call to address community concerns. Newark was recently named the second safest city in the state.

While 2017 has just begun, our crime numbers have decreased compared to this time in 2016.

Speaking about police and crime reduction is one of my favorite topics and I would be glad to explain or address at a city council or other meetings on the topic.

Local Events Honor Crime Victims During Delaware Crime Victims' Rights Week

(DOVER, DELAWARE – APRIL 5th, 2017) Join the Delaware Victims' Rights Task Force and its participating agencies as we observe National Crime Victims' Rights Week (NCVRW). NCVRW promotes victims' rights and honors crime victims and those who advocate on their behalf. This year's theme is *Strength, Resilience, Justice*. This year's theme reflects this vision of the future; one in which all victims are strengthened by the response they receive, organizations are resilient in response to challenges, and communities are able to seek collective justice and healing.

A Proclamation Signing Ceremony, marking the week of April 2nd-8th, 2017 as Delaware Crime Victims' Rights Week, will occur on **Tuesday, April 4th, 2017** at **Legislative Hall**. Governor John Carney will sign the Proclamation as part of a week honoring victims of crime. During the proclamation signing, Probation Officer Amanda Munyan, Probation Officer Hunter Whitman, and Senior Probation Officer Ray Hill will be acknowledged by the Victims' Rights Task Force for exceeding expectations while working with crime victims. "The Department of Correction is committed to providing trauma informed services and resources to victims and survivors of crime in an effort to make the victim whole," said DOC Commissioner Perry Phelps. "We are pleased so many of our Probation Officers continue to go above and beyond the scope of their daily responsibilities in order to keep our communities safe."

Through a grant made available by the US DOJ, Office of Victims of Crime, the Delaware Victims' Rights Task Force will also be holding two art class projects for survivors of crime. Registered participants will work with local artists on individual pieces of art following the theme of Strength, Resilience, Justice. Not only will survivors enjoy the benefits of creating art, but they can help raise awareness of victims' rights here in DE. A New Castle County event will be held on Sunday, April 2, 2017 at the LaFate Gallery in Wilmington. A Kent and Sussex County event will be held on Friday, April 7, 2017 at the Mispillion Art League in Milford.

The featured event for the week is the **Crime Victims Tribute on Wednesday, April 5th, 2017** at the Delaware State University MLK, Jr. Student Center in Dover. The keynote speaker will be Ariana Langford, who will share her message of hope and encouragement to survivors of child abuse and sexual assault, and those who support them. Ms. Langford facilitates Victim Impact programs in Delaware correctional facilities and is the Assistant to the Executive Director at Victims' Voices Heard, Inc.

For more information about these events please call 1-800-victim-1, email DelVRTF@gmail.com or visit: <https://www.sites.google.com/site/delawarevrtf/home>.

Newark Activities January

2017

1/4-6/17- emails with staff about State/County revenue meetings

1/6/17- email to Council about upcoming legislative issues

1/9/17- prepare remarks and attend City Council meeting

1/10/17- Dover, attend opening day session of General Assembly

1/11-12/17- Dover, attend General Assembly Session day, get copy of Bond Committee epilogue language, emails with staff about language

1/12-13/17- Dover, attend General Assembly Session day, emails about water wells (HB38) and dangerous dog (HB13) legislation

1/17/17- Dover, attend inaugural events, attend Session Day

1/18/17- Dover, attend Session Day and Bond Committee hearing, emails with staff about SB 10 minimum wage bill

1/19/17- Dover, attend Session Day, Senate passes SB 16 the Mini Bond Bill, email to staff

1/20/17- prepared Table of bills to monitor and legislative issues and sent to staff for review

1/21/17- sent table of bills to monitor to Council

1/22/17- sent Governor Carney's Transition team issues document to staff and Mayor

1/23/17- prepare remarks and attend Council meeting

1/24/17-Dover, attend Session Day, attend fundraiser for Rep. Longhurst (D) and Rep. Q. Johnson (D)

1/25/17-Dover, attend Session Day, emails with staff vetting HB 49 security features in new schools and SB 9, public works jobs programs. Attend fundraiser for Senators Poore (D) and Walsh (D)

1/26/17- Dover, attend Session Day, emails with staff about amendments to HB 38 , water well bill and note to Council and staff about Mini Bond Bill and DNREC's Secretary non-confirmation

1/27/17- vetting HB 53, allowing ground based fireworks and HB 47, eliminating notarized absentee voting w/ staff

FEBUARY

2/13/17- vetted HB 58 with staff, creates limits on deed covenants for installation of solar or wind electric generation, no impact to Newark

2/13/17- Dover, monitor JFC hearing with DNREC, prepare remarks for Council, attend Council meeting

2/14/17- Dover, monitor JFC hearing with Judiciary

2/15/17-meeting with Mayor Sierer, Dover, monitor JFC hearing with Transportation hearing

2/18/17- Dover Downs, attend Annual Lincoln Day Dinner

2/21/17-Dover, monitor JFC hearing with Homeland Security

2/22/17-Dover, monitor JFC hearing with Attorney General

2/27/17-meet with Rep. Baumbach about RTT tax press discussion, Dover-monitor Bond Committee hearing for Transportation, prepare remarks for Council and attend meeting

2/28/17-Dover, monitor Chiefs Council Bond hearing

MARCH

3/2/17-Dover, monitor DNREC Bond hearing, meet with Jordan Seemans, Governor's Legislative liaison about Artificial Island electric connection project

3/3/17-email to Council and staff about Governor's PJM and Artificial Island electric connection remarks

3/5-6/17- emails with staff about State/County Revenue Committee

3/9/17- emails to staff vetting HB 63 absentee voting and HB 67 locking doors in school classrooms

3/10/17- email to Council and staff about Governor's Public meetings on State Budget

3/13/17- prepare remarks for Council and attend Council meeting

3/14/17- no Dover, GA session cancelled, Stella snow storm day

3/15/17- Dover, attend GA session day, attend House Administration Committee HB 47- eliminate notarized absentee voting, and attend fundraisers Sen. Sokola (D), and Rep. Baumbach (D)

3/16/17- Dover, attend GA session day, attend fundraiser Sen. Lopez (R) and Sen. Delcollo (R)

3/17/17-Dover, attend Green Tie Dinner, benefits Police dependents scholarships

3/20/17- New Castle- attend DEFAC meeting and report results to Council and staff, email discussions about HB 47 (notarized absentee voting) with sponsor and League

3/21/17- Dover- attend GA session day, vet HB 78 voter (election filing rules), no impact to Newark; vet HB 79 (opt out of voter registration when receiving driver's license), no direct impact, monitor for City Secretary; SB 33 (resisting arrest) no direct impact, monitor for Chief Tiernan

3/22/17-Dover- attend GA session; vet HB 90 (early voting) direct costs to Newark, ask for amendments if Council agrees, monitor for City Secretary, vet SB 1 (28 pages cleaning up mistakes in passed legislation 2010-2015 Code revisers could not correct. Sections 18, 33 and 35 were reviewed by staff and no negative impacts. SB 7 (burial benefits for police and firefighters) no impact to Newark; SB 30 (requires campaigns to gather occupation and employer information from donors), would impact Newark candidates, monitor for City Secretary; vet SB 36 (stray livestock penalty changes from criminal to civil) good laugh for staff, monitor for Court; vet SB 38 mandates tax exemptions for persons with disabilities) monitor for Finance.

3/23/17- Dover-attend GA session, vet HB 89 (sets dates for primary elections) no Newark impact; vet SB 90 (mandates early voting period for elections) does impact Newark, added costs, ask Council for direction; attend fundraiser for Senator Bonini (R) and Richardson(R).

3/27/17- prepare remarks for Council meeting, update Activities report, update Table of Bills to monitor, conversation with Version re concerns about item #17-15 on Council agenda(updating wireless transmission devices on public utility poles)



Artificial Island Cost Allocation – March 2017 Configuration

- AI cost allocations updated to reflect project configuration as discussed at the 3/3/2017 TEAC
- Anticipate PJM Board review on April 6, 2017

Upgrade ID	Description	Cost Estimate (\$M)*	Transmission Owner	Cost Responsibility	Required IS Date
b2633.1	Build a new 230 kV transmission line between Hope Creek and Silver Run	\$129.60	LS Power	AEC - 0.01%, DPL - 99.98%, JCPL - 0.01%	6/1/2020
b2633.10	Interconnect the new Silver Run 230 kV substation with the existing Red Lion - Cartanza and Red Lion - Cedar Creek 230 kV lines	\$2.00	DPL	AEC - 0.01%, DPL - 99.98%, JCPL - 0.01%	6/1/2020
b2633.2	Construct a new Silver Run 230 kV substation	\$16.40	LS Power	AEC - 0.01%, DPL - 99.98%, JCPL - 0.01%	6/1/2020
b2633.4_DFAX_Allocation	Add a new 500 kV bay at Hope Creek (Expansion of Hope Creek substation)	\$19.00	PSEG	AEC - 0.01%, DPL - 99.98%, JCPL - 0.01%	6/1/2020
b2633.4_LRS_Allocation	Add a new 500 kV bay at Hope Creek (Expansion of Hope Creek substation)	\$19.00	PSEG	AEC - 1.70%, AEP - 14.25%, APS - 5.53%, ATSI - 8.09%, BGE - 4.19%, COMED - 13.43%, DAYTON - 2.12%, DEOK - 3.37%, DL - 1.77%, DPL - 2.62%, Dominion - 12.39%, ECP - 0.20%, EKPC - 1.82%, HTP - 0.20%, JCPL - 3.78%, ME - 1.87%, NEPTUNE - 0.42%, PECO - 5.30%, PENELEC - 1.84%, PEPCO - 4.18%, PPL - 4.46%, PSEG - 6.22%, RE - 0.25%	6/1/2020
b2633.5	Add a new 500/230 kV autotransformer at Hope Creek and a new Hope Creek 230 kV substation	\$93.90	PSEG	AEC - 0.01%, DPL - 99.98%, JCPL - 0.01%	6/1/2020
b2633.91	Implement changes to the tap settings for the two Salem units' step up transformers	\$0.01	PSEG	AEC - 0.01%, DPL - 99.98%, JCPL - 0.01%	6/1/2020
b2633.92	Implement changes to the tap settings for the Hope Creek unit's step up transformers	\$0.01	PSEG	AEC - 0.01%, DPL - 99.98%, JCPL - 0.01%	6/1/2020

*Cost estimate breakdown of \$131.90M estimate for upgrades b2633.4 and b2633.5 was developed by PJM and has not been reviewed by PSEG.

NEWARK POLICE DEPARTMENT

WEEK 03/19/17-03/25/17

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	2	1	1	2	1	1
Rape	0	1	0	3	0	0
Unlaw. Sexual Contact	3	2	0	1	0	0
Robbery	8	6	0	5	2	0
- Commercial Robberies	3	4	0	0	1	0
- Robberies with Known Suspects	1	0	0	0	0	0
- Attempted Robberies	1	0	0	0	0	0
- Other Robberies	3	2	0	5	1	0
Assault/Aggravated	4	5	1	3	13	4
Burglary	20	9	0	12	1	0
- Commercial Burglaries	6	4	0	0	0	0
- Residential Burglaries	11	5	0	10	1	0
- Other Burglaries	3	0	0	2	0	0
Theft	154	128	7	38	50	5
Theft/Auto	7	17	1	5	1	0
Arson	0	1	0	0	0	0
All Other	28	28	1	15	8	1
TOTAL PART I	226	198	11	84	76	11
<u>PART II OFFENSES</u>						
Other Assaults	89	67	11	40	31	6
Rec. Stolen Property	0	1	0	9	2	0
Criminal Michief	46	51	2	22	10	0
Weapons	3	6	1	8	7	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	75	21	1	117	56	11
Drugs	35	41	5	41	42	7
Noise/Disorderly Premise	174	193	10	74	57	3
Disorderly Conduct	42	41	4	33	19	5
Trespass	42	38	4	13	15	1
All Other	135	115	11	72	101	14
TOTAL PART II	641	574	49	429	340	48
<u>MISCELLANEOUS:</u>						
Alarm	226	106	12	0	0	0
Animal Control	92	91	4	0	1	1
Recovered Property	77	64	6	0	0	0
Service	8116	9169	825	0	0	0
Suspicious Per/Veh	150	148	17	0	0	0
TOTAL MISC.	8661	9578	864	0	1	1

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	851	10,893	1,065	11,906



**Newark Police Department
Weekly Traffic Report
03/19/17-03/25/17**



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	2342	2156	195	238
DUI	41	31	3	5
TOTAL	2383	2187	198	243

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	44	57	3	5
Property Damage (Reportable)	291	238	32	21
*Hit & Run	78	56	9	2
*Private Property	61	47	6	3
TOTAL	335	295	35	26

*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.