

# City Manager's Weekly Report

Friday, April 7, 2017

## Department:

Administration - Deputy City Manager

## Notable Notes:

HR/Administrative:

- Deputy City Manager Andrew Haines and PW&WR Director Tom Coleman met to review workload assignments, projects and tasks associated with the transition and retirement of Carol Houck as City Manager in May. Continuity of short- and long-range projects, and other matters were identified to create a positive plan.
- HR Manager Devan Stewart

Parking Division:

- Parking Manager Marvin Howard worked with meter vendor IPS on report auditing and completed a physical street-by-street audit to ensure accuracy. Minor adjustments were made to the summary reporting from IPS, which will make the staff reconciliation of revenue more effective.
- Staff coordinated with the Communications Division to create a QR code that is now printed on the back of citations. The QR code connects directly to the payment/appeal portal to increase ease for customers.
- The March financials were completed and submitted to the Finance Department.
- Working with HR Manager Devan Stewart, 13 interviews were conducted for Parking Ambassador vacancies, which resulted in five (5) part-time positions being filled.

## Activity or Project:

Recruitment: PW&WR Engineer

Description:

A final candidate was identified and accepted the new PW&WR Engineer position and will start Monday, May 8. The department leadership is looking forward to their addition and support to the work of the department.

Status: Near Completion

Expected Completion: 5/8/2017

Execution Status: Completed

## Activity or Project:

Recruitment: Financial Analyst

Description:

A final candidate was identified and accepted the new Financial Analyst position and will start

Monday, April 24. The department leadership is looking forward to their addition and support, and the employee will be placed immediately into MUNIS training for preparedness on the Budget Module. The multi-round process and assignments provided the Finance Department leadership and the HR team an opportunity to try to best find a fit into the demands tasked to the department.

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

**Notable Notes:**

- Alderman's Court held three court sessions from 3/30/17 to 4/5/17 which included arraignments, trials, capias returns, video hearings, and violation of probation hearings. Parking was here on Monday and Wednesday to handle parking appeals.
- The security cameras have been installed and are working. The Language Link has been used weekly for incoming calls about paying tickets. On Friday, April 7, it will be used for the first time in the court room.
- The JP Courts and the Alderman Courts of Delaware will be doing an event called Operation Clean Slate which will occur from May 11-13th where defendants who are wanted on active warrants can turn themselves into the JP Court. Alderman's Court has agreed to participate in this project and will be working with JP Court. Further information will be coming on this event.

**Activity or Project:**

**Description:**

From 3/30/17 to 4/6/17 Alderman's Court handled 36 arraignments, 37 trials, 13 capias returns, 5 video hearings and 1 violation of probation hearing. The court collected a total of 295 parking payments of which 185 were paid through Pay Pal and 110 were paid in court. The court also collected payments for criminal/ traffic fines which included 97 online payments and 32 payments paid at court for a total of 129 payments.

Status: Completed

Expected Completion: 4/6/2017

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:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Bruce was in the office on April 3 for the special Council meeting and April 4 for Planning Commission.

Tara attended week 4 of the Municipal Clerks Institute in Dover on March 31. Topics covered included GIS training. 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.

Bruce and Renee staffed the special Council meeting on April 3 and staff completed follow up on April 4.

Preparation for the April 11 City Council election continued this week. Sharon Hughes submitted her withdrawal from the ballot on March 31, which caused the District 2 election to be cancelled. Staff time was spent notifying the polling place, workers and State Department of Elections, pulling remaining advertisements and submitting revised notices, updating the website, sending out InformMe notifications to District 2 registered voters and fielding subsequent phone calls regarding the cancellation. Six additional absentee ballots were requested this week. So far, there have been 16 total absentee ballots requested for District 4 (11 returned).

Renee received comments from staff, revised and forwarded the annexation agreement to the applicant for review for 139 East Chestnut Hill Road. Sarah completed the newspaper advertisements and Teresa completed the direct mail notices for this project, which is scheduled for public hearing at the April 24 Council meeting.

Renee finalized 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 be on the April 24 Council agenda for first reading and the May 8 Council agenda for second reading and public hearing.

Sarah completed the agenda and newspaper and direct mail notices for the April 18 Board of Adjustment meeting. There is one application on the agenda for a 1.5' rear yard variance for an existing shed roof overhang at 54 Winslow Road. The agenda can be found on the website here: <http://www.cityofnewarkde.us/ArchiveCenter/ViewFile/Item/5066>.

Sarah spent time on the various legal advertisements for the election and upcoming meetings.

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

- Sent response denying request and closed a March 16 FOIA request from Amy Roe regarding executive session minutes related to TDC.
- Determined there were no responsive records and closed a March 23 FOIA request from SLK Group regarding a unit in Fountainview.
- Received, circulated to staff and reviewed with Bruce a March 30 FOIA request from Duffield Associates regarding shortlisted proposals for RFP 16-06.
- Received, directed to the appropriate agencies and closed a March 31 FOIA request from AECOM regarding a property outside the City
- Received, directed to the appropriate agencies and closed an April 3 FOIA request from LCS, Inc. regarding a property outside the City
- Received, circulated to staff and reviewed with Bruce an April 4 FOIA request from Ashby Hospitality regarding police reports for an arrest at Deer Park Tavern

The cancellation notice for the April 10 Council meeting and the agendas for the April 11 Election Board, April 12 Newark Housing Authority, April 13 Election Board, April 13 Downtown Newark Partnership Board and April 18 Board of Adjustment meetings were forwarded to Council.

Regarding minutes, staff time was spent on the March 13 Council executive session (Renee drafted - complete), March 27 Council (Tara drafting) and April 3 Council (Renee drafted - complete) minutes. The March 15 Council executive session minutes are currently in the queue

Sarah fulfilled 6 discovery requests for upcoming Alderman's Court cases this week. 123 total

discovery requests have been fulfilled so far for 2017. No new court calendars were received this week. 16 court calendars with 270 associated case files have been compiled for 2017 so far.

The office received 9 new lien certificate requests this week, which were sent to Finance for processing. 5 lien certificates were completed and sent to the requestor. So far 109 lien certificate requests have been processed for 2017.

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**Activity or Project:**

Electronic Document Management - Legislative

**Description:**

As of February 1, the Legislative team began inputting data into Tyler Content Management instead of Laserfiche. In the month of March, 1,482 new documents were imported/scanned into TCM as part of the electronic document management project. This is a total of 5,620 individual pages added this month. The primary sources were the continued scanning of easements, legal opinions, litigation files and updating of current files. Once the transition of existing scanned files from Laserfiche to TCM is completed, overall total numbers will be reported in a future weekly report. Additionally, 13 boxes of files that have met their retention schedule were approved for destruction by the State Archives.

Status:

Expected Completion:

Execution Status:

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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:

**Department:**

Community Relations

**Notable Notes:**

**A New Night Downtown:** Registration is now open for A New Night Downtown. Vendors interested in participating in the event can find the form here: <http://newarkde.gov/DocumentCenter/View/8276>. Any businesses interested in being a New Night Downtown sponsor can find the sponsorship form here: <http://www.newarkde.gov/DocumentCenter/View/8283>.

**Newark Police Department 150<sup>th</sup> Anniversary:** Work continues on the production of the Newark Police Department's 150<sup>th</sup> anniversary video. This week, we interviewed five current officers about their time with the department, and where they see the department in the future. We are scheduling more interviews with both current and former police officers. Once all interviews are conducted, Megan will begin editing the pieces into both individual highlights, as well as a longer feature video.

**Newark Insert in Delaware Today Magazine:** The Newark supplement in Delaware Today magazine will be published in May. The publication is themed around art and entertainment in Newark, and includes features on the Newark Arts Alliance, Chapel Street Players and Newark Symphony Orchestra. This week, we officially approved the supplement's articles and layout. Once the supplement is printed, we will be handing it out at DNP events, as well as businesses across the City.

**Creative Design/Web Updates**

- Updated: election map links; Parks and Recreation summer camp guide; and New Night Money Mailer ad
- Designed: flood advisory graphic for website and social media; poster for District 2 election cancellation; phone scam alert graphic for website and social media; and UDon't Need It? event page banner graphic for Facebook
- Created QR code for parking citation to go directly to payment portal
- Scheduled District 2 election cancellation InformMe notification; and public meeting InformMe notification

**Press Releases/Media Inquiries**

- Newark City Council Appoints Acting City Manager: <http://bit.ly/2p5rplg>
- Residents & Business Reminded to Register Alarm Systems: <http://bit.ly/2oljj5x>
- Karie Simmons, Newark Post, inquired about a Public Works & Water Resources employee who aided a young female while beginning his shift.
  - Resulting coverage: [http://www.newarkpostonline.com/news/article\\_e9ad3d22-f50d-51ac-9405-6e89e0fbc490.html](http://www.newarkpostonline.com/news/article_e9ad3d22-f50d-51ac-9405-6e89e0fbc490.html)
- Josh Shannon, Newark Post, inquired about the use of quotas by Newark Police Department.
  - Resulting coverage: [http://www.newarkpostonline.com/news/article\\_303065cf-c455-5049-a09a-62d47d81759b.html](http://www.newarkpostonline.com/news/article_303065cf-c455-5049-a09a-62d47d81759b.html)
- Staff Writer, First State Update, inquired about several items related to the resignation of Carol Houck as City Manager.
  - 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

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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:**

Electric Department

**Notable Notes:**

- The line crews performed an early morning voltage upgrade affecting residences along Beverley Road from West Park Place to Dallas Avenue and along the roads in between. The crews also pulled in primary cable at the Curtis Water Treatment Plant along the raceway after an underground failure to the transformer that feeds Well 21.
- The electricians worked on a Main Street tree pit receptacle, installed fiber optic camera boxes on poles, demoed the old mail room at the Municipal Building, fixed a scoreboard for Parks, and

worked at the Kershaw Substation on new breaker alarms.

- Engineering worked on getting prices for cables and equipment for future expansion of the South Chapel Substation for the capital budget, completed the University's monthly load report, examined University's peak load contribution from last year at DEMEC's request, and attended a Crisis Management session.

**Activity or Project:**

SCADA and Automatic Restoration

Description:

Engineering has been working with the SCADA developers and the recloser engineers on establishing a clear path on integration. There are multiple ways to achieve this, each with different pricing and pros and cons for now and in the future.

Status: Started

Expected Completion: 12/31/2017

Execution Status: Behind Schedule

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Finance - Accounting Department



**Notable Notes:**

- I am happy to announce that we have selected a candidate for the Financial Analyst position. A conditional offer has been made, and we have selected April 24<sup>th</sup> as a starting date. Once our candidate clears all pre-employment conditions, I will provide more detail.
- 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.
- Staff is continuing to work with Paymentus regarding accepting credit card payments for utility bills. The intent of this service is to provide a more efficient way to process credit card payments. Customers who call in to make a payment, once our new service is implemented, would be able to press a button on the phone tree to make a payment instantly versus being placed on hold and wait in the phone queue for the next customer service representative. Launch is expected to occur in mid-May, before Move In/Move Out begins. In 2016, PUBs staff processed 13,454 credit card payment over the phone. This equates to approximately 16 hours per week in saved time in PUBs by processing credit cards through Paymentus. Customer hold times will decline, as customers calling to make a payment will no longer be in the hold cue. In 2016, 45% of PUB calls were to make a credit card payment. In addition, our website will not change, as customers will click on a link and be redirected to a custom site on Paymentus' page to accept payments online.
- We have been working on preparing a revised monthly financial report for Council to review. I had initially placed both January and February on the 4/24 agenda, but decided to move February to 5/8, so we can incorporate any Council recommendations to February report. This will allow Council more time with the revised report which will be used going forward to present monthly financial updates.
- We had a representative from the First State Community Action Agency in the office April 6<sup>th</sup>. Our FSCAA rep will be shadowing our customer service representatives looking for customers that may be in need of their services. This will not only cover payment arrangements, but a gamut of other statewide assistance. Once the shadowing is completed, I will provide more information as to what levels/types of assistance options are available to our residents in need. [www.firststatecaa.org](http://www.firststatecaa.org)

**Activity or Project:**

Payments and Utility Billing (PUBS)

**Description:**

The group handled 466 phone calls last week, with the average call length of each call being 2:09. There was one service order initiated by PUB during last week. The group processed 3,103 utility payments and CityView transactions, 397 of which were imported automatically with our electronic processes and 1,968 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 have been in the office the past two weeks and are finishing up their sampling. The accounting staff will now be working on preparing the 2016 CAFR for CLA to review.

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. Departments have been asked to review their capital projects for 2018 and provide a listing of their anticipated projects to the Finance Department and City Manager by Monday, April 17 for review.

Status: In-Progress

Expected Completion: 9/30/2017

Execution Status: On Track

### Department:

Information Technology Department

### Notable Notes:

#### Leadership Notes

- Much of week spent preparing 2018 budgets for IT and Facilities
- Continued overseeing building renovations and reorganization
- Attended Crisis Management Discussion and Tabletop with DEMA
- Prepared Team for Active Directory Federation Services (ADFS) Project

#### Infrastructure Team

- Completed virtualization of the K1000 server
- Completed the migration of the monitoring VM to the new host
- Completed the PD-CPC network setup
- Initiated the ADFS w/LoadBalancers project – Virtual Load Balancers deployed, ADFS VM servers in process
- Initiated a server and network (physical) inventory as part of the Infrastructure Audit in an effort to review and update documentation

- We continued the process of migrating Sergeant computers at NPD

## **Applications Team**

- Continued managing Laserfiche to TCM data migration (completion expected this week)
- Tested Tyler ESS Mobile application
- Worked with Harris Metersense to resize our test database
- Coordinated Sharepoint #2 Lunch and Learn
- Began setting up validation parameters in Metersense Test
- Conference call with Harris Northstar to discuss outstanding tickets
- Successfully completed user acceptance testing (UAT) for Harris Northstar upgrade
- Attended a meeting with a UD rep to discuss monthly billing spreadsheet
- Began working on SQL query restructure for UD accounts
- Managed the Harris Customer Connect test database upgrade
- Updated CIP project balances (budget)
- Reviewed City Manager's archived files
- Started developing 2018 Opex and CIP budgets
- Met with Harris Northstar for Paymentus integration
- Attended a Webex Training with Northstar for G/L archiving

## **Records Team**

- Completed weekly batch scanning
- Scanned deed files, subdivision and daily cash records
- Continued working on disposition of finance records
- Continued preparation of finance records for archiving, including transfer documents
- Disposed of 82 boxes of documents

## **GIS Team**

- Completed the City Bus Route Map for Planning
- Worked on updating the City of Newark Fiber Mesh Network Map
- Continued working on GIS topic in Munis (NCC rest service)
- Investigated the Arcgis server to Arcgis Enterprise migration
- Began pulling together information for the SAG Award (April 28 deadline)
- Attended offsite DE GIS meeting

## **Facilities**

- Old mail room renovation
- 2018 budget meeting
- Parks and Recreation has been assisting with building maintenance tickets to catch up

**Activity or Project:**

Munis Permitting Module Project

## Description:

- Attended monthly Stakeholder's Meeting - Conference call with Tyler Munis to discuss project status - Attended CV to Munis document migration meeting - Attended Central Property Meeting - Performed Zipcode import - Created an Outstanding Lien Count report - Began researching New Castle County property file for data mapping to Munis Central Property - Attended Planning Commission Meeting - Completed building of inspections tables for code enforcement - Started data mapping - Developed data and document imaging mapping

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

**Activity or Project:**

Munis Tax Module Project

## Description:

- Reviewed tax implementation schedule - Attended a meeting to discuss Munis tax implementation schedule with stakeholders

Status: Started

Expected Completion: 12/31/2017

Execution Status: On Track

**Activity or Project:**

City-Wide Fiber Project

## Description:

Camera boxes are being fused/spiced into the network.

Status: In-Progress

Expected Completion: 5/31/2017

Execution Status: Behind Schedule

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Working on the 2018 budget in preparation for upcoming budget meetings, met with the Fusion Fitness owner about upcoming events and the Preston's Playground project, served on the interview panel for the Philadelphia Parks and Recreation Regional Manager position, met with the Paula about upcoming

events and activities, conducted the Parks Maintenance meeting with Tom, Rich and Paula to discuss upcoming projects and work orders, met with Chrissy and Tom to discuss the Community Clean up, met with State Parks to discuss their upcoming grant cycle and time lines associated.

Recreation Superintendent: Continued to work with the Department of Engineering on the approval of the plans for the Wilson Center kitchen; completed and sent out April PSA's and E-blast promoting upcoming programs; met with Kelly and Megan regarding setting up an Instagram account in support of some upcoming events for the department; worked on first draft of summer brochure consolidating all of the programs from each supervisor; worked on data entry forms for the recreation registration system; checked in on After Care programs; conducted staff meeting with recreation staff; completed the Summer Camp Orientation Schedule, confirming guest speakers and staff areas of responsibility.

Recreation Supervisor of Athletics: Recruiting additional staff for before and after care, annual license renewal inspection was held at Downes on 3/30; the last week of classes for the current session of after school gymnastics at Downes was held, the final six week session for this school year begins next week; finalizing Rittenhouse Camp staff, met with one of the new hires; a new session of the adult N.B.A. basketball program began at Newark High; working on finalizing programs for the summer brochure and July calendar.

Recreation Supervisor of Community Events: Prepared Egg Hunt materials for stuffing and solicited donations from local businesses for the Egg Hunt, prize donations have been coming in and additional pickups will be done next week; the Newark Community Garden added three additional plots expanding the capacity to a total of 57, which are currently all assigned, a waiting list is being taken and new gardeners have been picking up their keys; new fitness programs are beginning this week; began working on a combined Summer Camp Staff Manual with Tyler and Chrissy; receiving applications for upcoming events, including the Newark Memorial Day Parade, Liberty Day, Community Day, and NewBark PawLooza.

Coordinator of GWC and Volunteers: Continued to plan for 2017 Summer programs; met with the Recreation Superintendent, Parks and Recreation Graphic Designer and members of the Communication Division to discuss and finalize details for the 7<sup>th</sup> Annual Kids to Parks Day Instagram Photo Challenge, the Parks and Recreation Scavenger Hunt and the Friends of School Hill event; met with the Friends of School Hill Committee; met with Parks Superintendent (Tom) to complete a piling list for the Spring Community Clean Up; continued to prepare for and recruit volunteers for the Spring Community Clean Up and the Annual Egg Hunt; continued conducting phone interviews and recruitment for Summer camp volunteers and other special events; attended the Networks Career Fair on behalf of the City of Newark Parks and Recreation Department. **Volunteer Hours:** 2 Volunteers devoted a total of **4** hours assisting trail maintenance. Total Volunteer Hours for the week: **4** Hours.

Parks Superintendent: Inspected eight park areas and developed work orders as needed, assisted Code Enforcement with tree issue, met with fencing contractor to get quote, contacted business owners/managers to obtain permission to cross/park on property for Christina River Clean Up next Saturday as well as continuing to organize with our Volunteer Coordinator for event, talked with several residents concerning tree issues from ice storm, along with staff Civil Engineer assessed trees that maybe saved at current Rodney dorm site, completed research on basketball systems and made recommendation to Parks Director for possible use at Kershaw Park, and attended meeting with Parks Director, Recreation Superintendent, US Forest Service research Forester and new Professor of Urban Forestry at UD to discuss upcoming research projects as well as review results from current projects. Contractor completed tree removal/pruning operation at City Parking Lot # 5 as needed.

Parks Supervisor: Continued coordinating field staff daily and assisting as needed, continued researching options for possible skid steer purchase in 2018, and coordinated area cleanup/planting at Train Station for Sunday's event. Networks (vocational training for students in the Christina School system) completed assembling new picnic tables for under shelter at Folk Park.

Parks/Horticulture Staff: Continued pruning back perennials and bed clean up throughout park system, continued on tree work from ice storm throughout park system, did trash removal throughout park system, set/leveled/backfilled three more raised garden beds at Community Garden site, dragged/scarified ballfields, put on new brushes on Bannerman ballfield conditioner, did maintenance on chain saws as needed, took up all snow removal equipment/snow components and cleaned them and placed them in storage at Olan Thomas storage building, assisted with building maintenance tickets at City Hall, continued on weed control throughout park system, placed new picnic tables under shelter at Folk Park, and did interior bed maintenance at City Hall.

**Activity or Project:**

Main Street Flower Pots/Planters

Description:

Main Street flower pots/planters have arrived and will be installed in May after the last frost. The flower pots will replace the trees that have been broken on Main Street, eight trees over the last eight months. The planters are self-watering and will be a nice addition to Main Street.

Status: In-Progress

Expected Completion: 5/12/2017

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

- The demolition on South Main Street for the next phase of Chimney Ridge is completed. Site work should begin this week.
- Demolition is generally completed for the new hotel at 400 Ogletown Road. Site work should begin this week.
- 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 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

- At their regularly scheduled meeting on April 4, 2017, the Planning Commission unanimously recommended approval of amendments to Chapters 27 Subdivisions and 32 Zoning regarding liens and property tax billings.
- On Tuesday, April 18, the Board of Adjustment will hear the appeal of John A. Jadach for the property at 54 Winslow Road, who is seeking a variance from the requirement that an accessory building in the rear yard be located at least 3 feet from the property line. The applicant is seeking a 1.5 feet variance for the existing shed roof overhang.
- On Wednesday, Planner II Mike Fortner attended the GIS Working Group Committee meeting.
- Mike Fortner completed a financial draw to New Castle County for the Community Development Block Grant Program covering expenditures through February 2017.
- The following was also completed this week:
  - 5 Deed Transfer Affidavits
  - 33 Building Permit Reviews
  - 2 Certificates of Completion/Occupancy

### Activity or Project:

N/A

### Description:

N/A

### Status:

Completed

### Expected Completion:

4/7/2017

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:**

Special Operations Unit:

- During the week, SOU will conduct order maintenance enforcement in residential and business districts and will conduct several Cops in Shops operations.
- On Wednesday, April 5<sup>th</sup>, SOU will host their monthly HUB meeting.
- On Wednesday, April 5<sup>th</sup>, SOU will attend a planning meeting with UDPD to prepare for the upcoming Newark Nightlife Partnership.

Traffic Unit:

- The Newark Police Department has been awarded grant funding to participate in the Office of Highway Safety's Cinco de Mayo "Team DUI Patrols". The grant funding will cover overtime patrol to combat Driving under the Influence.
- During the week, Traffic will conduct enforcement at various locations throughout the city.
- During the week, Cpl. Robert Vernon is attending Police Motorcycle Operator training hosted by Dover PD.



- During the week, Cpl. Patrick Craig is assisting at the New Castle County Police Academy training new recruits on firearms proficiency.
- On April 3<sup>rd</sup> and 4<sup>th</sup>, M/Cpl. Paul Keld assisted the patrol division with the Field Training of one of our newly graduated officers.
- On Thursday, April 6<sup>th</sup>, traffic officers will assist with the escort of Col. John Glenn's remains from Dover Air Force Base.

Patrol Division:

- On April 1<sup>st</sup>, Officer Brian Whitehead contacted a subject in the parking lot of the Roadway Inn located on South College Avenue. The subject was found in possession of a concealed handgun and an illegal knife. The subject was arrested for two counts of carrying a concealed deadly weapon.
- On April 2<sup>nd</sup>, Patrol Division Officers Cpl. Will Smith, Officer Nate Graber, and Cpl. Rob Sharpe along with Sgt. Curtis Davis of the Traffic Unit and Lt. Fred Nelson of the Administration Unit, assisted with the Founders Day event at the Newark Historical Society.
- During the week, Lt. Andrew Rubin is attending the FBI LEEDA leadership course.

Administration Division:

- Chief Tiernan, Deputy Chief Farrall and Lt. Nelson are participating in a crisis management discussion/tabletop exercise with DEMA on April 4<sup>th</sup>.
- Lt. Nelson is participating in the certified police officer applicant interviews starting on April 5<sup>th</sup>.
- Sgt. Bryda is participating in a CALEA webinar on April 5<sup>th</sup> that will discuss transitioning from the 5<sup>th</sup> edition manual to the 6<sup>th</sup> edition manual.
- M/Cpl. Potocki is attending a week-long class in Dover regarding supervision and leadership.
- Sgt. Jones is transitioning the police department's training records into Munis.

Criminal Investigations Division:

- Lt. Rieger and Mrs. Pennachi will be meeting at the Governor's Office to witness the signing of the Proclamation for Crime Victims' Rights Week.
- Sgt. Watson and M/Cpl. Skinner attended through NCJTC of Fox Valley Technical College to better identify and investigate child abuse/neglect cases.

**Activity or Project:**

N/A

Description:

N/A

Status: Completed

Expected Completion: 4/6/2017

Execution Status: Completed

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Activity or Project:**

Description:

Status:

Expected Completion:

Execution Status:

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

**Activity or Project:**

2017 Water Main Rehabilitation Contract

Description:

We have received approval from the Office of Drinking Water for our construction plans and put the contract out to bid. We are targeting construction to begin on East Park Place shortly after the students leave for summer break. After that we will move to Dallam Road which can be completed once students are back if necessary.

Status:

In-Progress

Expected Completion:

12/31/2017

Execution Status:

On Track

**Activity or Project:**

2017 Street Contract

**Description:**

The 2017 street contract is now out for bid. This year's contract is larger than last year's and also includes park facilities. As a result, it took slightly longer to prepare compared to last year. We still anticipate being able to complete the entire project during 2017, barring poor weather or other unpredictable issue.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

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**Activity or Project:**

2017 ADA Curb Ramp Contract

**Description:**

We have received bids for the 2017 ADA Curb Ramp contract. Grassbusters was the apparent low bidder. We are reviewing the bids and working to prepare the Council recommendation. Grassbusters successfully completed our 2015 street contract which includes curb ramps on streets where we pave and they have received very positive reviews from our inspection team.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

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4/2/2017 to 4/8/2017

NEWARK POLICE DEPARTMENT

WEEK 03/26/17-04/01/17

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	0	2	1	0
Rape	0	1	0	3	0	0
Unlaw. Sexual Contact	3	2	0	1	0	0
Robbery	10	7	1	5	2	0
- Commercial Robberies	4	5	1	0	1	0
- Robberies with Known Suspects	1	0	0	0	0	0
- Attempted Robberies	1	0	0	0	0	0
- Other Robberies	4	2	0	5	1	0
Assault/Aggravated	5	6	1	3	14	1
Burglary	25	11	2	12	1	0
- Commercial Burglaries	6	5	1	0	0	0
- Residential Burglaries	15	6	1	10	1	0
- Other Burglaries	4	0	0	2	0	0
Theft	163	133	5	44	52	2
Theft/Auto	7	19	2	5	1	0
Arson	0	1	0	0	0	0
All Other	31	29	1	20	13	5
<b>TOTAL PART I</b>	<b>246</b>	<b>210</b>	<b>12</b>	<b>95</b>	<b>84</b>	<b>8</b>
<u>PART II OFFENSES</u>						
Other Assaults	92	69	2	40	33	2
Rec. Stolen Property	0	1	0	9	2	0
Criminal Michief	47	57	6	23	11	1
Weapons	3	7	1	12	9	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	77	22	1	123	57	1
Drugs	39	43	2	41	47	5
Noise/Disorderly Premise	178	202	9	76	59	2
Disorderly Conduct	42	41	0	33	22	3
Trespass	45	40	2	14	16	1
All Other	145	121	6	82	105	4
<b>TOTAL PART II</b>	<b>668</b>	<b>603</b>	<b>29</b>	<b>453</b>	<b>361</b>	<b>21</b>
<u>MISCELLANEOUS:</u>						
Alarm	251	116	10	0	0	0
Animal Control	106	96	5	0	2	1
Recovered Property	82	66	2	0	0	0
Service	8698	9858	689	0	0	0
Suspicious Per/Veh	155	156	8	0	0	0
<b>TOTAL MISC.</b>	<b>9292</b>	<b>10292</b>	<b>714</b>	<b>0</b>	<b>2</b>	<b>1</b>

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	799	11,692	907	12,813



**Newark Police Department  
Weekly Traffic Report  
03/26/17-04/01/17**



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	2492	2442	153	195
DUI	48	39	7	6
<b>TOTAL</b>	<b>2540</b>	<b>2481</b>	<b>160</b>	<b>201</b>

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	48	61	4	4
Property Damage <b>(Reportable)</b>	305	260	16	15
*Hit & Run	80	64	2	4
*Private Property	65	55	4	7
<b>TOTAL</b>	<b>353</b>	<b>321</b>	<b>20</b>	<b>19</b>

\*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.