

City Manager's Weekly Report

Friday, September 15, 2017

Department:

Administration - City Manager

Notable Notes:

This week we held the final budget expense workshop which covered Police and Administration. We will be incorporating changes to the budget based on feedback received.

I attended the monthly DNP board meeting this Thursday where we discussed feedback from Wednesday's budget hearing regarding the scope of operations of the DNP and developing a path forward, an updated vision, for the DNP. A subcommittee will be developed to deep dive into vision which will have an impact on the type, and location, of events put on by the DNP in 2018 and beyond. A local Camaro Club has approached the DNP about hosting a car show downtown in 2018, likely in spring or summer. It sounds like an interesting opportunity and could be a good economic driver for local businesses. Apparently there was a similar event held in 2006 that was well attended and remembered fondly by participants when their regular venue, the Wilmington Riverfront, became unavailable this year.

I participated in an ESCC conference call that covered emergency response and requests for assistance in Florida related to Hurricane Irma. We have agreed to backfill for New Castle City if necessary which has allowed them to offer mutual aid to Florida with their line crews.

I attended a meeting at the Delaware Technology Park with Director Del Grande and Acting Director Patel where we discussed electrical billing questions related to DTP at STAR. We will be working with DTP to identify sources of heavy load in the coming days/weeks.

I assisted Director Spadafino and Mayor Sierer with funding requests and background information requested by potential funding sources.

I met with a local landlord to discuss concerns about building security and code enforcement/property maintenance concerns. While we didn't agree on everything, he made several recommendations that I will be taking to the Planning and Development Department for discussion and potential implementation, specifically offering a landlord training program that would educate landlords on property maintenance code and common safety issues that they should be looking out for when they visit their properties. I feel that such a program could be a low cost opportunity to improve health and safety in our rental housing stock.

I met with Solicitor Herron, staff from Planning and Development, and staff from Public Works to discuss several code interpretation issues that have come up recently around non-conforming uses. We will likely be proposing new code language in the coming weeks to clarify and, in our opinion improve, the current ordinance.

Several personnel related items were addressed this week.

Activity or Project:

N/A

Description:

n/a

Status: Not Started

Expected Completion: 12/31/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Administration - Deputy City Manager

Notable Notes:

Administration/HR

- Staff prepared for, and presented the draft FY2018 Administration Department budget on Wednesday, September 13 to Mayor and Council.
- Staff worked with the Electric, Alderman's Court and Finance Department on their FY2018 draft budget presentations, which were provided to Mayor and Council on Monday, September 11.
- The staff worked with Acting Manager Coleman and Solicitor Herring on the process to hold an executive session with Council on the FOP 2018 tentative agreement, with a corresponding date for ratification.
- Mr. Haines attended the quarterly Delaware City Manager's Association meeting; the organization ratified the national ICMA state association agreement and further aligned

itself as a professional organization for the development of the professional manager.

Parking Division

- Specific on-street IPS parking smart meters were selected for a trial dome-mount sensor pilot program. Ten meters in areas that are high-traffic will test the sensors that could replace the puck sensor in the street.
- Parking Maintenance Billy Shorter performed field audit of parking meters and sensors, ensuring that the equipment sync between devices were functional on all parking spaces. Any meters found non-compliant were addressed immediately.
- On-street parking vendor, IPS released its ParkSmarter app and program. The program would allow pay-by-mobile at on-street meters at a cost to the City. An initial meeting has been set up to discuss costs, pros and cons of the system, as well as how other municipalities and universities have handled pay-by-phone in the past.
- August 2017 monthly financial review paperwork was completed and submitted to the Finance Department.
- Ericka Morterud and Shawn Humphrey were cross-trained in the mail room on Thursday, September 7th.

Activity or Project:

Millennium Grant Writing

Description:

Attached please find the August activity report for grants with Millennium Strategies.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 9/7/17 to 9/13/17. These sessions included arraignments, trials, capias returns, video hearings, and code violations. Parking officers were here on Monday and Wednesday to handle parking appeals.

The big party dispersal date has been set with the police department and both Judges are available. The arraignment date has also been set for November 7, 2017.

Alderman's Court presented their budget to Council on 9/11/17.

Activity or Project:

Court Sessions

Description:

From 9/7/17 to 9/13/17 Alderman's Court handled 44 arraignments, 56 trials, 23 capias returns, transported eight prisoners, held six video capias returns and had five code violations. The court collected a total of 402 parking payments of which 262 were paid online and 140 were paid at court. The court also collected criminal/traffic fines which included 97 online payments and 51 payments made in court for a total of 148 payments.

Status:

Expected Completion:

Execution Status:

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 September 11 for Council and September 14. Paul was in the office on September 8 and 14 for Court and September 13 for the Council meeting.

Bruce, Renee and Tara staffed the Council meeting on September 11. Follow up was completed by staff on September 12.

Tara staffed the Conservation Advisory Commission meeting on September 12. The CAC discussed their upcoming participation in Community Day and their outstanding recommendations to Council (which are scheduled for the September 25 Council meeting), as well as heard a presentation on the Sustainable Newark Community Plan.

Renee met with the Records Management Coordinator to discuss document types in relationship to the Tyler Content Management self service project on September 13.

Renee attended the staff meeting on September 14 where the September 25 Council agenda was discussed.

Bruce and Renee met on September 14 to work on the bill for the upcoming Comcast franchise renewal and the recodification project.

Renee drafted the agenda for the September 25 Council meeting.

Tara completed three proclamations for various organizations.

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

- Scanned and redacted documents, notified requestor of completed request and forwarded final cost for April 7 FOIA request from Andrew Ruth regarding 1960s police reports
- Received documents from staff, forwarded to requestor and closed an August 28 FOIA request from Tyler Sherman regarding business license information
- Reviewed documents, sent final administrative cost and set up date for document review

for August 29 FOIA request from Rich Abbott regarding Trader's Alley

- Received, circulated to staff, received documents, forwarded documents to requestor and closed a September 6 FOIA request from Northeast Carpenters regarding August building permits
- Received and circulated to staff a September 9 FOIA request from Tyler Sherman regarding landlord information

The September 19 Community Development/Revenue Sharing Advisory Committee agenda was posted and forwarded to Council.

Regarding minutes, staff time was spent on the July 24 Council executive session (Renee drafted - complete), August 28 Council executive session (Renee drafted - complete), August 28 Council (Renee edited - complete), September 11 Council (Tara drafting), September 12 Conservation Advisory Commission (Sarah drafted - complete) and September 13 special Council (Sarah drafting) minutes. There are no outstanding minutes currently in the queue.

Sarah fulfilled 5 discovery requests for upcoming Alderman's Court cases. 284 discovery requests have been filed so far for 2017. The court calendar for September 21 was received and the 17 associated case files were prepared by Sarah for the Deputy City Solicitor. 36 court calendars with 547 associated case files have been compiled so far for 2017. Sarah also completed 2 pleas by mail.

The office received 14 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. So far 368 lien certificate requests have been processed for 2017.

Activity or Project:

No updates to report

Description:

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

Status: In-Progress

Expected Completion: 9/14/2017

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:

City Council Meeting Streaming: We continue providing live streaming coverage of council meetings, which are being utilized by the public. Here are statistics for the two most recent meetings:

- City Council Meeting 9/11/17: 144 total views, 77 unique live views, average watch time: 37:03
- City Council Budget Meeting 9/13/17: 85 total views, 28 unique live views, average watch time: 12:26

Taste of Newark: This year's Taste of Newark is Sunday, September 24 from Noon-3 p.m. Tickets are now on sale for \$50/ticket. Tickets can be purchased here: <https://www.eventbrite.com/e/taste-of-newark-2017-tickets-30888535441>. We will be doing a flash sale for tickets on Saturday, September 16. Tickets will be discounted to \$45 on the Eventbrite page. For a preview of the participating restaurants go to [Facebook.com/tasteofnewark](https://www.facebook.com/tasteofnewark).

Newark News Brief: On Friday, September 15, we will publish the fourth Newark News Brief. The video will highlight topics including the Patriot Day ceremony, the upcoming stormwater meeting and a preview of Community Day. The news brief will be available for viewing on the City of Newark YouTube, Facebook and Twitter pages, as well as Channel 22 and the City website.

Patriot Day: Photos from the Patriot Day event can be seen on the City of Newark Facebook page. A video highlight of the ceremony can be seen on the City's Facebook and Twitter pages, as well as the Newark Youtube channel: https://www.youtube.com/watch?v=e4hNQWV_RB0&t=8s.

Axxiom Escape Room Grand Opening: Earlier this week Megan attended the official grand opening of the Axxiom Escape Room at its new location in Market East Plaza. Mayor Sierer also attended the event. Photos from the event can be seen on the Downtown Newark Partnership social media accounts.

3CMA Conference: Megan attended 3CMA Annual Conference from September 6-8. 3CMA is the City-County Communications & Marketing Association. During the conference, the City's recently redesigned website was awarded the Awards of Excellence in the Digital Interactive category for overall website. During the conference, Megan attended a number of sessions on topics including resident engagement, social media best practices and restoring truth and trust in media and government. She also attended a focus group with members of the Facebook Civic Engagement Product Team. They discussed ways Facebook can improve government pages to help us better connect with our residents.

Creative Design & Web Updates

- Designed the Patriot Day program; residential parking permit social media graphic; council meeting social media graphic; 'Now hiring' social media graphic; City of Newark desktop wallpaper for IT Division.
- Posted Newark Community Day press release to the City website.
- Scheduled channel 22 to include news brief and Patriot Day video; weekly public meeting notices.
- Updated the budget documentation on the main Budget Central and Archive page; and City of Newark media page.

Press Releases/Media Inquiries

- City of Newark to Host 46th Annual Community Day: <http://bit.ly/2y12543>
- Scott Goss, News Journal, inquired about potential impact to Newark regarding the potential impact should STAR Campus be considered or selected as the location of Amazon's second headquarters
 - City's response: We applaud the State for its efforts to position Delaware as an optimal location for Amazon's second North American headquarters, however the City of Newark is not actively engaged in those efforts and it would be premature to make assumptions or comment on what type of impact we could expect were the STAR Campus to be selected.

Activity or Project:

CGI Communications

Description:

We received the first draft of scripts from CGI for review. We will review and provide suggested edits in advance of the planned video shoot in October.

Status: In-Progress

Expected Completion: 8/31/2018

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

Late last week, the line crews were busy at the new Train Station. After some of the reclosers came in this week, engineering went over the installation of the reclosers with the line crews and the first two were installed without a hitch.

The electricians continued site work at the Chestnut Hill Road Substation and met up with University personnel and started putting in the power cables needed for the vendors at Community Day.

Engineering and the GIS technician spent two days with a software engineer defining the parameters needed to build the gateway between our GIS system and the new engineering modeling software.

Engineering and the metering technician worked on a metering issue at the STAR Campus. Engineering is also working on a pole attachment agreement with Comcast and a legal consultant. Engineering also met with UD about getting a temporary service to another building at the STAR Campus.

Activity or Project:

34.5KV Auto Restoration Project

Description:

Nine reclosers have arrived. The line crews have installed two.

Status:

In-Progress

Expected Completion:

12/31/2017

Execution Status:

On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Finance - Accounting Department

Notable Notes:

The First State Community Action Network was in PUBS on September 14th providing counseling services to individuals having difficulties paying their utility bills. This is a weekly service that we now provide to residents. Appointments can be made in advance by calling the PUB office directly at (302) 366-7000. Our goal is to educate our community on how they can save on their electric bill through changing their habits. If anyone is interested in being placed on a waiting list to attend a future Energy Conservation Workshop, please call the PUB office.

The July Monthly Report has been completed and has been emailed to the members of Council. Due to the full agenda on September 11th, it will be listed on the September 25th Council meeting.

During the Finance Department's budget presentation, Council stressed concern in regards to the credit card fees absorbed by the City for customers who pay their bills via credit card. Staff is working on lowering credit card activity by promoting payments via ACH through Customer Connect. We are adding a message on the monthly bills to encourage residents to utilize this payment method to keep our costs down. If you are not paying by ACH, please make the change now by clicking on this link: <https://newarkde.gov/payments>

Reminder that on October 1st, we will be switching to "winter" rates for electric. Residential customers will be paying 14.5 cents per kilowatt hour, versus the inclining rate structure that they pay from April 1 to September 30th. A link to the City Code can be found here: https://library.municode.com/de/newark/codes/code_of_ordinances?nodeId=CH11EL_S11-2RESERAS

Activity or Project:

2018 Budget

Description:

The Alderman's Court, Electric, Police, Finance and Administration Departments presented their budget overviews to City Council this week. Copies of the presentations are available on Budget

Central. Staff is now preparing for the Financial Workshop on October 2nd, and the CIP presentation to the Planning Commission on October 11th. All Budget information can be found on Budget Central: <http://newarkde.gov/1007/Budget-Central>.

Status: In-Progress

Expected Completion: 12/1/2017

Execution Status: On Track

Activity or Project:

Payment & Utility Billing (PUB)

Description:

The group processed 3,968 utility payments and CityView transactions, 453 of which were imported automatically with our electronic processes and 2,767 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 1,004 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc.). PUB answered 530 calls out of 732 offered, reflecting an abandoned rate of 27.6%. The average speed to answer the phone was over eight minutes. The average call time was 3:51. These call statistics are indicative of the busy time of year for PUB due to property tax season, one CSR on vacation, and coming off a holiday weekend. We are working towards reducing these call times with the roll out of Paymentus (three weeks after our Northstar upgrade), and the promotion of Customer Connect and pre-authorized payments.

Status: In-Progress

Expected Completion: 12/31/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

Director: Paula and I met with JMT representatives regarding the Rodney complex and upcoming public workshop, along with Tom Coleman and Mary Ellen Gray met with Secretary Cohen and DeIDOT officials

about upcoming Newark projects, completed two grants with Millennium Strategies for \$175,000 in funding for the Charles Emerson Bridge and Preston's Playground, worked on employee evaluations and review of program evaluations, met with Deputy Chief Feeney, Officer Walker and Josh about the George Wilson Center security and camera installation, met with parks maintenance staff for hurricane preparedness, even though the hurricane did not hit Newark it was good exercise for our team.

Recreation Superintendent: Met with Joe, IT Director and NPD representatives regarding the plan for the security cameras scheduled for the George Wilson Center; worked with Shelby on adding Community Day banners to the Facebook page and the City website and getting the fall brochure sent out to the local elementary schools; worked with Allison on the Mayor's Harvest Festival; met with Chrissy regarding the George Wilson Center and coverage of programs during her vacation; worked with Megan and Kelly on the Patriot Day ceremony preparation.

Recreation Supervisor of Athletics: Continues processing staff files and paperwork for before and after care staff, the annual license renewal application for West Park is due at the end of September; Elementary and Junior Soccer programs started games on Saturday, delivered team shirts, finalized referee schedules, added late registrations to teams; prepared for the start of the Tiny Tots (ages 3-4) and Little Kickers (ages 5-6) soccer programs which also started Saturday, met with instructors, delivered equipment and shirts, visited the programs; the fall session of tennis lessons began on Thursday and we have several classes beginning nearly each day; met three citizens at the reservoir and drove them to the top for a tour.

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including Community Day, as well as fall programs and activities. The Community Day performance and Demonstration Schedule has had a couple of additions this week and vendor spaces have been assigned. One hundred seventy-two vendors have registered for the event so far and we are expecting a few more before the end of the week.

Recreation Specialist: Sent out Soccer Shot information to After Care parents and delivered materials to after care programs; communicated with local organizations pertaining to volunteer opportunities for Community Day and Mayor's Harvest Festival; contacted vendors to get quotes for Mayor's Harvest Festival, got GIS Parking Map updated for Mayor's Harvest Festival, posted the Mayor's Harvest Festival poster to Facebook; opened the George Wilson Center for the Stay Fit classes and took interested party to tour the George Wilson Center for an upcoming meeting. **Volunteer Information:** 1 Volunteer devoted 5.75 hours in picking up trash off of Christiana Parkway. **Total Volunteer Hours:** 5.75

Parks Superintendent: Inspected six park areas and developed work orders as needed, met with two landscape contractors installing replacement plant materials at two sites to discuss changes to plant types at each site, dropped off two plant samples at University Plant Pathology lab to diagnose possible disease issue, talked to representative of Milburn's Orchards about possible donation of straw bales/gourds/pumpkins for outdoor seasonal display at City Hall, set out donated plant materials in shade garden area at Olan Thomas for planting, and spread some donated Purple Cone Flower seed in wildflower meadow at Curtis Mill Park. Contractor performed maintenance as needed on all call boxes on Hall/Pomeroy Trails and Reservoir/Train Station phones.

Parks Supervisor: Assigned field staff daily and assisted as needed, started coordinating set up and preparation of area for upcoming Patriot's Day event at Olan Thomas Park, continues working with recreation staff on coordinating Mayor's Harvest Day event, and completed walk around inspection and accepted new pick up #1434 from dealer.

Parks/Horticulture: Staff continue mowing and planting bed maintenance operations throughout park system, planted donated plant materials in shade garden at Olan Thomas park, completed meadow maintenance at Folk Park, did interior bed maintenance at City Hall, did equipment maintenance on mowing equipment and chain saws, did trash removal throughout park system, lined both soccer fields

also adjusting size of soccer field at Fairfield Park, and continued on work orders as assigned.

Activity or Project:

George Wilson Center (GWC) Security System

Description:

Joe, Paula, Deputy Chief Feeney, Officer Walker and Josh met about the George Wilson Center security and camera installation and areas of concern at the facility. The City sought and received a proposal from Advantech Incorporated, which outlined the scope of work required to complete the project in its entirety. This includes controlled access into the building, an audio-only intercom station at the front and rear doors, as well as video surveillance to include eight interior HD cameras, six exterior HD cameras and accompanying equipment. The cameras would provide interior coverage for the first and second floor of the GWC, as well as external coverage for all four sides of the building, including the main and side entrance points and the GWC pool. The \$23,000 budget amendment approved by Council during the August 28 meeting will indeed cover the total cost of the project. This includes installation as well as \$125/month service plan for equipment. There is an opportunity to further enhance the security measures of the George Wilson Center by installing additional security cameras that would provide greater coverage of the property, including the adjacent parking lots and recreational courts and fields, however, until fiber is deployed to that location (currently included in the proposed 2018 IT CIP), we are unable to expand the project beyond addressing the immediate concerns identified in the building security review.

Status: Not Started

Expected Completion: 12/1/2017

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

- Property Maintenance Inspectors reported heavy activity this past weekend.
- Construction is ongoing at Cleveland Avenue.
- The foundation work on South Main Street for the next phase of Chimney Ridge is ongoing.
- The building and site work is ongoing for the new hotel at 400 Ogletown Road.
- The structural steel work for the new building on the STAR Campus is completed. Work on the exterior should begin shortly, as well as the new atrium space. We anticipate plans for the next two buildings on the STAR Campus to be submitted in early fall.
- Exterior finish and interior work is continuing at Woolen Way for the new townhouse apartments.
- Construction is ongoing at the Lofts at Center Street.
- Staff continues to update data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- Planning and Development Director Mary Ellen Gray attended the monthly meeting of the Delaware Chapter of the American Planning Association (DE APA) Executive Board, of which Director Gray is a member and the Vice President.
- Director Gray met with City of Wilmington Planning and Development Director Herb Inden and Wilmington Planner Timothy Lucas, along with Code Enforcement Manager Dave Culver and Planners Mike Fortner and Tom Fruehstorfer, to talk about Wilmington's and Newark's planning review process and areas of potential improvement.
- Director Gray participated in an on-line interview with the Policy and Research Group on lessons learned and outcomes regarding the Plan4Health and Planners4Health grant projects. On the top of the list is the formation of new relationships with health professionals in Delaware and collaborating on incorporating health into planning and how the built environment affects health outcomes. While the grant timeframes have ended, the work and collaboration continues.
- A considerable amount of time was spent along with staff on MUNIS business license module training.
- The Planning Commission's Parking Requirements Subcommittee is scheduled to meet on Wednesday, September 27, 2017, 2:00 – 4:00 p.m., at the George Wilson Center, 303 New London Road.
- The Planning Commission meeting scheduled for Tuesday, October 3, 2017 has been cancelled. The Commission is scheduled to meet the following week, on Wednesday, October 11, 2017 at 7:00 p.m. in Council Chamber.
- On September 21, the Board of Adjustment will hear the appeal of Kevin Mayhew, property owner of 47 Church Street, for a variance for taking non-transient boarders in a one-family

dwelling by a non-owner occupant from two boarders (maximum three unrelated persons) to three boarders (maximum four unrelated persons).

- The Community Development/Revenue Sharing Advisory Committee meeting on September 7 was cancelled due to a lack of a quorum. The next meeting is scheduled for September 19 to review applications and make a funding recommendation to Council for the 44th Year Community Development Block Grant (CDBG) program and the 2018 Revenue Sharing Program.
- Planner Tom Fruehstorfer, along with other members of the Planning and Development Department, met with the representative of a property owner on Welsh Tract Road to discuss a potential major annexation, rezoning, and subdivision project.
- Tom Fruehstorfer attended a meeting of the Idling Workshop put together by DNREC. Tom was on the agenda to share information about the implementation of Newark's anti-idling ordinance.
- The following was also completed this week:
 - 6 Deed Transfer Affidavits
 - 30 Building Permit Reviews
 - 3 Certificates of Completion/Occupancy

Activity or Project:

Delaware Sustainable Communities Planning Grant

Description:

On Tuesday, Planner Mike Fortner presented a draft of the "Plan for Planning" for the Newark Community Sustainability Plan. The City of Newark has been awarded an \$80,000 grant to develop a "community sustainability plan" to help the City reach the vision and goals of its Comprehensive Development Plan V. The Planning and Development Department will kick off the planning process with an exhibit at this year's Newark Community Day on Sunday, September 17.

Status: In-Progress

Expected Completion: 9/17/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Police Department

Notable Notes:

- Officers continue to patrol our "Fall Crime Suppression" areas. Year to date, overall serious (Part I) crimes have decreased significantly from last year. We have been short staffed in our Traffic Unit this year, yet our overall traffic collisions have also decreased significantly from last year to date.
- On September 13th, the police department budget request for 2108 was presented to City Council.

Special Operations Unit:

- The Special Operations Unit continues to focus on order maintenance/high visibility patrols.

Traffic Unit:

- The traffic unit continues to be shorthanded with two injured officers.
- On September 11th, two motor officers attended a brief 9/11 ceremony at the Delaware Military Academy. The two officers then attended the Patriot Day ceremony at Olan Thomas Park.
- The traffic unit is currently conducting traffic surveys on Orchard Road for the temporary traffic circle and on Apple Road at the request of Public Works.
- The variable message board has been deployed in Arbour Park as part of the ongoing messaging campaign to remind residents to secure their vehicles and remove valuables.
- The traffic unit has deployed the speed sign on Lynn Drive due to citizen complaints.

Auxiliary Services/Communications:

- Captain Van Campen presented the FY2017 Byrne JAG application to City Council on September 11th, 2017.
- Captain Van Campen will attend the State of Delaware SALLE/EIDE meeting on September 15th, 2017 in anticipation of potential funding opportunities.
- Communication Supervisor Brian Cannon is attending weekly training as part of the Command & Leadership program.

Administration Unit:

- Cpl. Walker met with Cecil County Sheriff Department's crime analysis officer on September 11th to get an overview on how the Sheriff's Department goes about analyzing and distributing crime data in their jurisdiction.
- Cpl. Walker is working with Megan McGuriman on creating a public service announcement regarding pedestrian safety.
- On September 12th, Sgt. Jones chaired the annual police department training committee meeting with members of the various units within the police department to review training that occurred in 2017 and to plan for training needs in 2018.
- On September 14th, Lt. Nelson, Sgt. Bryda and Cpl. Mease have a meeting scheduled with Principal of Newark High School Aaron Selekman to discuss ideas and expectations regarding the School Resource Officer for the 2017/2018 school year.
- On September 17th, Lt. Nelson and Cpl. Walker will be manning the police department booth at the Community Day event.

Patrol Division:

- Lt. Rubin and other officers attended the annual training committee meeting on September 12th. Officer Lee will attend the Cops in Court training program on Thursday, September 14th. This program, coordinated by the National Traffic Law Center provides training to officers on courtroom testimony with a focus on DUI prosecution.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 9/13/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:



9/10/2017

to 9/16/2017



MILLENNIUM

MEMORANDUM

TO: Andrew Haines
FROM: Denise Rodriguez
DATE: September 1, 2017
RE: Monthly Report
CC: Jill Hollander, Mark Brainard, Pete Blanos, Ed Farmer

This memo will provide an overview of all work performed by Millennium Strategies on behalf of the City of Newark, DE from July 1, 2017 to present. For more information please contact Grant Manager, Denise Rodriguez.

Applications Submitted – Awaiting Decision

Date Submitted	Funding Program	Purpose	Amount Requested	Anticipated Response
8/30/17	US DOJ - Edward Byrne Memorial Justice Assistance Grant (JAG)	Officer Overtime	\$18,887.00	10/1/17
8/28/17	DE Dept. of Safety and Homeland Security—Fund to Combat Violent Crimes	Various Equipment and Officer Overtime	\$10,571.73	10/1/17

Grant Opportunities in Progress

Due Date	Funding Program	Amount Available	Date Noticed
9/8/17	DE Land and Water Conservation Trust Fund-Parks	\$75,00.00	7/15/17
9/8/17	DE Land and Water Conservation Trust Fund-Trails	\$100,000.00	7/15/17
11/1/17	FEMA—Pre-Disaster Mitigation	Varies	7/25/17

Grant Opportunities Reviewed

Due Date	Funding Program	Amount Available	Date Noticed
8/31/17	PetSmart Charities Targeted Spay/Neuter Grant	\$1000,000.00	8/7/17
8/30/17	Target & US Soccer Foundation—Youth Soccer Grant	\$1,000.00	8/15/17
7/31/17	Funders Network—Partners for Places Grant	\$75,000.00	7/1/17
Rolling	ASPCA—Anti Cruelty Grant Program	\$10,000.00	8/7/17
Rolling	ASPCA—Spay/Neuter Equipment Grants	\$85,000.00	8/7/17

NEWARK POLICE DEPARTMENT

WEEK 09/03/2017-09/09/17

INVESTIGATIONS

CRIMINAL CHARGES

	2016 TO DATE	2017 TO DATE	THIS WEEK 2017	2016 TO DATE	2017 TO DATE	THIS WEEK 2017
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	6	1	0	4	2	0
Rape	2	3	0	3	0	0
Unlaw. Sexual Contact	6	9	1	2	1	0
Robbery	32	19	1	12	10	0
- Commercial Robberies	11	7	1	0	1	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	5	2	0	2	5	0
- Other Robberies	14	10	0	10	4	0
Assault/Aggravated	18	18	0	24	18	1
Burglary	61	29	1	32	12	0
- Commercial Burglaries	11	6	0	4	3	0
- Residential Burglaries	43	18	1	21	9	0
- Other Burglaries	7	5	0	7	0	0
Theft	449	379	12	128	159	1
Theft/Auto	38	33	0	11	3	1
Arson	2	1	0	0	0	0
All Other	77	67	5	77	54	5
TOTAL PART I	691	559	20	293	259	8
<u>PART II OFFENSES</u>						
Other Assaults	226	204	6	84	99	3
Rec. Stolen Property	0	2	0	20	16	0
Criminal Michief	133	145	7	43	40	1
Weapons	8	14	0	27	27	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	192	107	13	317	197	18
Drugs	98	107	1	140	136	5
Noise/Disorderly Premise	412	537	43	173	196	16
Disorderly Conduct	110	113	4	77	111	1
Trespass	138	141	8	50	80	0
All Other	338	297	10	237	282	6
TOTAL PART II	1655	1667	92	1168	1184	51
<u>MISCELLANEOUS:</u>						
Alarm	496	214	4	0	0	0
Animal Control	414	330	6	2	3	1
Recovered Property	202	230	4	0	0	0
Service	23584	26260	751	0	0	0
Suspicious Per/Veh	401	401	12	0	0	0
TOTAL MISC.	25097	27435	777	2	3	1

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	876	31,975	1,088	33,402



Newark Police Department
Weekly Traffic Report
09/03/17-09/09/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	7756	6083	125	199
DUI	126	122	4	6
TOTAL	7882	6205	129	205

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	161	182	5	7
Property Damage (Reportable)	858	775	31	20
*Hit & Run	191	170	5	4
*Private Property	204	175	4	4
TOTAL	1019	958	36	27

*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.