

City Manager's Weekly Report

Friday, October 6, 2017

Department:

Administration - City Manager

Notable Notes:

At Monday night's council meeting it was pointed out that the livestream from the Rodney workshop was not working properly. The communications team has addressed the issue and it is now available online for viewing.

The executive search firm RFP deadline was this week and we received 10 applications. We will be delivering them to Council at the 10/9 council meeting.

I attended the pension committee meeting this week where we accepted the actuarial report for 2017.

The manager's office has been working with the benefits committee to discuss potential plan changes that could result in cost savings for the City. We feel that we have developed a host of reasonable changes and are hopeful that there will be support for at least a few going into budget season. We have conservatively budgeted assuming no changes are made, however.

I spent a significant amount of time this week working on the capital budget with the finance team ahead of next week's CIP presentation to the Planning Commission. We have incorporated feedback received from Council following Monday night's budget workshop and fleshed out the bond and revolving loan financing plan for all 5 years of the CIP.

I attended the Walk to School Day event at Downes Elementary School this Wednesday and was extremely impressed by the level of participation. This was the 15th year of the event and I expect it will continue on for some time.

I attended two meetings on the proposed Stormwater Utility where we discussed implementation and the public outreach effort that we will undertake if adopted by Council. Considering our currently planned 1/1/18 implementation date we need to be prepared to hit the ground running with outreach.

I attended the 50th anniversary celebration at DuPont's Pencader plant on Bellevue Road with Councilman Clifton, Councilman Hamilton, and Communications Manager Kelly Bachman. The event was well attended and they should be commended for being able to be as successful as they have been for 50 years. There are almost 200 employees at the Pencader facility and they have grown sales 30% so far in 2017 which, considering they have a 50-year old product is very impressive.

I attended the Bike Friendly Delaware and Vulnerable Road User bill signing event on Thursday with the Governor. It was an honor to have Newark host the signing and it highlights our status as the most bike friendly town in the state to be selected.

This week I spent time responding to information requests associated with the Windy Hills Tank project. I also coordinated with the PW&WR Department on the plans being prepared for the neighboring property.

I met with Director Spadafino, Deputy Manager Haines, Recreation Superintendent Ennis, and Lieutenant Aniunas to discuss special event permitting, specifically associated with recreational events. We will be proposing changes to the program and moving administration of recreation events located on public

parkland to the Parks and Recreation Department. Events in the right of way, rallies, parades, and other special events will remain in the Police Department. All groups currently involved will remain involved, the administration of the permits is the only thing changing. We are also discussing fee structure changes and limitations on commercial events in parkland to reduce the frequency of events like for profit runs on our popular trails like the Hall and Pomeroy. We have received complaints about this in the past.

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:

- Assistant to the Managers Mark Brainard worked with the assessment team for RFP 17-03, Police Dispatch Co-Location Study, to effectively keep the assessments moving forward as the project type transfers from a City to UD project. Mr. Brainard has coordinated the meetings and vendors to maintain its progress.
- HR Manager Devan Stewart held an onboard session for new PWWR Utility Inspector I Ray Johnson II. This vacancy finally fills the position created by Mr. Pemberton's retirement; PWWR-Engineering is now up to full staff.
- Deputy City Manager Andrew Haines, along with Mr. Brainard, Dir. of Planning & Development Mary Ellen Gray and CED Manager David Culver met with a representative from TenantU, a private company presenting their program as an opportunity for Newark's rental housing. Specifically targeting UD students, TenantU outlined their current efforts and how it may work with the current rules and operations within Newark. Additional assessments and discussion is planned but not scheduled.
- Ms. Stewart facilitated an Exit Interview of Mr. Stephen Lawrence (Electric Superintendent) as his last day worked is Friday, October 6, 2017.
- Mr. Haines facilitated a public Pension Committee meeting on Thursday, October 5; the committee unanimously supported the draft pension valuation report for 2018.
- Mr. Haines worked with the Employee Benefits Committee on the proposed FY2018 medical plan amendments; a committee vote is due by Friday, October 6th and will be built into 2018 plans, if accepted.

Parking Division:

- Parking Supervisor Courtney Mulvanity worked with off-street vendor managing Residential Parking Permits (T2) regarding pricing and better barcode options.
- Booth 3-B in Lot #3 (Center Street) was closed on Monday, 10/2/17 and Tuesday, 10/3/17 due to construction.
- End-of-Month Parking Finances were completed on Wednesday, 10/4/17.
- Completed audit/reconciliation of Downtown Newark Gift Cards from March to August of 2017 on Tuesday, 10/3/17.
- Worked with ParkingSoft (off-street parking vendor) to implement the PILOT for Off-Peak and Peak rate structures. The Parking Division staff expediting as fast as possible to initiate the new rates.
- Planning effort was completed for the upcoming Main Street Mile on Saturday, October 7.
- Parking Manager Marvin Howard and Mr. Mulvanity went through applicants for the PT Parking Ambassador position and worked with Ms. Stewart and the HR team to proceed with interviews.
- Mr. Mulvanity spent time working with colleagues, as he is the interim management employee representative, as prior member (Tom Coleman) fulfills the city manager position.

Activity or Project:

Open Enrollment

Description:

The HR team started working on the renewal process and database updates for FY2018 Open Enrollment. This year will represent year 2 using the ESS portal, which streamlined the process and removed a significant amount of manual data entry for each employee record.

Status:

In-Progress

Expected Completion: 11/17/2017

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:



Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 9/28/17 to 10/4/17. These sessions included trials, arraignments, capias returns, code violations, and video bail hearings. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 9/28/17 to 10/4/17 Alderman's Court handled 87 arraignments, 62 trials, 14 capias returns, 6 video hearings, and 1 code violation. The court collected a total of 406 parking payments of which 255 were paid online and 151 were paid at court. The court also collected criminal/traffic fines which included 151 online payments and 98 payments made at court for a total of 249 payments.

Status: Completed

Expected Completion: 10/4/2017

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 October 5 for the Board of Ethics. Paul was in the office October 2 for Council and October 5 for Court.

Staff finalized and posted the agenda and packets for the October 9 Council meeting on October 2.

Paul and Renee staffed the Council meeting on October 2. Follow up was completed by staff on October 3.

Tara completed and posted the October 10 Conservation Advisory Commission agenda on October 3.

Sarah completed and posted the October 19 Board of Adjustment agenda and newspaper notices on October 3.

Renee attended the bid opening for the City Manager search firm RFP on October 3.

Renee met with Councilman Hamilton on October 5.

Renee worked on two bills and a memo for the October 9 Council packet.

Renee completed the September 13, 18 and 25 Council meeting direction sheets and circulated them to Council and staff.

Tara completed proclamations for Delaware Hospice's 35th anniversary and in memory of former State Representative Jack Billingsley.

Renee began work on the 2017 employee holiday luncheon to be hosted by Mayor and Council.

Renee spent time preparing for her presentation at the October 5 Board of Ethics meeting.

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

- Received payment, provided documents, completed and closed an August 29 FOIA request from Rich Abbott regarding Trader's Alley
- Received, circulated to staff, received documents, sent documents to requestor, completed and closed an October 2 FOIA request from Northeast Carpenters regarding building permits
- Received and circulated to staff an October 3 FOIA request from Sarah Bucic regarding the Windy Hills water tank

The October 9 Council, October 10 Conservation Advisory Commission, October 11 Newark Housing Authority, October 11 Planning Commission, October 12 Downtown Newark Partnership Board and October 19 Board of Adjustment agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the September 21 Board of Adjustment (Sarah drafted - complete), September 25 Council (Tara and Sarah drafting) and October 2 special Council (Sarah drafting) minutes. The September 25 Council executive session minutes are currently in the queue.

Sarah fulfilled 11 discovery requests for upcoming Alderman's Court cases. 312 discovery requests have been filled so far for 2017. The court calendar for October 12 was received and the 15 associated case files were prepared by Sarah for the Deputy City Solicitor. 39 court calendars with 589 associated case files have been compiled so far for 2017. Sarah also completed one plea by mail.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. One lien certificate was completed and sent to the requestor. So far, 393 lien certificate requests have been processed for 2017.

Activity or Project:

Ethics Code Revisions

Description:

The Board of Ethics will consider the proposed Newark Code of Ethics revisions at their meeting on October 5. Once the Board has reviewed the proposed revisions, it will be brought to Council for input before being sent to the State Public Integrity Commission for review. Once the State Public Integrity Commission has given their approval to the proposed changes, the final bill will be brought to Council for consideration and adoption.

Status:

In-Progress

Expected Completion: 1/22/2018

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:

Public Power Week Promotion: October 1-7 is Public Power Week. In recognition of the week, we changed the City's website video background to show Newark linemen working on various projects and posted a similar video as the cover video on the City's Facebook page. We also posted the Electric Department feature video on the City's social media pages. The video reached more than 16,000 people on Facebook. We are working with DEMEC to promote Public Power Week. For example, we are sharing social media posts, including a public power explainer video they created for YouTube. They also created a billboard highlighting the City's support for public power, and a banner explaining public power which is currently displayed in the lobby of the municipal building.

Stormwater Education Campaign: Megan worked with the Public Works Department to create an educational video to help the public better understand stormwater. The video includes information on what stormwater is, its cycle and why residents should care about it. The video can be seen on the City of Newark Youtube channel, social media pages, website and Channel 22. We will be creating more educational videos in the coming weeks on topics including the stormwater utility and steps residents can take to prevent water pollution.

Creative Design/Web Updates

- Designed Coffee With a Cop Facebook event page banner and flyer; City of Newark organization charts; Rodney November 8th workshop graphic; fall leaf collection slide; stormwater definition graphic for video
- Updated George Wilson Center rates on City website; Budget Central; Rodney webpage; Halloween Parade webpage; City of Newark media webpage
- Edited format for Budget Workshop PowerPoint
- Scheduled Public Meeting Notices

Press Releases/Media Inquiries

- Upcoming Events: Bill Signing & Mayor's Harvest Festival: <http://bit.ly/2xTTFiz>

Activity or Project:

CGI Communications

Description:

As previously shared, we are working with CGI Communications to create promotional videos highlighting the City. The series will include a feature on parks and recreation, a feature on downtown Newark, and a feature on Newark's commitment to service excellence. We have been working with a producer to create scripts and shot sheets for the videos. A videographer from CGI will be in Newark on October 10 and 11 to conduct interviews with staff and business owners and shoot b-roll for the videos. The videos will be released in 2018.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Electric Department

Notable Notes:

The line crews continued installing reclosers. A contractor was hired for a few hours on the last install because our line truck which lifts the equipment would not reach high enough to install the recloser on a 65' pole. There is one more tall installation where this will be needed.

The line crews continued spot trimming the 34kV circuits. The crews also energized a new building on Center Street.

A contractor replaced the primary bushings on a substation transformer, as the old ones were breaking down.

Engineering compiled the monthly energy usage for the University. Engineering worked with the meter technician to troubleshoot a commercial metering issue. Engineering was busy working with contractors on pricing for temporary services to several projects at the STAR Campus and working on the equipment specifications for the permanent 34kV service to the Comet Building.

Activity or Project:

34.5KV Auto Restoration Project

Description:

Eight out of 19 have been installed so far. Engineering tested the DNP interface between the SCADA system and the recloser system (YFA - Yukon Feeder Automation).

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended the Technical Advisory Committee meeting for the State Comprehensive Outdoor Recreation and Parks (SCORP); attended a Preston's Playground Committee meeting to discuss construction permitting and budget; met with JMT representatives about the Rodney Project meeting and review of concept designs; conducted parks maintenance meeting to discuss upcoming parks projects and work orders; met with public works about upcoming projects and support on those projects from the Public Works & Water Resources Department; finalized several budget items with Finance for the budget presentation.

Recreation Superintendent: Attended meeting for Rodney project with JMT representatives prior to public workshop; met with Megan, Shelby and Allison regarding a National Recreation and Parks Association Photo submission contest; conducted staff meeting with recreation staff; attended public workshop regarding the Rodney Project; worked on finalizing details with Allison and Rich regarding the Mayor's Harvest Festival; was informed that the renovations to the George Wilson Center kitchen will begin on November 13. Appliances and cabinets have been ordered. Cabinets will take six weeks to arrive which determined the renovation start date for the kitchen.

Recreation Supervisor of Athletics: Continues processing staff files and paperwork for the new before and after care staff, submitted license renewal application for West Park, annual inspection should take place in October, completed October staff schedules, attended training at the Delaware Food Bank, they continue to supply snacks daily for our after-care sites; returning teams to our Adult Winter Volleyball league payments were due last week, captains meeting is set for 10/17 and leagues are scheduled to begin 11/8; sent out information to volunteer coaches for our youth basketball leagues, practices are scheduled to begin 11/6; Archery clinic was held on 9/25, the new Basic Intro to Archery program is scheduled to begin 10/2.

Recreation Supervisor of Community Events: Worked on items related to several upcoming and ongoing programs including the Halloween Parade, NewBark PawLooza, Turkey Trot, as well as, fitness programs and special interest programs and activities, and finalizing the 2017 summer statistics; working with graphic designer to have marketing done for upcoming events; gathering information for 2018 programs and events.

Coordinator of GWC and Volunteers: Met with recreation staff on programs and events; updated information for the Fall Flea Market vendors, sent Fall Flea Market event information to the Communications Division, Craig's List and additional social media sites, purchased advertisements; sent Fall Volunteer Event information to potential volunteers and organizations for upcoming fall events; touched based with instructors of Fall programs; prepared for upcoming School's Out Day scheduled for Friday,

October 6; updated GWC Attendant schedules for October; prepared calendar for 2018 rental reservations scheduled to begin on Monday, October 2.

Recreation Specialist: Posted Facebook Contest to promote Mayor's Harvest Festival, contacted Mayor's Harvest Festival vendors to get invoices; worked at the Health Fair promoting our upcoming programs and events; purchased supplies from ACME for after care; attended a meeting to select photos to submit to NRPA for a photo contest.

Parks Superintendent: Inspected three park areas and developed work orders as needed, started on "Tree City USA" and "Tree City Growth" applications, arranged for all seasonal employees in park/horticulture crews to get city ID's, continued working on planting design for storm water basin at old Transfer Station site for Public Works, placed order for seasonal fall/winter plantings for pots on Main Street/Wilson Center/City Hall, oversaw installation of replacement plant materials at the wetlands planting confluence of Hall and Pomeroy Trails, met with site superintendent for building project at 400 Ogletown Road concerning tree issues, and delivered plant sample to UD Pathology lab for testing (White Spruce from Folk Park).

Parks Supervisor: Assigned field staff work orders daily and assisted as needed, continued working with recreation staff on upcoming "Harvest Festival" event, and coordinated footbridge installation in Redd Park with assistance from State Parks Trail crew.

Parks/Horticulture: Staff continue mowing operations throughout park system, continued on bed maintenance throughout park system, watering of all newly installed plant materials throughout park system, delivered tables and chairs to City Hall in Council Chamber, cleaned and delivered grill to Community Garden site in Fairfield Park for barbeque, tree/shrub pruning/removal throughout park system as assigned, started on installation of new footbridge on trail system at the north end of Redd Park, did trash removal throughout park system as needed, prepared both soccer fields for league play, planted replacement plant material at wetlands planting confluence of Hall and Pomeroy Trails, and did interior bed maintenance at City Hall.

Activity or Project:

Downes Elementary School CATCH Program

Description:

Downes CATCH (Coordinated Approach to Child's Health) Kids Club is an after-school, community recreation program designed to promote healthy eating and physical activity behaviors to children in grades K-5. CATCH Kids Club includes short lessons on healthy eating and a physical activity component. The program begins on October 23 and meets two times per week through December 6 and is co-sponsored by the Newark Morning Rotary.

Status: Not Started

Expected Completion: 12/6/2017

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 light activity this past weekend.
- The units that were damaged by a water leak last winter at Fountainview are again occupied.
- 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. Initial construction plans were received for the new six-story lab at the site, as well as the new office/lab plans. Foundation and site work is expected to begin this fall on both buildings.
- The new townhouse units on Woolen Way are completed and now occupied.
- Construction is nearing completion at the Lofts at Center Street, with occupancy expected in the next two weeks.
- 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 American Planning Association (APA) Fall Leadership conference and meetings on the Planners4Health Grant in Washington, DC on Saturday, September 23 and Sunday September 24, 2017. The Fall Leadership Conference is an annual meeting of the President and Vice Presidents of the State Chapters of the APA, the APA leadership and Committees. Director Gray is Vice President of the Delaware Chapter of the APA. The Planners4Health meeting was a grant

requirement and the purpose of the meeting was to debrief on our respective projects with recipients across the country, share lessons learned, discuss next steps and how we can continue to collaborate on incorporating health into planning.

- Director Gray prepared for and attended the Planning Commission's Parking Subcommittee meeting on September 27, 2017, along with Planner Mike Fortner.
- Director Gray participated in the Delaware Population Consortium (DPC) on September 28, 2017, of which Director Gray is a member. The DPC is a statewide group that includes state, county, the Dover/Kent Metropolitan Planning Organization, WILMAPCO, and local governments that works year-round to produce and share an annual, common set of population and household projections for the state of Delaware, New Castle, Kent and Sussex Counties, and major municipalities in Delaware.
- Director Gray continued to work on the MUNIS project including business license data and its management.
- Director Gray prepared for and attended the Council meetings on September 25 and October 2, 2017.
- A considerable amount of time was dedicated to preparing for the October 11, 2017 Planning Commission meeting. On the agenda are:
 - Election of Officers
 - 2018-2022 Capital Improvements Program
 - Comprehensive Development plan amendment, rezoning and major subdivision with site plan approval for 36 Benny Street
 - Amendments to the Zoning Code related to regulations for wireless facilities in the right of way and outside the right of way
 - Planning Commission Rules of Procedure
 - Planning Commission 2017 Annual Report and 2018 Work Plan
 - Parking Subcommittee update
- Director Gray spent time on budget issues.
- Director Gray reviewed and provided feedback on a proposed patio ordinance that was prepared by the Downtown Newark Partnership Design Committee.
- Director Gray and Planner Tom Fruehstorfer attended the October 2, 2017 Downtown Newark Partnership Design Committee meeting. One of the agenda items discussed was the proposal for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership.
- On September 21, Planner Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting.
- On October 4, Mike Fortner attended a webinar by the U.S. Census Bureau: Your Neighborhood by the Numbers: Advanced American Factfinder.
- Mike Fortner spent time this week developing map exhibits for review by Planning Commission at their next meeting on October 11.
- Planner Tom Fruehstorfer provided staff support for the Board of Adjustment meeting on September 21 in which the owner of a property on Church Street was requesting a variance to allow a 4-person unrelated occupancy where a 3-person unrelated occupancy is allowed by Code. The request was denied by the Board of Adjustment.
- Tom Fruehstorfer, along with other staff members, attended a meeting on September 27 with the development applicant and engineers for the 92 East Main Street project to discuss fire safety issues related to the proposed development.

- The following was also completed this week:
 - 16 Deed Transfer Affidavits
 - 75 Building Permit Reviews
 - 2 Certificates of Completion/Occupancy

Land Use Projects Currently Under Review

- **0 Independence Way, Village of Chestnut Hill (PR#16-06-02):** The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans are in the process of being reviewed by the Subdivision Advisory Committee (SAC) and a SAC meeting is scheduled for October 13, 2017.
- **30 Benny Street and 155 South Chapel Street (PR#16-08-01):** Plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property located at 30 Benny Street were received on October 3, 2017. The plan includes demolition of existing structures on the site and construction of six townhouse-style apartments on Benny Street and five townhouse-style apartments on South Chapel Street. Plans were distributed to the Subdivision Advisory Committee on October 4, 2017.
- **36 Benny Street (PR#17-01-02):** On January 30, 2017, the Department received plans for a Comprehensive Development plan amendment, rezoning, and major subdivision with site plan approval for the property located at 36 Benny Street. The plan calls for the demolition of the existing single family home and two-car detached garage at the site and construction of seven townhouse-style apartments. The project is scheduled for review and consideration by the Planning Commission at its October 11, 2017 meeting.
- **275 South Main Street, Park N Shop (PR#17-06-02):** Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, and parking waiver for the Park N Shop shopping center at 275 South Main Street were received on June 2, 2017. The plans include a mixed-use building with commercial space on the ground floor and 12 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee (SAC) and are under review. A SAC meeting scheduled for October 18, 2017.
- **92 East Main Street (PR#17-09-01):** The Planning and Development Department received plans for a major subdivision, special use permit, and parking waiver for the property located at 92 East Main Street on September 7, 2017. The plans call for a mixed-use building with commercial space on the ground floor and 15 apartments on the second, third and fourth floors. The proposal appears to remove seven parking spaces from Municipal Lot 3, but includes transfer of the remaining parking lot to City of Newark ownership. The proposal was reviewed by the Downtown Newark Partnership Design Committee on October 3, 2017. Plans are in the process of being reviewed by the Subdivision Advisory Committee (SAC) and a SAC meeting is scheduled for October 10, 2017.
- **550 South College Avenue, STAR Campus (PR#17-09-02):** Plans for an administrative subdivision for the property located at 500 South College Avenue on the STAR Campus were received on September 21, 2017. The plan calls for a lease line on the property and a two-

and three-story structure with labs and offices. Plans were reviewed by the Subdivision Advisory Committee and letters mailed to adjacent property owners notifying them of the plans for the site. If no objections are forthcoming by October 13, 2017, final approval for the administrative subdivision will be issued.

- **0/1365 Marrows Road, College Square, Section 1 (PR#17-09-03):** The Planning and Development Department received plans for a minor subdivision of Section 1 of the College Square shopping center on September 22, 2017. The plan includes 2,500 square feet of commercial space. Plans were distributed to the Subdivision Advisory Committee and are in the process of being reviewed.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 10/6/2017

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:

Again, this has been a busy week for the members of the police department. Officers responded to the usual calls of loud and large parties, alcohol overdoses, driving under the influence arrests, robberies, etc. Our detectives continue to work on the recent Newark homicide investigation. Our detectives, patrol, and SWAT officers located and took a suspect into custody at a local hotel that was wanted for attempted homicide out of Pennsylvania.

On September 29th, Councilman Hamilton participated in an evening ride along with Officer Whitt. Councilman Hamilton wrote an email to Chief Tiernan expressing his thoughts after the night. The councilman wrote in part: **Officer Whitt did an exceptional job from start to finish. He dealt with several different scenarios and handled them all with courtesy, patience, and professionalism. I met at least eight different officers that night, and they all demonstrated their people skills and professionalism under some challenging circumstances...**" We appreciate Councilman Hamilton for coming out to see the situations and circumstances our officers deal with and the volume of calls they respond to each night.

Patrol:

- On Monday evening, October 2nd, several members of the Newark Police Department including staff officers attended the University of Delaware's Fall Recognition Ceremony.
- On Monday, October 2nd, Officer Brian Whitehead assisted Cpl. Brandon Walker (Admin) with recruitment at a job fair at West Chester University.
- On Monday, October 2nd, a resident visited NPD to express her appreciation for the assistance provided by Officer Michael Gruszecki during a recent incident where she had to call the police for assistance. The resident thanked the department for his kindness and related that she was extremely appreciative of the help she received, specifically noting Officer Gruszecki and his actions.
- On Friday, October 6th, Lt. Andrew Rubin will be representing NPD at a statewide Drivers Education Teachers Association conference where he will be speaking on Drugged Driving.
- During the week, several patrol shifts will participate in CPR and Defibrillator training.
- Officers continue to patrol the "Fall Crime Suppression" areas. Thus far, during the high visibility crime suppression hours, officers have handled 393 complaints and initiated 128 traffic/pedestrian stops. During crime suppression hours, 107 traffic citations, 6 DUI arrests and 73 criminal arrests have been made.
- During the weekend, several officers from various units will be assigned to both the Main Street Mile event and the Mayor's Harvest Festival.

Traffic:

- One officer is assigned to conduct background investigations on police applicants as part of a light duty assignment while recovering from an injury.
- During the week, two recruit officers are finishing their field training with an assignment to the traffic division where they are learning traffic and radar enforcement activities.
- On Tuesday, October 3rd, members of the traffic unit attended firearms training and qualifications.
- On Wednesday, October 4th, the traffic unit assisted students from Downes Elementary School with their Walk to School event.

- During the week, the traffic unit will complete their analysis of their compiled traffic data following the Orchard Road traffic circle trial.
- Following citizen complaints from a recent community meeting in Arbour Park, the traffic unit will deploy a digital speed sign in the neighborhood. The sign will alert residents of their speed and will also compile traffic data for possible future traffic enforcement.
- The traffic unit will continue enforcement efforts for traffic violations and distracted driving and will conduct enforcement of bicycle violations following recent resident complaints.

Special Operations Unit:

- The Special Operations Unit will host the monthly HUB meeting on Wednesday, October 4th.
- During the week, the Special Operations Unit will continue high visibility patrols and will focus on order maintenance related issues.

Auxiliary Services:

- Communication's Supervisor Cannon is working towards a Computer Aided Dispatch upgrade with Tyler/New World.
- Captain Van Campen attended the University of Delaware Police Department's Promotion and Recognition ceremony on October 2nd.

Administration Division:

- Fall firearms training began on 10/3/17. It will continue on a weekly basis through 11/14/17.
- Cpl. Walker attended a job fair at West Chester University on 10/2/17 and is attending another job fair at Dover Air Force Base on 10/4/17.
- Sgt. Bryda is hosting a mock CALEA assessment on 10/4/17 where agencies throughout Delaware come to NPD to assess our policies and procedures in preparation for our on-sight CALEA assessment, which is scheduled for the beginning of December.

Criminal Investigations Division:

- The recent murder investigation from 29 Westfield Drive continued throughout the week. On 10/3/17, detectives responded back to New York City for further investigation.
- On 9/27/17, Det. Anderson was called out for a reported robbery on Madison Drive. The incident was determined to be a drug deal gone bad. The robbery was unfounded.
- On 10/3/17, Det. Anderson assisted the Plumstead (PA) PD with an attempted homicide investigation. With the assistance of Patrol and SWAT, the suspect was apprehended. New Delaware drug charges were lodged against the suspect after the execution of a search warrant on the suspect's motel room.
- On 9/30/17, a subject was observed attempting to get into a Jeep on Scholar Drive. The alarm was set off and he fled the area. The same subject was observed on Chambers Street behind homes looking into vehicles. SCU and B-Platoon units responded to the area. The subject was seen emerging from a hiding place as the marked patrol units began to leave the area. His location and description were called in and units returned to the location. The subject fled upon contact and was tackled in the UD lot at Wyoming and S. Chapel Street by SCU. The subject was identified as David Tymitz of 106 Locust Avenue in Newark, DE.

Charges will be filed against him for tampering with a motor vehicle, resisting arrest, trespassing and night prowling.

Activity or Project:

N/A

Description:

N/A

Status: Completed

Expected Completion: 10/5/2017

Execution Status: Completed

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

10/1/2017

to 10/7/2017

NEWARK POLICE DEPARTMENT

WEEK 09/24/17-09/30/17

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	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	6	1	0	4	2	0
Rape	2	5	1	3	0	0
Unlaw. Sexual Contact	6	10	1	2	2	0
Robbery	35	21	0	13	13	2
- Commercial Robberies	11	8	0	0	2	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	5	2	0	2	5	0
- Other Robberies	17	11	0	11	6	2
Assault/Aggravated	20	20	0	24	19	0
Burglary	64	32	1	33	13	1
- Commercial Burglaries	14	6	0	4	3	0
- Residential Burglaries	43	18	0	22	9	0
- Other Burglaries	7	8	1	7	1	1
Theft	511	401	11	137	164	2
Theft/Auto	41	38	2	12	4	0
Arson	2	1	0	0	0	0
All Other	98	76	2	83	57	2
TOTAL PART I	785	606	18	311	274	7
<u>PART II OFFENSES</u>						
Other Assaults	243	230	4	89	108	1
Rec. Stolen Property	0	2	0	24	16	0
Criminal Michief	151	156	2	49	42	0
Weapons	8	14	0	30	29	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	196	122	4	440	218	6
Drugs	101	113	2	144	136	0
Noise/Disorderly Premise	460	609	27	192	235	17
Disorderly Conduct	121	121	3	78	114	3
Trespass	155	157	8	53	95	1
All Other	356	336	20	247	297	3
TOTAL PART II	1791	1860	70	1346	1290	32
<u>MISCELLANEOUS:</u>						
Alarm	524	226	1	0	0	0
Animal Control	435	375	11	2	3	0
Recovered Property	224	246	5	0	0	0
Service	25308	28297	687	0	0	0
Suspicious Per/Veh	423	435	10	0	0	0
TOTAL MISC.	26914	29579	714	2	3	0

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	757	34,313	962	36,181



Newark Police Department
Weekly Traffic Report
09/24/17-09/30/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	8259	6641	150	315
DUI	140	128	4	3
TOTAL	8399	6769	154	318

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	177	204	5	8
Property Damage (Reportable)	941	849	35	29
*Hit & Run	205	186	4	6
*Private Property	225	188	8	4
TOTAL	1118	1054	40	37

*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.