

City Manager's Weekly Report

Friday, November 3, 2017

Department:

Administration – City Manager

We are still working on the transition to the new weekly report software program so please bear with us if there are any formatting issues associated with manual preparation of the weekly report this week. We currently anticipate the replacement program will be up and running for next week's report.

We only had one public meeting this week but it was a big one, the Florida-T discussion. Unfortunately, Council did not choose to move forward with the Florida-T at this time, but I think we should all be proud of the amazing changes that were approved. I have personally found the entire Cleveland Avenue Task Force process to have been one of the more rewarding projects I have had the pleasure to work on during my time with Newark. I wanted to take this opportunity to thank everyone who participated in the Task Force, both as voting members and non-voting attendees. I also want to thank DeDOT and their engineering consultants who spent a lot of time and effort helping guide the CATF through our review of numerous potential solutions. They have shown that they are dedicated to helping us make Newark a better place to live.

I spent most of my time this week on administrative tasks including but not limited to Council information requests, followup on Council recommendations, development process review, land development document review, meetings with department directors, ordinance review, contract recommendation review, purchasing items, consultation with the HR team, responses and interviews with press, stormwater utility implementation meetings, and other general administrative tasks.

Based on the recent decision of the Attorney General regarding whether or not private email of public officials is subject to FOIA, I will be bringing a pair of options for Council consideration in November that would create email addresses for all council members. These email addresses would provide data security and ensure emails are retained per the minimum retention schedules included in FOIA.

At the last Council meeting there was discussion on the Comp Plan but we did not feel that we received adequate direction on how to move forward. Director Gray will have an item on the upcoming Council agenda to discuss initiatives currently underway and to get more direction from Council to aid in upcoming efforts.

We completed interviews for the next Electric Director this week and are happy with the candidates in general. We expect to be able to announce a final decision in the coming week or two.

Administration – Deputy City Manager

Administration/HR

- The October monthly report from Millennium Strategies is attached.
- HR Manager Devan Stewart facilitated numerous informational sessions for full-time, benefit eligible employees as Open Enrollment for 2018 began.
- Deputy City Manager Andrew Haines lead interviews for the director of electric vacancy with the interview panel, which included Acting Manager Coleman, Chief Tiernan, Director of Finance Del Grande, Acting PWR Director Filasky and Ms. Stewart. Five candidates were scheduled for interviews and provided varying experiences and perspectives for the panel/Acting Manager Coleman to consider.
- Assistant to the Managers Mark Brainard worked with the Facilities Maintenance team on numerous items, as well as the maintained operations in the Mailroom operations. Both tasks continue to expand with each passing week and Mr. Brainard's overview of their respective needs and tasks.

Parking Division

- Parking Manager Marvin Howard and Parking Supervisor Court Mulvanity continued to participate in T2's webinar series Inside Parking on Thursday, October 26th. Webinars focus was on UCLA's parking operation in a high-population, small-area environment and how they have utilized new technologies in public transit, biking, ride-sharing, and electric vehicles on their campus.
- Court Mulvanity attended the Downtown Newark Partnership Committee meeting on Thursday, October 26th to participate in discussion on a car show idea that had been discussed, as well as the upcoming Gift Card Giveaway that will be held in the Parking Office on Small Business Saturday.
- Programmed meter displays and created signage for no charge parking in all municipal parking lots and smart meters for the Halloween Parade and Trick-or-Treat on Sunday, October 29th. Parking was still no charge with the cancellation of the event to allow for those who came downtown in anticipation of event to enjoy downtown businesses.
- Marvin Howard held a meeting with Public Works on Tuesday, October 31st about a street project that would affect the entrance into Municipal Lot #2.

Recruitment: Police Officer – Near Completion – 11/17/2017 – On Track

The HR team continues to work with and coordinate with the police department leadership on one (1) additional candidate, who is targeted to attend the County academy.

Alderman's Court

Alderman's Court held three court sessions from 10/26/17 to 11/1/17. These sessions included arraignments, trials, capias returns, video hearings and code violations. Parking officers were here on Monday and Wednesday to handle any parking appeals.

Court Sessions – Completed – 11/01/2017- Completed

From 10/26/17 to 11/1/17 Alderman's Court handled 78 arraignments, 48 trials, 9 capias returns, 2 video hearings, and 1 code violation. The court collected a total of 506 parking payments of which 286 were paid on line and 220 were paid at court. The court also collected criminal/traffic fines which included 179 online payments and 58 in court payments for a total 237 payments.

City Secretary and City Solicitor's Office

Bruce was in the office on November 1. Paul was in the office on November 2 for the Council meeting.

Renee and Samantha met on October 27 to discuss the progress on the digital records project and next steps forward.

Renee and Tara met with the Planning and Development Director and Code Enforcement Manager on October 27 to complete the transition of peddler/vendor permits to the Planning and Development Department.

Staff finalized and posted the agenda and packet for the November 6 special Council meeting on October 30.

Renee attended the WOW breakfast on October 31.

Renee attended the staff meeting on November 2 where the November 13 Council agenda was discussed.

Paul, Renee and Tara staffed the special Council meeting on the Florida-T on November 2.

Tara completed two proclamations this week for the 10th anniversary of the Empowerment Center and the 50th anniversary of Herman's Quality Meats.

Renee drafted the November 13 Council agenda.

Renee continued work on the October 23 Council direction sheet, which was mistakenly noted as completed in last week's report.

Tara worked on the Conservation Advisory Commission agenda for November 14.

Samantha spent time working on the updated assessment of records inventory for the comparison from 2016 to 2017.

Sandy worked with the IT team testing Munis as part of the business/rental license cutover for October 26 and 27.

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

- Updating the FOIA log with past requests filed.
- Received documents from staff, forwarded documents to requestor and closed an October 10 FOIA request from DCR Environmental Services regarding Candlewood Suites.
- Received documents from staff, forwarded documents to requestor and closed an October 10 FOIA request from the Newark Post regarding the top 50 properties affected by the stormwater fee.
- Received documents from staff, completed appropriate redactions and forwarded the final administrative costs for an October 13 FOIA request from Susan Gibson regarding NPD federal grants and financial reports.
- Corresponded with the requestor on an October 24 FOIA request from Zoning-Info regarding Colonial Gardens Apartments.
- Received documents and reviewed documents with the City Solicitor for an October 26 FOIA request from Katie Gifford regarding Council-staff emails referenced by Mayor Sierer at the October 23 Council meeting.
- Received and forwarded to staff an October 26 FOIA request from Al Porach regarding population and electric account information.
- Received request, forwarded to staff, received documents from staff, forwarded documents to requestor and closed a November 1 FOIA request from Northeast Carpenters regarding October building permits.

The November 6 special Council, November 7 Downtown Newark Partnership Design Committee, November 7 Planning Commission, November 8 Newark Housing Authority Board, November 9 Downtown Newark Partnership Board meeting agendas and the November 16 Board of Adjustment cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the October 23 Council (Sarah drafting) minutes. The October 23 Council executive session minutes are currently in the queue.

Sarah fulfilled 8 discovery requests for upcoming Alderman's Court cases. 342 discovery requests have been filled so far for 2017. The court calendar for November 9 was received and the 13 associated case files were prepared by Sarah for the Deputy City Solicitor. 43 court calendars with 639 associated case files have been compiled so far for 2017. Sarah also completed one plea by mail request this week.

The office received 2 new lien certificate requests this week, which were sent to Finance for processing. 13 lien certificates were completed and sent to the requestor. So far, 425 lien certificate requests have been processed for 2017.

Digital Records Project – In-Progress – On Track

Documents scanned for the week are as follows:

Name	# of Documents	# of Pages	Types
Samantha	184	1,157	Court documents
Sandy	17	3,827	August cash receipts
Fred	223	1,374	Court documents
Ana (PT)	420	1,339	Court documents
Mecia (PT)	38	565	Rezoning files
Sarah	101	309	Board and commissions historical documents
Total	983	8,571	

Community Relations

DNP Website and GIS Map: Megan is updating and redesigning the Downtown Newark Partnership’s website, enjoydowntownnewark.com. She is replacing the old photos with photos from the 2016-2017 events, and updating the information to reflect the current state of the Partnership and 2018 event dates. Additionally, a number of new businesses have opened in downtown Newark over the past six months, so Megan is working with Jay Hodney to update the Downtown Newark Map and Guide GIS map to reflect these changes: <https://cityofnewarkde.maps.arcgis.com/apps/Shortlist/index.html?appid=ababe7967f7140039658ee4fb0877e3c>.

Newark Police Department PSAs: We are working with Cpl. Brandon Walker on two new public service announcements. The first highlights the issue of stolen packages, specifically around the holiday season, and will provide tips on how to avoid having a package stolen. This video will be released before the holiday shopping rush begins on black Friday. The second PSA will be a musical parody encouraging people to be aware of how much they’ve had to drink, and when it’s time to stop. This video will be released in early December.

Creative Design/Web Updates

- Updated emergency egress maps for municipal building; Police FAQ on City Website; Budget Central Documents; InfoVue TV22 Scheduling for Parks and Recreation activities
- Designed Newark Post Ad for November 15 Newark Stormwater Utility Public Education Session; New free parking graphic; 2017 Storefront Decorating Contest Flyer
- Posted CGI Communication Partnership to the City website homepage and Communications webpage

Press Releases/Media Inquiries

- Upcoming Events & Public Meetings Notice: <http://bit.ly/2A02Dlz>

CGI Communications – In Progress – 08/31/2018 – On Track

CGI Communications is a company working in partnership with the City on a program to promote tourism, educate and welcome future families and residents, recruit new business and more. Costs for the program are absorbed through sponsorships by local businesses and in concert with local non-profits, all of which are solicited by CGI.

Representatives from CGI are reaching out to businesses via phone and will be in town next week to secure these sponsorships.

Electric Department

The new transformer that is to go at Chestnut Hill Road Substation will be ready to ship on November 25th. We expect delivery in early December. The line crews are installing reclosers at the site. These are being used to protect the transformer and outgoing feeder instead of breakers because of space constraints. A contractor is currently installing a fence and gate around the expansion area.

New fuse holder connectors are being machined for West Main 41, which is ready for service after being gone for a year.

Engineering has been working to get new bushings for West Main 76 (WM76) which faulted last week and trying to procure parts to refill a breaker at Sandy Brae which has a low SF6 alarm. Engineering has also been working on upgrading an aerial Amtrak crossing needed for the new Transit Hub and getting the specifications for the infrastructure to the Chemours Building ready for bid.

The meter tech worked on a power quality issue on Kirkwood Highway and the electricians worked at the substations disconnecting busbar on WM76 so transformer testing could be done, fixing a broken communication conduit, and installed cameras for IT.

34.5KV Auto Restoration Project – In-Progress – 12/31/2017 – On Track

All the reclosers are in. Engineering to attend Factory Acceptance Tests next week and the week after a technician will come to Newark and program reclosers.

Finance – Accounting Department

The First State Community Action Network was in PUBS on November 2nd 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. We are also planning on holding an evening Energy Conservation Workshop during the month of November. If anyone is interested in being placed on a waiting list to attend a future Energy Conservation Workshop, please call the PUB office.

The Payment and Utility Billing (PUB) group is closed on the third Thursday of each month. In addition, they will be closing at noon on November 13th for training on their role in the stormwater billing process.

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Please click on this link to set up your account today! <https://newarkde.gov/payments>.

PUB staff attended customer service training held by DEMEC on November 2nd. The morning and afternoon classes allowed staff to attend at different times to keep PUB open for the full day. There was no cost to Newark for this training session.

Delinquent tax bills are in the process of being staged. Bills will be going out Monday, November 6th to all who have not paid their property taxes by the September 30th due date.

2018 Budget – Near Completion – 12/01/2017 – On Track

Staff is preparing for Budget Hearing #1 on November 6th. The CIP, OP Ex and presentation can be found on Budget Central: <http://newarkde.gov/1007/Budget-Central>.

License Audit Review – In-Progress- 12/31/2017 – On Track

Metro Rev has reviewed 182 businesses to date located outside of the City. Through October, we have received \$47,455 in business license payments from this project for the periods of 2013-2017 from 60 companies. Another 14 companies have been billed for a total of \$11,880. This project should add another \$15K going forward to the City's business license revenue line.

Payment and Utility Billing (PUB) – In-Progress – 12/31/2017 – On Track

The group processed 3,350 utility payments and CityView transactions, 337 of which were imported automatically with our electronic processes and 1,869 of which were imported via web, lockbox or preauthorized payment (PAP) over the last week. In addition, 1,144 manual payments were processed between utility payments, tax bills and licensing (contractor, business, rental, etc). PUB answered 530 calls out of 568 offered, reflecting an abandoned rate of 6.7%. The average speed to answer the phone was 1:56. The average call time was 3:22. 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.

Parks and Recreation Department

Director: Met with the Delaware Bicycle Council about the Fremont Road to Creek Road Trail addition for potential grant funding, evaluated the 0 Independence Way property for tree mitigation for valued trees on the property, attended the Rodney Project meeting in preparation for the November 8 public meeting, met with Delaware State Parks Trail and Greenways staff to discuss potential future trail projects and funding opportunities, reviewed the proposed easement agreement for the Redd Park Trail and the Louviers LLC, working with Paula and Officer Aniunas to develop new event forms and procedures, conducted parks maintenance meeting to discuss upcoming projects and word orders.

Recreation Superintendent: Reviewed November PSA's for submittal; attended Halloween Parade meeting for staff; worked with Joe, Tom and Rich on possible questions for skilled labor tests; met with NPD regarding updating the special event permit application; met with Joe and Nic DeCaire regarding upcoming running events and the changes to the permit process; attended Rodney Project workshop review meeting; worked on statistics for community events.

Recreation Supervisor of Athletics: Continues collecting items for staff files to complete compliance for West Park after care license; working on programs for Winter/Spring, submitted Christina School District facility requests; working on 50 days of Fun events for 50th anniversary next year; continues recruiting volunteer basketball coaches, practices are scheduled to start 11/6; working on schedule and recruiting referees for adult volleyball which is scheduled to start 11/8.

Coordinator of GWC and Volunteers: Finalized all information and staff for the CATCH program that began on Monday, October 23; finalized a staff and activity schedule for School's Out, Kids Day Off scheduled on Friday, October 27 (total of 18 attended) and for the programs scheduled on Thursday, November 2 and Friday, November 3; finalized the November staff schedule for GWC attendants; continued to prepare for Winter/Spring and 50 Days of Fun programs; met with the Newark History Museum on information for the Founders Day 2018; continued to recruit volunteers for upcoming Fall Events; continued reaching out to sponsors in preparation for the Thanksgiving Day Breakfast; continued to plan and set up for the Halloween Party at the George Wilson Center that took place on Thursday, October 26 from 4:00-5:30 p.m. with a total attendance of 50; assisted with volunteer recruitment for the Mayor's Movie Night.

Recreation Supervisor of Community Events: Working on items for upcoming events, including the NewBark PawLooza, Turkey Trot and Winterfest; the Halloween Parade was cancelled because of inclement weather, 65 groups with over 2,000 participants had registered for this year's parade; donations from local businesses for all the upcoming Fall events continue to come in with over \$5,000 worth of prizes already being collected; with the approval of the donors, prizes from the Halloween Parade have been transferred to be used at the NewBark PawLooza and Turkey Trot; continuing planning of programs and activities for the 50 Days of Fun as well as regularly scheduled Winter and Spring programs.

Recreation Specialist: Updated events on Volunteer Match website; met with Sharon for Halloween Parade information, purchased supplies for Halloween Parade, picked up donations for the Halloween Parade; assisted with Halloween Party at the George Wilson Center; assisted with set up and worked Mayor's Movie Night.

Parks Superintendent: Met with resident wishing to make a donation for tree planting at two sites within our park system and started researching prices, inspected six park areas and developed work orders as needed, ordered plant material replacements for wetlands planting at confluence of Hall/Pomeroy Trail, along with Parks Director walked propose site for a new development on Independence Way to identify possible "valued trees", along with Parks Director, Recreation Superintendent, Parks Supervisor developed list of possible questions for skilled laborer test, continued working on planting plan for Atrium area at City Hall, and followed up on another pest issue to find out status in Delaware and what precautions are being taken.

Parks Supervisor: Assigned field staff daily and assisted as needed, along with Recreation Superintendent continued gather information to streamline existing computer system to track labor/materials costs and met with Eagle Scout about possible project at Community Garden site.

Parks/Horticulture: Staff continue mowing/bed maintenance operations throughout park system, prepared both soccer fields for league play, raked off all horseshoe pit areas, did trash removal throughout park system including trash bag pickup from along Christina Parkway from volunteer clean, did interior bed maintenance at City Hall, sprayed Hemlocks to control Woolly Adelgid on Hemlocks at Fairfield and Stigmina Needle Cast on White Spruce at Folk Park, replanted and replaced some plantings in planters along Main Street from vandalism, continued wood carpet applications under play/swing units throughout park system, loading/set up/take down of materials/supplies for the Halloween Parade, delivered and set up seasonal display at Wilson Center at main entrance, and did tree pruning as assigned. Networks applied wood carpet safety surfacing under play units at Fairfield Crest and Lumbrook Parks. Networks is a student work training program thru Christina School District.

NewBark PawLooza – Not Started – 11/01/2017- On Track

NewBark PawLooza is this Saturday, November 4. Attendees will enjoy doggie demos, participate in canine contests, enjoy a romp around the park, or meet a new best friend at a local rescue group booth.

Planning and Development Department

Code Enforcement

- Property Maintenance Inspectors reported no major issues during Halloween.
- Property Maintenance issued condemn notices for 48 units at the Varsity Apartments on Wilbur Street until water was restored.

- The final restoration work was done at Fountainview condominiums from the sprinkler water break last winter.
- Façade renovations at College Square Shopping Center are ongoing.
- Construction is ongoing at Cleveland Avenue.
- The foundation and steel 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 STAR Campus is completed. Work on the exterior should begin shortly, as well as the new atrium space. The foundation for the new six-story lab at the site began this week. The building plans for the Chemours Building are under review and we anticipate the foundation work beginning later this fall.
- Staff continues to update data on older building permits and code cases in anticipation of the CityView replacement project.

Planning/Land Use

- Some time was spent this week preparing the packets for the November 7, 2017 Planning Commission meeting. The November 7 agenda includes:
 - o Review of Downtown Newark Partnership Design Committee Guidelines
 - o Prioritization of Planning Commission 2018 Work Plan
 - o Amendments to the Zoning Code regarding Regulations for Wireless Facilities in the Right of Way and Outside the Right of Way
 - o Follow-up to Rental Housing Needs Assessment Study recommendations
 - o Discussion of City of Newark Geographic Information System (GIS)
 - o Parking Subcommittee Update
- Planning and Development Director Mary Ellen Gray worked with Planning Commission members and staff on the November 16, 2017 Parking Subcommittee agenda and materials.
- Director Gray attended the Delaware Chapter of the American Planning Association Annual Meeting on November 1, 2017. It was a well-attended conference consisting of planners and related professionals from around the state. Agenda items included presentations and a panel discussion on planning issues in New Castle County, including presentations from the Planning Directors of New Castle County and the City of Wilmington, as well as the Executive Director of WILMAPCO (Wilmington Area Planning Council) and a presentation and discussion of current legal cases and related issues in Delaware by Max Walton, Esquire.
- Director Gray and Code Enforcement Manager Dave Culver met with Director of Legislative Services and City Secretary Renee Bensley and Deputy City Secretary Tara Schiano to discuss the transition of Peddlers, Vendors and Solicitors Licenses to the Planning and Development Department.
- Director Gray continued to work on plan review and related reports.
- Planners Tom Fruehstorfer and Michael Fortner also attended the annual meeting of the Delaware Chapter of the American Planning Association on November 1.
- The following was also completed this week:
 - o 7 Deed Transfer Affidavits
 - o 26 Building Permit Reviews
 - o 1 Certificate of Completion/Occupancy

Land Use Projects Currently Under Review

- 1119 South College Avenue (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017.
- 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 calls for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 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 (SAC) on October 4, 2017 and are currently under review. A SAC meeting will be scheduled for the near future.
- 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 Planning Commission recommended approval of the project at its October 11, 2017 meeting. The project will be placed on an upcoming City Council agenda.
- 65 South Chapel Street, Continental Court Apartments (PR#17-04-03): The Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 65 South Chapel Street on April 19, 2017. The proposal calls for the demolition of the existing apartment building and construction of a 74-unit, 5-story high-rise apartment building at the site.
- 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 reviewed by the Subdivision Advisory Committee (SAC) at an October 18, 2017 meeting. SAC comments were sent to the applicant on October 30, 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 were reviewed by the Subdivision Advisory Committee (SAC) on October 10, 2017. SAC comments were sent to the applicant on October 20, 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. No objections were received regarding the requested subdivision. Final approval was issued by the Planning and Development Director and Acting City Manager, and plans submitted to New Castle County for recordation.
- 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.

Police Department

Within the final two months of 2017, our crime statistics continue to look good. As of this date in 2017 compared to this date in 2016, our robberies have decreased by 42.5% and our thefts decreased by 19.3%. While we had a slight spike in some crime categories in 2016, since we began our Fall Crime Suppression plan and other programs in 2007, our robberies have decreased 47.4% and our thefts decreased by 30.1% since 2006. As always, we continue to strive for a crime free city.

This month begins the second year of our anti-shoplifting program. A past review of our robbery reports revealed that a number of shoplifting events turned into a robbery classification if the suspect has any physical contact with a store employee. In 2016, we began to assign officers to random surveillance of retail establishment to detect and arrest shoplifters. A suspect is less likely to physically resist a police officer and elevate the charge to robbery. However, this increased proactive surveillance does increase our reported thefts.

Auxiliary Services:

- Capt. Van Campen continues to complete year-end federal grant reports.

Administration Division:

- Cpl. Walker participated in the “Trunk or Treat” event at the Delaware City Police Athletic League Center on 10/30/17. He, and representatives from many other agencies/organizations, passed out candy to children.
- Sgt. Jones represented the Newark Police Department at a Council on Police Training meeting in Dover on 10/31/17.
- Members of the Administrative Unit organized the police department’s participation in “No Shave November”, which starts 11/1/17. Participating officers are donating \$100 to grow beards throughout the month of November. The money will be used to purchase presents for needy children identified by the Christina School District.
- Lt. Nelson is attending the City Council Special Meeting on 11/2/17 regarding the “Florida T” recommendation.

Criminal Investigations Division:

- On October 27, 2017, the Newark Police Department Street Crimes Unit and the University of Delaware Police Detective Division arrested Gerald Picerno for his connection to several incidents occurring throughout the city from September 15th through October 15th. The Newark Police Evidence Detection Unit located latent fingerprints from a letter left at the scene of one of these incidents which identified Gerald Picerno as the suspect. Additional investigation and interviews conducted by Cpl. Pagnotti (SCU) linked Picerno to another incident occurring in the City’s jurisdiction while Det. Protz (UDPD) identified Picerno using an image from the University’s system of surveillance cameras. Picerno was arrested for three counts of lewdness, five counts of indecent exposure, two counts of third degree trespass and one count of harassment. He was subsequently arraigned through Justice of the Peace Court # 2, where he received \$5,500 unsecured bond. He was ordered to have no contact with the University, the City of Newark or the victims.
- At the Delaware Law Enforcement Conference scheduled for Monday, 11/6/17, Det/Sgt. Watson was asked to present a 2013 Cyber Stalking case which he successfully investigated. This case presentation will be given to numerous law enforcement investigators, Deputy Delaware Attorney Generals and Victim Services support staff to bring awareness to similar crimes and to their successful investigation/prosecution.

- During this week, three total polygraph examinations were given by Det/Sgt. Watson. Two relating to an employment application for the Newark Police Department and one assisting an allied law enforcement agency with a criminal investigation.

Special Operation Unit:

- Sgt. D'Elia is attending the FBI LEEDA Leadership training this week.
- One officer from SOU remains out on FMLA leave.
- Cpl. Sharpe and M/Cpl. Conover will attend CPR training on Wednesday, November 1st.
- SOU will continue order maintenance enforcement and will begin to concentrate on retail theft enforcement in several area shopping centers.
- Cpl. Sharpe will conduct a K9 demonstration on Saturday for the NewBark PawLooza event.

Traffic:

- The traffic unit assisted with road coverage on Tuesday while the patrol shift attended firearms training.
- Cpl. Vernon will attend CPR training on Wednesday, November 1st.
- Sgt. Davis is attending the FBI LEEDA Leadership training this week. At the completion of this training he will receive the FBI LEEDA Trilogy Award. This award is earned by an officer who has successfully completed the three-week long FBI leadership courses.

Patrol:

- M/Cpl. Sansone and Sgt. Greg Micolucci are attending the FBI LEEDA Leadership training this week.
- On Tuesday, October 30th, 2017, Lt. Rubin conducted a block of instruction at the Certified Instructor Course at the DSP Academy.
- During the week, various patrol officers will conduct firearms, CPR/AED, Naloxone and terrorism related training.

Public Works and Water Resources Department

We have had three water main breaks over the last week. We average about 35 main breaks per year, so we expect there to be more as the weather cools. Notifications will be sent to the extent feasible and we will work to repair any breaks and restore service as quickly as possible.

The PWR Department was victorious for the second straight year in the Annual Halloween Group Costume Contest.

Windy Hills Water Main Extension – Near Completion – 11/24/2017 – On Track

The project to extend a 12-inch water main across the White Clay Creek near Windy Hills in order to provide a secondary feed for the customers on the other side of the creek is near completion. Groundwater issues that have forced us to include underdrains in the roadway beyond the extent contemplated in the bid documents have slowed the completion, but we are on track to wrap up in a few weeks. The new water main is in service and a fire flow test has shown a roughly 400 gallon per minute increase in available fire flows when compared to the same fire flow test performed before the project began. This is in addition to the redundancy provided by looping the connection east of the White Clay Creek.

Leaf Collection – Started – 12/29/2017 – On Track

Leaf collection has begun in earnest around the City and will continue until the end of the year. Residents should expect collection once per week during the beginning of the season and once every other week during peak season. In order to improve the service, neighborhoods will no longer have scheduled days for collection, so residents are encouraged to rake leaves into piles (no bagging) to the grassy area between the sidewalk and curb at their convenience. Do not rake leaves onto the street or curbs. Avoid mixing rocks, sticks or brush with leaves; they may damage collection machinery. Please park vehicles in your driveway or away from leaf piles during the collection season. Leaves obstructed by vehicles will not be collected.

Water Quality Sampling – Not Started – 04/30/2018 – On Track

PWR received two UD proposals to study water quality in the City. One will study the reservoir and offer possible cost-effective solutions for future algal blooms similar to what we experienced this past summer. The second would be for baseline water quality sampling tasks at the potential Rodney stormwater site. The water quality sampling will be performed at no additional cost to the city, as it is being included as part of the UD Water Resource Center 2018 Work Plan.

10/29/2017 to 11/04/2017



MILLENNIUM

MEMORANDUM

TO: Andrew Haines
FROM: Denise Rodriguez
DATE: November 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 the present. For more information please contact Grant Manager, Denise Rodriguez.

Grants Awarded

Date Awarded	Funding Program	Purpose	Award Amount
10/23/17	DE Land and Water Conservation Trust Fund-Trails	Charles Emerson Bridge	\$100,000.00
9/20/17	DE Dept. of Safety and Homeland Security—Fund to Combat Violent Crimes	Various Equipment and Officer Overtime	\$100,571.73

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
9/8/17	DE Land and Water Conservation Trust Fund-Parks	Preston's Playground	\$75,00.00	1/15/18

Grant Opportunities in Progress

Due Date	Funding Program	Amount Available	Date Noticed
3/1/18	Delaware Division of the Arts	\$5,000.00	10/11/17
12/31/17	Walmart Foundation—Community Grant Program	\$2,500.00	9/26/17
12/15/17	DE Dept. of Safety and Homeland Security— Emergency Illegal Drug Enforcement	\$6730.46	10/17/17
12/15/17	DE Dept. of Safety and Homeland Security—State Aid to Local Law Enforcement	\$769.54	10/17/17
11/7/17	FEMA—Pre-Disaster Mitigation	\$70,000.00	7/25/17

Grant Opportunities Reviewed

Due Date	Funding Program	Amount Available	Date Noticed
11/20/17	Delaware Water Infrastructure Advisory Council— Wastewater Matching Planning Grants	\$50,000.00	10/11/17
1/15/18	American Legion National Executive Committee, US WWI Centennial Commission, Pritzker Military Museum and Library—100 Cities/100 Memorials	\$2,000.00	10/17/17
11/21/17	TD Green Streets	\$20,000.00	10/17/17
11/10/17	America Walks, Every Body Walks!	\$1,500.00	10/12/17
11/6/17	NRPA, CDC—Healthy Aging in Parks Grant	Varies	10/12/17
10/1/17	Road Runners Club of America—Kids Run the Nation Grant Fund	\$1,000.00	9/6/17
8/31/17	PetSmart Charities Targeted Spay/Neuter Grant	\$100,000.00	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	National Park Service Rivers, Trails and Conservation Assistance Program	TA	9/6/17
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 10/22/17-10/28/17

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	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	7	1	0	4	2	0
Rape	4	5	0	3	0	0
Unlaw. Sexual Contact	6	10	0	2	2	0
Robbery	42	24	1	14	14	0
- Commercial Robberies	13	10	0	0	2	0
- Robberies with Known Suspects	2	0	0	0	0	0
- Attempted Robberies	5	2	0	2	5	0
- Other Robberies	22	12	1	12	7	0
Assault/Aggravated	23	23	0	24	21	0
Burglary	67	39	2	35	13	0
- Commercial Burglaries	15	7	0	4	3	0
- Residential Burglaries	44	23	2	24	9	0
- Other Burglaries	8	9	0	7	1	0
Theft	557	452	12	151	174	1
Theft/Auto	44	40	1	12	5	1
Arson	2	1	0	0	0	0
All Other	111	81	2	84	58	0
TOTAL PART I	863	677	18	329	289	2
<u>PART II OFFENSES</u>						
Other Assaults	276	258	6	99	116	1
Rec. Stolen Property	0	2	0	24	16	0
Criminal Michief	168	167	4	51	42	0
Weapons	9	16	0	34	32	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	221	132	4	987	239	8
Drugs	111	119	4	171	142	1
Noise/Disorderly Premise	552	706	13	241	264	7
Disorderly Conduct	132	134	3	79	138	1
Trespass	166	173	7	58	101	1
All Other	391	371	5	273	324	8
TOTAL PART II	2026	2078	46	2017	1414	27
<u>MISCELLANEOUS:</u>						
Alarm	575	248	5	0	0	0
Animal Control	469	424	4	4	3	0
Recovered Property	246	273	11	0	0	0
Service	27430	31013	629	0	0	0
Suspicious Per/Veh	465	510	22	0	0	0
TOTAL MISC.	29185	32468	671	4	3	0

	THIS WEEK <u>2016</u>	2016 TO <u>DATE</u>	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>
TOTAL CALLS	817	37,447	864	39,960



Newark Police Department
Weekly Traffic Report
10/22/17-10/28/17



TRAFFIC SUMMONSES	2016 YTD	2017 YTD	THIS WEEK 2016	THIS WEEK 2017
Moving/Non-Moving	8837	7655	162	235
DUI	154	151	3	7
TOTAL	8991	7806	165	242

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	191	218	2	1
Property Damage (Reportable)	1049	940	36	28
*Hit & Run	233	211	7	14
*Private Property	249	207	8	9
TOTAL	1240	1159	38	29

*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.