

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This week Finance Director Del Grande and I presented the proposed 2019-2023 CIP budget to the Planning Commission. Overall it was well received with the commission giving it a 6-0 positive recommendation to Council. I would like to thank the planning commission for hosting us and for the constructive discussion on the plan. I also continued to work on budget related items with the finance team, so we will be ready to go for the first official budget hearing on November 5th.

Finance Director Del Grande and I attended the October DEMEC board meeting on Tuesday.

I have been in contact with our engineering consultant for the Curtis Park project to wrap up the final environmental documents associated with the brownfield components of the project. The consultant is finalizing the draft Environmental Covenant which is the final outstanding item.

On Thursday I attended the DELPELRA annual conference in Wilmington which featured several presentations relevant to Newark focusing on employee retention and climate improvement, among other topics. This was especially relevant due to our ongoing climate survey working group effort.

I attended the SAC meeting for the proposed 515 Capitol Trail development project. We continue to receive a number of new development plans so if you haven't already, I would recommend that you review our new development plan GIS map that recently went live. We envision this eventually being our primary portal for information related to development, both current applications and projects under construction. I would like to thank the GIS and Planning and Development teams for working to get this map live, it can be found here:

<https://cityofnewarkde.maps.arcgis.com/apps/Shortlist/index.html?appid=2e36b70bf6374231a070a558751b1578>

The remainder of the week was spent on general administrative and personnel related items.

Activity or Project:
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Execution Status:	

City Manager's Weekly Report

Department:
Administration - Deputy City Manager

Notable Notes:

During the week, Assistant to the Managers Mark Brainard held bid openings for Contract 18-07 and 18-09. He also issued Addendum 2 for Contract 18-10 and attended a webinar regarding streamlining some of the City's purchasing policies. During the week, the mailroom processed over 4,000 pieces of mail with the upgraded equipment.

Biometric Screening closed on Friday, October 12th with over 100 employees, spouses and retirees participating. This is the highest number of registrants to date. Screening will occur on Friday, October 26th. The HR team conducted a planning meeting for an upcoming Veterans Day lunch to show appreciation for our employees who have or continue to serve our country. The event will be held on Friday, November 9th in the Public Works Yard. Invitations will be disseminated next week. We have received our premium renewals for the 2019 healthcare plans from DVHT. We will be conducting open enrollment from October 29th through November 9th.

On Monday, October 15th, HR Manager Devan Hardin attended an Executive Lessons in Public Sector Leadership seminar in Dover. Communications Manager Kelly Bachman also attended. On Thursday, October 18th, the HR team including Mark Farrall, Marta Pacheco and Devan Hardin, along with Tom Coleman, Bhadresh Patel and Mary Ellen Gray attended the Delaware Public Employees Labor Relations Association (DELPELRA) annual conference in Wilmington. Topics included Employee Engagement, Hiring and Retention, Labor Negotiations and Personnel Investigations.

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department: Alderman's Court
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Notable Notes:

Alderman's Court held three court sessions from 10/11/18 to 10/17/18. These sessions included arraignments, trials, capias returns, video hearings, code violations, and parking appeals. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

The bailiffs completed their mandatory weapons requalification on 10/14/18.

Activity or Project: Court Sessions

Description:

From 10/11/18 to 10/17/18 Alderman's Court handled 56 arraignments, 65 trials, 13 capias returns, 4 video hearings and 1 code violation. The court collected a total of 472 parking payments which included 318 online payments and 154 court payments. The court also collected criminal/traffic payments of which 138 were paid online and 86 were paid in court for a total of 224 payments.

Status:	Completed
Expected Completion:	10-18-2018
Execution Status:	Completed

Activity or Project:
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Status:	
Expected Completion:	
Execution Status:	

Activity or Project:
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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Geena was in the office on October 11 for Court.

Renee attended a staff meeting on October 11 where the October 22 Council meeting agenda was discussed.

Renee participated in a conference call with Councilwoman Wallace on October 12, met with Councilman Markham on October 15 and met with Mayor Sierer on October 16.

Staff finalized and posted the agenda and packet for the October 22 Council meeting on October 15. Items 1A and 3C were forwarded to Council and posted on the website on October 17.

Tara participated in two bid openings on October 16.

Renee attended the first night of UD's Women's Leadership Forum on October 17.

Renee spent time working on items related to the City Manager search.

Renee and Tara completed the audit report from the referendum, which was signed by the Election Board chair and distributed to the Acting City Manager and Council.

Renee, Tara and Whitney spent time working on items related to boards and commissions appointments, reappointments and vacancies.

Staff spent time on FOIA-related items this week. The following actions were taken on FOIA requests:

- * Received approval for an administrative cost estimate and received information from staff regarding an August 29 FOIA request from Andrew Ruth regarding larceny and theft cases from 1971.

- * Provided additional information requested regarding the administrative cost estimate for a September 11 FOIA request from the Dover Post regarding police grant and civil asset forfeiture information.

- * Received withdrawal request and closed a September 26 FOIA request from American Transparency regarding 2017 salary information.

- * Worked with staff and received additional information from staff regarding a September 26 FOIA request from LCS, Inc. regarding 250 South Main Street and 300-315 Socom Court.

- * Received information from staff, provided to requestor, completed and closed an October 9 FOIA request from Sedora Consulting Services, LLC regarding 300-315 Socom Court.

- * Received, circulated to staff and began receiving information from staff regarding an October 12 FOIA request from Brian Frederick Funk, P.A. regarding 714 Susquehanna Circle.

- * Received, referred requestor to appropriate agencies, completed and closed two October 15 FOIA requests from AEI Consultants regarding properties outside City limits.

- * Received, circulated to staff and began receiving information regarding an October 16 FOIA request from Planning and Zoning Resource Company regarding 250 South Main Street and 401

Veterans Drive.

* Received, circulated to staff and began receiving information regarding an October 16 FOIA request from Planning and Zoning Resource Company regarding 264 South Main Street.

* Received and circulated to staff an October 16 FOIA request from Karins and Associates regarding 287 East Main Street.

* Received and worked with staff on an October 17 FOIA request from Doroshow Pasquale Krawitz and Bhaya regarding 911 recordings related to a motor vehicle accident.

* Spent time updating the FOIA log for the City.

The October 22 Council and October 23 New Newark Partnership Organizing Committee agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the July 21 Election Board (Renee drafted - complete), October 3 Council (Danielle drafted), October 4 Council (Tara drafting), October 8 Council (Whitney drafted; Renee edited - complete) and October 9 Conservation Advisory Commission (Whitney drafting) minutes. The August 13, August 27, September 10 and October 8 Council executive session minutes are currently in the queue.

Danielle fulfilled 4 discovery requests for upcoming Alderman's Court cases. 292 discovery requests have been filled so far for 2018. The office also received the court calendar for October 25 and the 10 associated case files were prepared for the Deputy City Solicitor. 42 court calendars with 621 associated case files have been compiled so far for 2018. No plea by mail agreements were processed this week.

The office received 8 new lien certificate requests over the last two weeks, which were sent to Finance for processing. 7 lien certificates were completed and sent to the requestor. So far, 469 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

The Networks students from the Christina School District continued their work with the Records Division. Students from their Copyworks program are helping with document preparation for the Division weekly by removing staples, paper clips and other bindings from City records that need to be scanned. This helps the efficiency of the Division at no additional cost to the City.

Ana continued working on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned documents numbers for October 11-17 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Community Relations

Notable Notes:

Newark News Brief: The latest Newark News Brief is posted on the City's social media accounts, website, and Channel 22. This week's video features Fire Prevention Week, DEMEC's customer service survey, WILMAPCO's virtual public workshop and the Halloween parade.

Public Works Patrol Video Campaign: The first Public Works Patrol Refuse Police video is now on social media and Channel 22. The video focuses on the importance of not contaminating yard waste. In the first 24 hours the video received more than 1,400 views on Facebook and 314 views on Twitter (<https://youtu.be/3ij8swOHd9U>). On Wednesday, October 24, we will release the next Refuse Police video. That video spreads the message that Styrofoam is not recyclable in Newark's system. This week, Megan is editing the third Refuse Police video. That video focuses on items that tend to confuse people, such as plastic bags. We also shot footage for the fourth video, which is a spoof on the Iron Glen site.

InformMe Tutorial: One of our first videos was a tutorial on how to sign up for the City's InformMe Citizen Notification System. The video featured the old website and Megan's maiden name, so this week we reshot an updated version of the tutorial. It is on the City's Youtube channel and Channel 22 (<https://youtu.be/nwxUfCnyV-M>).

Fire Prevention Week: Fire Marshal David Tynan and John Farrell of Aetna Hose, Hook & Ladder Company are going to elementary schools in Newark for Fire Prevention Week assemblies. I attended an assembly at both Newark Charter School and West Park Elementary. Photos from the presentations are posted on the City's Facebook and Twitter pages, along with safety tips. The information is also featured in this week's Newark News Brief.

Future of Social Webinar: On Tuesday, Megan participated in the Hootsuite's Future of Social webinar. The speakers included representatives from Hootsuite, Adobe, LinkedIn and Facebook. They spoke on the importance of having a connection with customers and the importance of experiences in the digital world. The speakers stressed the importance of speaking to the public in one voice, and that all staff should understand the company's voice.

Executive Lessons on Public Sector Leadership: On Thursday, Kelly and Devan Hardin attended a

panel discussion hosted by the Institute for Public Administration of University of Delaware at the Duncan Center in Dover. The event featured conversations from several distinguished Delawareans, including Jennifer Cohan (Secretary of the Delaware Department of Transportation), Rita Landgraf (former Secretary of the Delaware Department of Health and Social Services), Mike Purzycki (Mayor of Wilmington), and David Small (former Secretary of the Delaware Department of Natural Resources and Environmental Control). They spoke about the challenges, rewards and practicalities of leading in the public sector.

Creative Design/Web Updates

- Resized Parks and Recreation department's posters: Newbark Pawlooza to 11 x 17", Fall Events to 24 x 36"
- Edited Parks and Recreation department's Annual Parade application and updated on City website
- Scheduled public meeting notices for the week
- Updates made to Budget Central

Press Releases/Media Inquiries

Doug Rainey, Delaware Business Now, and Josh Shannon, Newark Post, inquired about draft plans submitted for hotels on E. Main Street. Responses provided, articles posted:
<https://delawarebusinessnow.com/2018/10/101559/>;
https://www.newarkpostonline.com/news/two-hotels-proposed-for-newark-s-main-street/article_7e54e2b9-73bf-5525-87c3-cda8ed1dff1d.html.

Activity or Project:

Media Room/Franchise Agreement Efforts

Description:

Work continues on the media room in the communications division. I am working with representatives from Washington Professional Systems to finalize the equipment order and schedule a time for those representatives to come on-site to install Tricaster equipment in the media room and run a connection to three cameras that will be installed in Council Chamber.

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Expected Completion:

Execution Status:

Activity or Project:

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Execution Status:**City Manager's Weekly Report****Department:**

Electric Department

Notable Notes:

The line crews set poles and framing on Bellevue Road in preparation for reclosers. The crews repaired hot spots from the infrared scans on 34kV circuits and services at Burger King and Sandy Brae Industrial Park. The line crews also cleared tree problems at Bent Lane and Lynn Drive due to storm damage.

The electricians fixed lights at city parking lots, installed a transformer at the garage for a new hoist that had different voltage requirements, installed remote communications for the substation transformer that just came back from repair, and worked with IT on pole mounted cameras around the city.

Engineering worked with the SCADA developer on testing points for the new transformer at Chestnut Hill Road. Engineering is also working on the recloser and relay coordination for the Chemours site, and met with STAR developers on future infrastructure and 12kV underground cable pulls to the BPI building.

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Finance Department

Notable Notes:

On July 1, 2018, Governor Carney signed HB435 into law, allowing the City of Newark to adopt a lodging tax within the City of Newark. On October 8th, City Council approved Bill 18-23, which will impose a three percent (3%) tax on the cost of the rent, in addition to the amount imposed by the state, for any room or rooms in a hotel, motel or tourist home, as defined in 30 Del. C. §6101. Staff will be notifying all hotel operators shortly of the new tax, which will be effective on December 1, 2018. This new tax will provide a diverse source of revenue for the general fund, which supports our police, parks and streets.

The City has been utilizing the services of Paymentus since September 4th to accept utility bills payments via phone. Utilizing Paymentus' platform, credit cards and banking information is secure and PCI compliant. Callers now can bypass PUB directly when they call in to make a payment, and will no longer need to sit in the phone cue. Since we process about 1,100 utility payments each month over the phone, this should decrease (over time) the length customers are on hold to talk to a customer service representative. As of now, there is no charge being passed along to the customer. Once the City's CustomerConnect is updated in early 2019, we will move forward with utilizing Paymentus for online payments via CustomerConnect and the processing of walk-in customers.

The City will be accepting property tax payments online shortly. Current testing is underway and our plans are to roll out this feature before the end of the year.

Activity or Project:

Automatic Bill Payment/Leak Detection System - CustomerConnect

Description:

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account.

Newark utility customers also have the option to pay the City for utility services using CustomerConnect's "Budget Billing" option. This method of payment allows the account holder to pay a fixed amount each month on the date of their choosing when they sign up for this feature. The system determines your estimated annual utility bill and divides that amount by twelve months. On the December bill, there will be a true up for whatever balance that remains (either a credit or debit to the account) to settle the balance for the year.

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs. a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

Status:	Completed
Expected Completion:	12-31-2017
Execution Status:	Completed

Activity or Project:

2019 Budget

Description:

On October 16, Acting City Manager Coleman and I presented the 2019-2023 Capital Improvement Program (CIP) to the Planning Commission, along with Director Gray and the City's directors and management team. The Planning Commission reviewed and approved the CIP, 6-0, agreeing that the proposed capital budget meets the scope of the comprehensive development plan. I would like to thank the Planning Commission for their feedback and insight to our CIP process.

Staff has been working diligently with the departments on their 2019 budget. All budget documents can be provided on Budget Central. <https://newarkde.gov/1007/Budget-Central>.

The next Budget meeting scheduled with Council will be on November 5th.

Status:	In-Progress
Expected Completion:	12-01-2018
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report**Department:**

Parks and Recreation Department

Notable Notes:

Director: Attended a Turkey Trot Race meeting with Newark Police Department to discuss the race detour and parking lot availability; attended the Conservation Advisory meeting to discuss a proposed revision to the Landscape Screening and Treatment ordinance; along with Polly, Tom Coleman, met with the Preston's Playground Committee, Highmark Delaware and Delaware Blue Rocks representatives to accept a \$5,000 donation to Preston's Playground. The donation was made possible through Highmark's K's for Kids program at the Delaware Blue Rocks game; worked on a game time playground grant for Dickey and White Chapel Park.

Deputy Director: Held meeting with Newark Police Department regarding the upcoming Turkey Trot; worked on finalizing statistics for the Fall 2017 – Summer 2018 programs and events; continued to receive and process special event applications; worked with Bloom Energy on sponsorship information; ordered sample of Christmas ornament in preparation for Winterfest; worked with fitness and yoga instructors to finalize subs for classes and invoices; conducted weekly staff meeting.

Recreation Supervisor of Athletics: Recruiting volunteer youth basketball coaches, practices are scheduled to start in early November; posted job ads and looking to hire additional staff for

basketball referees, gymnastics instructor, before and after care site supervisors and staff, applications have been slow to come in; completed summer program statistics and analysis information; ordered end of season items for softball and soccer including t-shirts and trophies; completed November PSAs; continues accepting team and planning for the adult winter volleyball program scheduled to start 11/7.

Coordinator of GWC and Volunteers: Continued to recruit volunteers for upcoming events including the Halloween Party, Parade and November events; continued to prepare for and finalize volunteers for the Fall Community Clean Up; met with the Parks Supervisor and Parks Superintendent to ensure all critical areas were scheduled for clean-up, a total of 75 volunteers braved a cold rainy morning and devoted over 150 hours removing over 600 pounds of trash from 26 sites (parks and roadways), a special thanks goes to Bloom Energy and Castle Bag Company for sponsoring the event, volunteer organizations included: Amazon, Bloom Energy, JP Morgan Chase, Newark Evening Rotary, Newark Charter School, UD Alpha Phi Omega, UD Community Engagement Ambassadors, UD Engineers Without Borders, UD Kappa Delta Rho, UD Library, families and individuals; continued to work on summer statistics; continued search for swim Instructors and CATCH Recreation Leaders; continued to coordinator efforts for the Go Baby Go event; performed outreach to yoga studios to recruit a substitute yoga instructor for Friday Morning Yoga classes; continued meeting with potential renters to book reservations for 2019.

Recreation Supervisor of Community Events: Solicited donations for upcoming events and Halloween parade participants; worked on financial program statistics; reached out to previous vendors for NewBark Pawlooza and contacted the school district and other organizations for participation in Winterfest.

Recreation Specialist: Entered Harvest Festival volunteer information and hours, organized Harvest Festival supplies with Chrissy/placed in storage room, populated statistics spreadsheet with all summer camp volunteer hours; reviewed/scanned/mailed Food Bank forms to Food Bank for Before and After Care, inventoried After Care supplies at West Park and brought extras back to store room; delivered brochures to library; sent Movie Night/Harvest Festival sponsorship thank you letters; received a basic Max Galaxy registration software tutorial from Kathy; populated 2018 Halloween Parade participant spreadsheet for Sharon; contacted local veterinarians and pet supply stores regarding upcoming NewBark PawLooza event.

Parks Superintendent: Inspected one park area and developed work list as needed, attended two-day arborist training sponsored through Delaware State Forestry, along with Parks Supervisor met with Volunteer Coordinator for upcoming fall clean up event, met with Stormwater Coordinator at pond in White Chapel to discuss relocating tree at site, met with State Forester concerning possible reforestation of portion of a proposed development site, conducted annual Tree Board meeting, along with Parks Director attended CAC meeting discussing revision to landscape ordinance and proposed development on Paper Mill Road, met landscape contractor at Newark Shopping Center to review plant replacements, started gathering prices for materials/supplies for upcoming reforestation planting in Redd Park, and met with Eagle Scout to review proposed project.

Parks Supervisor: Assigned field staff daily and assisted as needed, and continued gathering information for possible upcoming equipment purchases.

Parks/Horticulture: Staff continue mowing/bed maintenance operations, dragged/scarified all ballfields, raked off all horseshoe pit areas, preparation of both soccer fields for league play, trash

removal from all park areas, completed tree work at several park sites, did interior bed maintenance at City Hall, one staff member attended two-day arborist workshop along with Parks Superintendent, checked/cleaned all inlet pipes/basin tops for debris removal throughout park system, and completed/continued on work orders as assigned.

Activity or Project:

Newark's Annual Halloween Parade

Description:

Newark's Annual Halloween Parade will be held on Sunday, October 28. The Parade will step onto Main Street at 3:00 p.m. and feature marching bands, antique automobiles, costumed characters and more! Immediately following the parade, children will have the opportunity to participate in Trick or Treat on Main Street! There will be goodies from many stores and Downtown businesses. For the safety of families, Main Street will remain closed throughout Trick or Treat Main Street.

Status:	Not Started
Expected Completion:	10-28-2018
Execution Status:	On Track

Activity or Project:

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Expected Completion:	
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Activity or Project:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

- Numerous requests have come in the past few weeks from residents and elected officials for extra police patrols at numerous locations for traffic, order maintenance, and crime issues. Daily, we evaluate the locations and issues and assign officers accordingly based on the severity of the issue. We ask that it be kept in mind that the police department is not currently at full staff. We have two recruits in the police academy who will graduate in 2019. We have one current vacancy that we are trying to fill and are currently in the process of conducting background investigations. If we can find a suitable candidate off the current applicant list, they will not graduate the police academy until late 2019. If a suitable candidate is not found on the current list, a new hire will not be available to work until much later. We have three officers who are not available to work in

patrol due to long-term injuries. We also must deal with daily vacancies due to short-term illness, training requirements, court, vacations, and personal days off. As councilmembers who have done weekend ride-a-longs are aware, on a majority of weekend shifts, the entire patrol platoon is tied up on party and noise complaints. Please be assured that we take all requests for directed patrols seriously and place all the locations on directed patrol rotations.

Patrol:

- On 10/13/2018, Officer MacDowell and Officer O'Donnell were patrolling as a two-officer unit conducting proactive patrols. During this time, officers observed a black Ford Excursion traveling northbound on South College Avenue in the area of Welch Tract Road pulling a trailer without a registration plate. After observing additional violations, a traffic stop was initiated. During the stop, a loaded Bersa .380 Caliber firearm was located in the vehicle. A computer check of the serial number was conducted and the firearm was discovered to be stolen from Pickaway County Sheriffs Officer (Ohio) in 2010. The driver, James Craig, was arrested for carrying a concealed deadly weapon, receiving a stolen firearm, failure to display a license plate and failure to signal. He was subsequently released on \$13,100 unsecured bond by Justice of the Peace Court #11. This is a great example of the officer going beyond the traffic violation to prevent criminal activity.

Traffic:

- Traffic Officers continue to monitor and conduct enforcement at the many locations requested by residents, elected officials, and locations where traffic collision data shows an issue.
- Speed signs are currently in place on Chrysler Avenue near Bradford Lane and on Edjil Drive near Anita Drive.
- Corporal Vernon is conducting an investigation of a pedestrian who suffered a serious injury while being struck by a vehicle.

Special Operations Unit:

- M/Cpl. Conover and Officer Whitt attended Crisis Negotiations Team training.
- Lt. Aniunas and Sgt. D'Elia have been preparing information concerning establishments that have had violations are accumulated special use permit points. One establishment is expected to be referred to City Council for action.

Auxiliary Services Division:

- Newark Police Department welcomed Deputy First Class Scott Hogan (retired) to share his presentation regarding a critical incident. While on "domestic stand by" incident, DFC Hogan (ret.) was shot in his abdomen; however, he was able to return fire and neutralize the assault on the female victim and himself. The training was incorporated in October as the month serves as Domestic Awareness Month.

Criminal Investigations Division:

- Sgt. Watson conducted two police applicant background polygraph examinations during the week of 10/8/18 and has two additional examinations scheduled for the week of 10/15/18.

Administrative Division:

- On 10/12/18, Sgt. Bryda, M/Cpl. Potocki and Officer Maiura assisted School Resource Officer Cpl. Saunders at Newark High School with the annual fall pep rally.
- Members of the Administration Unit have been conducting patrol coverage for the fall firearm training sessions.

- On 10/16/18, Sgt. Jones met with Kelly Irons of Developus.com. This is a leadership development program, currently utilized by Charlotte, NC municipal government and the Charlotte-Mecklenburg Police Department to develop leadership skills among their management and supervisory employees. Mrs. Irons is interested in bringing the Developus.com program to the City of Newark for both municipal and police employees.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
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Expected Completion:	10-18-2018
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Execution Status:	Completed
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Activity or Project:**Description:**

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Activity or Project:**Description:**

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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

Along with Acting City Manager Coleman and Finance Director Del Grande, Acting Director Filasky met with representatives of New Castle County (NCC) in order to begin discussions for a new Sanitary Sewer Agreement with NCC. The current agreement has been in place since 1979 with negotiations periodically since that time, but no new agreement resulting from the discussions.

On October 15 and 16 the PW&WR Department sent two management employees and two Public Works Inspectors to the Regional Roadway Management Conference in Gettysburg, PA presented by the LTAP's (Local Technical Assistance Program) from DE, PA, VA, WV and MD. There were over 200 attendees from municipalities, counties and DOT's in the region. Additionally, several vendors were at the conference to provide information on new products and complete product demonstrations. Courses attended by the City of Newark included, Asphalt Pavement: What's New on the Horizon, Excavation Safety, Sign Installation and Maintenance, Brine Direct

Liquid Application, and Pavement Preservation among others. Overall the event was a great success with several regional connections made and one of our employees won free admission to the event, saving \$150.

Activity or Project:

Annual Street Improvement Contract

Description:

Work continues on the west side of Center Street. The new curb is in place and the apron across the entrance to Lot #3 has been poured. Surface preparation for the sidewalk is underway and concrete will be poured next week. Curb work on Hullihen is complete and the curb work is roughly 50% complete on Kenyon. The asphalt paving will likely begin within the next two weeks. Notice will be given to affected residents.

Status:	In-Progress
Expected Completion:	12-31-2018
Execution Status:	On Track

Activity or Project:

Lot #1 Parking Expansion

Description:

PW&WR has been working with Planning and Parking on the agreement, planning, design, and ultimate purchase of the two lots along Delaware Avenue from UD in order to expand Lot #1 ahead of the planned reconstruction of Main Street. Our preliminary design shows the parcels would add approximately 40 spaces to the current lot. The following is a list of items that are necessary to complete and a status update. Relevant updates are noted with an *.

Preliminary Design - Complete

Discussion with UD on final alignment - Ongoing. Completion after survey complete.

*Boundary Survey - Received final estimate. Estimated completion October 31.

*Administrative Subdivision - Cost included in the survey quote referenced above. Notice to Proceed to be issued 10-19-18.

Building Demolition

Final Design

Grading and Parking Lot Construction

Final Striping

Project Completion

Status:	In-Progress
Expected Completion:	03-31-2019
Execution Status:	

Activity or Project:

PondHawk Solar Pond Aeration System

Description:

A PondHawk solar aeration system was installed at the White Chapel stormwater pond. It is designed to improve water quality by adding oxygen through bubble diffusers, which increase organic decomposition and circulation. This should result in a decrease in algae and improved pH, so water being released downstream will be much improved. We had interns take several water quality readings over the summer before the installation, and plan to gather more readings next summer to gauge improvement. We intend to use this installation as a pilot to see how the technology could be used at other locations throughout the City, specifically at the Rodney Site, once constructed. The company is based in Newark.

Status:	Completed
Expected Completion:	10-19-2018
Execution Status:	Completed

Digital Records Project New Documents Created – October 11-17

Name	# of Documents	# of Pages	Types
Samantha	0	0	Out of the Office
Sandy	275	2,523	AP Batch Scans/Daily Reconciliation Reports/Court Documents
Fred	16	732	PWWR Development Plans
Debbie	76	4,231	PUBS Daily Cash Receipts
Ana (PT)	17	374	Miscellaneous
Anita (PT)	10	20	Miscellaneous Current Files
Total	394	7,880	

Digital Records Project Documents Modified* – October 11-17

Name	# of Documents	# of Pages	Types
Samantha	0	0	Out of the Office
Sandy	280	2,956	AP Batch Scans/Daily Reconciliation Reports/Court Documents
Fred	29	839	PWWR Development Plans
Debbie	76	4,231	Court Documents/Timesheets
Ana (PT)	929	6,401	Agendas/Minutes
Anita (PT)	46	299	Miscellaneous Current Files
Total	1,360	14,726	

Monthly Year-Over-Year New Document Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898	20,852	-8,046
March	32,952	25,727	-7,225
April	31,188	32,595	+1,407
May	18,988	40,272	+21,284
June	15,578	17,662	+2,084
July	26,106	23,131	-2,975
August	22,939	30,880	+7,941
September	29,779	38,612	+8,833
October	31,314		
November	36,662		
December	32,295		
Totals	352,488		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2017	2018	Change +/-
January	0	49,088	+49,088
February	0	72,213	+72,213
March	0	52,137	+52,137
April**	175,492	53,599	-121,893
May	14,718	49,087	+34,369
June	14,906	30,590	+15,684
July	28,804	30,099	+1,295
August	18,646	41,820	+23,174
September	19,716	43,957	+24,241
October	23,730		
November	27,776		
December	29,452		
Totals	353,240		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

**Entire database was modified in April 2017.

NEWARK POLICE DEPARTMENT

WEEK 10/07/18-10/13/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK 2018	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK 2018
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	1	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	2	0	0
Rape	5	13	1	0	4	0
Unlaw. Sexual Contact	10	5	0	2	6	0
Robbery	23	16	0	13	24	0
- Commercial Robberies	10	7	0	2	8	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	2	0	0	5	1	0
- Other Robberies	11	8	0	6	13	0
Assault/Aggravated	21	17	0	19	24	0
Burglary	34	31	1	13	13	0
- Commercial Burglaries	6	9	0	3	2	0
- Residential Burglaries	19	20	1	9	9	0
- Other Burglaries	9	2	0	1	2	0
Theft	429	446	12	169	162	1
Theft/Auto	39	43	0	4	6	0
Arson	1	0	0	0	0	0
All Other	77	78	2	58	63	0
TOTAL PART I	641	649	16	280	302	1
<u>PART II OFFENSES</u>						
Other Assaults	247	207	5	115	143	1
Rec. Stolen Property	2	1	0	16	17	0
Criminal Michief	160	126	1	42	109	1
Weapons	15	10	0	30	31	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	125	184	5	229	293	7
Drugs	114	110	2	139	156	3
Noise/Disorderly Premise	648	626	22	248	290	11
Disorderly Conduct	128	121	5	118	86	0
Trespass	163	174	5	99	54	0
All Other	357	319	4	310	266	6
TOTAL PART II	1959	1878	49	1346	1445	29
<u>MISCELLANEOUS:</u>						
Alarm	238	145	4	0	0	0
Animal Control	398	387	7	3	2	0
Recovered Property	254	225	4	0	0	0
Service	29742	31589	708	0	0	0
Suspicious Per/Veh	471	384	9	0	0	0
TOTAL MISC.	31103	32730	732	3	2	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	1,034	38,172	929	40,753



**Newark Police Department
Weekly Traffic Report
10/07/18-10/13/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	7029	8635	228	138
DUI	130	155	6	2
TOTAL	7159	8790	234	140

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	206	176	2	5
Property Damage (Reportable)	873	896	24	21
*Hit & Run	189	193	5	5
*Private Property	190	236	4	6
TOTAL	1080	1072	26	26

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.