

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

I spent a considerable amount of time this week attending a number of meetings on a variety of topics. On Monday of this week I along with Acting PWWR Director Filasky, Finance Director Del Grande, and Deputy Finance Director Hollander met with representatives from the Nature Conservancy and their consultant from Skelly and Loy to discuss a phase two project for the healthy water fund initiative. Later I attended a meeting at UD along with Scott Lynch from DEMEC where we met with representatives from the Center for Energy and Environmental Policy, the IPA, and CAC Chair George Irvine to discuss a potential partnership to install increased solar generation in Newark. In the evening on Monday we held a regular council meeting. Communications Manager Bachman and I participated in a phone interview with Josh Shannon from the Newark Post where we discussed the budget including the path forward for several outstanding items. We also discussed the next phase of the City Manager search process.

On Wednesday we held a blood drive at City Hall that was very well attended. My thanks to HR Manager Hardin for putting this event together.

This week we held a regularly scheduled staff meeting. At this meeting I advised the management team of UD's newly announced closure plan for the Christiana Towers at the end of the school year. I also requested that Directors begin compiling a list of ongoing initiatives and Council requests that we will be compiling into a preliminary council work plan for discussion at an upcoming council meeting, likely in January. I also requested Directors begin preparing a 2019 training plan for their staff that should be developed cooperatively with staff through the annual review process. It is my plan to have this completed again during 2019 in time to be included in the 2020 budget discussions. Lastly, I advised that we will be holding a Safety Committee meeting this week and that we will have DFIT's risk manager in town within the next few weeks to perform a safety audit of our operations.

As mentioned above, we held a meeting of our Safety Committee which has representatives from the City Manager's office and representatives from CWA and both AFSCME 1670 and 3919. I advised the committee members that we are moving forward with the process to potentially join DFIT for worker's compensation insurance. I also made them aware of the large number of safety programs that will become available to us as a member of DFIT should Council decide to move in that direction officially. Additionally, there were a handful of follow-up topics coming out of the meeting that I reviewed with the appropriate departments to address. I will circle back with the Safety Committee on the resolution at the next meeting.

Finance Director Del Grande, Assistant to the Managers Brainard, our Facilities supervisor, and I met with representatives from AECOM to discuss moving forward with a Phase 2 energy audit of City Hall, the Police Station, and the George Wilson Center that could be used to potentially move forward with a performance contract to pay for HVAC replacement at the subject facilities. This route is preferable because it will allow us to move forward with the project now and pay for it using the avoided cost savings over several years. The HVAC system in all three buildings is at or beyond useful life, ineffective, and extremely inefficient.

We held a Pension Committee meeting this week to finalize a recommendation to Council on the triannual pension COLA review. This topic along with our recommendation will be on the November 26th council meeting for consideration.

I also finalized my review of the draft Records Retention policy that will be up for adoption at the November 26th Council meeting.

Parking lot countdown signage will be turned off over the weekend for Lots 3 and 4 because the sensors have not yet been installed following the Center Street resurfacing project. The sensors should be installed this coming week after which the signage will be back online. We appreciate your patience during this process.

I met with Councilwoman Wallace and Councilman Hamilton this week.

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

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 11/8/18 to 11/14/18. 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.

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**Activity or Project:**

## Court Sessions

**Description:**

From 11/8/18 to 11/14/18 Alderman's Court handled 54 arraignments, 44 trials, 16 capias returns, 2 video hearings and 2 code violations. The court collected a total of 346 parking payments which included 223 online payments and 123 court payments. The court also collected criminal/traffic payments which included 103 online payments and 17 court payments for a total of 120 payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	11-14-2018
<b>Execution Status:</b>	Completed

**Activity or Project:****Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:****Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office November 12 for Council. Geena was in the office November 8 for Court.

Paul, Renee and Tara staffed the Council meeting on November 12. Items 3A (10/3 Council minutes), 3D (10/2 Planning Commission minutes), and 3H (Bill 18-26 cover memo) were sent to Council and posted on November 9. Item 3B (10/22 Council minutes) were sent to Council and posted on November 10. Follow up was completed by staff on November 13 and 14.

Whitney staffed the Conservation Advisory Commission meeting on November 13. The CAC discussed and approved funding from their budget up to \$40,000 for the ASHRAE Level 2 Energy Audit for the Municipal Building and Police Station. A brief discussion regarding A Better Newark Award's logistics occurred and the recommendations for bans on plastic straws and plastic bags will be discussed at the December 11 meeting.

Renee had a conference call with Councilwoman Wallace on November 14.

Renee spent time drafting the November 26 Council agenda.

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

Tara worked on the backlog of Council direction sheets.

Anita spent time working on items related to the holiday luncheon.

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

- \* Worked with staff regarding follow up questions from a June 28 FOIA request from Nikolina Novakovic regarding 26 and 28 Choate Street.
- \* Corresponded with the requestor and received documents from staff regarding an October 31 FOIA request from Huang Law LLC regarding traffic camera video.
- \* Corresponded with the requestor, staff and legal counsel regarding a November 1 FOIA request from Everett Jones regarding 19 Squirrel Lane.
- \* Received documents from staff regarding a November 7 FOIA request from Albert Porach regarding Planning Department documents.
- \* Received and circulated to staff a November 9 FOIA request from Custard Insurance Adjusters regarding surveillance video footage.
- \* Received, communicated with requestor, received a withdrawal request and closed a November 12 FOIA request from Donald Gouge regarding 18 Squirrel Lane.
- \* Received and circulated to staff a November 13 FOIA request from SmartProcure regarding purchase orders.
- \* Received and circulated to staff a November 14 FOIA request from Legal Services Corporation of Delaware regarding 35 Madison Drive.
- \* Spent time updating the FOIA log for the City.

The November 19 Downtown Newark Partnership Board agenda and November 8 Downtown Newark Partnership board and November 12 New Newark Partnership Economic Enhancement Committee cancellation notices were posted and forwarded to Council.

Regarding minutes, staff time was spent on the October 3 Council (Renee edited - complete), October 22 Council (Renee edited - complete), November 5 Council (Danielle drafting) and November 12 (Whitney drafting) minutes. The October 30 and November 12 Council executive session and November 13 Conservation Advisory Commission minutes are currently in the queue.

Danielle fulfilled 9 discovery requests for upcoming Alderman's Court cases. 335 discovery requests have been filled so far for 2018. There was no court calendar for November 22 due to the Thanksgiving holiday. 45 court calendars with 667 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 last week, which were sent to Finance for processing. 52 lien certificates were completed and sent to the requestor. So far, 546 lien certificates have been processed for 2018.

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**Activity or Project:**

Digital Records Project

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**Description:**

Samantha sent requests for destruction for 4.25 boxes of files and 8 rolls of plans that have been scanned. She also submitted 14 sheets of building plans for transfer to Archives.

Samantha and 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 November 8-14 are below.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Community Relations

**Notable Notes:**

Partnership with Newark High School for TV22: Kelly connected with the principal and the staff in charge of the television station at Newark High School to begin discussing opportunities to partner for additional content on TV22.

Newark News Brief: The 33rd Newark News Brief is now out on all City of Newark social media channels and Channel 22. This week's video focuses on Thanksgiving and shares information about closures, refuse changes, the Thanksgiving Breakfast and the Food Bank's "Thanksgiving for All" Campaign.

Public Works Patrol Video Campaign: The fourth Public Works Refuse Police video is the most popular one yet. It is mock news coverage highlighting contamination at the Iron Glen yard waste facility. In 24 hours the video reached 4,300 people on Facebook with 1,766 views and 121 reactions, comments & shares. The video is also posted on Twitter, Youtube and Channel 22.  
[https://youtu.be/Ksx5UFT3\\_6A](https://youtu.be/Ksx5UFT3_6A)

The Refuse Police are now taking a break. Communications and Public Works are working together on a new Public Works Patrol campaign. Upcoming topics may include leaf collection and snow removal.

Small Business Saturday: Forget Black Friday, it's all about Small Business Saturday in downtown Newark. Support the downtown Newark business community, while also picking up great gifts for the holidays. The Downtown Newark Partnership encourages residents and friends to grab some breakfast and take a relaxing stroll from merchant to merchant down E. Main Street on Small Business Saturday. Parking will be FREE, so stay and shop all day!

Participating businesses: Rainbow Records; Heart and Home; National 5 & 10; Bloom; Grassroots; Newark Arts Alliance; You've Been Framed; The Days of Knights; Unique Impressions; Bing's Bakery; Mac Mart; and Switch Skate & Snow.

Megan has been meeting with downtown businesses to provide them promotional materials and discuss their deals for the day. Deals are being posted on the Shop Small in Downtown Newark Facebook event: <https://www.facebook.com/events/338066673623075/>

Downtown Ribbon Cuttings: On November 13, Megan attended the Drip Café ribbon cutting. The café is now open on N. College Avenue. A video clip from the ribbon cutting is posted on the Downtown Newark Partnership's social media channels. The official grand opening for Jerry's Artarama in the Park n Shop is Saturday, November 17. The ribbon cutting and celebration cake is at 10 a.m.

Website Homepage Video: The new video on the website homepage features the flags from the Flags for Heroes event, Main Street and Rittenhouse Park. The homepage will be changed again next week with video of children playing at Preston's Playground.

#### Creative Design/Web Updates

- Designed graphic for proposed redevelopment community forum; InformMe graphic for the Newark News Brief; and program for Preston's Playground ribbon cutting event.
- Posted DEMEC Renewable Performance Standard Compliance Report to City website
- Scheduled proposed redevelopment community forum to City website calendar; and weekly public meeting notices
- Updated City Secretary's employee directory and parking map links on City website; window decorating contest poster for 2018; request for police records request form; Parks and Recreation's After Care contact list on EverBridge; Parks and Recreation's NYC trip forum for 2018

#### Press Releases/Media Inquiries

Upcoming Events: Flags for Heroes Ceremony & Preston's Playground Ribbon Cutting:  
<https://bit.ly/2K9PCCI>

Upcoming Event: 32nd Annual Thanksgiving Day Breakfast: <https://bit.ly/2zVSQF6>

Upcoming Event: SBA Delaware Celebrates Small Business Saturday in Newark:  
<https://bit.ly/2PuiJpT>

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#### Activity or Project:

Media Room/Franchise Agreement Efforts

**Description:**

Work continues on the media room in the communications division. The adjusted quote from Washington Professional Systems still came in over budget. Megan is meeting with the IT and Electric Departments to finalize a plan for creating the media room in-house.

**Status:**

In-Progress

**Expected Completion:****Execution Status:**

Behind Schedule

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

### City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

The line crews worked with Delmarva to install a new pole at Wedgewood and Nottingham Roads and switched out the primary feed to Christianstead to transfer wires to the new pole.

The line crews and electricians worked together to get bushing measurements on a substation transformer. The 50-year-old 35kV bushings need to be replaced and cross referencing to a newer bushing has become problematic.

The line crews set the new transformer for Food Lion at the Fairfield Shopping Center and fixed hot spots found by infrared scans.

The electricians fixed lights at the yard and City Hall parking lots, worked on the new panels installed in the City Hall basement, installed banners, and fixed tree pit lights on Main Street.

Engineering analyzed loads for a Dow Chemical request for a new transformer. Engineering also reviewed plans for a new substation transformer foundation, the hotel proposed on East Main Street, and revamping of College Square Shopping Center.

Engineering also attended a seminar on the new recloser relays and worked on communication points in the field on some of those reclosers.

**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:**

Information Technology Department

**Notable Notes:**

Applications Team:

The applications team closed 103 tickets over the past two week.

1. Customer Connect 5.13, still waiting on vendor for a fix to continue testing.
2. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
3. Finalizing training dates between the PUB team and Harris.
4. Munis General Billing for PWWR, PWWR provided code information and point of contact for project.
5. Created new police application for Applicant Tracking.
6. Worked with VOIP vendor to correct reporting issue.
7. Created reports for users as requested.
8. Met with Verizon on 11/1 to discuss moving public safety to their own private network.
9. Attended a meeting with PD and Axon on 11/1 to view Evidence.com demo.
10. Attended IT & Cybersecurity roundtable workshop at DEMEC on 11/5.
11. Coordinated and attended a Tyler Technologies Contracts & Bids module demo with Finance and Purchasing on 11/7.
12. Conducted a business license training session with Planning and CED on 11/9.
13. Performed a distro update to Compass TEST environment on 11/13.
14. Harris staff came on site 11/14 to discuss our current products, making sure they are meeting expectations.
15. Training sessions scheduled with PUB staff for online tax payment transfer and payment



adjustments on 11/15.

16. Online tax payments scheduled to go live on 11/15.
17. Activated numerous SIM cards after cradlepoint deployment.
18. Removed DNP fee from all business license accounts for future billings.

**Infrastructure Team:**

The infrastructure team closed 110 tickets over the past two week.

1. Continued working on the creation of a GIS and PD records helpdesk queue.
2. Continued working on migrating network documentation into new software.
3. Continued working on computer relocation automation process.
4. Continued working on using the licensing section of helpdesk system for compliance and simplified reporting as well as updating the asset section of helpdesk system to track additional items such as monitors and locations.
5. Worked with vendor to finalize improvements on SCADA network.
6. Configuring permissions for GIS team to utilize data from Tyler Munis for mapping.
7. Continued working with vendor to resolve potential server vulnerability.
8. Imaging and deploying replacement DELJIS machines.
9. Developing a plan to upgrade older windows servers.

**Activity or Project:**

Police Vehicle Technology Upgrades

**Description:**

Approved Capital Improvement Project.

New computers have been deployed to all vehicles. Most of the installation on these vehicles will be performed by vendor. Scheduling with the vendor has begun for console and cradlepoint installation.

New consoles have been installed in 4 of 12 vehicles. Cradlepoints have been installed in vehicles #909, #935, #926, #915, #923, #928, #925, #907, #934, #910, #905, and #918. We have 12 vehicles remaining.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	11-01-2018
<b>Execution Status:</b>	Behind Schedule

**Activity or Project:**

V1601 - Parking Lot Surveillance Cameras

**Description:**

All equipment for parking lot #5 has been received, configured and installed. PO approved and sent to vendor. Waiting on vendor to activate camera licensing to complete the project.

<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	11-30-2018
<b>Execution Status:</b>	On Track

**Activity or Project:**

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

Parks and Recreation Department

**Notable Notes:**

Director: Interviewed intern from University of Delaware for possible placement in our Department for spring semester; attended a Charles Emerson Bridge meeting with Public Works, DelDOT and Whiteman, Requardt and Associates design team for project update; met about the punch list of items remaining for Preston's Playground and opening ceremony details; conducted the parks maintenance meeting with staff to discuss upcoming work orders and projects; attended the 2019 budget meeting with Council.

Deputy Director: Attended the budget hearing; set up and attended a meeting regarding the Preston's Playground Ribbon Cutting with Joe, Kelly, Megan and Chrissy; attended a White Clay Creek bridge progress meeting; conducted interview with possible intern for the spring semester with Joe; conducted interviews for the George Wilson Center Attendant position with Chrissy; met at Preston's Playground to discuss the retaining wall and fence installation with Ethan and Parks Department staff; worked on finalizing information and processing purchase orders for the fencing and auger for Preston's Playground; assisted in preparations for the Turkey Trot including T-shirt design completion and worked with Melinda to contact sponsors for donations for the Turkey Trot; conducted staff meeting with recreation staff; assisted with set up and breakdown for Veteran's Day Lunch held for staff who have served in the military.

Recreation Supervisor of Athletics: Working on program planning for winter/spring programs which includes some summer camps; prepared and delivered supplies, finalized schedules and scheduled officials for our adult winter volleyball leagues that began 11/7 at Newark Charter; the latest session of after school gymnastics at Downes began on 11/7; finalized coaches and divided and sent out team rosters for all three youth basketball leagues, practices are scheduled to begin 11/13, working on gym supervisors schedule.

Recreation Supervisor of Community Events: Working on items for the Turkey Trot and finalizing information for winter/spring programs with instructors.

Coordinator of GWC and Volunteers: Finalized details for School's Out Days scheduled for November 5 (13 participants attended) and November 12 (14 participants attended); finalized preparations for the George Wilson Center to be used as a polling location on November 6; met with potential instructors for winter/spring programs; continued to finalize winter/spring programs; conducted interviews with the Deputy Director and HR Manager for the George Wilson Center Attendant position; ordered Winter dance recital costumes for the upcoming recital scheduled for December 15; continued to finalize preparations for the Thanksgiving Day Breakfast scheduled on November 22; continued to finalize volunteers for the Thanksgiving Day Breakfast, Turkey Trot and Snack with Santa; made final preparations for a new session of swim lessons

beginning on November 10; made final preparations for the Abrakadoodle class.

**Recreation Specialist:** Reviewed weekly Foodbank forms, purchased/delivered supplies for clubs for Before and After School Care; calculated and entered all volunteer names and hours and sent out verification forms to volunteers for NewBark Pawlooza, Redd Park Reforestation, and Go Baby Go events; continued contacting 2017 sponsors from the Turkey Trot to solicit donations for 2018; updated volleyball schedules on the website; covered for Chrissy at GWC and started 2018 End of Year Volunteer Report.

**Parks Superintendent:** Inspected six park areas and developed work lists as needed, reviewed landscapes for two sites for release of surety bonds, followed up with Electric Department on repairing several lights on Hall and Pomeroy Trails, attended meeting with Parks Director concerning drainage issue along Valley Stream area, directed horticulture crew in bulb planting on traffic islands and seasonal display installations of pots on Main Street/City Hall/Train Station/Wilson Center, followed up on new 3-year contract with True Green to do weed/crabgrass control on all horticulture areas and several park areas, adjusted security gate closing times on gates at Folk and Rittenhouse Parks, completed new “Tree Pruning/Removal and Creek Clearance” contract for first review, and signed up for last course through DRPS scholarship at Longwood Gardens school of Horticulture.

**Parks Supervisor:** Assigned all field staff daily and assisted as needed, coordinated for fence installation at Preston’s Playground as well as bench installation at Handloff Park next week.

**Parks and Horticulture Staff:** Continue mowing and bed maintenance operations, stored away all materials/supplies from Newbark Pawlooza, did interior bed maintenance at City Hall, planted all pots on Main Street/City Hall/Wilson Center with seasonal color, planted bulbs on Elkton Road islands #7 and 8, ground out tree stump for Public Works, started working on holiday tree lights, brought over to Parks Maintenance Building from City Hall all holiday balls for tree decoration later this month, installed bench at Handloff Park by basketball court, did tree work in Valley Stream area, replaced several “Blue Lights” on Hall Trail, did equipment maintenance on Ventrac unit, started removing annuals throughout park system, and continued on work orders as assigned.

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**Activity or Project:**

Thanksgiving Day Breakfast

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**Description:**

The 32nd Annual Thanksgiving Day Breakfast will be held on Thursday, November 22 from 8 - 10:30 a.m. at the George Wilson Center. The Parks and Recreation Department, area merchants and volunteers gather together to offer this special breakfast. The mission of the breakfast is to create a warm and caring atmosphere among community members, older adults and area students who are unable to share the holiday with family members or a companion. Join us for a hearty breakfast and fellowship. This year's menu will include pancakes, eggs, sausage, fruit, coffee, juice and tea.

Advance registration is not required, but suggested. Registration fee is \$3 in advance, \$6 at the door. Free for seniors 60 and over. There will be an optional food drive for the Delaware Food Bank. Please bring a canned item (fruit, vegetables, meat, tuna) the day of the breakfast and we will make sure it gets delivered to the Food Bank ([www.fbd.org](http://www.fbd.org)).

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**Status:**

In-Progress

<b>Expected Completion:</b>	11-22-2018
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<b>Execution Status:</b>	On Track
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<b>Activity or Project:</b>
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<b>Description:</b>
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<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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<b>Activity or Project:</b>
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<b>Description:</b>
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<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

<b>Department:</b>
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Police Department

<b>Notable Notes:</b>
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Auxiliary Services Division:

- Capt. Van Campen participated in a Body Worn Camera (BWC) policy development conference call with a collaborative advisory group consisting of local and federal partners. Policy development is required prior to release of the BWC grant funds.

Criminal Investigations Division:

- Victim Services Coordinator Melissa Pennachi hosted the Delaware Victims' Rights Task Force planning meeting for the upcoming 2019 National Crime Victims' Rights Week. Ms. Pennachi is the chair of the task force, which is made up of a variety of government and non-profit agencies, to include – Dover Police Victim Services, Department of Corrections Victim Services, Delaware State Police Victim Services, Delaware Center for Justice, Department of Justice, Domestic Violence Coordinating Council to name a few.

Patrol Division:

- On Wednesday, 11/7/18, an unknown suspect removed \$114.89 USC worth of rib-eye steak and frozen shrimp and fled the business. This was observed by a bystander who has a concealed carry firearm license. The witness and an Acme employee followed the suspect, who fled in a dark colored (green or gold) older model Chevrolet sedan with possible tinted windows and a damaged muffler. They eventually caught up with the suspect in the area of East Main Street and Library Avenue. As the witness approached the suspect's vehicle, he stated he feared the suspect would run him over, so he withdrew his handgun from his holster and pointed the firearm at the suspect's vehicle. The suspect then reversed a short distance on Library Avenue and fled westbound on East Main Street. The incident is currently under investigation and the handgun was seized and placed into evidence.
- On Tuesday, 11/13/18, at approximately 2:50 a.m., Officer McKennon was conducting a

property check of the parking lot at the Rodeway Inn on South College Avenue when he discovered a suspicious vehicle parked in the rear of the complex, occupied by a female subject. Following an investigation, Officer McKennon discovered the occupant in possession of a small quantity of crystal methamphetamine and she was subsequently arrested.

**Traffic Unit:**

- The SPEEDsentry sign is currently located on West Chestnut Hill Road for a speed survey but will be moved to Elm Avenue for a Speed Alert Warning based on a resident request. The second SPEEDsentry sign is currently being utilized on South College Avenue at the Amtrak Bridge for a speed survey. The small signboard is located on Barksdale Road providing a message regarding the upcoming Turkey Trot. Another City owned signboard will be placed near Handloff Park with a similar message.
- Traffic officers will be placing speed signs in the area of Elm Avenue and Capitol Trail in response to citizen complaints of speeding in the area.

**Special Operations Unit:**

- SOU will begin the Holiday Retail Theft Initiative by reviewing the Patrol Division's open shoplifting cases. In-store operations will begin in November.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	11-15-2018
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**City Manager's Weekly Report**

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

Leaves are beginning to fall at rapid pace and we have all of our leaf collection equipment out in the City. We are currently on about a 1.5 week rotation at this time and expect to be on a 2 week rotation after Thanksgiving. Residents are reminded to rake leaves to the grass plot between the curb and sidewalk and not in the curb line.

Field Operations staff met with representatives from DelDOT for a snow coordination meeting. It was a good discussion about responsibilities on state roads and overall operations. We also had a discussion about plow speed for state plows in the City. We are currently drafting a Memorandum of Understanding type letter to be signed between the City and DelDOT regarding these discussions.

Staff has prepared a revised easement for all utilities and access along the upcoming Fremont Trail connection scheduled to be constructed in 2019. There are currently water, sewer, and electric utilities in the area and all are subject to separate easements.

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**Activity or Project:**

Annual Street Paving Program

**Description:**

Center Street and Hullihen Drive paving is complete.

Ridge Court curb work and paving will resume when the weather permits. Notice will be given to the residents informing them of any schedule change.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2018
<b>Execution Status:</b>	On Track

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**Activity or Project:**

Source Water Protection

**Description:**

We continue to pursue water protection efforts in the White Clay Creek watershed, upstream from our surface water intake at the Curtis Water Treatment Plant. The goal for these projects is to reduce risk of contamination from both point and non-point source pollution sources. Additionally, projects may also seek to reduce bacterial, nutrient, and sediment loading in the creek which will improve water quality, improving treatment efficiency, while reducing electrical and chemical costs slowly over time. As an added benefit, in addition to Source Water protection, we are also in discussions with DNREC to allow the efforts from these projects to be included in our NPDES Permit compliance reporting. The Nature Conservancy has a list of projects and leveraged funding to help our funding go further. 2018 funding will help to create buffers and runoff treatments on three farms within the watershed.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	05-31-2019
<b>Execution Status:</b>	On Track

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**Activity or Project:**

<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

Digital Records Project New Documents Created – November 8-14

Name	# of Documents	# of Pages	Types
Samantha	175	1,583	Court Documents/Personnel Files
Sandy	785	5,136	AP Batch Records/Timesheets/PUBS Daily Cash Receipts/Personnel Files
Fred	9	195	PWWR Development Plans
Debbie	61	3,771	PUBS Daily Cash Receipts
Ana (PT)	35	4,160	PUBS Daily Cash Receipts
Anita (PT)	61	375	Miscellaneous Current Files/Legislative Department Historical Files
Total	1,126	15,220	

Digital Records Project Documents Modified\* – November 8-14

Name	# of Documents	# of Pages	Types
Samantha	176	1,593	Court Documents/Personnel Files
Sandy	785	5,136	AP Batch Records/Timesheets/PUBS Daily Cash Receipts/Personnel Files
Fred	15	240	PWWR Development Plans
Debbie	61	3,771	PUBS Daily Cash Receipts
Ana (PT)	80	4,343	PUBS Daily Cash Receipts
Anita (PT)	62	376	Miscellaneous Current Files/Legislative Department Historical Files
Total	1,179	15,459	

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	48,801	+17,487
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	62,239	+38,509
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 11/04/18-11/10/18

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	1	0	2	0	0
Rape	5	14	0	0	4	0
Unlaw. Sexual Contact	11	5	0	2	6	0
Robbery	26	17	0	15	25	0
- Commercial Robberies	10	8	0	2	9	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	2	0	0	5	1	0
- Other Robberies	14	8	0	8	13	0
Assault/Aggravated	25	18	1	21	25	0
Burglary	45	37	1	13	16	3
- Commercial Burglaries	9	11	0	3	2	0
- Residential Burglaries	27	24	1	9	12	3
- Other Burglaries	9	2	0	1	2	0
Theft	480	509	17	184	174	4
Theft/Auto	42	47	1	5	6	0
Arson	1	0	0	0	0	0
All Other	84	90	2	72	89	0
<b>TOTAL PART I</b>	<b>721</b>	<b>738</b>	<b>22</b>	<b>314</b>	<b>345</b>	<b>7</b>
<u>PART II OFFENSES</u>						
Other Assaults	270	223	3	124	159	2
Rec. Stolen Property	2	1	0	16	17	0
Criminal Michief	175	138	3	47	113	0
Weapons	16	12	1	32	35	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	135	209	6	246	400	9
Drugs	124	127	3	147	173	3
Noise/Disorderly Premise	748	727	17	283	338	13
Disorderly Conduct	135	137	4	140	95	1
Trespass	177	205	7	104	63	4
All Other	386	341	4	339	291	7
<b>TOTAL PART II</b>	<b>2168</b>	<b>2120</b>	<b>48</b>	<b>1478</b>	<b>1684</b>	<b>39</b>
<u>MISCELLANEOUS:</u>						
Alarm	264	151	2	0	0	0
Animal Control	440	427	12	3	2	0
Recovered Property	281	244	5	0	0	0
Service	32318	34341	639	0	0	0
Suspicious Per/Veh	546	434	13	0	0	0
<b>TOTAL MISC.</b>	<b>33849</b>	<b>35597</b>	<b>671</b>	<b>3</b>	<b>2</b>	<b>0</b>

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	863	41,687	878	44,483



**Newark Police Department  
Weekly Traffic Report  
11/04/18-11/10/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	7744	9199	121	119
DUI	144	168	3	4
<b>TOTAL</b>	<b>7888</b>	<b>9367</b>	<b>124</b>	<b>123</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	1	0	0	0
Personal Injury	225	201	7	10
Property Damage <b>(Reportable)</b>	984	992	33	27
*Hit & Run	215	211	6	3
*Private Property	216	254	5	4
<b>TOTAL</b>	<b>1210</b>	<b>1193</b>	<b>40</b>	<b>37</b>

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.