

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

On Monday night we had a regularly scheduled council meeting where we discussed several potential ordinances with Council to see if there was support for staff to proceed. Based on feedback received, we will be proceeding with the proposed management title and grade changes and changes to the industrial zoning allowable uses. Parks Director Spadafino will be reaching out to the CAC to start a discussion on a comprehensive review of our tree preservation ordinance.

On Tuesday I attended and presented at the 2018 American Planning Association regional conference in Rehoboth Beach. My presentation was on the use of temporary pop-up demonstration projects for bike and pedestrian upgrade projects.

On Wednesday, staff met with representatives from DNREC Environmental Finance and the DHSS regarding the state revolving loan process now that we are ready to proceed following the referendum. We have several action items coming out of the meeting and will be bringing resolutions to Council for the next round of projects shortly.

Mayor Sierer and I met with senior representatives from UD on several topics that are outstanding and had originally been coordinated with EVP Brangman who recently announced his retirement. The meeting was productive, and we will be working to wrap up a handful of items over the next few months.

As part of our effort to improve the working environment and employee engagement, we felt it would be good to host a philanthropic event where staff could work together as a group to help those in need. During a tour of the STAR Campus I was fortunate to be made aware of an initiative out of the Health Sciences building called Go Baby Go that was very inspiring. Through this program, volunteer organizations can modify "Power Wheels" style cars for children with disabilities that give them both mobility and an opportunity to interact with others in an upright position that they would otherwise not have had.

We are working together with the Assistive Medical Technologies (AMT) Club from the University of Delaware who will provide the technical expertise and tools necessary to make the modifications. Over the last few weeks staff have raised approximately \$2,000 to be used toward the purchase of vehicles and materials necessary to complete the modifications. We are currently planning to build a total of 10 custom modified vehicles, 9 for area families and 1 that will act as a fleet car for the Meadowood public school. All nine families are currently planning on attending the event with their children which will make for an exciting event. Most of the children are around 24 months old and between them there are a variety of disabilities ranging from downs syndrome to paralysis.

Here are two videos you can view to get an idea of how the program works and the impact it has on not only the child but also the families:

Cleveland Workshop:

<https://youtu.be/5twOYebytX4>

Workshop involving Marymount Univ, National Institutes of Health and Fisher Price
<https://www.cnbc.com/video/2016/09/30/go-baby-go.html>

To learn more about Go Baby Go, please visit their website <https://sites.udel.edu/gobabygo/>.

To make participation possible for all of our employees we have scheduled the build day for next Friday, November 2nd, starting at 2:00 p.m. and likely running for around two hours. We have selected the Reservoir parking lot next to the new Preston's Playground as our primary venue with one of our garage bays at the maintenance yard as our inclement weather backup location. Since we have had 80 employees express interest so far in the event we will be closing City Hall to visitors at 1:30 p.m. on build day to allow everyone to attend. Residents will still be able to make payments via the web and over the phone during this time.

Finally, last week I provided a link in the weekly report to our GIS application which shows all active development plans. There was an issue with the link provided and instead of posting the quite long link for you to retype, I will instead provide a link to the map gallery wherein the development plan is located. All of our public GIS maps can be found at the following link: <http://gis.cityofnewarkde.us/gis/gallery/>. I would recommend checking in periodically to review the available maps as we are regularly updating the maps and adding new maps with additional information that you may find valuable.

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:

Administration - Deputy City Manager

Notable Notes:

On Monday, HR hosted the monthly WOW breakfast where 15 employees were recognized for their exemplary service. During the recognition, the winner Go Baby Go raffle ticket was drawn. Danielle Mapp-Purcell of the City Secretary's Office came out the winner. In total, the raffle raised \$615 for the Go Baby Go initiative.

HR Staff continue to work on employee benefit open enrollment which begins on Monday, October 29th during which time employees will be able to make changes to their benefits including flexible spending accounts, health, dental, vision, life insurance and dependent care.

This Friday we will be having our annual on-site biometric screening in partnership with DVHT and Quest Diagnostics. It will be held in Council Chamber beginning at 6:00 a.m. We have 100 employees, spouses and retirees signed up to participate. Employees will have their blood work done. The information is uploaded into a portal where the employee can access the results. For completing the screening, the participant will get \$150 from DVHT.

During the week, Assistant to the Managers Mark Brainard held the bid opening for Contract 18-10 (Rodney Complex Environmental Remediation). He also attended Wednesday's meeting on the State Revolving Loan Program and made updates to the Network Fleet Portal. He is also working on updating the vendor registration process to take effect in January and has begun drafting a vehicle replacement form to create a more uniform process for 2019.

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:**

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 10/18/18 to 10/24/18. These sessions included arraignments, trials, capias returns, video hearings, parking appeals and code violations. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 10/18/18 to 10/24/18 Alderman's Court handled 66 arraignments, 35 trials, 1 video hearing, 12 capias returns, 3 code violations and transported 1 prisoner. The court collected a total of 549 parking payments which included 318 online payments and 231 court payments. The court also collected criminal/traffic payments of which 139 were paid online and 46 were paid at court for a total of 185 payments.

Status:	Completed
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Expected Completion:	10-24-2018
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Execution Status:	Completed
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Activity or Project:**Description:**

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

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

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on October 18 for Board of Adjustment, October 19, October 22 for Council and October 24. Geena was in the office on October 18 for Court.

Renee attended the Lerner Women's Leadership Forum on October 18 and 19.

Paul, Tara and Whitney staffed the Board of Adjustment meeting on October 18. The Board denied the variance requested for 125 King William Street, approved the variance requested for 735 Harvard Lane and continued the variances requested for 67-69 New London Road.

Paul, Renee and Tara staffed the Council meeting on October 22. Item 3B (10/4 Council minutes) and an addendum removing item 3A (10/3 Council minutes) were sent to Council and posted on October 21. Follow up for the meeting was completed by staff on October 23 and 24.

Staff finalized and posted the agenda for the October 30 special Council meeting on October 23.

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

Tara drafted and completed three proclamations for recognition of a new Eagle Scout, American Indian Heritage Month and the 170th anniversary of St. John's AUMP Church.

The October 29 Board of Building, Fire, Property Maintenance and Sidewalk Appeals, October 30 Council and November 6 Downtown Newark Partnership Design agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the August 13 Council executive session (Renee drafted - complete), August 27 Council executive session (Renee drafting), October 3 Council (Danielle drafted; Renee editing), October 4 Council (Tara drafted; Renee edited - complete), October 9 Conservation Advisory Commission (Whitney drafted) and October 18 Board of Adjustment (Whitney drafting) minutes. The September 10, October 8 and October 22 Council executive session and October 22 Council minutes are currently in the queue.

Danielle fulfilled 10 discovery requests for upcoming Alderman's Court cases. 302 discovery requests have been filled so far for 2018. The office also received the court calendar for November 2 and the 17 associated case files were prepared for the Deputy City Solicitor. 43 court calendars with 638 associated case files have been compiled so far for 2018. No plea by mail agreements were processed this week.

The office received 9 new lien certificate requests over the last two weeks, which were sent to Finance for processing. 9 lien certificates were completed and sent to the requestor. So far, 478 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha sent requests for destruction for 4.5 boxes of duplicate files.

Samantha continued working to schedule TCM training for various departments in the City.

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 October 18-24 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:

Public Works Patrol Video Campaign: The first Public Works Patrol Refuse Police video received a positive response on social media. It reached more than 4,500 people on Facebook, with more than 2,000 views. The second Public Works Patrol video is now on social media and Channel 22. The video focuses on single stream recyclables. In the first 24 hours the video reached more than 1,700 people with more than 1,000 views. <https://youtu.be/BVxlMHjUygE>
On Wednesday, October 31 we will be releasing the next Refuse Police Video. The video will focus on recycling v. refuse materials.

Small Business Saturday: Small Business Saturday is Saturday, November 24. Small Business Saturday is an important day to support the unique small businesses and family owned restaurants in downtown Newark. I am discussing ideas with downtown businesses and will be sharing the deals from those businesses on this Facebook event:
https://www.facebook.com/events/338066673623075/?active_tab=about

Press Releases/Media Inquiries

Newark to Host 71st Annual Halloween Parade and Trick-or-Treat Main Street:
<https://bit.ly/2ygJKCI>

Betsy Price, News Journal, inquired about the best course of action for photographing the upcoming Halloween parade.

Activity or Project:

Media Room/Franchise Agreement Efforts

Description:

Work continues on the media room in the communications division. Megan received an initial quote from representatives from Washington Professional Systems for installation of the Tricaster equipment in the media room and running a connection to three cameras that will be installed in

Council Chamber. Unfortunately, the quote we received was way over budget. We have worked with IT and Electric Department staff to determine capability in-house to accomplish the intended goal and believe that is a viable option. We will go back to the vendor with our counter offer and if they are unable to come in on or under budget, we will proceed with an internal path forward.

Status:	In-Progress
Expected Completion:	12-21-2018
Execution Status:	Behind Schedule

Activity or Project:

Flags for Heroes Event

Description:

We are working with the Newark Morning Rotary to coordinate a Flags for Heroes event that will coincide with Veteran's Day. The event is scheduled for Monday, November 12, at 2 p.m. at the municipal building. Similar to the Flags for Heroes display done every year for Memorial Day, several flags will be displayed on the front lawn of the municipal building and a small ceremony honoring our military members will take place.

Status:	Started
Expected Completion:	11-12-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews mostly worked on the 12kV underground cable pulls to the BPI Building on the STAR Campus.

The electricians worked at the garage on a generator, repaired outlets at the George Wilson Center, and installed air conditioning at the Lot 3 Parking Booth. The electricians also fixed the communications at the West Main Substation and accompanied a contractor doing soil analysis for a transformer foundation at the South Chapel Substation.

Engineering worked up pricing for several projects on the STAR Campus and Dow Chemical. Engineering also investigated customer usage for possible rate changes at Finance Department's request. Engineering also worked with the SCADA developer on communication issues with 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:

Reviewed and evaluated submissions for RFP 18-02 Staff Augmentation for IT - Desktop Support Services.

Applications Team:

The applications team closed 82 tickets over the past two weeks.

1. Customer Connect 5.13, waiting on vendor for a fix to continue testing.
2. Successfully promoted security group permissions in Northstar to LIVE on 10/19.
3. Waiting on approval from Finance to schedule training with Harris Computers in November for PUB team.
4. Setup online tax payments in TEST, demo with Finance scheduled for 10/25.
5. Continued working on moving PW&WR to Munis for General Billing, held workflow process meeting with PW&WR staff members on 10/19.
6. POS Cashiering for Welcome Center is complete, training with staff on 10/25, promoting to live on 11/1.
7. Tested new withholding module for Accounts Payable, working with vendor to correct an area of concern.
8. Attended Vendor Self Service and eProcurement webinar with Purchasing staff.
9. Launched Citizen Self Service online business license, rental permits, building permits and inspections portal.
10. Holding TCM Admin training on 10/26 and Applicant Process training on 10/30.
11. Created reports for users as requested.

Infrastructure Team:

The infrastructure team closed 160 tickets over the past two weeks.

1. Installation of cameras in parking lot #5 is complete.
2. Provided training to the team on troubleshooting Active Directory Federation Services (ADFS) related issues.
3. Continued working on the creation of a GIS and PD records helpdesk queue.
4. Coordinated replacement of camera on Cleveland & Wilbur damaged from an accident on 10/16.
5. Repurposed and coordinated installation of camera at the end of the court hallway for increased security on 10/15.
6. Reviewed quote from Washington Tech for Communications grant project, meeting to discuss on 10/25.
7. Worked on migrating network documentation into new software.
8. Updated rapid recovery on all hosts.
9. Working on computer relocation automation process.
10. 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.

Activity or Project:

Police Vehicle Technology Upgrades

Description:

Approved Capital Improvement Project.

New computers have been deployed to vehicles with the exception of those in need of new consoles.

Most of the installation on these vehicles will be performed by vendor. Scheduling with the vendor has begun for console and cradlepoint installation.

Cradlepoints have been installed in vehicles #909 & #935.

Status:	In-Progress
Expected Completion:	11-01-2018
Execution Status:	Behind Schedule

Activity or Project:

V1601 - Parking Lot Surveillance Cameras

Description:

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

Status:	Near Completion
Expected Completion:	11-30-2018
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 the Planning Commission meeting to discuss the 2019-2024 operating budget; had a conference call with Game Time Playgrounds to discuss playground grant application for White Chapel Park; visited several parks for safety and work order inspection; conducted Parks Maintenance staff meeting to discuss upcoming projects; met with recreation staff about the upcoming Halloween Parade; working on a program standards manual for parks maintenance and facilities; the surfacing company for Preston's Playground arrived on Friday and began installing the subbase for the project; work should be completed on the safety surface installation on Friday, grading, seeding and fence installation still remain before the project is completed.

Deputy Director: Worked with Kyle in the Communications Division to complete graphic projects while Shelby is out of the office; updated information for the monthly City newsletter sent out through the Communications Division; worked with iHeart Media on a sponsorship package for the Halloween Parade/Trick or Treat Main Street and the Turkey Trot; attended planning meeting for the Veteran's Day lunch for employees; continued to receive and process special event applications for 2019; conducted weekly staff meeting; spoke with Office of Child Care Licensing regarding the recent inspection and training hours for staff; completed registration totals and activity statistical measurements for Finance.

Recreation Supervisor of Athletics: 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; the annual site inspection at West Park aftercare was held on Monday, 10/15, working on several follow up items for the license renewal; held adult volleyball captains meeting on Tuesday, 10/16, Wednesday and Thursday night leagues are scheduled to begin on 11/7 at Newark Charter School; held the youth basketball league skills night on Tuesday, 10/16, continues recruiting coaches and will be forming teams soon with practices scheduled to start in early November; the Little Kickers and Tiny Tots soccer programs concluded on Saturday, 10/20.

Recreation Supervisor of Community Events: Completed the Halloween Parade line up, sent out information to all the registrants with their parade line-up position, continue to receive and process additional registrants for the parade.

Coordinator of GWC and Volunteers: Continued to recruit volunteers for upcoming events including the Halloween Party, Parade and November events; sent Thank You emails to volunteers that assisted with the Fall Community Clean Up; attended a Christina River Clean Up Committee meeting October 18; interviewed and completed employee paperwork for two new swim instructors and two CATCH staff; hosted CATCH staff orientation, CATCH is scheduled to begin

at Downes Elementary October 22 and run Mondays and Thursdays until December 13 with 19 participants registered; sent a schedule out to School's Out staff for the upcoming School's Out, Kids Day Off on Friday, October 26; continued to prepare for the Halloween Party at the George Wilson Center on October 25 and the Thanksgiving Day Breakfast; posted information on social media for an upcoming Friday Full Moon Hike scheduled for October 26; assisted with set up for Newark Police Department at the George Wilson Center for a training on October 16; assisted with set up for a Sustainability Community Workshop on October 16; Abrakadoodle staff will be coming to the Halloween Party at the George Wilson Center to offer crafts and face painting and inform parents of their organization and the programs that will take place at the George Wilson Center in the Fall and Spring; continued to coordinate efforts for the Go Baby Go event; continued meeting with potential renters to book reservations for 2019.

Recreation Specialist: Worked Fall Community cleanup – checked in all volunteers/took pictures as clean-up was occurring, entered Community cleanup volunteer hours; completed Downes aftercare inventory, returned excess items to store room, purchased/delivered items for Friday Cooking Club, reviewed/mailed Foodbank forms and sent to Foodbank, sorted/organized all games in the store room, discarding damaged games, games with no pieces, etc.; prepared Halloween Parade spreadsheet for Sharon; created/printed Tiny Tots/Little Kickers Soccer participation certificates for Tyler; delivered NewBark PawLooza flyers and vendor/sponsor information 10 locations around Newark; made a marked Google Map for Tom's grant application; distributed flyers to library; purchased three weeks of healthy snacks for CATCH program at Downes; Volunteer Hours: 71 volunteers devoted a total of 138.75 volunteer hours at the Fall Community Clean Up.

Parks Superintendent: Inspected two park areas and developed work lists as needed, reviewed proposed landscape and commented as needed, met with property owner concerning landscape planting/bed maintenance items that needed correction/replacement prior to release of surety bond, reviewed another development site for start of 2-year surety bond, coordinated all field staff while Parks Supervisor was out for part of week including overseeing planting in Phillips Park parking lot area, coordinated with garage to do weld repair on piece of play equipment at Devon Park, attended training symposium at Scott Arboretum, and assisted Code Enforcement with several tree issues.

Parks Supervisor Coordinated: All field staff daily and assisted as needed, coordinated parks staff for upcoming Halloween Parade event, assisted Volunteer Coordinator with Fall Clean Up event and continued working with Team Works (Christina School District Job Training program) on maintenance projects within the park system.

Parks/Horticulture Staff: Continue mowing/bed maintenance operations, conducted planting operation in Phillips Park parking lot area, did interior bed maintenance at City Hall, assisted Public Works installing concrete pad at Handloff Park, dragged/scarified all ballfields, raked off all horseshoe pit areas, did trash removal in all park/horticulture areas, prepped both soccer fields for league play and continued on work orders as assigned.

Activity or Project:

Newbark Pawlooza

Description:

Grab your leash and your four legged friend and join us for Newark's annual Newbark Pawlooza on Saturday, November 3 at Handloff Park. Watch doggie demos, participate in canine contests or meet your new best friend at one of the local rescue groups.

Status:	Not Started
Expected Completion:	11-03-2018
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:

Planning and Development Department

Notable Notes:

Code Enforcement:

Property Maintenance reported moderate activity this past weekend. Weekend patrol is ongoing, with an emphasis on trash and debris, high grass, and miscellaneous inspections on complaints within units. Construction is ongoing at Benny Street for the new townhome development. The tenant fit-out for Drip Café at 60 North College Avenue is completed and they received their Certificate of Occupancy. The next level of façade replacement at the Washington House for the stone veneer is ongoing. The renovation work for the Food Lion at Fairfield Shopping Center is ongoing; construction for the overall renovation of the shopping center is continuing. Façade renovations at College Square Shopping Center are ongoing. The framing on South Main Street for the next phase of Chimney Ridge is continuing. Revised plans are under review for the new Millcroft Memory Care Facility building. Staff has continued to meet and discuss projects with University of Delaware staff. These meetings are with UD personnel, as well as with the general contractors at the various projects, to discuss progress and issues.

Construction of the new rail station on the STAR Campus is continuing. The tenant fit-out for the 8th floor has been issued. The framing and façade installation is ongoing for the new six-story lab at the STAR Campus. The Chemours Building structural steel is installed, as well as the exterior walls; interior framing and fit out work is ongoing.

Parking:

Staff made parking preparations for UD Parents' Weekend to handle the increased traffic from out-of-town patrons, as well as prepared for the upcoming UD Homecoming and City of Newark Halloween Parade weekend. Signage for equipment is ready, meters have been programmed to notify of the parade and parking status, and Newark Police Department orders have been received and gone over with Parking staff. Parking Maintenance staff are installing sensors on the new meters on one-way Amstel Avenue. After installation, meter numbers will change, and road tape will be installed to designate the exact limits of each space. Booth 3B in Lot 3 off Center Street has been reopened as of October 19; it had previously been closed due to street construction.

Parking staff participated in T2's webinar "Customer Service with Managed Services" to further the capabilities of current online systems the City is using and possible future services the City may be able to utilize concerning residential parking, parking permits, and enforcement. Parking staff has been working with GIS Technician Jay Hodny to examine ways to display the information, signage, and measurements gathered from the residential parking zones over the summer. The goal is to display available parking for residents in these zones and to provide a private signage inventory later for staff to ensure that when signage goes missing, it is replaced in a timely manner. Residential GIS maps will also likely be used for future presentations to subcommittees and Council. Staff continues to provide Jay with residential parking inventory and measurements for publishing on the Parking GIS map. With Jay's assistance, staff also made tweaks to the existing residential map, making suggestions for cleaning up the map in its current state, as well as fixing some numbering issues having to do with on-street meters. Parking staff is working with the IT Division to move digital files to SharePoint, a secure, web-based file management system.

Part-time Parking Ambassador (PA) Matthew Cushing has been promoted to a full-time position in the Electric Department; a posting for a new part-time PA will be published in the upcoming weekend's paper. Training has been completed for part-time PAs Michael Loudell and Brad Borowski, and part-time PA Nicholas Schrader has gone from light-duty to full-duty.

Planning/Land Use:

Planning and Development Director Mary Ellen Gray worked on document preparation, plan review and related issues to the upcoming Planning Commission meeting on November 6; prepared documents and related issues to the October 22 City Council meeting; issued three Subdivision Advisory Committee (SAC) letters for the two proposed sketch plans located at 321 Hillside Avenue and 1105 Elkton Road, and the proposed amendments to the major subdivision plan located at 1364 Marrows Road <https://newarkde.gov/1035/Development-Plan-Proposals>; held two SAC meetings for projects located at 511 Valley Road, and 515 Capitol Trail <https://newarkde.gov/1035/Development-Plan-Proposals>; worked on budget and related issues; participated in emergency management training; conducted orientation with our newly appointed Planning Commission member Tom Wampler; participated in the Conservation Advisory Committee meeting on October 9; participated in the Sustainable Newark workshop on October 16; participated in the special Planning Commission meeting on October 16 to review the 2019-2023 Capital Improvements Plan; participated in the New Castle County (NCC) Planning quarterly meeting with NCC planning staff and the planning staff of NCC jurisdictions where we discussed annexation, comprehensive plans and areas of mutual interest and collaboration;

attended the Delaware Chapter of the American Planning Association Regional Conference October 23-24, 2018 – it was a well-attended and informative conference where I was able to network with planners throughout Delaware as well as some planners from Maryland and public health officials – sessions that I attended included: Planning through a Public Health Lens, Multi-Disciplinary Strategies for Pedestrian Safety, Planning for Inclusive Communities, Key Lessons from Madison Avenue, Ethics, Planning Law, Planning for Resilience, County Leaders forum, Positioning Places for an Autonomous Future, and Economic Development in Delaware; <http://2014conference.delawareapa.org/2014conference/2018%20Conference/2018%20Conf%20Main.html>; continued to dedicate a significant amount of time to plan review, related meetings, reports, and issues; and worked on administrative and personnel related issues.

At its special meeting on October 16, the Planning Commission recommended approval of the 2019-2023 Capital Improvements Program.

The next regularly scheduled Planning Commission meeting will be held on Tuesday, November 6. Items on the agenda include:

- Review and consideration of a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 209-225 Haines Street.
- Review and consideration of a Comprehensive Development Plan amendment and major subdivision with site plan approval for the property at 83-105 New London Road and 36-42 and 41 Wilson Street, also known as Campus Walk II.
- Review and consideration of amendments to the Zoning Code Chapter 32 Article VII Industrial Districts related to allowable uses.
- Review and consideration of narrative and workplan for the Parking Subcommittee Strategy.

The Planning Commission will hold a Drop-In Public Workshop for the neighborhood surrounding South Chapel Street on October 30 from 4:00 to 6:00 p.m. in the Council Chamber. The purpose of the workshop is to gather community input on proposals to make changes to the area's Comp Plan Future Land Use designations and zoning.

Director Mary Ellen Gray and Planners Mike Fortner and Tom Fruehstorfer attended the American Planning Association Delaware 2018 Regional Conference, which focused on the Economy, Environment, and Health, on October 23 and 24.

The following was also completed this week:

- 15 Deed Transfer Affidavits
- 53 Building Permit Reviews
- 8 Certificates of Occupancy/Completion

Land Use Projects Currently Under Review (updates in italics)

1119 South College Avenue, Parcel 1804600026 (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, Parcel ID 1100900078 (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans 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.

65 South Chapel Street, Continental Court Apartments, Parcel ID 1802000209 (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. The sketch plan has been pulled by the applicant, who plans to submit a revised plan in the future.

92 East Main Street, Parcel ID 1802000033 (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. PR#17-09-01 is proposed to be withdrawn by the applicant in the near future, replaced by PR#18-10-01, 92 & 96 East Main Street.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RS (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review. A SAC meeting was held May 29, 2018 to discuss the plans with City operating departments. Staff comments were sent to the applicant on June 1, 2018. Revised plans were received by the Planning and Development Department on August 17, 2018. SAC comments were sent to the applicant on August 28, 2018. At their meeting on September 4, 2018, the Planning Commission recommended approval of the annexation, rezoning, and major subdivision with site plan approval. The project will be placed on an upcoming available City Council agenda.

67-69 New London Avenue, Parcel ID 1801900262 (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. SAC comments were sent to the applicant on March 12, 2018. Revised plans were received by the Planning and Development Department on May 18, 2018 and distributed for

SAC review. Revised plans were received by the Planning and Development Department on June 7, 2018. On August 16, the applicant appeared before the Board of Adjustment. The Board heard the applicant's appeal for a variance regarding the Planning Department's definition of dwelling, multi-family per Section 32-4(a)(40) for the property at 67-69 New London Road, which was denied. The Board also denied the appeal regarding the interpretation of Section 32-11(b)(1) regarding the conversion of a one-family dwelling unit for two or more families. The Board voted to table discussion of the remaining area variances at this time. The Planning and Development Department received revised plans on August 29, 2018.

46 Welsh Tract Road, Parcel IDs 1100900033, 1100900059 (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

419 and 421 Paper Mill Road, Parcel IDs 0805200010, 0805200011 (PR#17-11-04): Sketch plans for the annexation and rezoning of two existing single-family homes were received by the Planning and Development Department on November 21, 2017. The plan proposes annexation and rezoning from SR (Suburban Reserve) New Castle County zoning to RH (One Family Detached Residential) City of Newark zoning, in conjunction with the adjacent proposed subdivision of 0 Paper Mill Road, to tie into the public water and sanitary sewer. Submission of plans for 419 and 421 Paper Mill Road will likely be contingent on approval of the 0 Paper Mill Road subdivision, as the plan proposes the discharge of sewage using the 0 Paper Mill Road infrastructure. Plans were distributed to the Subdivision Advisory Committee on November 21, 2017.

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 18, 2018.

924 Barksdale Road, Parcel ID 1802400155 (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. On May 9, 2018, the Planning and Development Department received an application and revised plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision at 924 Barksdale Road. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018. Revised plans were distributed for SAC review on May 9, 2018. A SAC meeting was held on May 23, 2018 to discuss the plans with City operating departments. A SAC letter with staff comments was sent to the applicant on June 12, 2018.

3 and 5 Bridlebrook Lane, Parcel IDs 0900730033, 0900730034 (PR#18-01-01): On January 18, 2018, the Planning and Development Department received plans for the annexation and rezoning of 3 Bridlebrook Lane in Covered Bridge Farms to connect to the City of Newark sanitary sewer utility. No other development is proposed as part of this plan. On February 23, 2018, plans were received for the annexation and rezoning of 5 Bridlebrook Lane. The applicants request annexation and rezoning to connect to City of Newark sanitary sewer. This request is being combined with the annexation and rezoning request for 3 Bridlebrook Lane that was received on January 18, 2018. Plans for 3 Bridlebrook Lane were distributed to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for the PLUS review on January 24, 2018. The PLUS review for 3 Bridlebrook Lane has been scheduled for February 28, 2018. Plans for 5 Bridlebrook Lane were forwarded to the Subdivision Advisory Committee and to the Delaware Office of State Planning Coordination for PLUS review on February 23, 2018. At their meeting on April 3, 2018, the Planning Commission recommended approval of the annexation and rezoning of 3 Bridlebrook Lane and 5 Bridlebrook Lane. At their meeting on May 1, 2018, the Planning Commission recommended approval of an amendment to the annexation map and planning area map in Comprehensive Development Plan V to include 3 and 5 Bridlebrook Lane. The annexation, rezoning, and amendment to the annexation/planning area maps has been scheduled for the City Council agenda on May 14, 2018 (first reading) and June 11, 2018 (second reading). The second reading for 3 and 5 Bridlebrook Lane annexation and rezoning was postponed at the request of the applicant and later scheduled for the October 8, 2018 City Council agenda, at which time it was approved by Council.

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments.

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for Subdivision Advisory Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018. Revised plans were received by the Planning and Development Department on August 16, 2018. SAC comments were forwarded to the applicant on October 12, 2018.

209-225 Haines Street, Parcel IDs 1802600107, 1802600108, 1802600217, 1802600109, 1802600212 (PR#18-05-02): On May 10, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major

subdivision with site plan approval for the property at 209-225 Haines Street. The plan proposes demolition of the existing buildings on the site and construction of a high-rise apartment with 24 units – 12 three-bedroom and 12 two-bedroom apartments – with 22 garage parking spaces on the first floor. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on July 26, 2018. Revised plans were received by the Planning and Development Department on September 7, 2018, with SAC comments forwarded to the applicant on September 24, 2018. The project was reviewed by the Planning Commission at their meeting on October 2, 2018, at which time the Planning Commission, at the applicant's request, tabled the proposal until the next regularly scheduled Commission meeting on November 6, 2018.

62 North Chapel Street, Parcel ID 1801400215 (PR#18-05-03): Plans for the rezoning and major subdivision with site plan approval of 62 North Chapel Street were received by the Planning and Development Department on May 10, 2018. The plan proposes the demolition of the existing office building on the site and construction of a mixed-use building with 300 square feet of office space and 30 garage parking spaces on the first floor, and 18 two-bedroom apartments on the two floors above. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on October 1, 2018.

100, 115, 121 College Square, Parcel IDs 1802100196, 1802100199, 1802100172 (PR#18-05-04): On May 22, 2018, the Planning and Development Department received a sketch plan for a major subdivision for the redevelopment of a portion of the College Square shopping center, to include a mixed-use complex with retail and residential space. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 22, 2018. Revised sketch plans were received by the Planning and Development Department on June 6, 2018. SAC comments were sent to the applicant on August 27, 2018. Revised plans were received by the Planning and Development Department on October 11, 2018.

18 North Street, White Clay Vista, Parcel ID 1801400025 (PR#18-06-03): On June 22, 2018, the Planning and Development Department received plans for a minor subdivision at 18 North Street. The plan proposes to replace the one-story apartment building at the site with four 3-story townhouse style apartments similar to the existing units at the rear of the property. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 22, 2018. A SAC meeting was held on August 16, 2018. Staff comments will be sent to the applicant in the near future.

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018. A revised sketch plan was received by the Planning and Development Department on July 17, 2018. A SAC meeting was held on August 13, 2018. SAC comments were sent to the applicant on October 11, 2018.

1105 Elkton Road, Royal Farms, Parcel ID 1100400013 (PR#18-07-01): A sketch plan was received by the Planning and Development Department on July 20, 2018 for the property located at 1105 Elkton Road. The plan proposes an annexation, rezoning, and minor subdivision to

demolish the existing buildings at the site and construct a Royal Farms gas station, car wash, and convenience store. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on July 23, 2018. A SAC meeting was held on August 27, 2018. SAC comments were forwarded to the applicant on October 22, 2018.

105-83 New London Road and 36-42 & 41 Wilson Street, Campus Walk II, Parcel IDs 1801300106, 1801300107, 1801300108, 1801300109, 1801300196, 1801300110, 1801300111, 1801300112, 1801300113, 1801900157, 1801900156, 1801300161, 1801300086, 1801300085, 1801300198, 1801900143 (PR#18-08-01): On August 9, 2018, the Planning and Development Department received plans for the property located at 105-83 New London Road and 36-42 & 41 Wilson Street. The plan, to be known as Campus Walk II, proposes a Comprehensive Development Plan amendment and major subdivision with site plan approval to demolish the existing structures located at 83-105 New London Road and 41 Wilson Street, relocate the existing structure at 87 New London Road to 41 Wilson Street and repurpose it as a 4-person student rental, and construct 28 garden apartments on the parcels fronting on New London Road, with vehicular access via the original Campus Walk accessway. The parcels located at 36-42 Wilson Street are incorporated into the land use proposal for the purpose of relocating lot lines and are not being redeveloped as part of the plan. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on August 9, 2018, and a SAC meeting was held on September 5, 2018. SAC comments were forwarded to the applicant on September 21, 2018. Revised plans were received by the Planning and Development Department on October 9, 2018. The project is scheduled to be considered by the Planning Commission at their November 6, 2018 meeting.

511 Valley Road, Parcel ID 1801700079 (PR#18-09-01): Plans for a minor subdivision with site plan approval for 511 Valley Road were received by the Planning and Development Department on September 7, 2018. The plan proposes the demolition of the existing single-family structure on the site and construction of a semi-detached structure that will replicate the existing architecture of the Briarcreek subdivision. Plans were distributed to the Subdivision Advisory Committee for review on September 10, 2018 and a SAC meeting was held on October 1, 2018. SAC comments will be distributed to the applicant at a future date.

92 & 96 East Main Street, Green Mansion, Parcel IDs 1802000033 & 1802000034 (PR#18-10-01): On October 5, 2018, the Planning and Development Department received plans for a major subdivision and special use permit for the property located at 92 & 96 East Main Street. The plans propose to extinguish the interior common parcel lines to combine the parcels into one parcel, the demolition of 92 East Main Street, and the preservation and rehabilitation of 96 East Main Street (often referred to as the Green Mansion) to construct a mixed-use building including a 7-story, 147-room hotel and 19,500 square feet of office space with associated parking, amenities and accessory uses. The special use permit is required for a hotel the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 8, 2018.

132-138 East Main Street, Parcel IDs 1802000126 & 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory

Committee (SAC) for review on October 9, 2018.

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:

Police Department

Notable Notes:

Special Enforcement Unit:

- On Saturday, 10/20/18, the Special Operations Unit charged 100 people with Underage Consumption of Alcohol at an off-campus party in the 300 block of East Park Place. During the incident, NPD obtained a search warrant and with assistance from Delaware Alcohol & Tobacco Enforcement and the University of Delaware Police Department more than 170 people were found to be in the back yard of the residence. The majority of those arrested were University of Delaware students and several juveniles were found at the party, two of which who were arrested and then released to their parents. Charges are pending for the party hosts and all those arrested who were U of D students will be referred to the university for administrative sanctions.
- During the week, the Traffic Unit responded to numerous citizen complaints of traffic violations including Chrysler Avenue, Edjil Drive, North Country Club Drive, Casho Mill Road and Apple Road. Traffic enforcement will be conducted at these and other locations throughout the City.

Patrol:

- On Tuesday, 10/23/18, at 2003 hours, PFC Golden observed a stolen vehicle in the area of South College Avenue and Welsh Tract Road. PFC Golden called for additional units to respond to his location to assist with the motor vehicle stop. When additional units arrived to assist, a

motor vehicle stop was initiated. As the patrol vehicles activated their emergency lights, the vehicle fled eastbound onto E. Park Place. Following department standard operating procedures, the attempt to stop the vehicle was discontinued. Later that evening, the vehicle was found by Amtrak Police Department crashed and abandoned along the railroad tracks a few hundred feet from the cul-de-sac end of South Chapel Street. New Castle County Police were advised since the vehicle was stolen out of their jurisdiction.

Criminal Investigations Division:

- On 10/18/18, officers from the Street Crimes Unit arrested three subjects following a prostitution investigation at a local hotel. Officers began their investigation after discovering an online escort advertisement that mentioned Newark. Officers arrested a 32-year-old female from Townsend, DE for Prostitution and Conspiracy 3rd Degree, a 34-year-old female from Bear, DE for Possession of a Controlled Substance (cocaine) and Possession of Drug Paraphernalia, and a 43-year-old male from San Antonio, TX for Promoting Prostitution and Conspiracy 3rd Degree.
- Newark Police will be hosting a Drug Take Back event in the lobby of the Newark Police Department on Saturday, 10/27/18 from 10 a.m. – 2 p.m. Residents will have the opportunity to drop off accumulated unwanted, unused, and expired prescription/non-prescription drugs for safe, convenient and responsible disposal. This is part of a nationwide effort by the Drug Enforcement Administration.
- On 10/24/18, U.S. Attorney Weiss from the U.S. Attorney's Office announced an indictment of an individual charged with conspiracy to distribute heroin and an amount of fentanyl that resulted in death. This case stems from an overdose death that occurred in the City of Newark and one of the investigators is a member of the Criminal Investigations Division assigned to the DEA Task Force. During the press conference, U.S. Attorney Weiss also announced the formation of the First State Overdose Task Force, of which Newark Police Department will have an officer assigned.

Administration Division:

- This week, Sgt. Jones attended FBI-LEEDA training and will receive his Trilogy award for attending all LEEDA supervisory courses.
- On Monday, approximately 50 current and former members of the Newark Police Department attended services for Retired Cpl. T. Scott Smith who passed away last week. Cpl. Smith worked for NPD from 1997-2016 when he retired due to a non-duty related medical issue. Cpl. Smith will be deeply missed.
- On Tuesday, Lt. Rubin & Cpl. Olicker continued to teach members of the Department the use of tourniquets as they are deployed to every officer who works in field assignments.
- On Wednesday, Lt. Rubin is giving a homicide case presentation to a UD Forensics class taught by the Chief Chemist at the Delaware Division of Forensic Science.
- On Friday, Lt. Rubin & Cpl. Olicker will conduct the last CPR/AED Refresher session for investigators employed by the Attorney General's Office

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

10-25-2018

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

City Manager's Weekly Report

Department:	
Public Works and Water Resources Department	
Notable Notes:	
City staff met with State Revolving Loan Fund staff to discuss the various projects that were part of the referendum and expected to be funded through the Clean Water and Drinking Water State Revolving Loan Funds. The quality of our applications were noted and the state staff is willing to work with us to get all of the information and approvals in a timely manner. No update on the Parking Lot #1 Expansion. Water Main Break Count: Total Since Oct. 1: Service Leak: 1 Main Break: 2 This week: 1 Service Leak (Wilbur Street) 1 Main Break (Cornwall in Devon)	
Activity or Project:	
Annual Street Improvement Contract	
Description:	
The curb and sidewalk work on Center Street and Hullihen Street is complete with some minor cleanup work continuing for the rest of the week. Milling and paving is set to begin within the next two weeks, weather dependent.	
Status:	In-Progress
Expected Completion:	12-31-2018
Execution Status:	On Track

Activity or Project:

Rodney Stormwater Project - Environmental Remediation

Description:

Bids for the Environmental Remediation at the Rodney Dormitory site were received and opened on Tuesday, October 23. This work includes removal of the electrical transformers, asbestos, lightbulbs, etc. Five (5) bids were received and will be reviewed and a recommendation brought to Council at the next possible Council meeting. Since some of the work will be funded through the State, the Project Manager at the state level will also need to review the bids and recommendation.

Status:	In-Progress
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Expected Completion:	03-31-2019
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Execution Status:	On Track
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Activity or Project:

Curtis Water Treatment Plant Upgrades

Description:

The Curtis Water Treatment Plant Improvements continue to progress. Last week City staff and its engineering and architectural team met with the contractor to review current status and schedule. Currently the contractor is installing the insulated metal wall panels (see attached photo) on the sides of the building. It is expected that the building will be fully enclosed in the new system by early December.

Status:	In-Progress
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Expected Completion:	02-28-2019
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Execution Status:	On Track
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Digital Records Project New Documents Created – October 18-24

Name	# of Documents	# of Pages	Types
Samantha	1	2	Miscellaneous
Sandy	339	2,210	Court Documents
Fred	19	1,128	PWWR Development Plans
Debbie	87	6,450	PUBS Daily Cash Receipts
Ana (PT)	445	1,614	PUBS Returned Mail
Anita (PT)	57	371	Miscellaneous Current Files
Total	948	11,775	

Digital Records Project Documents Modified* – October 18-24

Name	# of Documents	# of Pages	Types
Samantha	8	32	Miscellaneous
Sandy	345	2,227	Court Documents
Fred	18	903	PWWR Development Plans
Debbie	88	6,451	PUBS Daily Cash Receipts
Ana (PT)	656	2,737	Agendas/Minutes
Anita (PT)	60	379	Miscellaneous Current Files
Total	1,175	12,729	

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 10/14/18-10/20/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2018</u>
<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	14	1	0	4	0
Unlaw. Sexual Contact	10	5	0	2	6	0
Robbery	23	16	0	14	24	0
- <i>Commercial Robberies</i>	10	7	0	2	8	0
- <i>Robberies with Known Suspects</i>	0	1	0	0	2	0
- <i>Attempted Robberies</i>	2	0	0	5	1	0
- <i>Other Robberies</i>	11	8	0	7	13	0
Assault/Aggravated	23	17	0	21	24	0
Burglary	37	33	2	13	13	0
- <i>Commercial Burglaries</i>	7	10	1	3	2	0
- <i>Residential Burglaries</i>	21	21	1	9	9	0
- <i>Other Burglaries</i>	9	2	0	1	2	0
Theft	440	459	13	173	165	3
Theft/Auto	39	44	1	4	6	0
Arson	1	0	0	0	0	0
All Other	79	81	3	58	64	1
TOTAL PART I	659	669	20	287	306	4
<u>PART II OFFENSES</u>						
Other Assaults	252	210	3	115	146	3
Rec. Stolen Property	2	1	0	16	17	0
Criminal Michief	163	131	5	42	109	0
Weapons	16	11	1	32	34	3
Other Sex Offenses	0	0	0	0	0	0
Alcohol	128	186	2	231	297	4
Drugs	115	117	7	141	159	3
Noise/Disorderly Premise	693	651	25	257	301	11
Disorderly Conduct	131	125	4	137	90	4
Trespass	166	182	8	100	54	0
All Other	366	323	4	316	269	3
TOTAL PART II	2032	1937	59	1387	1476	31
<u>MISCELLANEOUS:</u>						
Alarm	243	147	2	0	0	0
Animal Control	420	395	8	3	2	0
Recovered Property	262	227	2	0	0	0
Service	30384	32253	664	0	0	0
Suspicious Per/Veh	488	397	13	0	0	0
TOTAL MISC.	31797	33419	689	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	924	39,096	890	41,643



Newark Police Department
Weekly Traffic Report
10/14/18-10/20/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	7223	8768	194	133
DUI	133	158	3	3
TOTAL	7356	8926	197	136

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	212	180	6	4
Property Damage (Reportable)	892	915	19	19
*Hit & Run	191	197	2	4
*Private Property	193	240	3	4
TOTAL	1105	1095	25	23

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.

