

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

Monday night we had the final four departmental budget hearings at the regularly scheduled council meeting; Finance, Alderman's Court, Planning and Development, and Public Works and Water Resources. I will be working with the finance team and our department directors over the coming weeks to roll up the budget in preparation for the October 3rd budget workshop. As discussed at the meeting, we will be posting answers to follow-up questions from the budget process on the Budget Central portion of the City's website.

Paving of Center Street will commence on Monday the 17th, weather depending. Please refer to the Public Works section for more information.

I spoke with Bill Manning, legal counsel for UD on the Lot 1 expansion effort, and will be providing him with a concept plan showing the new lot line configuration which will reflect the amended language in the subdivision agreement for the bookstore which was approved by Council on Monday night. He indicated that he felt the City's current schedule was realistic. I will provide additional updates as additional information becomes available.

Finance Director Del Grande, Electric Director Patel, and Deputy Electric Director Sneeringer and I attended a full day of training at DEMEC this week on PJM and the energy marketplace. This training was hosted by DEMEC and provided free of charge to DEMEC members.

I spent time reviewing the final draft recodification chapters that were provided to me by City Secretary Bensley.

I attended the monthly DNP board meeting where we continued to discuss the recommendations of the Strategic Planning Committee.

I met with Planning and Development Director Gray to discuss several items including the upcoming Newark Futures workshop where she will be presenting.

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

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

City Manager's Weekly Report

Department:
Administration - Deputy City Manager

Notable Notes:

On Tuesday, September 11th, Mark Farrall, Marta Pacheco and Devan Hardin attended an Employment Labor Law briefing hosted by the Delaware Public Employer Labor Relations Association. Topics included the recent Janus vs. AFSCME Supreme Court ruling and recent changes to Delaware law regarding Sexual Harassment in the workplace and new mandatory training requirements. The City will be presenting Sexual Harassment training to all employees in early 2019.

On Tuesday, on-boarding was completed by HR Manager Devan Hardin for a new part-time Recreation Specialist. HR Manager Hardin also worked on finalizing details for the upcoming Employee Wellness Fair and On-site Flu Clinic as well as the Realize Retirement ICMA event.

During the week, Assistant to the Managers Mark Brainard worked with Finance to draft an adjustment to the City's credit card policy to enhance security measures. Following an approval from Council, the agreement for Contract 18-06 was sent to the vendor. Also finalized was the draft for Contract 18-09 that will be sent out to bid next week and Addendum 3 for RFP 18-02 was drafted, approved and posted. Mark Brainard also worked with the Mentor Coordinator at McVey Elementary School on organizing applications submitted by City Employees.

Activity or Project:	
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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 9/6/18 to 9/12/18. These sessions included arraignments, trials, capias returns, code violations and prisoners being transported. Parking Ambassadors were here on Monday, Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 9/6/18 to 9/13/18 Alderman's Court handled 46 arraignments, 42 trials, 14 capias returns, 1 code violation and 1 prisoner transported for a trial. The court also collected a total of 581 parking payments which included 374 online payments and 207 counter payments. The court also collected criminal/traffic payments which included 170 online payments and 60 counter payments for a total of 230 payments.

Status:

Completed

Expected Completion:

09-12-2018

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:**

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on September 10 for Council and September 11. Geena was in the office on September 6 for Court.

Paul, Renee and Tara staffed the September 10 Council meeting. Addendums were posted and distributed to Council on September 6 and 7. Follow up work was completed by staff on September 11 and 12.

Tara, Danielle and Whitney attended the Patriot Day ceremony on September 11.

Renee and Whitney staffed the Conservation Advisory Commission on September 11. The CAC discussed providing Council recommendations from the CAC regarding the environmental impact of upcoming development projects, providing members to serve on the Planning Commission's LEED ordinance subcommittee, preparations for Community Day and Reforestation Day, and a request to add a recommendation regarding plastic straws on the October 9 CAC agenda.

Renee received the relevant documents, sent them to the requesting attorney and closed a subpoena request for a civil suit in which the City is not a party.

Renee drafted the September 24 Council agenda.

Renee, Tara, Danielle and Anita worked on several research requests for various departments.

Tara completed a proclamation for the Daughters of the American Revolution.

Tara spent time preparing invitation letters to be sent to members of the General Assembly for the Taste of Newark event.

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

- * Confirmed that documents had been sent to the requestor by staff, sent confirmation to requestor, completed and closed an August 8 FOIA request from Valerie Ponzio regarding criminal records.
- * Received documents, provided information to the requestor, completed and closed an August 20 FOIA request from Partner Engineering and Science regarding 410 Ogletown Road.
- * Received documents, provided information to the requestor, completed and closed an August 22 FOIA request from James Edwards regarding 118 Lovett Avenue.
- * Received information, provided information to the requestor, completed and closed an August 22 FOIA request from LCS, Inc. regarding 141-145 East Main Street.
- * Requested additional information from the requestor regarding an August 27 FOIA request from the News Journal regarding City settlement agreements.
- * Received information, providing information to the requestor, completed and closed an August 28 FOIA request from Brian Frederick Funk, P.A. regarding 56 Welsh Tract Road, Unit 306.
- * Received request, determined there were no relevant documents, notified the requestor, completed and closed a September 5 FOIA request from Sarah Bucic regarding resident notifications.
- * Received request, provided relevant documents, completed and closed a September 5 FOIA request from KML Carpenters Union regarding August building permits.

- * Received request, provided relevant documents, completed and closed a September 10 FOIA request from Anita Rush regarding the employee climate survey.
- * Spent time updating the FOIA log for the City.

The September 10 Council addendums and September 13 Downtown Newark Partnership Board agendas and the September 18 Traffic Committee cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the August 16 Board of Adjustment (Tara editing), August 27 Council (Whitney drafted; Tara edited - complete) and September 10 Council (Whitney drafting) minutes. The July 21 Election Board; August 13, August 27 and September 10 Council executive session and September 11 Conservation Advisory Commission minutes are currently in the queue.

Danielle fulfilled 2 discovery requests for upcoming Alderman's Court cases. 245 discovery requests have been filled so far for 2018. The office also received the court calendars for September 20 and the 40 associated case files were prepared for the Deputy City Solicitor. 37 court calendars with 538 associated case files have been compiled so far for 2018. Two plea by mail agreements were processed this week.

The office received 12 new lien certificate requests over the last two weeks, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. So far, 396 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha processed 8 boxes of documents to be transferred to State Archives and 2 boxes of documents for destruction. Due to staff shortages at State Archives, they have been unable to process the 30+ boxes the City has requested for transfer over the past month and does not anticipate being able to do so before the end of October. Staff is therefore reorienting some of its efforts from preparing additional files for transfer to reaching out to departments to encourage the review and processing of records in their offices to be able to resume review of the backfile that may have met the State document retention schedule.

Renee and Samantha met with IT staff on September 12 to discuss potential updates to the metadata options for TCM.

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 August 30-September 12 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:

Patriot Day: On Tuesday, September 11, the City hosted a joint event with UD to recognize Patriot Day at Aetna Fire Station #7. Several elected officials were in attendance, along with distinguished guests, first responders, staff and community members. A highlight video of the event can be seen on the City's social media accounts as well as Channel 22.
<https://youtu.be/16BBNFaioDw>.

Taste of Newark: Newark foodies and their friends will enjoy the best food and drink in Delaware at the 15th annual Taste of Newark. The premier food and wine festival will take place on Sunday, September 30, from noon - 3 p.m. on Old College Lawn at the University of Delaware. Guests will enjoy a wide variety of culinary delights from dozens of restaurants, wineries, breweries and distributors. Keep an eye on the Taste of Newark Facebook page for updates on participating restaurants, wineries and breweries: https://www.facebook.com/events/444938642633524/?active_tab=about. Tickets are \$50 per person and can be purchased at TasteofNewark18.eventbrite.com.

Emergency Preparedness Video: While we won't experience a direct hit from Hurricane Florence, it is important to be prepared for extreme weather. Megan worked with Dave Tynan, Jason Winterling and Bhadresh Patel to produce a video highlighting steps residents can take ahead of a storm, such as creating an emergency kit and clearing debris away from storm drains. The video is published on the City's social media channels and on Channel 22.

We are also in the process of creating a page on our website for storm-related information. It will be similar to our Snow Central page, but focus more on severe weather emergency preparedness and what to do during a power outage.

Public Works & Water Resources Projects GIS Map: The communications team met with PW&WR to discuss an interactive map that would detail various projects throughout the City. That effort is underway and will be publicized once completed.

Creative Design/Web Updates

- Designed Storm Central logo; yard waste collection schedule change graphics for social media
- Created Storm Central webpage; City of Newark hotel tax webpage
- Scheduled yard waste collection schedule change InformMe notification
- Updated Patriot Day program, Newark News, and social media graphics for location change; wording on Memory Care/Assisted living facility graphics; City of Newark media page with the latest City Council meeting video; Coffee with a Cop graphics for social media

Press Releases/Media Inquiries

LOCATION CHANGE: City of Newark & University of Delaware to Host Patriot Day Ceremony:

<https://bit.ly/2p50CY3>

City of Newark to Host 47th Annual Community Day: <https://bit.ly/2MukEop>

Activity or Project:

Media Room/Franchise Agreement Efforts

Description:

Work continues on the media room in the communications division. Representatives from Washington Professional Systems came to the municipal building for a site visit this on September 12. Megan, John Herring and Rick Burtell met with the representatives to discuss the best plan of action to install Tricaster equipment in the media room and run a connection to three cameras that will be installed in Council Chamber. The Washington Professional Systems representatives are now working on a price sheet to help with project budgeting. The expected completion date has been slightly pushed back to the end of October. Though we may not need the extra month, we wanted to add some cushion to allow for consultation, cost comparisons and purchasing of equipment, as well as installation.

Status:	In-Progress
Expected Completion:	10-26-2018
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:

Electric Department

Notable Notes:

A power quality issue was investigated at the Rt. 896 McDonald's and was found to be caused by equipment on the customer's side.. Also, a power outage at Victoria Mews Apartments caused by a large tree branch bringing down a service was repaired by the line crews.

The line crews installed a new pole at Nottingham and Wedgewood Roads. The circuit feeding Christianstead is on a Delmarva pole that is in bad shape. The new pole just installed is a contingency for when the Delmarva pole fails.

The line crews prepared for Hurricane Florence by making sure saws are working and blades are sharp, gassing trucks, charging lights, checking generators, etc.

The line crews, engineering, and STAR Campus developers met to go over placement of switching and metering pads and conduits for Chemours.

The electricians started preparing for Community Day this weekend by checking the feeds that come from the UD buildings that are needed to power wire harnesses that the vendors connect to. They also worked on the media room at City Hall, accompanied a contractor spraying weeds in the substations, and flagged for the line crews.

Engineering attended a seminar at DEMEC on the PJM Interconnection. The contract for the distribution reclosers was awarded, so engineering is getting the construction standard ready and ordering the other parts that go along with the project, i.e. switches, cross arms, etc.

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

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

Tax bills are due September 30th. All tax bills can now be viewed directly online at <https://newarkde.gov/taxbill>. Online payment option has not yet been released.

On Tuesday September 4th, the City launched a new process for customers to pay their utility bills via phone. Credit card and e-check payments by phone for utility bills are now only accepted via Paymentus. Utilizing Paymentus' platform, credit cards and banking information is secure and PCI compliant. Callers now can bypass PUB directly when they call in to make a payment, and will no longer need to sit in the phone cue. Since we process about 1,100 utility payments each month over the phone, this should decrease (over time) the length customers are on hold to talk to a customer service representative. As of now, there is no charge being passed along to the customer. Between September 4 and September 12, Paymentus processed over 300 payments on behalf of the City. Once the City's software is updated in 2019, we will move forward with utilizing Paymentus for online payments via CustomerConnect and the processing of walk-in customers.

Activity or Project:

Automatic Bill Payment/Leak Detection System - CustomerConnect

Description:

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

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

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

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

Activity or Project:

Payment & Utility Billing (PUB)

Description:

The group processed 4,057 utility payments and Munis transactions last week. The breakdown of the balance was as follows:

Manual payments (Check/Cash/etc.): 503
 Web Payments: 1040 via Customer Connect.
 Lockbox: 935
 Online Banking payments: 237
 PUB import (single owner with multiple accounts): 748
 IVR (via Phone – Paymentus): 153
 Tyler Cashiering (tax bills and licensing (contractor, business, rental, etc.): 380

In addition, PUB answered 201 calls out of 296 offered, reflecting an abandoned rate of 30.7%. The average speed to answer the phone was 8:53. The average call time was 4:07. PUB was open three days last week (Labor Day and staff training).

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

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Responded to inquires for RFP18-02 Staff Augmentation for IT - Desktop Support Services. There have been three addendums posted.

Applications Team:

The applications team have closed 53 tickets this past week.

1. We are post upgrade of NS, CC and Paymentus Implementation. Currently working with PUBs Team to identify efficiency improvements.
2. Reviewing release notes for CC 5.13, looking to schedule an upgrade of our TEST environment by the end of September.
3. Began creating Northstar job specific security groups in our TEST environment and will work with PUBs team to test.
4. Reviewing a custom mod (Net Metering) identified in the NS upgrade to determine if this mod will work and replace the current Net Enrollment.
5. Created POS Cashiering for Welcome Center, will allow us to report on merchandise and

Dart sales.

6. Working on setup of online tax payments.
7. Working with Records Division on TCM training, department onboarding and doc type methodology.
8. Created reports for users as requested.

Infrastructure Team:

The infrastructure team have closed 62 tickets this past week.

1. Installed the access point in the evidence room and setup the computer for the evidence cart.
2. Installed a new multi lens camera at the field operations complex.
3. Installed a new multi lens camera in the lobby of the municipal building.
4. Assisted PD with CAD upgrade.
5. Attended meeting with Communications on their sound room project.
6. Scheduled upgrade of Tomcat on Smartworks server for 9/25.

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

The cradlepoint was installed in vehicle #909.

Status:	In-Progress
Expected Completion:	11-01-2018
Execution Status:	On Track

Activity or Project:

V1601 - Parking Lot Surveillance Cameras

Description:

All equipment for parking lot #5 has been received. Most of the equipment has been configured. Installation will begin once the weather breaks.

Status:	In-Progress
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: Worked on two grants with Millennium Strategies for the Delaware Outdoor Recreation Parks and Trails grant program; working with Play Core on scheduling the surfacing team for Preston's Playground, due to the weather the group backed up their schedule; met with the recreation staff about Community Day organization and getting a rain plan finalized; conducted parks maintenance meeting to discuss upcoming projects and work orders; reviewed a subdivision plan for comment; visited several park locations for maintenance and safety inspection.

Deputy Director: Worked on updates for the Mayor's Harvest Festival including confirming vendors and children's activities; worked on finalizing details for the new Recreation Specialist starting September 11; worked on Outdoor Family Movie Night including sponsorship and marketing material, continued to process fee assistance applications received and special event applications; attended a Big Event meeting at the University of Delaware for an upcoming volunteer event in April 2019; assisted with preparations for the Patriot Day ceremony.

Recreation Supervisor of Athletics: Completed September staff schedule for before/after care, held makeup staff training for those who missed before school started, soccer shots held a demo at both sites on Friday and will be offering a six week session at each site starting 9/14; completed Fall adult co-rec softball schedule; prepared schedules, scheduled picture date, organized and distributed team shirts and got all equipment ready for the start of Tiny Tots, Little Kickers, Elementary and Junior soccer leagues, the programs were rained out on Saturday, preparing for programs starting next week including NBA Basketball, after school gymnastics, tennis lessons and youth volleyball.

Coordinator of GWC and Volunteers: Continued recruitment of volunteers for the National Day of Service and Community Day Events and finalized preparations for National Day of Service; finalized the staff schedule for the School's Out, Kids Day Off scheduled for Monday, September 10; finalized details and met with the polling place inspector for the George Wilson Center to be utilized as a polling place on Thursday, September 6; finalized program information for Pottery for Kids and Adult Pottery which began on Thursday, September 6 and Swim Lessons which began on Saturday, September 8; prepared for a George Wilson Center attendant staff meeting on Monday, September 10; attended a Go Baby Go planning meeting; continued planning for the Mayor's Harvest Festival; continued working on summer statistics due September 14.

Recreation Supervisor of Community Events: Sent out Community Day vendor information to over 200 vendors for the upcoming event and sent information to all the demonstration participants.

Parks Superintendent: Inspected trail system within Redd Park and Valley Stream areas and noted any items needing attention, started working on Tree City USA and Growth Award applications, reviewed two proposed revised development plans and commented as needed, continued researching sources/pricing for upcoming plant material purchases for planting throughout park

system, continued on course at Longwood Gardens School of Horticulture, started coordinating with horticulture staff for event taking place at Olan Thomas next week and bed maintenance at Reservoir, assisted as needed on play unit installation at Preston's Playground, and started researching possible street tree replacements for along Main Street after completion of rehab project.

Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated with Electric Department on mowing of area around substation at South Well Field, assisted as needed at Preston's Playground installation.

Parks/Horticulture: Staff continue mowing/bed maintenance operations, did interior bed maintenance at City Hall, watering of plant materials throughout park system as needed, dragged/scarified most ballfields, lined out both soccer fields for practices, started mowing operation at South Well Field for Electric Department substation expansion, continued on installation at Preston's Playground, did equipment maintenance on Ventrac unit, did tree work as assigned, did trash removal throughout park system, and started mowing Electrical ROW's for Electric Department.

Activity or Project:

Drive-In Family Movie Night

Description:

We have partnered with the University of Delaware to present Newark's First Drive-In Family Movie Night, featuring Star Wars: The Last Jedi. The Movie Night will be held on Saturday, September 29 at the University of Delaware's Athletic Complex, the Movie will begin at 7:00 p.m. and be viewed on a 40 foot movie screen. You can watch the movie from the comforts of your car or grab a blanket and view from the grass area. Fee for limited drive in parking is \$10 per car, lawn viewing is free.

Status:	Not Started
Expected Completion:	09-29-2018
Execution Status:	On Track

Activity or Project:

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Expected Completion:	
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Activity or Project:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

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 underway on Benny Street for the new townhome development. The tenant fit-out for Dominos and Drip Café at 60 North College Avenue is continuing. 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. Plans are under review for the new Millcroft Memory Care Facility building. Staff 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 structural steel installation is ongoing for the new six-story lab at the site; the façade work should begin in the near future. The Chemours Building structural steel is being installed, as well as the exterior walls.

The City of Newark Fire Marshal participated in University of Delaware's Fire Safety Night event on August 20. Over 200 campus student leaders and 23 live-in professional staff received hands-on training on the use of a fire extinguisher, crawling out of a smoke-filled residence, and other interactive training.

Parking:

Parking staff prepared signage and programming for Newark Community Day, scheduled for Sunday, September 16, 11:00 a.m. – 4:00 p.m. on the University of Delaware Green. Parking staff provided DNP Administrator Megan McGuriman with their concerns with the current Newark Gift Card program moving forward, prior to the holidays. The Parking Validation Program cost and financial risk was provided to Finance.

Parking Manager Marvin Howard and Supervisor Court Mulvanity held a phone conference with Passport Parking to demo their on-street parking mobile platform on Thursday, September 6. Supervisor Mulvanity also attended the City Council meeting on Monday, September 10 to assist with Parking budget questions, if needed. Parking staff participated in a multi-space on-street parking webinar facilitated by T2 on Wednesday, September 12.

Interviews for the open part-time Parking Ambassador position were held on Friday, September 7; a candidate was not successfully identified, and further interviews will be required for the position. Interviews were also held for the open part-time Parking Attendant positions; two candidates were selected and are currently going through screenings under conditional offers of employment.

Planning/Land Use:

Planning and Development Director Mary Ellen Gray worked on follow-up issues related to the September 4 Planning Commission meeting; worked on plans, documents and issues related to the October 2 Planning Commission meeting; lead a Subdivision Advisory Committee meeting for the proposed Campus Walk II land use development project on New London Road; worked with Planner Mike Fortner and related entities on the Sustainable Newark Grant project; continued to work with Code Enforcement Manager Dave Culver on enforcement, code and personnel related issues; continued to work with Parking Manager Marvin Howard and staff on parking related issues; attended the Governor's Conference on Housing in Dover; worked on the 2019 budget and related meetings and discussions; attended and participated in the September 10 City Council meeting; attended and participated in the September 11 Conservation Advisory Commission meeting; worked with staff on the Lot 1 renovation project; attended and participated in the Downtown Newark Partnership Design Committee monthly meeting; worked with staff on GIS related issues; continued to dedicate a significant amount of time to plan review, related meetings, reports, and issues; and, worked on administrative and personnel related issues.

Director Mary Ellen Gray, Planners Mike Fortner and Tom Fruehstorfer, and Planning Commissioners Bob Cronin and Will Hurd attended the 2018 Governor's Conference on Housing in Dover on September 6. The biennial event included speakers from across Delaware and the region who shared the latest trends, best practices, and information that impact the affordable housing industry.

Planner Mike Fortner staffed the Community Development/Revenue Sharing Advisory Committee meeting on Wednesday, September 12, during which the Committee began the initial review of applications received for the 45th CDBG program and the 2019 Revenue Sharing Program; continued to work on preparations for the Newark Community Sustainability Plan's Community Day outreach effort on Sunday, September 16; continued to work on the staff workplan for the Parking Subcommittee recommendations; and, completed a Home Improvement Program project on New London Road.

Planner Tom Fruehstorfer attended the Delaware Fair Housing Consortium Kick-Off Meeting in Dover on September 7. The intent of this group is to create a report including an analysis of impediments to fair housing and recommendations to reduce those impediments. As a recipient of Community Development Block Grant (CDBG) funds, the City of Newark is required to be part of this effort. This is the beginning of a process that will continue over the next 18 months. The efforts will include public outreach to groups that are victims of unfair housing practices. Tom also attended the FEMA/NFIP training for floodplain administrators in Dover on September 12.

The following was also completed this week:

- 9 Deed Transfer Affidavits
- 32 Building Permit Reviews

Land Use Projects Currently Under Review:

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.

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 the next 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 has been postponed at the request of the applicant.

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. Plans were distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018.

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.

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.

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 will be sent to the applicant in the near future.

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.

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 will be sent to the applicant in the near future.

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 will be sent to the applicant in the near future.

703 Valley Road, Parcel ID 0902000011 (PR#18-07-02): The Planning and Development Department received plans on July 23, 2018 for the property located at 703 Valley Road. The plans propose an annexation and rezoning of the parcel to provide water and sewer services to the existing house on the site.

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, 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.

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.

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:

- Our police officers continue to assist the community, often using their own time or money. Cpl. Schwagel will be receiving a citation of merit for recent actions. Cpl. Schwagel learned of a 78-year-old female who had been admitted to the hospital after suffering a medical emergency in Newark. A nurse asked if the police department could locate the patient's insurance information from her purse left inside of her towed vehicle. Upon learning the patient would be admitted to the hospital for several days, Cpl. Schwagel paid the \$101.00 tow fee at his own expense, and had the car driven to the patient's house so that it would not accumulate storage fees.
- Cpl. Olicker will receive the Officer of the Quarter award for several of his actions. One incident involved Cpl. Olicker stopped a vehicle travelling the wrong direction on Main Street. He determined that the 85-year-old male and 86-year-old female were reported missing from Hawthorne, NJ. Cpl. Olicker sat with the couple for several hours and purchased them food and drink until family members arrived to assist.
- Cpl. Olicker also used his own money to purchase eight dozen roses to hand out on Main Street on Mother's Day.
- These are just a couple of examples of the extra effort our officers do to give back to the community.

Patrol

- On 9/9/18, at approximately 0345 hours, P/O Lee responded to 4105 Scholar Drive in reference to suspicious activity. The reporting person observed multiple males in the parking lot outside of his apartment window. When he noticed one of the individuals try to pull on his car door handle it prompted him to activate his panic alarm which caused the suspects to scatter to multiple vehicles and flee the area prior to police arrival. The reporting person observed the suspects enter a Nissan passenger car with PA REG KNG796 when they left. Through further investigation, it was later determined that the Nissan passenger vehicle was listed as stolen in NCIC.
- On 9/10/18, at 0034 hours P/O O'Donnell was patrolling the area and observed two males inside of a white Honda CR-V. When the suspects observed the marked patrol vehicle in the lot, they fled the area on foot. Officers were unable to locate the suspects after they fled. This investigation is currently active and has been shared to all personnel in the Police Department.

Traffic Unit

- Traffic has followed up on the Casho Mill Road request. Speed studies continue on Old Cooches Bridge Road, Christopher Lane, and Park Drive.

Special Operations Unit

- Work continues on the unruly gathering law project proposed by Councilman Hamilton.
- Background investigations on police candidates continue.
- Cpl. Graber is serving as a TAC at the DSP Academy this week.
- SOU, Lt. Aniunas, Paul Bilodeau, Mary Ellen Gray and Dave Culver, had a productive meeting with the owner of Finn McCool's which has accrued 13 points towards the Special Use Permit program. The group decided to delay presentation to City Council for revocation of the permit unless another violation occurs between now and July.
- Saturday, SOU will attend the Madison Drive annual picnic for community outreach. They will also attend the Hot Dogs for Heroes event at ACME.

Auxiliary Services Division

- Capt. Van Campen submitted NPD's 2018 Violent Crime Fund grant application seeking advanced training for officers, equipment, technology upgrades, and overtime funding.

Criminal Investigations Division

- On 9/6/18, members of the Criminal Investigations Division arrested a 20-year-old male at a residence in the 100 block of Madison Drive for Theft of Mislaid Property and Receiving Stolen Property following two separate investigations.
- On 9/7/18, members of the Criminal Investigations Division assisted the SWAT team with a search warrant in Wilmington in an attempt to arrest a suspect who is currently wanted for Rape 4th Degree and Sex Offender Unlawful Sexual Conduct Against a Child. The suspect was not located.
- On 9/11/18, Victims' Services Coordinator Melissa Pennachi attended training at the Delaware Attorney General's Office on "Combating Human Trafficking and Commercial Front Brothels".

Administration Division

- On 9/6/18, Cpl. Walker, M/Cpl. Sansone, Cpl. Graber and Cpl. Saunders conducted ALICE (active shooter response) training at Downes Elementary School.
- On 9/10/18, Lt. Rubin and Cpl. Olicker conducted CPR training for investigators from the AG's Office.
- On 9/12/18, Lt. Rubin is representing law enforcement on a committee to create content for the DMV Driver's Manual, Driver's test and Driver's Education classes as to how to deal with the police on a traffic stop and what police can do during a traffic stop. This committee is pursuant to SB 168.
- Administrative personnel will be staffing a booth at Community Day this weekend.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	09-13-2018
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:

Acting Director Filasky held divisional meetings with Street, Stormwater, Water and Fleet Maintenance field staff over the past week. I do not always get out in the field as much as I would like and this gave me the opportunity to let them know that we appreciate the work they do, especially in the heat of summer, what we have been working on at City Hall, update them on the City Manager search and hear any concerns or comments from the field crews.

Current projections show Hurricane Florence moving further south than earlier predictions. PW&WR staff has nonetheless taken inventory of necessary items and prepared for the possibility of future hurricanes by reviewing our preparedness protocols.

Activity or Project:

Annual Street Contract - Center Street

Description:

Per a Council request during the contract approval for the Annual Street Contract, PW&WR staff has met with the contractor, Grassbusters, to discuss the schedule and phasing necessary to complete Center Street as soon as possible. The contractor has agreed to begin on the project on September 17th and notifications have been sent to the affected residences and businesses in the area. An InformMe notification is set to go out 48 hours in advance of the work and a variable message sign has been put in place on Main Street earlier this week. Disruptions should be expected, however, we will work with any affected residents and businesses to make sure we keep vehicle and foot traffic moving as efficiently as possible. We anticipate the work will take approximately five weeks to complete.

Status:

Not Started

Expected Completion:

10-31-2018

Execution Status:

On Track

Activity or Project:

Rodney Stormwater Project

Description:

Plans and Specifications for the environmental cleanup and demolition of the Rodney Dorms are currently in the design phase. The schedule for the work to begin at the site is currently mid-December for the commencement of remediation work to be completed by March 1. The demolition of the buildings would then take place from approximately March 1 and be completed by June 1. The contract documents will come before Council in order to award the contract for each phase of construction. Work also continues through the Finance Department to secure and close the loans in order to fund the ongoing work on the site. A resolution supporting the loan closing will also be heard at an upcoming Council meeting.

Status:

In-Progress

12-31-2018

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

Digital Records Project New Documents Created – August 30-September 12

Name	# of Documents	# of Pages	Types
Samantha	70	199	Destruction and Transfer Notices
Sandy	41	13,834	AP Batch Scans/Correspondence/Contracts
Fred	23	2,554	PWWR Development Plans
Debbie	507	2,547	Personnel Documents/Court Documents
Ana (PT)	67	235	Miscellaneous
Anita (PT)	25	247	Miscellaneous Current Files
Total	733	19,616	

Digital Records Project Documents Modified* – August 30-September 12

Name	# of Documents	# of Pages	Types
Samantha	72	444	Miscellaneous
Sandy	44	14,694	AP Batch Scans/Correspondence/Contracts
Fred	22	2,553	PWWR Development Plans
Debbie	507	2,547	Personnel Documents/Court Documents
Ana (PT)	1,320	2,570	Legal Opinions/Ordinances
Anita (PT)	24	244	Miscellaneous Current Files
Total	1,989	23,052	

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		
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		
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 09/02/18-09/08/18

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	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	2	0	0
Rape	3	11	2	0	3	1
Unlaw. Sexual Contact	9	4	0	1	5	0
Robbery	19	16	0	10	24	0
- Commercial Robberies	7	7	0	1	8	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	2	0	0	5	1	0
- Other Robberies	10	8	0	4	13	0
Assault/Aggravated	18	16	1	18	24	0
Burglary	29	29	1	12	8	0
- Commercial Burglaries	6	9	0	3	1	0
- Residential Burglaries	18	18	1	9	5	0
- Other Burglaries	5	2	0	0	2	0
Theft	379	363	14	159	108	1
Theft/Auto	33	37	1	3	5	0
Arson	1	0	0	0	0	0
All Other	67	71	0	54	62	2
TOTAL PART I	559	547	19	259	239	4
<u>PART II OFFENSES</u>						
Other Assaults	204	180	5	99	129	4
Rec. Stolen Property	2	0	0	16	12	0
Criminal Michief	145	110	5	40	102	0
Weapons	14	8	0	27	27	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	107	148	8	197	228	17
Drugs	107	99	3	136	147	0
Noise/Disorderly Premise	537	499	33	196	184	13
Disorderly Conduct	113	95	6	111	67	4
Trespass	141	148	4	80	50	0
All Other	297	286	13	282	221	4
TOTAL PART II	1667	1573	77	1184	1167	42
<u>MISCELLANEOUS:</u>						
Alarm	214	133	1	0	0	0
Animal Control	330	349	7	3	2	0
Recovered Property	230	199	7	0	0	0
Service	26260	27986	780	0	0	0
Suspicious Per/Veh	401	336	7	0	0	0
TOTAL MISC.	27435	29003	802	3	2	0

	THIS WEEK <u>2017</u>	2017 TO <u>DATE</u>	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>
TOTAL CALLS	1,088	33,402	1,070	36,001



Newark Police Department
Weekly Traffic Report
09/02/18-09/08/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	5893	7916	203	247
DUI	110	142	6	3
TOTAL	6003	8058	209	250

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	178	146	7	8
Property Damage (Reportable)	742	783	20	36
*Hit & Run	161	171	4	11
*Private Property	166	213	4	9
TOTAL	921	929	27	44

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.