

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This week we continued our effort to respond to the results of the climate survey by holding our second Climate Survey Working Group meeting and the first with full union participation. We will be sending out a letter and response form to all our employees to solicit ideas and suggestions for tackling the main themes that emerged from the survey results. We hope to be able to meet again as a group to review responses and prepare an action plan before the end of the month.

Most of the week was spent preparing for and responding to direction given at Wednesday's financial workshop meeting. We will be making changes to the budget and posting the capital budget to budget central on Friday. Our next budget presentation will be of the capital budget to the Planning Commission.

On Thursday morning I attended the unveiling of the Elwood Roy Avenue sign at Cleveland Station. The event was very well attended, including many residents and family members of residents, Governor Carney, Senator Sokola, Representative Baumbach, several local church leaders, and Mayor Sierer. Mr. Roy sounded like he was a great role model and resident of the City of Newark and worthy of having a street named in his honor.

I attended a pension committee meeting where we reviewed the actuary's analysis of several retirement COLA options. Committee members will now go back to their membership to review the options and we will be meeting again next month for a final vote.

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

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

Department:

Alderman's Court

Notable Notes:

Alderman's Court held 3 court sessions from 9/27/18 to 10/3/18. These sessions included arraignments, trials, capias returns, video hearings, code violations and parking appeals. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 9/27/18 to 10/3/18 Alderman's Court handled 92 arraignments, 86 trials, 12 capias returns, 1 video hearing and 2 code violations. The court also collected a total 354 parking payments which included 254 online payments and 100 court payments. The court collected criminal/traffic payments which included 104 online payments and 36 court payments for a total of 140 payments.

Status:	Completed
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Expected Completion:	10-03-2018
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Execution Status:	Completed
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Activity or Project:
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Expected Completion:	
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Activity or Project:
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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 2 for Planning Commission and October 3 for Council. Geena was in the office on September 28 for Court.

Renee attended the staff meeting on September 27 where the October 8 Council agenda was discussed.

Renee had a conference call with Councilman Lawhorn on September 28.

Renee participated in the Climate Study Working Group meeting on October 1.

Staff finalized and posted the agenda and packet for the October 8 Council meeting on October 1.

Whitney finalized and posted the agenda for the October 9 Conservation Advisory Commission meeting on October 2. The agenda includes an update on the Newark Community Sustainability Plan, review of a proposed landscape screening and treatment ordinance change and a presentation and discussion of the 0 Paper Mill Road development project.

Whitney finalized and posted the agenda, submitted the related public notice and sent packets to Board members for the October 18 Board of Adjustment meeting on October 2. Anita worked on the related direct mail notices to be mailed to the surrounding property owners. There are three variance applications on the agenda - 125 King William Street (off-street parking variance), 735 Harvard Lane (rear yard setback), and 67-69 New London Road (minimum lot area, minimum lot width, building setback lines, and side yard setback).

Paul and Renee staffed the special Council meeting on the FY2019 budget on October 3.

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

- * Responded to additional follow up questions on an August 20 FOIA request from Partner Engineering and Science, Inc. regarding 410 Ogletown Road.
- * Received payment, provided documents, completed and closed for August 31 and September 18 FOIA requests regarding 18 and 19 Squirrel Lane from William Collison.
- * Determined there were no responsive records, sent response to requestor, completed and closed a September 16 FOIA request from SteepSteel, LLC regarding wireless agreements.
- * Distributed request to staff, provided an administrative cost estimate, received additional questions and circulated the questions to staff for a September 19 FOIA request from the Dover Post regarding police grant/civil asset forfeiture information.
- * Worked with staff to determine if there were any responsive documents for a September 21 FOIA request from Kepree Hamilton regarding police camera video.
- * Received and circulated to staff a September 26 FOIA request from American Transparency regarding 2017 salary information.
- * Received, provided documents, completed and closed a September 26 FOIA request from Financial Investment News regarding quarterly pension/OPEB statements.
- * Received, circulated to staff, requested additional information, received a response from the requestor and began receiving documents from staff for a September 26 FOIA request from LCS, Inc. regarding 250 South Main Street and 300-315 Socum Court.
- * Received, provided documents, completed and closed an October 3 FOIA request from Bath, Kitchen & Tile Center regarding building permits.
- * Spent time updating the FOIA log for the City.

The October 8 Council, October 9 Conservation Advisory Commission, October 16 Traffic Committee and October 18 Board of Adjustment agendas and the October 4 Council addendum

were posted and forwarded to Council.

Regarding minutes, staff time was spent on the September 11 Conservation Advisory Commission (Tara edited - complete), September 24 Council (Whitney drafting) and September 26 Council (Danielle drafting) minutes. The July 21 Election Board and August 13, August 27 and September 10 Council executive session minutes are currently in the queue.

Danielle fulfilled 3 discovery requests for upcoming Alderman's Court cases. 271 discovery requests have been filled so far for 2018. The office also received the court calendar for October 11 and the 18 associated case files were prepared for the Deputy City Solicitor. 40 court calendars with 586 associated case files have been compiled so far for 2018. One plea by mail agreement was processed this week.

The office received 19 new lien certificate requests over the last two weeks, which were sent to Finance for processing. 3 lien certificates were completed and sent to the requestor. So far, 442 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Renee and Samantha spent extensive time preparing for Samantha's upcoming leave.

Renee completed edits to the Records Division strategic plan and submitted it to the Acting City Manager and Acting Deputy City Manager for review and comment.

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

Samantha worked with IT staff to provide training for departments identified as needing additional Munis/TCM training.

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 number of pages scanned in September 2018 numbers are up 29.7% over September 2017 and are up 9.3% year to date in 2018 over 2017 through September 30.

The scanned documents numbers for September 27-October 3 are below.

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

Activity or Project:

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

City Manager's Weekly Report

Department:

Community Relations

Notable Notes:

This weekly encompasses the past two weeks, as Megan and Kelly were at a two-day FEMA training last week on "Public Information in an All-Hazards Incident." The free training was hosted by DEMA and presented by representatives from Texas A&M Engineering Extension Service. It walked participants through understanding terrorism, how to prepare for an all-hazard incident and how best to respond. The training had participants from various sectors, including government, healthcare, and education.

Newark News Brief: The 30th Newark News Brief is now published on all City social channels as well as the website and Channel 22. This week's video highlights the Elwood Roy Avenue dedication, leaf collection and the Newark Area Transit Study survey.

Public Power Week: Public Power Week is October 7-13. Megan is working with the Electric Department to put together a video highlighting their work and the importance of public power. The video will be posted on all platforms to kick-off Public Power Week.

Refuse Police Videos: The Communications Division is working with Public Works Superintendent Jason Winterling and Public Works Supervisor Dan Zebley to create a video campaign called the "Public Works Patrol." The first set of videos highlights the "Refuse Police" and the importance of putting the correct items in the trash, recycling and yard waste cans. The video campaign will soon launch on the City's social media platforms, website and Channel 22.

International Students & Visitors Outreach Efforts: Kelly had a phone conversation this week with representatives from UD's International Services to discuss opportunities to connect better with international students and visitors to the City of Newark. Several efforts were put forward and we will begin working on them. They include: a page on the City website specifically for international visitors that highlights information pertinent to them: transportation, lodging, places of worship, banking options and schools; scheduling intercultural communication training so City staff are better equipped to communicate effectively and respectfully with customers from different cultures and countries; and City presence at UD student orientation in August and the International Caucus luncheons to provide an overview of the services the City provides and answer any questions.

Creative Design/Web Updates

- Created City of Newark Lodging Tax Monthly Payment voucher; and Patriot Day photo gallery on City website
- Designed social media graphic for Community Forum on Dickinson Dormitory Redevelopment; Fall Leaf Collection graphic for City website and social media; fillable PDF shipping labels; PUBS closure graphics and window signs for 9/25; “Lock your car” graphic for social media; and Public Works Refuse Police logo
- Scheduled Fall Leaf Collection and Parking Map update on Newark News; Pension Committee meeting and Community Forum on Dickinson Dormitory Redevelopment on website calendar
- Updated City of Newark Lodging Tax webpage; Parks and Recreation’s volunteer form to send submissions to parksvolunteers@newark.de.us; and Budget Central 2019 webpage
- Converted Public Work’s Standard Plan for Minor Linear Disturbances to eForm format
- Posted Budget Central 2019 to Newark News and the Newark Spotlight

Press Releases/Media Inquiries

City of Newark and University of Delaware to host 15th Annual Taste of Newark:

<https://bit.ly/2y0aNSH>

Upcoming Event: Naloxone Community Training: <https://bit.ly/2zRiVGA>

Josh Shannon, Newark Post, inquired about the pay-to-park private lot behind Taverna. Response provided.

Johnnie Braxton, 6ABC, inquired about additional background information regarding the Elwood Roy event. Response provided.

Activity or Project:

Media Room/Franchise Agreement Efforts

Description:

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

Status:	In-Progress
Expected Completion:	10-26-2018
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:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews installed a 34kV switch which will feed the Chemours project. The switch is the first of it's kind on the electric system. It is a pad mount motor actuated switch that will eventually connect to the SCADA system and has internal relays for protection.

The line crews also fixed an underground failure on North Townview Lane, energized the services for the parking lot and vehicle charging stations at the train station, and pulled in 12kV primary at STAR Campus. The line crews also worked on the service to the Heights on South Chapel and switched out South Chapel 13 so a relay issue could be resolved.

The electricians worked on the gate at the reservoir, the parking lot lights at Barnes and Noble, and outlets in the Police Station. They also fixed the AC at Lot 3's booth and repaired the service at the concrete water tank on Paper Mill Road.

Engineering met with STAR Campus developers on servicing temporary modular laboratories while WorriLOW Hall is renovated and supplying a permanent electric service to a hazardous chemical storage facility for BPI's waste byproducts.

Engineering also met with the contractor installing the 12kV conduits to feed the BPI Building. City of Newark line crews will install over 3,000 feet of underground primary through ducts and manholes to reach the site.

Activity or Project:

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Activity or Project:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Currently reviewing RFP18-02 Staff Augmentation for IT - Desktop Support Services. The City of Newark hosted the annual Tyler Technologies User Group Meeting at the George Wilson Center on 9/27. Representatives from the City of Wilmington, DRBA, City of Rehoboth and Dover PD attended the meeting.

Applications Team:

The applications team closed 55 tickets this past week.

1. Upgraded the Customer Connect TEST environment to 5.13. Currently preparing for user acceptance testing.
2. Continued working on Northstar job specific security groups. Looking to promote to LIVE on 10/9, pending final testing.
3. Tweaking Smartworks meter validation routines.
4. Met with PWWR staff to discuss service order process and provided recommendation on efficiency improvements.
5. Working with Harris Computers and PUB team to develop training agenda for staff in November.
6. Working with Fulton to setup merchant account for online tax payments.
7. Working with VOIP to move Public Safety personnel over to Verizon unlimited plan without throttling.
8. Working with PWWR, providing views to Tyler Munis for GIS.
9. POS Cashiering for Welcome Center is complete, will schedule training with staff in the coming week.
10. Worked with Records Coordinator and held training sessions with Finance and Planning Departments for document saving/retrieval.
11. Met with Planning and Finance Departments in preparation for online permit and business license inquiry only through the Citizen Self Service portal.
12. Upgraded Tomcat on Smartworks server.
13. Created reports for users as requested.
14. Prepped ipads and google documents for Finance in preparation for physical inventory count.

Infrastructure Team:

The infrastructure team closed 61 tickets this past week.

1. Working on automating processes for new hires and terminated employees, using task scheduling on domain controller.
2. Cleaned up admin privileges on Police Department computers.
3. Created ARCGIS test environment.
4. Cleaned up Police organization unit in active directory.
5. Created a virtual machine for Criminal Investigation Division.
6. Assisted PWWR in updating lot 3 & 4 for Parking map.
7. Brief meeting with Hive I/O, scheduling full demo.

8. Coordinated with state for router replacement in Police Department.
9. Cleaned up service set identifiers on our wireless network.
10. Reviewed user core to free up unused ports.
11. Upgraded helpdesk system.
12. Meeting with reps to discuss upgrade of wireless access point hardware/software.

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.

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 and configured. Coordinating installation with Electric Department.

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: Paula and I met with the University of Delaware about logistics for the Movie Night; worked on updating the Landscaping Screening and Treatment ordinances; talked with Corrado

Construction about completing sidewalk and subsurface draining work at the playground site; attended the National Parks and Recreation Association Conference Monday- Thursday.

Deputy Director: Continued to finalize details and prepare for the Mayor's Harvest Festival, held final planning meeting and finalized layout for vendor spaces, prepared marketing material; sent out tickets to those who reserved parking spots for the Drive-In Movie Night and worked with UD Athletics Department on final details for set up for the event, held the Drive-In Movie Night on Saturday, September 29 with over 200 in attendance, a beautiful night for a movie; helped man the parks and recreation booth at the employee health fair; attended the Newark Futures Workshop; attended the acting City Manager's staff meeting; added upcoming events to the WhoFish Event calendar along with local radio and newspaper event calendar; contacted fitness instructors for classes started the next week and sent promotional email out to participants.

Recreation Supervisor of Athletics: Continued taking registrations for Adult Winter Volleyball leagues, leagues start 11/7; completed before and after care license renewal application for West Park, inspection will be held in October, collecting items for staff files, completed and sent out October staff schedule; the instructional youth volleyball program began at West Park; rain continued to wreak havoc on tennis lessons and other outdoor program schedules, thankful for a dry weekend to get soccer and softball games in.

Recreation Supervisor of Community Events: Finalizing summer financial statistic and working on Winter/Spring programming; coordinating with fitness instructors on new sessions starting.

Coordinator of GWC and Volunteers: Continued recruitment of volunteers for upcoming Fall events; continued with preparations for the Mayor's Harvest Festival scheduled for October 6; continued preparing for CATCH program at Downes Elementary beginning on October 22; continued preparing for upcoming events including the Fall Community Clean Up, Halloween Party at the George Wilson Center, and the Thanksgiving Day Breakfast; made final preparations and changes to youth dance classes that began September 25; continued to work with the Deputy Director to purchase a media cart and replacement equipment for the George Wilson Center; made preparations for the George Wilson Center to begin taking facility reservations for 2019 on Monday, October 1.

Recreation Specialist: Typed up October Before/After Care schedules, updated/distributed West Park/Downes tracking forms, gathered and distributed supplies for after care clubs on 9/28; finished Mayor's Harvest Festival vendor letter and created vendor map, attended final planning meeting, emailed vendor letter/map and assembled marketing signs; confirmed layout and worked Drive-In Movie Night; entered volunteer applications/hours for Chrissy; helped man the parks and recreation booth at the employee health fair 9/26.

Parks Superintendent: Reviewed one landscape installation for start of surety bond and reviewed one proposed landscape plan, worked with office administrator on the upcoming Tree Board meeting notes/as well as the Tree City USA and Growth Award applications, assisted in planting installation at White Chapel entry island as well as several other horticulture/park sites, contacted DNREC wildlife section for assistance with wildlife issue, and coordinated for plant material pickups with three nurseries.

Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated with garage on possible purchase of bed for truck #1433, gathered quotes on possible purchase of mowing units,

and started coordinating to assist with upcoming Mayor's Harvest Festival event.

Parks/Horticulture Staff: Continue mowing/bed maintenance operations, checked/cleaned all inlet pipe/catch basin openings of debris which may restrict water flow throughout park system, prepped both soccer fields, installed plantings at White Chapel entry island as well as several other park/horticulture sites, did equipment maintenance on mowing equipment, made divisions of existing plant materials for planting at several sites throughout park system, did trash removal throughout park system, and tree pruning as assigned.

Team Works (student group from Christina School District) did wood carpet installation at Fairfield Park.

Activity or Project:

Preston's Playground

Description:

Preston's Playground will begin having the safety surface installed next week. The installation will take 5-9 days to complete depending on the weather as the area must be dry to install the poured in place rubber safety surface.

Status:	Started
Expected Completion:	11-02-2018
Execution Status:	Behind Schedule

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

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; both of these establishments should be completed in October. 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 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 of 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 installation began last week. The Chemours Building structural steel is being installed, as well as the exterior walls.

Parking:

Installation of the ParkingLogix countdown signage for off-street lots was completed this week. Lots 3 and 4 both have countdown signs on Main Street displaying available spaces in the lots. Lot 1 signage has been updated to be uniform with Lots 3 and 4 (including directional arrows and “spaces available” verbiage). The next phase of the countdown sign progress will begin after Center Street construction is completed, at which time the Parking Division will install the large double-sided, two-lot countdown sign near the Lot 3 Center Street booth. After installation of the countdown signage, Lots 3 and 4 signs were connected to the Parking GIS Map to show availability occupancy online. All three hourly municipal lots are now displaying on the map within one minute of real time -

[https://cityofnewarkde.maps.arcgis.com/apps/webappviewer/index.html?](https://cityofnewarkde.maps.arcgis.com/apps/webappviewer/index.html?id=dc0f305f36ff475ea3568f5ba04cfc9f)

[id=dc0f305f36ff475ea3568f5ba04cfc9f](https://cityofnewarkde.maps.arcgis.com/apps/webappviewer/index.html?id=dc0f305f36ff475ea3568f5ba04cfc9f). T2/ParkingSoft personnel were on-site to handle a number of bugs and software issues in off-street lots. Change in the outside pay-on-foot station was not correctly dispensing due to a software corruption, which was repaired within 24 hours. The Lot 3 RFID reader, which had been having trouble picking up RFID vehicles, has been adjusted but a new reader has been ordered as it is under warranty. The old in-ground sensors were removed from South College Avenue; they are currently planned to be moved to the new meters on one-way Amstel Avenue.

Parking staff completed the September 2018 parking financial, gift card audit, and quarterly reconciliation, and continued work on the .RPT files for Alderman’s Court to adjust existing letters in the system. Aaron Dyer was hired for the open Parking Attendant position and trained in the parking booth. Training was also completed for Parking Attendants James Desmond and Benjamin Huenecke in the parking booth. The Parking Division received a check from FedEx for damage to two parking meters by a FedEx truck.

Planning/Land Use:

Director Mary Ellen Gray attended the National International City/County Management Association (ICMA) conference in Baltimore October 22-24 – sessions attended included the Women Leading Government Symposium, workshop on Management and Ethics in City/County/Town government, Sexual Harassment in the Workplace training, Scientific Secrets of Perfect Timing (in order to maximize efficiency in the workplace), Leadership in Turbulent Times, Rules of Engagement: Setting the Stage for Engaging the Unengaged Residents, and Incivility and Political Dysfunction: What Can We Do About It?, as well as attended the exhibit hall where she learned about some potential new management tools that can be utilized in Newark,

and established some connections with public sector employees throughout the country and discussed a wide variety of topics including best practices and planning for growth – all in all it was a most productive conference where she was able to learn some valuable management, engagement, and leadership skills and techniques to implement in the City of Newark as feasible; worked on document preparation, plan review and related issues and participated in the Planning Commission meeting on October 2; prepared for and made a presentation at the Newark Futures meeting on September 25 – topics covered in her presentation included, legal framework of planning, Comprehensive Plan V, Planning Department lead initiatives to address growth, collaboration with the University of Delaware, and community engagement <https://sites.udel.edu/engage/>; attended the City Council meeting on September 24, where the proposed Code revision to allow sidewalk cafes, patios, decks, balconies and parklets in the downtown district was not approved by Council and, due to time constraints, the Rental Housing Subcommittee recommendation and the Transportation Improvement District Subcommittee recommendation (10A and 10B) were moved to the October 8 City Council meeting <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5770>; participated in the Special City Council budget meeting on October 3; participated in the Delaware Population Consortium of which she is the Vice President for this year – the DPC meets from April to October on a monthly basis to review and discuss population trends in Delaware including Newark, and this year’s numbers and report is expected to be completed by the end of October 2018 <https://stateplanning.delaware.gov/demography/dpc.shtml>; attended a permitting and document management in-house Munis training; attended the monthly League of Local Governments meeting where the City of Newark Director of Legislative Services/City Secretary/City Treasurer/FOIA Coordinator, Renee Bensley, received the City Clerk of the Year award; met with staff to continue the GIS work on mapping permits, land use, and code enforcement data in a parcel based format – the first of these maps, which maps the land use developments, has been posted on the City of Newark website <https://cityofnewarkde.maps.arcgis.com/apps/Shortlist/index.html?appid=2e36b70bf6374231a070a558751b1578>; issued the Subdivision Advisory Committee letter for the land use development project located at 62 North Chapel Street <https://newarkde.gov/1035/Development-Plan-Proposals>; led a Subdivision Advisory Committee meeting regarding the proposed project located at 511 Valley Road <https://newarkde.gov/1035/Development-Plan-Proposals>; attended the Transit Improvement Partnership (TRiP) project meeting on October, 2; worked on 2019 budget 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.

At its meeting on October 2, the Planning Commission took the following actions:

- Elected Planning Commission Officers for the upcoming year
- Tabled, until November 6, 2018, the application for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval plan for the property at 209-225 Haines Street
- Approved the Planning Commission 2018 Annual Report and 2019 Work Plan
- Received an update on the LEED Certification Standards work group

The Steering Committee for the Newark Community Sustainability Plan will hold a meeting on Thursday, October 4, to discuss preparation for the upcoming Community Workshop.

The Steering Committee for the Newark Community Sustainability Plan will host a “Drop In” Community Workshop on Tuesday, October 16, 4:00 - 6:00 p.m., at the George Wilson

Community Center, 303 New London Road. Members of the public are invited to “drop in” any time between 4:00 p.m. and 6:00 p.m. to review information of sustainable communities, give feedback, and discuss ideas.

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.

On Monday, October 1, Planner Mike Fortner attended training for Impediment Analysis/Analysis of Fair Housing. The meeting was sponsored by the Delaware State Housing Authority in preparation for the State’s and New Castle County’s study on Impediments to Fair Housing. Jurisdictions that receive HUD funding, such as CDBG, are required to participate in the analysis and develop a plan to address impediments. Mike will be working with New Castle County and the Newark Housing Authority on this project. Mike also completed a quarterly report to DNREC on the progress of the Newark Community Sustainability Plan’s development.

Planner Tom Fruehstorfer and Director Mary Ellen Gray attended the Newark Transit Study Meeting (TRiP) at WILMAPCO with on October 2. The consultant has further developed study maps and begun to compile some of the transit user surveys. The end result of the study is expected to be recommendations to help provide better integration of the various transit options in the Newark region.

The following was also completed this week:

- 6 Deed Transfer Affidavits
- 51 Building Permit Reviews
- 5 Certificates of Completion/Occupancy

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 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 has now been scheduled for the October 8, 2018 City Council agenda.

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.

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, 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.

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. The applicant has withdrawn the request for annexation and rezoning.

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. 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.

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.

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:

- The Newark Police Department has launched a new website for dissemination of information to the press and the public. The website address is:
<http://newarkdepolicepress.com>

- This website will allow for easier and faster dissemination of information to the public. The website allows members of the media and the public to subscribe. Subscribers will receive an email when a new post has been added to the site. In addition, postings on the site will easily integrate with both Facebook and Twitter, thereby allowing information to be disseminated among various internet platforms.

The site allows the police to more easily release additional photos and video related to incidents.

- Councilmembers are encouraged to sign up through the website no later than 10/15 if they wish to continue to receive police department notifications and press releases. As of October 3rd, Mayor Sierer is the only member of council to subscribe.

Patrol:

- On October 2nd, C Platoon responded to Verizon Wireless and contacted the manager who reported the theft of an Apple iPhone and money by an employee. C Platoon officers obtained a warrant for the employee and, through investigation, the stolen iPhone was found for sale on "Offer Up" for \$600.00. Officers created a ruse offering \$450.00 for the purchase of the iPhone, to which the suspect agreed. A meeting was setup with the employee in the University Plaza Shopping Center and he was subsequently arrested. The phone was recovered, and the employee was arrested for two counts of theft.

Traffic:

- The small sign board is on Old Cooches Bridge Road for speed/stop sign education in response to a resident complaint. The speed sign is on Apple Road due to a complaint. The traffic counter tubes remain on Christopher Lane. The traffic counter tubes are on S. Dillwyn Road for a speed survey.
- A resident complained of speeding and stop sign running around Apple Road and Dallas Avenue during the early morning hours. The speed sign was placed around Apple Road. The speed sign has been dark for a week and is now on displaying speeds. The data collected during the time when the sign was dark indicates that there is a speed concern, and the area will continue to be monitored. Patrol has been assisting with enforcement in the early morning hours.
- Complaint of cars passing in the center left turn lane of E. Cleveland Avenue. So far, no violations have been observed, but the area is still being monitored.
- Concern that vehicles are stopping on E. Delaware Avenue at the Green during a green traffic signal to allow pedestrians to cross the roadway.
- The tuning forks have been sent to the radio shop for certification and all speed enforcement for Patrol and Traffic is limited to LIDAR. We will monitor the stop signs and speed issue in the area of Apple Road and Dallas Avenue for any violations. We will begin enforcement on Old Cooches Bridge Road. We will continue distracted driving/seat belt enforcement at W. Main/S. Main area.

Special Operations Unit:

- M/Cpl. Conover has been working with UDPD for student referrals regarding a problem house on Wollaston Avenue.

Auxiliary Services Division:

- Starting this week, Captain Van Campen and School Resource Officer Darryl Saunders will be partnering with Aetna to continue discussions with local schools regarding critical incident responses and preparedness.
- NPD was notified that they were awarded a federal grant through the Department of Justice for Body Worn Cameras in the amount of \$90,000. Only 12 mid-sized agencies were anticipated

to be awarded the grant nationwide.

Criminal Investigations Division:

- On September 27th, detectives from the Criminal Investigations Division executed a search warrant at a residence in Wilmington in reference to a burglary that occurred at Dash Discount Liquors, 1142 Elkton Road, Newark, on 5/26/18. Detectives arrested Randy Smith for burglary and other related charges after items linking him to the burglary were discovered during the search.

Administration Division:

- Sgt. Bryda participated in a webinar on October 3rd sponsored by CALEA. The webinar provided training on the new annual remote web-based CALEA file reviews which Newark PD will be participating in for the first time early in 2019.
- Sgt. Jones held the annual Training Committee meeting on October 3rd. The committee meets to determine training needs for the department for the upcoming year.
- The fall range training began on October 2nd. In addition to qualifications, officers were trained on the use of ballistic shields and had refresher training in first aid and the use of AED.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

10-04-2018

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:

It was brought to our attention at the recent budget hearing that Council may have not received the most recent Smart Meter Measurement and Verification report from Honeywell. City Secretary Bensley has forwarded the most recent report and we anticipate a new report before the end of 2018.

PW&WR Field Operations Management have made some revisions to the Snow and Ice Control Plan based on feedback over the past few years. We are discussing the changes internally and will provide a memo to Council highlighting these changes and asking for any feedback. A short presentation to Council may be scheduled at an upcoming Council meeting.

We have installed flexible delineators on Wyoming Road at the Pomeroy Trail intersection. This will create a safer crossing and deter motorists from riding in the shoulder through the intersection. Bicycles are still able to pass through. DelDOT will study the intersection for possible installation of a Rapid Flash Beacon and bumpouts in this area to replace the temporary delineators.

Activity or Project:

Annual Street Improvement Contract - Center Street

Description:

Work continues along the east side of Center Street and crews were able to complete the curb and sidewalk work from New Street to the entrance to City Parking Lot #4. Work will be halted in the area for the weekend and resume with the closure of the Lot #4 entrance on Monday, October 8. We have coordinated the closure with the Parking Division to reduce disruption to the parking lot. Work will begin on the west side near the post office late next week.

Status:	In-Progress
Expected Completion:	10-31-2018
Execution Status:	On Track

Activity or Project:

Rodney Stormwater Pond and Park - Environmental Work

Description:

A mandatory pre-bid meeting was held at the Rodney site on Tuesday, October 2. The purpose of the meeting was to help contractors understand what they were bidding on and answer any questions about the project. The scope of the bidding will be hazardous waste removal from the site in order to prepare the site for demolition. We anticipate the contract to be in front of Council in late November. We were pleased that we had 11 firms represented at the meeting that are now eligible to bid on the contract work.

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

Activity or Project:

Description:

Status:	
Expected Completion:	

Execution Status:

Digital Records Project New Documents Created – September 27-October 3

Name	# of Documents	# of Pages	Types
Samantha	12	12	Destruction and Transfer Notices
Sandy	81	6,855	
Fred	10	1,273	PWWR Development Plans
Debbie	78	4,764	PUBS Daily Cash Receipts
Ana (PT)	73	355	Miscellaneous
Anita (PT)	11	29	Miscellaneous Current Files
Total	265	13,288	

Digital Records Project Documents Modified* – September 27-October 3

Name	# of Documents	# of Pages	Types
Samantha	1	5	Miscellaneous
Sandy	83	7,614	AP Batch Scans/Daily Cash Reports/Admin Correspondence
Fred	12	1,363	PWWR Development Plans
Debbie	78	4,764	Court Documents/Timesheets
Ana (PT)	278	1,240	Legal Opinions/Administrative Easements/Drainage Agreements/Subdivision Agreements
Anita (PT)	11	29	Miscellaneous Current Files
Total	463	15,015	

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 09/23/18-09/29/18

INVESTIGATIONS

CRIMINAL CHARGES

	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK 2018	2017 TO <u>DATE</u>	2018 TO <u>DATE</u>	THIS WEEK 2018
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	1	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	0	0	2	0	0
Rape	5	11	0	0	4	0
Unlaw. Sexual Contact	10	4	0	2	6	0
Robbery	21	16	0	13	24	0
- Commercial Robberies	8	7	0	2	8	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	2	0	0	5	1	0
- Other Robberies	11	8	0	6	13	0
Assault/Aggravated	20	16	0	19	24	0
Burglary	32	30	0	13	9	1
- Commercial Burglaries	6	9	0	3	2	1
- Residential Burglaries	18	19	0	9	5	0
- Other Burglaries	8	2	0	1	2	0
Theft	401	410	13	164	150	1
Theft/Auto	38	42	1	4	6	0
Arson	1	0	0	0	0	0
All Other	76	74	0	57	63	1
TOTAL PART I	606	603	14	274	286	3
<u>PART II OFFENSES</u>						
Other Assaults	230	199	9	108	139	2
Rec. Stolen Property	2	0	0	16	16	0
Criminal Michief	156	124	3	42	104	1
Weapons	14	9	1	29	27	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	122	175	7	218	277	10
Drugs	113	106	5	136	152	2
Noise/Disorderly Premise	609	583	18	235	239	4
Disorderly Conduct	121	110	3	114	82	0
Trespass	157	164	7	95	51	1
All Other	336	309	9	297	247	2
TOTAL PART II	1860	1779	62	1290	1334	22
<u>MISCELLANEOUS:</u>						
Alarm	226	138	2	0	0	0
Animal Control	375	375	8	3	2	0
Recovered Property	246	218	4	0	0	0
Service	28297	30201	773	0	0	0
Suspicious Per/Veh	435	364	9	0	0	0
TOTAL MISC.	29579	31296	796	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	962	36,181	1,010	38,920



Newark Police Department
Weekly Traffic Report
09/23/18-09/29/18



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	6449	8340	317	157
DUI	116	145	3	0
TOTAL	6565	8485	320	157

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	200	164	8	7
Property Damage (Reportable)	824	847	31	30
*Hit & Run	179	185	6	5
*Private Property	183	222	6	3
TOTAL	1025	1011	39	37

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.