

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This past weekend I attended the national chairs meeting for the Water and Wastewater Agency Response Network (WARN) as the Delaware WARN (DEWARN) representative. DEWARN is the water and wastewater intrastate mutual aid organization for Delaware which I helped set up in coordination with Artesian, Wilmington, Tidewater, Milford, AWWA and the EPA back in late 2012 and early 2013. The National Chairs meeting was held in Atlanta and my travel was reimbursed by the EPA. At the meeting we discussed many topics largely centered around successes and challenges facing the water and wastewater industry related to all hazards emergency response, although most real responses were extreme weather related. I will be giving a report to DEWARN at the upcoming quarterly meeting.

This week I held meetings with Councilmen Morehead, Clifton, and Hamilton.

On Tuesday, City Secretary Bensley and I met to discuss a path forward for the various charter change that were recommended to move forward by Council recently. We will be working on them over the coming weeks. I later met with Public Works and our engineering consultant for the Rodney project to discuss the intersection with Dallam Road and how we can best provide bike and pedestrian connections into and through the new park. Working together with the NPD we were able to develop a potential solution to the Klondike Kate's line issue where the queue has been causing complaints due to blocking the sidewalk. Initial feedback has been positive but the PD will continue to monitor moving forward.

I took off on Wednesday but did come into the office in the afternoon with my son to attend the annual Halloween costume contest. Hopefully you were lucky enough to come into City Hall on Wednesday to see everyone's costumes, they were really great this year. Public Works took home the team title again and John Herring in IT won best individual costume. Pictures from the event are on the City's social media pages.

On Thursday we held our bi-weekly staff meeting to discuss ongoing projects and initiatives and the agenda for the November 12th Council meeting. I also met with Solicitor Bilodeau, Director Spadafino, Acting Director Filasky, and Planning and Design Engineer Robinson to discuss preparation of a combined utility and access easement for the Freemont Road trail and a MOU for UD's funding pledge toward the Emerson Bridge in accordance with last week's meeting with Alan Brangman. Later in the day, Acting Deputy City Manager Farrall and I met with representatives from the FOP to discuss the pension ordinance in an effort to work out some ambiguity in a particular section related to vesting for FOP members with between 5 and 15 years of service.

On Friday, Director Del Grande, Assistant to the Managers Brainard, and I met with representatives from DEMEC and their consultant for the Efficiency Smart program to discuss the results of the energy audit they performed on the City Hall and PD HVAC systems. We will be presenting the findings to Council in the coming months with the goal to opt into Efficiency Smart and move forward with a performance contract to replace the HVAC system with a better, more efficient unit.

Lastly, on Friday afternoon we will be holding our Go Baby Go event. Unfortunately, the weather has caused us to relocate the event into the multi-purpose room at the municipal field operations complex as opposed to our original location at the reservoir. I will provide a full summary of the event in next week's weekly.

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

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Administration - Deputy City Manager

Notable Notes:

Biometrics Screening was held on Friday, October 26th. The event was extremely successful with 108 total employees/spouses/retirees participating. Open Enrollment began on Monday, October 29th and will run until November 9th. The City's Colonial Life representative was on site on Thursday, November 1st and will be back on November 5th to assist and enroll employees in supplemental plans. On Wednesday, October 31st, a representative from DVHT was on site to answer questions regarding open enrollment and the various plans. Over 70 staff volunteers will participate in the November 2nd, Go Baby Go Event. Nine families/children will be present for the build. On Tuesday, October 30th, HR Manager Devan Hardin and HR Administrator Marta Pacheco completed training on the Applicant Tracking module in Munis. The training was conducted by IT staff and our representative from Munis. On Tuesday, October 30th, Acting Deputy City Manager Mark Farrall attended a Human Resources seminar in Towson, Maryland.

During the week Assistant to the Managers Mark Brainard worked on scoring and a path forward for RFP 18-02. He also received and processed contract documents for 18-06. Mr. Brainard

continues to work on drafting and editing multiple council recommendations for the November 12th meeting. During the week, the mailroom processed over 3,500 pieces of mail with the upgraded equipment. On Friday, Mr. Brainard attended a meeting with DEMEC regarding HVAC efficiency upgrades in the Municipal Building and George Wilson Center.

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

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 10/25/18 to 10/31/18. These sessions included arraignments, trials, capias returns, and parking appeals. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Alderman's Court received all the tickets from the party arrest on 10/20/18 and have been scheduled for arraignments on 12/7/18 and 12/13/18.

Activity or Project:

Court Sessions

Description:

From 10/25/18 to 10/31/18 Alderman's Court handled 33 arraignments, 32 trials, 21 capias returns and 1 video hearing. The court collected a total of 636 parking payments which included 383 online payments and 253 court payments. The court also collected criminal/traffic payments of which 95 were paid online and 40 were paid at court for a total of 135 payments.

Status:

Completed

Expected Completion:	10-31-2018
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Execution Status:	Completed
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Activity or Project:
Description:

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

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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 30 for Planning Commission and Council. Geena was in on October 25 for Court.

Renee met with Councilman Morehead on October 25.

Staff finalized and posted the agenda and packet items for the November 5 special Council meeting on October 29.

Whitney drafted and posted the notice and agenda for the November 15 Board of Adjustment meeting on October 29. Two applications have been submitted for the agenda: an appeal of the revocation of a rental license for a fraternity house at 720 and 724 Academy Street and a variance request for a five-person student rental at 42 Woodhill Drive. Anita completed and mailed the direct mail notices for the meeting on October 30.

Paul and Renee staffed the October 30 special Council meeting.

Renee drafted the November 12 Council agenda and spent time drafting items for the Council packet.

Renee and Anita spent time on several research requests for other departments.

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

Tara, Danielle and Anita spent time proofing and updating Code supplements.

Tara spent time updating the procedures manual for the Legislative Department.

Whitney completed follow up work from the October 18 Board of Adjustment meeting.

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

- * Provided relevant public files to requestor, completed and closed August 7 and October 4 FOIA requests from Paralegal Consulting Services regarding the Lindsay Bonistall case.
- * Reviewed files and worked on necessary redaction regarding an August 29 FOIA request from Andrew Ruth regarding larceny and theft cases from 1971.
- * Received approval on a modified administrative cost estimate, provided documents, completed and closed a September 11 FOIA request from the Dover Post regarding police grant and civil asset forfeiture information.
- * Provided information to the requestor, completed and closed a September 26 FOIA request from LCS, Inc. regarding 250 South Main Street and 300-315 Socom Court.
- * Provided information to the requestor, completed and closed an October 12 FOIA request from Brian Frederick Funk, P.A. regarding 714 Susquehanna Circle.
- * Received information from staff, forwarded information to the requestor, completed and closed an October 16 FOIA request from Planning and Zoning Resource Company regarding 250 South Main Street and 401 Veterans Drive.
- * Received information from staff, forwarded information to the requestor, completed and closed an October 16 FOIA request from Planning and Zoning Resource Company regarding 264 South Main Street.
- * Determined there were no relevant documents, notified requestor and closed an October 16 FOIA request from Karins and Associates regarding 287 East Main Street.
- * Received, circulated to staff, received confirmation the information had been provided by NPD, notified the requestor and closed an October 22 FOIA request from the News Journal regarding underage drinking citations.
- * Received, circulated to staff, asked for and received clarification from the requestor and received documents from staff regarding an October 24 FOIA request from SBA Communications Corporation regarding cell tower applications.
- * Received, circulated to staff and worked with the City Solicitor on an October 31 FOIA request from Huang Law LLC regarding traffic camera video.
- * Received and circulated to staff an October 31 FOIA request from Apex Companies regarding 212 East Main Street.
- * Received and circulated to staff an October 31 FOIA request from Apex Companies regarding 235 East Main Street.
- * Spent time updating the FOIA log for the City.

The November 5 Newark Community Sustainability Plan Steering Committee, November 5 Council, November 6 Planning Commission agendas and October 29 Board of Building, Fire, Property Maintenance and Sidewalk Appeals cancellation notice were posted and forwarded to Council.

Regarding minutes, staff time was spent on the August 27 Council executive session (Renee drafted - complete), September 10 Council executive session (Renee drafted - complete), October 4 Council executive session (Renee drafted - complete), October 8 Council executive session (Renee drafted - complete), October 18 Board of Adjustment (Whitney drafted; Tara editing), October 22 Council executive session (Renee drafting), October 22 Council (Whitney drafting)

and October 30 Council (Danielle drafted) minutes. The October 30 Council executive session minutes are currently in the queue.

Danielle fulfilled 14 discovery requests for upcoming Alderman's Court cases. 316 discovery requests have been filled so far for 2018. The office also received the court calendar for November 8 and the 13 associated case files were prepared for the Deputy City Solicitor. 44 court calendars with 651 associated case files have been compiled so far for 2018. No plea by mail agreements were processed this week.

The office received 10 new lien certificate requests over the last two weeks, which were sent to Finance for processing. 19 lien certificates were completed and sent to the requestor. So far, 488 lien certificates have been processed for 2018.

Activity or Project:

Digital Records Project

Description:

Samantha sent requests for destruction for 7 boxes of files.

Samantha met with Code Enforcement staff regarding categorization of files.

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 Records Division posted their highest scanning numbers since the start of the project in October with 48,801 pages scanned, which is an increase of 55.8% over October 2017. Special thanks goes to Debbie Bello who scanned 20,781 pages for the Division this month.

The scanned documents numbers for October 25-31 are below.

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

Description:

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

Description:

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

Community Relations

Notable Notes:

Newark News Brief: The 32nd edition of the Newark News Brief is now on all City of Newark social media and Channel 22. This week's stories are the November 2 early closure of the municipal building, WILMAPCO's virtual meeting, the blood drive and the reforestation of Redd Park.

Go Baby Go: On Friday, October 26, Megan took photos and videos of staff putting together the "Power Wheels" style cars in preparation for our Go Baby Go event. She will be taking more photos and videos during the build on November 2, and plans on interviewing staff members and families for a feature video highlighting the event. That video will be released on Monday, November 5. Kelly reached out to local and regional news outlets in advance.

Public Works Patrol Video Campaign: The second Public Works Patrol Refuse Police video received a positive response on social media. It reached more than 3,200 people on Facebook, with more than 1,200 views. Due to this week being Halloween, we decided to hold the third video until November 7. Instead, we posted a Halloween infographic from the refuse police explaining which Halloween items are trash and which are recycling or yard waste.

Food Bank Food Drives: The City will be, once again, partnering with the Food Bank of Delaware to serve as a collection site for food donations during the holidays. We will collect donations as part of their Thanksgiving for All campaign, which runs through the Wednesday before Thanksgiving, and continue collecting donations through mid-December for families in need during the holidays. Notice will go out early next week.

Creative Design/Web Updates

From October 15-17, Kyle attended Adobe MAX, The Creativity Conference, in Los Angeles, California. MAX is the annual conference where over 14,000 designers, developers, and business leaders come together to get inspired, learn new skills, discover the latest technologies, and discuss emerging trends. His schedule consisted of 2 keynote sessions, 3 labs, and 7 breakout sessions.

CEO of Adobe, Shantanu Narayen, began the day one keynote session by sharing the company's philosophy and the vision for the future of the Adobe creative application suite. Members of the Adobe Creative Cloud team continued the rest of the session by unveiling many new tools, features and innovations that will make applications more accessible, accelerate workflow, and allow artists to be more creative, on new mediums. Events between the sessions included sneak peeks into new technology being developed, and Adobe allowed us to beta test some of these applications and features.

The day two keynote session was titled Community Inspires Creativity. Six highly successful artists, each from different creative disciplines, shared their story of how their journey began and how they broke into their respective industries. These artists include producer/director/writer/actor Ron Howard, musician Questlove, comic book artist Nicola Scott, and others.

The breakout sessions and labs taught Kyle several new skills, and a lot of workflow shortcuts. He is now familiar with Adobe Spark, an application that allows for rapid creation of graphics for social media. He also learned new techniques and shortcuts to produce better infographics, is more proficient with page design, and layout for print and digital publishing, and has a solid foundation of app icon design theory.

- Created Microsoft Word template for meeting agendas
- Designed aftercare Halloween party tickets; Newark Pawlooza t-shirt; building signage and social media graphics for PUBS closure on 10/23; Veterans Day lunch invitation; social media and news brief graphics for City of Newark's Blood Drive; social media graphics for Halloween refuse collection
- Scheduled weekly public meeting notices
- Updated Newark Pawlooza poster; Fall Events poster; Budget Central webpage; Halloween parade sponsor board; and Lodging Tax Voucher form and the lodging tax webpage

Press Releases/Media Inquiries

Upcoming Event: Newark Pawlooza: <https://bit.ly/2PBkDV3>

Activity or Project:

Media Room/Franchise Agreement Efforts

Description:

No new information to report.

Status:	In-Progress
Expected Completion:	12-21-2018
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:

Electric Department

Notable Notes:

The line crews terminated the underground cable bored in at Cherry Hill Manor after it had failed several weeks ago. The line crews then switched the circuits back to normal and took load off the backup feed. The line crews also spliced, terminated, and tested the underground cables recently pulled for the BPI Building at STAR. The line crews installed a pole on Wyoming Road that will be used for the 12kV recloser project.

All crews and electricians attended flagger training for certification.

The electricians fixed the fiber communications loop at the West Main Substation and also fixed SCADA communication issues at the Chestnut Hill Road Substation. One electrician continued escorting an infrared contractor throughout the system and into substations looking for hot spots. The electricians also repaired multiple issues at the Silver Brook Pumping Station, fixed a heater at a parking lot booth, and fixed outside receptacles at City Hall.

Engineering worked on design for several projects in the planning stages and worked with a consultant (former director Rick Vitelli) on ordering poles for the Elkton Road DelDOT Project.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

On October 30 and 31, all hotels within the City of Newark were informed of the lodging tax fee which they will need to assess on all reservations paid beginning December 1st. The first payment will be due to the City for the month of December by January 20, 2019.

Beginning November 15, all tax bills will be available to be paid online. In the meantime, tax bills can be viewed directly online at <https://newarkde.gov/taxbill>. Delinquent tax notices will be going out in mid-November once the interest penalty has been calculated. Quarterly tax bills have been mailed out, and total \$13,000.

Activity or Project:

2019 Budget

Description:

On November 5, Acting City Manager Coleman and I will be presenting the 2019 Budget to City Council, along with the department directors and management. All budget documents can be viewed on Budget Central. <https://newarkde.gov/1007/Budget-Central>.

Status:	In-Progress
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Expected Completion:	12-03-2018
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Execution Status:	On Track
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Activity or Project:

Automatic Bill Payment/Leak Notification System

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
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Expected Completion:	12-31-2017
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Execution Status:	Completed
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Activity or Project:

Payment and Utility Billing (PUB)

Description:

The group processed 2,626 utility payments and Munis transactions last week. The breakdown of the balance was as follows:

Manual payments (Check/Cash/etc.): 565

Web Payments: 1,138 via Customer Connect.

Lockbox: 448

Online Banking payments: 134

PUB import (single owner with multiple accounts): 5

IVR (via Phone – Paymentus): 226

Tyler Cashiering (tax bills and licensing (contractor, business, rental, etc.): 110

Status:	In-Progress
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Expected Completion:	12-31-2018
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Execution Status:	On Track
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City Manager's Weekly Report**Department:**

Information Technology Department

Notable Notes:**Applications Team:**

The applications team closed 40 tickets over the past week.

1. Customer Connect 5.13, still waiting on vendor for a fix to continue testing.
2. Finance approved training with Harris Computers, coordinating dates with the PUB team.
3. Held a demo with Finance for online tax payments, go live date scheduled for 11/15.
4. Munis General Billing for PWWR, waiting for PWWR to provide code information.
5. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
6. Attended Applicant Tracking training with HR staff, identified some efficiency improvements.
7. Meeting scheduled with Verizon on 11/1 to discuss moving public safety to their own private network.
8. Scheduling training sessions with PUB staff for online tax payment transfer and payment adjustments.
9. Created reports for users as requested.

Infrastructure Team:

The infrastructure team closed 39 tickets over the past week.

1. Continued working on the creation of a GIS and PD records helpdesk queue.
2. Continued working on migrating network documentation into new software.
3. Continued working on computer relocation automation process.
4. Continued working on using the licensing section of helpdesk system for compliance and simplified reporting as well as updating the asset section of helpdesk system to track additional items such as monitors and locations.

Activity or Project:

Police Vehicle Technology Upgrades

Description:

Approved Capital Improvement Project.

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

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

Cradlepoints have been installed in vehicles #909, #935, #926 & #923.

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

Activity or Project:

V1601 - Parking Lot Surveillance Cameras

Description:

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

Status:	Near Completion
Expected Completion:	11-30-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended the Council meeting to discuss potential changes to the landscape ordinance; reviewed several landscape plans for comments on subdivisions; met with the recreation staff about the Halloween Parade logistics; conducted parks maintenance meeting to discuss future projects and work orders; met with Public Works and Corrado Construction about scope of work required to finish the Preston's Playground construction; organization of the Redd Park tree planting and coordinating with Delaware Urban Forestry Division for the project.

Deputy Director: Assisted with final preparations for the Halloween Parade; ordered red Christmas ornaments for the tree for Winterfest; confirmed application for upcoming camp fairs and

advertisement for 2019; checked out the Halloween Party at the George Wilson Center; updated the spreadsheet for winter/spring programs for recreation staff in preparation for the winter/spring activity guide completion; worked with Kyle while Shelby was out of the office in completion of several items for the Halloween Parade and NewBark Pawlooza; worked the Halloween Parade and Trick or Treat Main Street; conducted staff meeting with recreation staff.

Recreation Supervisor of Athletics: Held youth basketball volunteer coaches meeting on 10/24, continue recruiting coaches and will be forming teams soon with practices scheduled to start in early November; held orientation for three new after school care staff, continue recruiting for site supervisor position; continue planning and working on details for winter/spring programs, submitted facility use requests for Christina school facilities, completed staff schedule for November, held interview for new staff; worked Halloween Parade on 10/28.

Recreation Supervisor of Community Events: Prepared for, promoted and held the 71st annual Halloween Parade with 75 groups (including 10 marching bands) with over 1,800 participants, an estimated 20,000 people attended the event, the winners will be notified and prizes distributed in the coming days; continued to prepare for NewBark Pawlooza scheduled for November 3.

Coordinator of GWC and Volunteers: Finalized preparations for the Halloween Party at the George Wilson Center held on October 25 from 4 – 5:30 p.m., a total of 72 people came out to enjoy Halloween games, crafts, sweet refreshments, spooky storytelling, a “scary room”, costume contest, Guess-the-Candy-Count contests and more; Abrakadoodle staff attended the party as well showcasing their upcoming programs at the George Wilson Center and offering face painting; a Newark Post article can be found at https://www.newarkpostonline.com/news/newark-parks-and-rec-throws-annual-monster-mash/article_201c2655-8a7f-5674-879d-eefe2b2c9af1.html; photos from the event were posted on Facebook and Instagram as well; finalized staff and preparations for the School’s Out Day on Friday, October 26; the theme of the School’s Out Day was Halloween and children enjoyed various Halloween games and activities; continued to finalize volunteers for upcoming events including the Halloween Party, Parade and November events;; finalized preparations for the CATCH program that began on Monday, October 22 at Downes Elementary School with a total of 19 participants; continued to prepare for the Thanksgiving Day Breakfast; continued to coordinate efforts for the Go Baby Go event; continued meeting with potential renters to book reservations for 2019.

Recreation Specialist: Discussed Halloween Parade layout with Sharon, attended the planning meeting and discussed volunteer needs, copied/cut the ¼ sheet Parks/Rec handout for trick or treat Main Street, worked the parade – placing flags, guiding groups, handling volunteers, parade lineup leaving George Read Park, tear down; purchased game supplies for new games being created for the Halloween Party at the George Wilson Center, made 3 new games, worked the party – helped with decorations, setup, teardown, entered volunteer hours; reviewed weekly Foodbank forms for Before and After Care programs, entered November Before/After Care staff schedule. Volunteer Hours: Halloween Party at the GWC: 39 volunteers, 118.25 volunteer hours, Halloween Parade: 26 volunteers, 65.75 hours.

Park Supervisor: Coordinated all field staff daily. Met with Director and Deputy Director to discuss plans for future special events also to discuss grading and fencing at Preston’s Playground. Also coordinated with Team Works to apply safety surfacing and rebuild several picnic tables.

Parks/Horticulture: Continued mowing and trash operations throughout park system. Tree work at

Handloff Park, Reservoir, tree planting at Dickey Park. Prepared the final grade, seeded applied straw to bench pad at Handloff. All ballfields were scarified, and game fields were prepared. Seasonal display was installed at City Hall. Landscape improvements at the George Wilson Center. Loaded all items for upcoming Halloween Parade.

Activity or Project:

Turkey Trot

Description:

Newark's Annual Turkey Trot 5K and 10K Runs will be held Saturday, November 17 at Handloff Park. The 10K will begin at 9:00 a.m. and the 5K Walk and Run will begin at 10:30; \$25 pre-registration before November 14 and \$30 after November 15.

Status:	Not Started
Expected Completion:	11-17-2018
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

This past weekend Property Maintenance Inspectors visited establishments that were displaying banners promoting alcoholic beverages and/or special pricing for alcoholic beverages, including Grotto's, Finn McCool's, Arena's, Buffalo Wild Wings, Pat's Pizza, Klondike Kate's, and Deer Park Tavern, resulting in the removal of at least 12 banners containing alcohol-specific advertisements. Inspectors also spoke to the businesses about lines outside the restaurants and in their respective doorways. Property Maintenance weekend patrol is ongoing, with Inspectors responding to complaints regarding trash and a vehicle parked on a lawn, among other things.

Construction is ongoing at Benny Street for the new townhome development. 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. Temporary sales trailers are in place on Marrows Road to accommodate the Mazda showroom renovation. Façade renovations at College Square Shopping Center are ongoing. The framing on South Main Street for the next phase of Chimney Ridge is continuing. Revised plans are under review for the new Millcroft Memory Care Facility building. Staff has continued to meet with University of Delaware staff to discuss the progress of various projects. Construction of the new rail station on the STAR Campus is continuing. The tenant fit-out for the 8th floor has been issued. The framing and façade installation is ongoing for the new six-story lab at the STAR Campus. The Chemours Building structural steel is installed, as well as the exterior walls; interior framing and fit out work is ongoing.

Parking:

Two Parking Ambassadors and a Night Manager assisted with the Halloween Parade and Trick-or-Treat event on October 28. Parking meters and lots were no-charge on Sunday for the event; meters were programmed and signage affixed to equipment to reflect the status. UD Homecoming Weekend saw an increased demand in parking and the Parking Division was staffed in preparation; no major issues were reported. The RFID scanner was replaced at Lot 3 next to M&T Bank. The reader was having less than 80% success rate with existing tags and it was replaced under a manufacturer warranty. RFID tags were replaced in some vehicles. Staff received used meter parts purchased from the University of Wisconsin; the price of the used parts was much less than the amount quoted by other companies. Ryan Marlang, an IPS Meter Engineer, was in town to look at a number of issues we are experiencing with the IPS meters. Meters are under warranty and a number of parts were replaced and some meters went out for repair. Parking Ambassadors delivered Planning Commission packets on Tuesday and Notice of 3% Lodging Tax to local hotels on Wednesday; signatures indicating receipt of the documents were secured at each location for the hotel deliveries.

Planning/Land Use:

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

- Review and consideration of a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 209-225 Haines Street.
- Review and consideration of a Comprehensive Development Plan amendment and major subdivision with site plan approval for the property at 83-105 New London Road and 36-42 and 41 Wilson Street, also known as Campus Walk II.
- Review and consideration of narrative and workplan for the Parking Subcommittee Strategy.

On October 18, the Board of Adjustment denied the variance request for 125 King William Street, approved the variance request for 735 Harvard Lane, and tabled the variance request for 67-69 New London Road.

On October 29, Director Gray and Planner Mike Fortner staffed the Planning Commission Public Workshop for considering changes to land use designations in the Comprehensive Development Plan and zoning changes for the “Planning Area 5” which includes the neighborhood around South Chapel Street, Benny Street and Haines Street.

Planner Mike Fortner completed a draft of the Technical Review of the Planning Commission’s

Parking Subcommittee report for review by the Planning Commission at their November 6 Planning Commission meeting.

The following was also completed this week:

- 10 Deed Transfer Affidavits
- 58 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. PR#17-09-01 is proposed to be withdrawn by the applicant in the near future, replaced by PR#18-10-01, 92 & 96 East Main Street.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RS (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were

distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review. A SAC meeting was held May 29, 2018 to discuss the plans with City operating departments. Staff comments were sent to the applicant on June 1, 2018. Revised plans were received by the Planning and Development Department on August 17, 2018. SAC comments were sent to the applicant on August 28, 2018. At their meeting on September 4, 2018, the Planning Commission recommended approval of the annexation, rezoning, and major subdivision with site plan approval. The project will be placed on an upcoming available City Council agenda.

67-69 New London Avenue, Parcel ID 1801900262 (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. SAC comments were sent to the applicant on March 12, 2018. Revised plans were received by the Planning and Development Department on May 18, 2018 and distributed for SAC review. Revised plans were received by the Planning and Development Department on June 7, 2018. On August 16, the applicant appeared before the Board of Adjustment. The Board heard the applicant's appeal for a variance regarding the Planning Department's definition of dwelling, multi-family per Section 32-4(a)(40) for the property at 67-69 New London Road, which was denied. The Board also denied the appeal regarding the interpretation of Section 32-11(b)(1) regarding the conversion of a one-family dwelling unit for two or more families. The Board voted to table discussion of the remaining area variances at this time. The Planning and Development Department received revised plans on August 29, 2018.

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

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

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction

of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 18, 2018.

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

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

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

209-225 Haines Street, Parcel IDs 1802600107, 1802600108, 1802600217, 1802600109, 1802600212 (PR#18-05-02): On May 10, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 209-225 Haines Street. The plan proposes demolition of the existing buildings on the site and construction of a high-rise apartment with 24 units – 12 three-bedroom and 12 two-bedroom apartments – with 22 garage parking spaces on the first floor. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the

applicant on July 26, 2018. Revised plans were received by the Planning and Development Department on September 7, 2018, with SAC comments forwarded to the applicant on September 24, 2018. The project was reviewed by the Planning Commission at their meeting on October 2, 2018, at which time the Planning Commission, at the applicant's request, tabled the proposal until the next regularly scheduled Commission meeting on November 6, 2018.

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

100, 115, 121 College Square, Parcel IDs 1802100196, 1802100199, 1802100172 (PR#18-05-04): On May 22, 2018, the Planning and Development Department received a sketch plan for a major subdivision for the redevelopment of a portion of the College Square shopping center, to include a mixed-use complex with retail and residential space. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 22, 2018. Revised sketch plans were received by the Planning and Development Department on June 6, 2018. SAC comments were sent to the applicant on August 27, 2018. Revised plans were received by the Planning and Development Department on October 11, 2018. A SAC meeting is scheduled for November 5, 2018.

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

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

1105 Elkton Road, Royal Farms, Parcel ID 1100400013 (PR#18-07-01): A sketch plan was received by the Planning and Development Department on July 20, 2018 for the property located at 1105 Elkton Road. The plan proposes an annexation, rezoning, and minor subdivision to demolish the existing buildings at the site and construct a Royal Farms gas station, car wash, and convenience store. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on July 23, 2018. A SAC meeting was held on August 27, 2018. SAC comments were forwarded to the applicant on October 22, 2018.

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

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

92 & 96 East Main Street, Green Mansion, Parcel IDs 1802000033 & 1802000034 (PR#18-10-01): On October 5, 2018, the Planning and Development Department received plans for a major subdivision and special use permit for the property located at 92 & 96 East Main Street. The plans propose to extinguish the interior common parcel lines to combine the parcels into one parcel, the demolition of 92 East Main Street, and the preservation and rehabilitation of 96 East Main Street (often referred to as the Green Mansion) to construct a mixed-use building including a 7-story, 147-room hotel and 19,500 square feet of office space with associated parking, amenities and accessory uses. The special use permit is required for a hotel in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 8, 2018. A SAC meeting is scheduled for November 6, 2018.

132-138 East Main Street, Parcel IDs 1802000126 & 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018.

Activity or Project:

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

City Manager's Weekly Report

Department: Police Department
Notable Notes:
<p>Patrol:</p> <ul style="list-style-type: none"> • On October 27, 2018, at about 1949 hours, Newark Police were dispatched to the area of South College Avenue, just north of Christina Parkway (SR 4), for a report of a pedestrian struck by a vehicle. Arriving officers found that a 42-year-old female, who was crossing the roadway had been struck by a vehicle while crossing the southbound lanes of South College Avenue. Officers found that the driver and striking vehicle were no longer on the scene. Upon investigation, officers learned that a family member of the pedestrian, Khory D. Spruill, assaulted the driver of the striking vehicle as he was exiting the vehicle to check on the pedestrian. Spruill assaulted the 77-year-old driver by punching him multiple times in the head and face. In addition, Spruill damaged the driver's vehicle by striking it. Other bystanders assisted the driver back into his vehicle once the assault by Spruill ended and the driver fled the scene for his own safety. The driver was later contacted by police and he declined medical attention, despite having suffered facial injuries from the assault. He was not injured because of the crash. The driver is not facing any charges. Cpl. Vari obtained an arrest warrant charging Spruill, 19 years-old, of Clinton, MD, with Assault Second Degree (a felony) and Criminal Mischief. Spruill turned himself in to Newark Police on October 28, 2018. Spruill appeared before Justice of the Peace Court #11 in New Castle and was released on \$6,500 unsecured bail. • On October 25, 2018, Cpl. Vari was on routine patrol on East Main Street at approximately 9:15 p.m. The officer observed a vehicle pull out onto East Main Street and was driving with no headlights on. A traffic stop was initiated by the officer. The officer contacted a male driver who presented the officer with a piece of paper that contained a photocopied foreign driver's license. The male claimed to be from the United Kingdom. The female passenger gave a conflicting

account as to their identities. During a search of the vehicle, a large amount of United States Currency and Foreign currency was located. Also located in the vehicle were various bank account and legal documents containing multiple identities. Officers were unable to confirm either person's identity and they were taken into custody. During a search at NPD Headquarters, officers located 5 credit cards and 3 fictitious drivers licenses on the female, all of which contained the male's picture. After further investigation, officers were able to identify the male driver as 49-year-old John A. Medina of Bronx, NY and the female passenger as 33-year-old Grace Umoffia of Bronx, NY. Based upon the paperwork, credit cards, and fictitious drivers' licenses, all of which had stolen identities on them, officers charged the occupants with numerous charges including identity theft, forgery and conspiracy among other charges. John Medina was arraigned through Justice of the Peace Court #11 and issued \$140,001 cash bond. Medina was transported to Howard R. Young Correctional Institute in lieu of bail. Grace Umoffia was arraigned through Justice of the Peace Court #11 and issued \$84,000 cash bond. Umoffia was transported to Delores J. Baylor Women's Correctional Institute in lieu of bail.

- This past Saturday, 10/27/18, and Sunday, 10/28/18, was the University of Delaware's Homecoming weekend. In preparation for the weekend, the Newark Police Department prepared a special order focusing on order maintenance and quality of life concerns that arise as students celebrate their homecoming weekend. Included with the order were officers from B Platoon, C Platoon, D Platoon, the Street Crimes Unit and the Special Operations Unit. Officers were proactive and immediately addressed problem locations before residences became unmanageable.

Special Enforcement Division:

- The Traffic Unit has placed speed signs on Bent Lane and North Country Club Drive due to citizen complaints. The unit will conduct traffic enforcement at various locations throughout the city including Apple Road, Old Cooches Bridge Road and Casho Mill Road. The unit will also focus enforcement efforts on cell phone and seatbelt violations.
- The Special Operations Unit continues to follow up on last week's Controlled Party Dispersal and is conducting follow up work on the Special Use Permit violations related to two establishments. Throughout the week, the unit will conduct order maintenance enforcement related to Halloween and will conduct alcohol enforcement activities at various locations throughout the city. They will continue to monitor line queues at several restaurants on East Main Street due to citizen complaints.

Auxiliary Services Division:

- Capt. Van Campen completed a CJC Byrne grant application to fund the installation of security cameras along the James F. Hall Trail.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	11-01-2018
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:	
<p>Congratulations to the PW&WR Group Halloween Costume Champions.</p> <p>Sanitary Sewer Lining on Main Street is scheduled for late November into December. Notices are being generated for release to all affected residents. This will night work.</p> <p>Our in-house street crews have been focused on the curb along Anita Drive in the Yorkshire subdivision for the past several months. They completed over 1,000 feet of curb at a cost comparable to our street contract pricing. The work enabled us to learn some valuable lessons as well as boost confidence that our crews can complete large jobs when working as a team. The completed job was a collaborative effort of the Engineering and Streets Divisions.</p> <p>PW&WR Field staff completed the required 4-hour class to received or maintain their Certified Flagger Certification. This training ensures that we have the training necessary to keep our jobsites safe while on city and state streets.</p> <p>Lot#1 Parking Expansion - No update.</p>	
Activity or Project:	
Annual Street Contract	
Description:	
<p>The contractor will mobilize to mill and pave Hullihen on November 5th. Center Street will be next on the list and Center Street will close partially for two days to be coordinated with Parking and message boards will be installed on Center Street when the date is finalized. Kenyon curb is complete and paving will take place after Center Street. High Ridge Court curb and ramp work began this week.</p>	
Status:	In-Progress
Expected Completion:	12-31-2018
Execution Status:	On Track
Activity or Project:	

Corrugate Metal Pipe Lining

Description:

Lining of the major culverts on Bellevue Road will begin Thursday and continue until complete. The work should only require minor road obstructions, but not full lane closures.

Status:	In-Progress
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Expected Completion:	12-31-2018
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Execution Status:	On Track
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Activity or Project:**Description:**

Status:	
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Expected Completion:	
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Execution Status:	
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Digital Records Project New Documents Created – October 25-31

Name	# of Documents	# of Pages	Types
Samantha	105	729	Court Documents
Sandy	264	2,679	AP Batch Records/Court Documents/PUBS Daily Cash Receipts/PUBS Returned Mail
Fred	8	372	PWWR Development Plans
Debbie	240	893	PUBS Daily Cash Receipts
Ana (PT)	721	3,005	PUBS Returned Mail
Anita (PT)	54	284	Miscellaneous Current Files/Legislative Department Historical Files
Total	1,392	7,962	

Digital Records Project Documents Modified* – October 25-31

Name	# of Documents	# of Pages	Types
Samantha	105	729	Court Documents
Sandy	264	2,679	AP Batch Records/Court Documents/PUBS Daily Cash Receipts/PUBS Returned Mail
Fred	9	597	PWWR Development Plans
Debbie	240	893	PUBS Daily Cash Receipts
Ana (PT)	894	3,672	PUBS Returned Mail
Anita (PT)	56	291	Miscellaneous Current Files/Legislative Department Historical Files
Total	1,568	8,864	

Monthly Year-Over-Year New Document Page Totals

Month	2017	2018	Change +/-
January	45,159	45,288	+129
February	28,898	20,852	-8,046
March	32,952	25,727	-7,225
April	31,188	32,595	+1,407
May	18,988	40,272	+21,284
June	15,578	17,662	+2,084
July	26,106	23,131	-2,975
August	22,939	30,880	+7,941
September	29,779	38,612	+8,833
October	31,314	48,801	+17,487
November	36,662		
December	32,295		
Totals	352,488		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2017	2018	Change +/-
January	0	49,088	+49,088
February	0	72,213	+72,213
March	0	52,137	+52,137
April**	175,492	53,599	-121,893
May	14,718	49,087	+34,369
June	14,906	30,590	+15,684
July	28,804	30,099	+1,295
August	18,646	41,820	+23,174
September	19,716	43,957	+24,241
October	23,730	62,239	+38,509
November	27,776		
December	29,452		
Totals	353,240		

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

**Entire database was modified in April 2017.

NEWARK POLICE DEPARTMENT

WEEK 10/21/18-10/27/18

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	14	0	0	4	0
Unlaw. Sexual Contact	10	5	0	2	6	0
Robbery	24	16	0	14	24	0
- Commercial Robberies	10	7	0	2	8	0
- Robberies with Known Suspects	0	1	0	0	2	0
- Attempted Robberies	2	0	0	5	1	0
- Other Robberies	12	8	0	7	13	0
Assault/Aggravated	23	17	0	21	25	1
Burglary	39	34	1	13	13	0
- Commercial Burglaries	7	11	1	3	2	0
- Residential Burglaries	23	21	0	9	9	0
- Other Burglaries	9	2	0	1	2	0
Theft	452	470	11	174	166	1
Theft/Auto	40	45	1	5	6	0
Arson	1	0	0	0	0	0
All Other	81	83	2	58	88	24
TOTAL PART I	677	684	15	289	332	26
<u>PART II OFFENSES</u>						
Other Assaults	258	214	4	116	148	2
Rec. Stolen Property	2	1	0	16	17	0
Criminal Michief	167	134	3	42	110	1
Weapons	16	11	0	32	35	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	132	199	13	239	382	85
Drugs	119	121	4	142	162	3
Noise/Disorderly Premise	706	678	27	264	313	12
Disorderly Conduct	134	129	4	138	91	1
Trespass	173	191	9	101	57	3
All Other	371	330	7	324	277	8
TOTAL PART II	2078	2008	71	1414	1592	116
<u>MISCELLANEOUS:</u>						
Alarm	248	148	1	0	0	0
Animal Control	424	407	12	3	2	0
Recovered Property	273	233	6	0	0	0
Service	31013	32934	681	0	0	0
Suspicious Per/Veh	510	408	11	0	0	0
TOTAL MISC.	32468	34130	711	3	2	0

	THIS WEEK	2017 TO <u>DATE</u>	THIS WEEK	2018 TO <u>DATE</u>
TOTAL CALLS	864	39,960	947	42,590



**Newark Police Department
Weekly Traffic Report
10/21/18-10/27/18**



TRAFFIC SUMMONSES	2017 YTD	2018 YTD	THIS WEEK 2017	THIS WEEK 2018
Moving/Non-Moving	7461	8895	238	127
DUI	140	160	7	2
TOTAL	7601	9055	245	129

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	213	184	1	4
Property Damage (Reportable)	923	935	31	20
*Hit & Run	206	202	15	5
*Private Property	204	245	11	5
TOTAL	1137	1119	32	24

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.