

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

This week we held ALICE active shooter training for City staff throughout the week. The training was provided by Corporal Pagnotti and others within the Newark PD who are certified ALICE trainers. Feedback from staff so far has been very positive and we have quite a few action items to work on coming out of the training which I will be working on with staff over the coming months.

Director Gray, Solicitor Bilodeau, parking staff, and I met this week to discuss the Danneman hotel project and walk through several issues that we see as challenges to the proposal. There are still many unknowns as an official plan has not yet been submitted but considering the complexity of the concept, we want to make sure we are adequately prepared.

Next Monday is the first of our new Council meetings (1st and 3rd Monday meetings) and time was spent preparing Council packet items on Monday. Also, time was spent later in the week preparing "regular" 2nd Monday meeting packet items. In accordance with Council direction, we have created a work order number for Council preparation and attendance that we are using to track our time associated with Council meetings starting with the two weeks ending this past Sunday. I have requested that all departments have representation at Monday's meeting where we will be discussing prioritization of current initiatives.

DEMEC held a special meeting this Thursday which my alternate director, Dave Del Grande, attended as it conflicted with our regular staff meeting on Thursday. Dave and I spent time this week preparing for the meeting and following up afterwards.

Directors Patel, Del Grande, and I met with Mike Fortner and the consultant support team for the Sustainable Newark initiative. We provided comment, feedback, and additional information to the team. We will be reviewing the draft report in detail ahead of another meeting in a few weeks. From there, the committee will work to wrap up the draft report, present to the public, then to Council, likely in late October or November.

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

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:**
**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on July 29 and July 30 for Planning Commission. Geena was in the office on July 25 for Court.

Tara attended the management staff meeting on July 25 where the August 5 Council agenda was discussed.

Staff finalized and posted the August 5 Council agenda and packet on July 29.

Danielle drafted and posted the agenda and notices for the August 15 Board of Adjustment meeting on July 30. Anita completed the related direct mailing. One variance request for maximum size of a ground sign at 289 East Cleveland Avenue is on the agenda for consideration.

Renee attended a bid opening on July 30.

Danielle, Samantha and Fred attended ALICE training on July 30 and Tara attended on July 31.

Renee spent time reviewing and compiling department projects and duties for the Council priorities agenda item on the August 5 agenda.

Renee drafted the Council agenda for the August 12 meeting and spent considerable time preparing items for the agenda packet. These included 7 resolutions, 2 bills for first reading and notification letters for the special residential parking district changes on the agenda.

Renee drafted a resolution for the August 26 Council meeting.

Renee received comments from the applicant, circulated the comments to staff, worked with the City Solicitor on the response to the comments and forwarded the response to the applicants for the annexation agreement for 1089 and 1091 Elkton Road. Anita completed the related direct mail notices. This annexation of two parcels and rezoning of an additional two parcels is scheduled for public hearing and Council consideration at the August 12 Council meeting.

Danielle drafted the agenda for the August 13 Conservation Advisory Commission meeting.

Anita completed research for a HelpDesk ticket for Public Works and Water Resources.

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

- \* Provided a response and closed a 07/11 FOIA request for 61 Madison Drive from Brian Frederick Funk's office
- \* Provided a response and closed 07/17 FOIA request for 77 E. Main Street from Christine Beaver
- \* Worked on research for a 7/23 FOIA request for settlement/verdicts for or against the City from The News Journal
- \* Provided a response and closed a 07/31 FOIA request for 67 Montrose Drive from Stern & Eisenberg
- \* Provided a response and closed a 07/31 FOIA for a property outside of City limits from Kelly Bruno
- \* Circulated to staff a 07/31 FOIA request for 21 Prospect Avenue from Stern & Eisenberg

Regarding minutes, staff time was spent on the July 9 Conservation Advisory Commission (Dawn drafting) and July 22 Council (Dawn drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 12 discovery requests for upcoming Alderman's Court cases. 296 discovery requests have been filled so far this year. The court calendar for August 8 was received and the 10 cases were prepared for the Deputy City Solicitor. 30 court calendars with 538 associated cases have been prepared so far for 2019.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 19 lien certificates were completed and sent to the requestor. 1,499 lien certificates have been processed for 2019.

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**Activity or Project:**

Digital Records Project

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**Description:**

Renee and Samantha met on July 30 to review several outstanding action items for the Records Division. Samantha spent time on July 31 following up on these items including sending boxes of files that have not been given routing forms back to their departments for review, reviewing records in TCM for completion and accuracy and following up with departmental contacts for feedback on the strategic plan rollout.

Samantha and Ana worked on training for processing police complaint files.

Records Division staff worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

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

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

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**Activity or Project:**

## Staff Recruitment

**Description:**

Renee completed review of the applications for the Administrative Professional I vacancy and submitted first round interview selections to HR. Interviews are scheduled for August 7-9.

Renee revised the posting and job description for the part time Secretary vacancy. The posting will go out on August 2 and will be open until August 16.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	09-16-2019
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<b>Execution Status:</b>	On Track
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**Activity or Project:****Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**City Manager's Weekly Report****Department:**

Electric Department

**Notable Notes:**

The electricians installed a new cellular router at Chestnut Hill substation since the radio communication was not working consistently. They also helped the contractor with South Chapel Substation commissioning. The contractor is coming back next week to finish the rest of the commissioning.

The line crew finished all hot spots on our 34kV and 12kV system.

Engineering started working on the Reliable Public Power (RP3) application. They also began collecting data for the electric rate study.

Engineering and some of the Electric crew attended the ALICE training.

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

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:****Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>
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<b>Execution Status:</b>
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<b>Activity or Project:</b>
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<b>Description:</b>
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<b>Status:</b>
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<b>Expected Completion:</b>
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<b>Execution Status:</b>
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### City Manager's Weekly Report

**Department:**

Finance Department

**Notable Notes:**

The Finance Department would like to wish our very own Debra Kupper all the best as she retired this week with the City. Deb has been with Newark for 19 years and she is going to be missed by her fellow coworkers.

Staff attend ALICE training on July 30 (PUB) and July 31 (Accounting/IT) hosted by the Newark Police at the Newark Charter School.

Finance Director Del Grande attended a DEMEC meeting on the morning/early afternoon on August 1.

City Manager Coleman, Electric Director Patel, Planner Fortner and Finance Director Del Grande met with AECOM to review the draft of the Newark Sustainability Plan. A follow-up meeting has been planned for August 14.

The 2019/2020 City tax bills have been posted. The City of Newark's 2019-2020 property tax rate is \$0.8047 per \$100 of assessed value, which reflects a 4% increase from last year. This year, outstanding property liens and citations are being added to the bills of homeowners that have unpaid obligations with the City. You may view and pay your property tax bill online by clicking here: <https://selfserve.cityofnewarkde.us/MSS/citizens/RealEstate/Default.aspx?mode=new>. Newark residents pay real estate taxes based on the assessed value of their homes, as determined by New Castle County's Assessment Office. New Castle County property assessments are based upon 1983 property values. When a certificate of occupancy is issued after a building is constructed or improved, an assessor visits the property to determine the new assessment rate. The property assessment determines the amount of your property tax bill, as well as your school district's tax bill. Those whose property is reassessed and who believe the new assessment is in error may appeal the assessment. New Castle County's Board of Assessment Review hears and makes ruling on these appeals. To appeal a real estate assessment, please call New Castle County at (302) 395-5520. Annual tax bills must be paid by September 30 to avoid a penalty.

Staff will be presenting to Council the Efficiency Smart program for final approval on August 5th. This program was created to help the City reach its energy efficiency goals, will serve as tool to assist our customers in reducing their electric needs through conservation., and will help the City

better control and meet the growing demands of our electric infrastructure while balancing capital cost improvements. Presentation can be found here:

<https://newarkde.gov/DocumentCenter/View/12617/2A>

Staff has been working with the Electric Department in compiling data needed by UFS, our consultant, who is performing the electric rate study for the City.

Request for Proposal 19-03 closed on 7/23 with five vendors submitting proposals. The review group has been reviewing the proposals this week, and will be meeting next week to discuss our path forward. This RFP is for credit collection services for the City of Newark. The City uses a vendor to collect on closed electric accounts with outstanding balances. Our goal is to have the new vendor in place by September 1st.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Information Technology Department

**Notable Notes:**

Infrastructure Team:

1. ALICE Training.
2. Cameras Main St.
3. Completed FTR installation. Configured for the Main Street refresh.
4. Reconfigured some triggers in PRTG.
5. Fielded a large number of false alerts in PRTG due to a software bug.
6. Worked on various issues.

7. Actively responded to and resolved Secureworks alerts.

Pending:

1. Validating triggers in PRTG.
2. Automate account creation and permissioning based on choices made in a Kace ticket.
3. Clean up of user core switch ports started.

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**Activity or Project:**

Media Room

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**Description:**

Resolve Desktop display issues - Complete  
 Register system - Complete  
 Configure Tricaster with a single camera- Complete  
 Add second camera - Complete  
 Configure Network Switch - In progress  
 Work with Electric to cable for audio and video over ethernet - Complete  
 Mount cameras - Complete  
 Connect to Channel 22 - Pending  
 Test - Pending  
 Train - Pending

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<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	09-13-2019
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

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**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:**

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**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**City Manager's Weekly Report**

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**Department:**

Parks and Recreation Department

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**Notable Notes:**

Director: Reviewed several subdivision plans for comment; working on Outdoor Recreation Parks and Trail grants for three different projects; reviewed landscape screening and treatment committee minutes and researched other communities tree mitigation procedures.

Deputy Director: Met with Sharon regarding programs and events to cover during her absence; attended Employee Engagement and Wellness Committee meeting; attended wrap up meeting for Liberty Day and Fireworks; attended Community Bike Ride Committee meeting; met with Park staff and Melinda regarding final preparations for Family Fun Night, assisted with gathering supplies and worked the event; completed compilation of program information and prepared word document for Shelby to start creating the Fall Activity Guide; spoke to Camp REAL staff regarding Sharon's absence and worked on finalizing details for upcoming activities for camp; sent emails to UD and Christina School District regarding their participation with vendors or performers for Community Day; sent rosters to upcoming camp instructors and fitness instructors for classes starting; stopped by Camp Olympics and picked up water ice from Rita's for the event; continued to confirm fall fitness classes with all instructors; set up meeting to discuss the Halloween Parade and Trick or Treat Main Street with Newark Police and DeDOT; completed working on mid-year feedback sessions; conducted weekly staff meeting with recreation staff; continued to process special event applications; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: Camps held this week included CBK's Back to Basics Basketball Camp, and Rittenhouse Camp; a successful all camp (Camp GWC, Camp Real and Rittenhouse Camp) Olympics was held on Friday morning, 7/26; the adult softball league concluded with the championship held on Tuesday, 7/23, the team 58 Strong was the league champion, plans for our fall league are underway; adult volleyball seasons are winding down with makeups and playoff schedules being finalized; completed August PSAs; finalizing details on fall programs.

Coordinator of GWC and Volunteers: Camp GWC and Curtain's Up were held at the George Wilson Center during the week of July 22 - 26; Camp GWC had a "Color Me Crazy" themed week with a field trip to Vince's Play Park on July 24 and an All Camp Olympics on Friday, July 26 – 62 Full Day Campers, 6 Half Day Campers, 14 Before Care Campers, 25 After Care Campers; Curtain's Up Theater was also full with a total of 12 Campers, campers performed an Original Show "Robin Hood & Her Merry Hoods"; Saturday Morning Swim Lessons finished up on July 27; all participants received certificates of completion; the final session of swim lessons began July 24; an Essential Oils Workshop was held on July 24; confirmed busses and items needed for Camp GWC field trips in the upcoming weeks; met with Camp Directors and the Recreation Specialist on Camp Olympics held July 26 at Handloff Park; coordinated volunteers that assisted with the All Camp Olympics, Family Fun Night and Reforestation follow up; continued to finalize Fall programs; completed August PSAs; sent information to registered campers for Camp GWC VIII; conducted an exit interview for one of the George Wilson Center attendants; sent an updated schedule to Lifeguards and Swim Instructors pertaining to the final month of the pool season; continued to communicate and meet with potential renters of the George Wilson Center. The overall attendance at Dickey Park pool was 77 patrons; the overall attendance at the George Wilson Center was 116 patrons (including Camp GWC campers that used the pool on Tuesday and Thursday).

Recreation Specialist: Completed swimming certificates for classes, pulled and delivered supplies for arts needs at the Wilson Center, purchased camp and aftercare snacks and supplies; pulled signs and replaced after the rain on Tuesday Family Fun Night signs, worked the event, signed in/out volunteers, greeted/assigned vendors, made announcements, attended Fourth of July follow-up meeting; attended Newark Community Bike Days meeting, recruited Safe Routes to School and



DelDOT for the Handloff Night 9/3, as well as Downes Elementary Bike to School Week planning committee; cross referenced completed background checks with list of volunteers for Camp Olympics, worked the event and handled volunteer sign-in/outs, scorekeeping, secured Rita's in Newark Shopping Center to donate 100 servings of water ice, and purchase of additional water ice including cups/spoons; shuttled kids between Dickey Park/Police Station for their tour Wednesday for Camp REAL, checked on them Thursday morning and made sure they were ready for Camp Olympics and if they needed anything. Reforestation Redd Park Follow-up – 3 volunteers, 9.5 hours.

Parks Superintendent reviewed six proposed landscape plans and commented as needed, along with Public Works Superintendent met with homeowner abutting South Well Field concerning tree issue, along with representative from the CAC and two volunteers inspected reforestation planting completed last fall in Redd Park/removed whips that were dead and noted why they died or any disease issues/noted which of the three tree species planted had the highest survival rate and discovered the percentage of trees that survived, talked with landscape contractor who is doing the landscape installation in Newark Preserve (3 basins/2 common areas) and had plans printed off for the contractor, reviewed several landscape plans for subdivisions and coordinated with our arborist contractor for hazardous tree removal along trail in Rittenhouse including one creek blockage in same area.

Parks Supervisor assigned field staff daily and assisted as needed, coordinated staff for Family Fun Night and continued working with Eagle Scout on his project.

Parks/horticulture staff continue on mowing and bed maintenance operations, completed quite a large amount of tree removal/pruning throughout park system, did interior bed maintenance at City Hall, trash removal throughout park system as needed, dragged/scarified all scheduled league play ballfields, loading/removal of supplies for Camp Olympics at Handloff Park as well as loading/set up/removal of materials/supplies from Family Fun Night, and continued on work orders as assigned.

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**Activity or Project:**

Dickey Park Tree Removal and Planting

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**Description:**

Dickey Park will have six large trees removed due to the trees dying and being diseased. The trees will become hazardous with large limbs falling throughout the park. Five oaks are being removed that have bacterial leaf scorch and two Australian pines will also be removed due to the trees dying from disease as well. Six native trees will be replanted in their place this fall and additional trees will be planted in the spring. Community Development Block Grant Funding will cover the cost of the project.

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<b>Status:</b>	Not Started
<b>Expected Completion:</b>	09-27-2019
<b>Execution Status:</b>	On Track

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**Activity or Project:**

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**Description:**

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**Status:**

<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Planning and Development Department

**Notable Notes:**

Planning and Development Director Gray

The focus of my time this week was preparing for the July 30, 2019 Planning Commission meeting <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6178> and the plans and related materials and work for the August 6, 2019 Planning Commission meeting <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6184> . Both land use plans on July 30, 2019 Planning Commission: 18 North Street (18-06-03) to demolish the existing 1-story apartment building at the site and construct four 3-story townhouse-style apartments similar to the existing units at the rear of the property; and 511 Valley Road (Project 18-09-01) to demolish the existing single-family structure at the site, divide the existing parcel into two parcels, and construct a semi-detached structure consisting of two-single family homes that will replicate the architecture in the Briarcreek subdivision - received unanimous recommendation for approval from the Planning Commission. In addition, the Planning Commission also welcomed Karl Kadar who is newly appointed Planning Commissioner from Councilman Markham's District. Commissioner Kadar and I were able to meet on Monday for an Planning Commission orientation. We are grateful to Commissioner Kadar for agreeing to serve on the Planning Commission.

Spent time preparing for and then participating in the Rental Housing Workgroup meeting on Thursday, July 25, 2019 from 6:30 to 8:30 pm in the Council Chamber. All three of the subcommittees were well attended by the subcommittee participants and a good discussion and engagement was had by the subcommittee participants and the public who attended the meeting. Notes were taken and all of the comments received and meeting documents will be soon posted on the Rental Housing Workgroup website. <https://newarkde.gov/1118/Rental-Housing-Workgroup>. Next meeting of the Rental Housing Workgroup Subcommittees are on August 13th and August 15, 2019. More details are found on the website.

The Green Building workgroup had their monthly meeting on July 23, 2019 from 3:30 to 5:30 pm. This workgroup is chaired by Planning Commissioner Will Hurd.

Spent time last week meeting with staff to discuss and working on the list of staff priorities and initiatives for Council discussion at the August 5, 2019 meeting.

Planner Fortner and I met with our consultants, WRA, regarding the work on developing some

matrices and tables as well as check lists for plan review of our zoning and subdivision code. WRA is making progress and we hope to be able to present these changes to the Planning Commission and ultimately City Council soon.

Participated in a conference call last week with AECOM and DeIDOT regarding a debrief on the July 10, 2019 Transportation Improvement District meeting and planning for the next monthly meeting scheduled for August 14, 2019 from 1:30 – 3:30 pm in the Council Chamber.  
<https://newarkde.gov/1127/Transportation-Improvement-District-Comm>

Met with Jay Hodny, GIS Technician, and Stephanie Petersen, Code Enforcement Manager, last week to review the work that Jay is doing on mapping parcel based permit and violation data. This is still a work in progress.

Spent some time on administrative and managerial tasks.

#### External Meetings

- Rental Housing Workgroup Thursday, July 25, 2019 6:30 to 8:30 p.m.
- DE Chapter of the American Planning Association Executive Board, Friday, July 26, 2019
- Planning Commission, Tuesday, July 30, 2019

#### Activity or Project:

#### Description:

**Status:**

**Expected Completion:**

**Execution Status:**

#### Activity or Project:

#### Description:

**Status:**

**Expected Completion:**

**Execution Status:**

#### Activity or Project:

#### Description:

**Status:**

**Expected Completion:**

**Execution Status:**

### City Manager's Weekly Report

#### Department:

Police Department

#### Notable Notes:

- National Night Out will be held on August 6, 2019 from 6 - 8 p.m., on Academy Street. There will be many public safety displays as well as demonstrations by the Newark Police Department K-9 team, and Aetna Hose, Hook and Ladder Company.
- The Newark Police Department will host the 14th Citizens' Police Academy beginning on October 9, 2019. The program is designed to give citizens who are interested in learning about police work a unique opportunity to observe the various duties and responsibilities of a police officer. Previous academy attendees have included residents, students, business owners, and elected officials.

**Patrol:**

- On July 19, 2019, officers arrested a male suspect at a local hotel for possession of over 600 pills, which included ecstasy, Xanax, OxyContin, and various other pills. The subject was also in possession of a small amount of marijuana and over \$2,700.00 in cash.
- On July 26, 2019, officers responded to McDonalds, located at 815 S. College Avenue, for the report of a subject passed out in a vehicle. Once woken by officers and EMS, drug usage was evident. The female driver was unable to perform field testing due to her level of impairment. Officers continued their investigation by obtaining a search warrant for a blood sample to be drawn from the suspect and she was charged with DUI-drugs.

**Special Enforcement Division:**

- Traffic Officers continue to rotate the message board throughout the neighborhoods. The message reminds residents to lock their vehicles and remove valuables.
- Lt. Aniunas and traffic officers are meeting with the university to begin planning for student move-in weekend.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	08-01-2019
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

## City Manager's Weekly Report

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

Field crews will be patching several areas of West Park Place from South College to Indian Road during the week of August 5th. This work will be subject to hotmix plant opening for the overnight work.

Annual Water Main flushing will take place August 12-23. Message boards will be up alerting residents and notifications will be posted to our website and social media. Please see our website for more information about this program and what to do should you experience discolored water.

The 2019 Annual Street Contract is tentatively scheduled to start during the week of August 5, beginning on Plymouth, Art Lane, and Anita Drive. The remaining schedule will be determined as the contract progresses.

UD will be removing several trees on their property near Kent Way and will require the closure of the street. The closure is tentatively scheduled for the week of August 5th.

**Activity or Project:**

Fencing at Newark Reservoir

**Description:**

City crews will be installing a fence along the toe of the slope near the Reservoir parking lot during the week of August 12. After repeated attempts to encourage visitors to 'vary their route', worn routes continue to appear. The worn routes cause the vegetation to die and erosion to compromise the slope stability. Split rail fence will be installed so that staff can designate the path to the top by removing one section at a time and move the path before the excessive wear occurs. Staff will monitor the path and move the rails when appropriate. We will be working with Communications to send out an infographic via social media.

<b>Status:</b>	Started
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<b>Expected Completion:</b>	08-31-2019
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

DelDOT Main Street Improvements

**Description:**

Contractor will be closing the intersection at South College and Main Street this weekend. The concrete removal and paving of the intersection is scheduled to be completed within one weekend closure. Please visit [www.mainstreetimprovements.com](http://www.mainstreetimprovements.com) for more detail.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	06-30-2020
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<b>Execution Status:</b>	On Track
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<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

Digital Records Project New Documents Created – July 25-31

Name	# of Documents	# of Pages	Types
Samantha	38	230	NPD Files/Court Documents
Sandy	71	3,587	PUBS Daily Cash Receipts
Fred	172	621	Building Plans/Developments/Work Order Attachments/Court Documents
Debbie	0	0	Vacation
Ana (PT)	203	1,076	NPD Files/Court Documents
Anita (PT)	32	73	Miscellaneous Current Files
Total	516	5,587	

Digital Records Project Documents Modified\* – July 25-31

Name	# of Documents	# of Pages	Types
Samantha	39	235	Permits/Miscellaneous Files
Sandy	77	3,646	PUBS Daily Cash Receipts
Fred	175	643	Building Plans/Developments/Work Order Attachments/Court Documents
Debbie	0	0	Vacation
Ana (PT)	214	1,242	Court Documents/Agendas/Minutes
Anita (PT)	65	171	Miscellaneous Current Files
Total	570	5,937	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288	51,476	+6,188
February	20,852	23,706	+2,854
March	25,727	32,064	+6,337
April	32,595	36,965	+4,370
May	40,272	62,286	+22,014
June	17,662	69,471	+51,809
July	23,131	45,789	+22,658
August	30,880		
September	38,612		
October	48,801		
November	43,574		
December	37,262		
Totals	404,696		

Monthly Year-Over-Year Modified Document Page Totals\*

Month	2018	2019	Change +/-
January	49,088	64,516	+15,428
February	72,213	13,926	-58,287
March	52,137	42,064	-10,073
April	53,599	55,965	+2,366
May	49,087	286,052	+236,965
June	30,590	79,209	+48,619
July	30,099	48,442	+18,343
August	41,820		
September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

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

NEWARK POLICE DEPARTMENT

WEEK 07/21/19-07/27/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	0	0	0	0
Rape	6	5	0	2	2	0
Unlaw. Sexual Contact	4	2	0	5	0	0
Robbery	16	10	0	23	10	4
- Commercial Robberies	7	7	0	8	8	4
- Robberies with Known Suspects	1	0	0	2	1	0
- Attempted Robberies	0	0	0	1	0	0
- Other Robberies	8	3	0	12	1	0
Assault/Aggravated	13	17	0	24	16	0
Burglary	28	40	0	7	83	0
- Commercial Burglaries	9	5	0	0	7	0
- Residential Burglaries	17	27	0	5	49	0
- Other Burglaries	2	8	0	2	27	0
Theft	301	315	9	98	254	12
Theft/Auto	29	27	0	4	5	0
Arson	0	0	0	0	0	0
All Other	58	68	3	29	81	2
<b>TOTAL PART I</b>	<b>455</b>	<b>485</b>	<b>12</b>	<b>192</b>	<b>451</b>	<b>18</b>
<u>PART II OFFENSES</u>						
Other Assaults	153	162	6	115	100	5
Rec. Stolen Property	0	0	0	11	9	0
Criminal Mischief	92	88	6	96	72	2
Weapons	5	14	0	27	44	3
Other Sex Offenses	0	0	0	0	0	0
Alcohol	122	73	0	177	120	0
Drugs	76	110	1	104	179	4
Noise/Disorderly Premise	393	368	6	155	122	0
Disorderly Conduct	79	91	0	58	73	2
Trespass	128	144	5	44	66	1
All Other	236	197	5	179	249	7
<b>TOTAL PART II</b>	<b>1284</b>	<b>1247</b>	<b>29</b>	<b>966</b>	<b>1034</b>	<b>24</b>
<u>MISCELLANEOUS:</u>						
Alarm	115	94	5	0	0	0
Animal Control	290	352	13	2	2	0
Recovered Property	165	132	5	0	0	0
Service	23354	19931	676	0	0	0
Suspicious Per/Veh	277	270	9	0	0	0
<b>TOTAL MISC.</b>	<b>24201</b>	<b>20779</b>	<b>708</b>	<b>2</b>	<b>2</b>	<b>0</b>

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	818	29,956	867	25,996





**Newark Police Department  
Weekly Traffic Report  
07/21/19-07/27/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	6792	7063	172	163
DUI	112	113	7	7
<b>TOTAL</b>	<b>6904</b>	<b>7176</b>	<b>179</b>	<b>170</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	2	0	0
Personal Injury	119	125	5	4
Property Damage <b>(Reportable)</b>	674	611	19	22
*Hit & Run	150	102	7	3
*Private Property	186	148	6	6
<b>TOTAL</b>	<b>793</b>	<b>738</b>	<b>24</b>	<b>26</b>

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.