

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

This Monday evening, we held another budget focused Council meeting with the Administration Department and PW&WR Department providing their departmental budget requests. We also discussed the green energy fund and photovoltaic rebate program which will be going back to the CAC for reconsideration. In the interim, staff will proceed with processing PV rebate requests up until November 1st or when the funding is all encumbered, whichever comes first, as directed by Council.

Planning Director Gray, Design Committee Chair Charma, Assistant to the Manager Martindale and I met with representatives from UD to discuss a potential partnership opportunity to pursue grant funding dedicated toward public art initiatives.

Tuesday morning, I attended the ribbon cutting for the new Pomeroy Connector Trail which connects Fairfield Crest to Creek Road and the Pomeroy Trail. The event was well attended, with many elected officials and the DNREC Secretary in attendance as well. I would like to again thank everyone who helped make this trail a reality, including UD who allowed the trail to be constructed across their property.

We have a regular Council meeting scheduled for 9/23 where we will also be reviewing a handful of departmental budget requests: Finance, Planning and Development, and Police. I spent time early this week reviewing and preparing packet items associated with this agenda.

On Wednesday, I attended the quarterly stewardship meeting for our workers compensation trust, DFIT, of which I am on the board. We reviewed our 2019 claim totals, the upcoming payroll audit, and a number of other items relevant to the operation of the trust.

Fire Marshal Tynan and I worked to review and prepare the Administration Department's Continuity of Operations Plan questionnaire and paperwork associated with the COOP initiative we are working on with NCC and Wilmington.

Environmental Coordinator Dinsmore and I attended a meeting at DNREC to discuss the Revolving Water Fund initiative we have been working on for several years with the Nature Conservancy and UD Water Resources Center. We are hopeful that DNREC will incorporate RWF projects as an allowable option for the City to achieve compliance with our upcoming NPDES permit. This would allow Newark to meet the goal of cleaning up the Christina and White Clay Creeks more quickly and cost effectively than performing all work within our urbanized area.

Staff and our labor counsel spent much of Friday on labor negotiations with AFSCME 1670 and 3919. Both contracts expire at the end of the year and we would like to have successor agreements in place ahead of that date. This effort is going to require considerable effort from the Finance and Administration departments over the coming months.

I held meetings with Councilman Markham and Mayor Clifton.

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

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 - HR & Labor Relations Manager

Notable Notes:

On September 13, the police applicant process was opened to establish a new hiring eligibility list. The application process will remain open through November 1st. On Monday, September 16, Assistant to the Manager Jeffrey Martindale and Human Capital Manager Devan Hardin, assisted with applicant interviews for the PT Facilities Maintenance Custodian. On September 18, Mr. Martindale attended the DFIT Safety meeting in Dover. Also on September 18, Acting HR & Labor Relations Manager Mark Farrall attended the Local Service Function Task Force meeting at the New Castle County Administration Building. On Thursday, September 19, Devan Hardin assisted with applicant interviews for the PT Finance Assistant. On Friday, September 20, Mr. Martindale attended the City's Safety Committee meeting. Mr. Martindale also worked with the Fire Marshal to schedule several employee fire extinguisher and fire prevention training programs in October. Also on Friday, Mark Farrall and City Manager Tom Coleman participated in labor negotiations meetings with AFSMCE 1670 and 3919.

During the week, Mr. Martindale also attended a meeting with Seiberlich Train Energy Services to begin an investment grade energy audit associated with the upcoming HVAC and energy savings work and attended the DEMEC meeting and annual dinner at Dover Downs. During the week, the HR Division posted job openings for PT Mailroom Aide and IT Lead Desktop Support Tech and Ms. Hardin conducted one exit interview.

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

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 9/12/19 to 9/18/19. These sessions included arraignments, trials, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

The bailiffs are scheduled for their second requalification for the year on 10/5/19.

Activity or Project:

Court Sessions

Description:

From 9/12/19 to 9/18/19 Alderman's Court handled 44 arraignments, 77 trials, 9 capias returns and 2 video hearings. The court collected a total of 296 parking payments of which 233 were paid online and 63 were paid at court. The court also collected criminal/traffic payments of which 149 were paid online and 46 were paid at court for a total of 195 criminal/traffic payments.

Status:

Completed

Expected Completion:

09-18-2019

Execution Status:

Completed

Activity or Project:

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

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on September 16 for Council and September 18. Geena was in the office on September 12 for Court.

Renee attended the management staff meeting on September 12 where the September 23 Council agenda was discussed.

Renee had a conference call with Councilman Horning on September 13 and met with Councilwoman Wallace on September 18.

Staff finalized and posted the agenda and packet for the September 23 Council meeting on September 16. The supporting memo for item 2C (Bill 19-24 - Industrial Zoning changes) was posted and forwarded to Council on September 17.

Paul and Renee staffed the September 16 Council meeting. Follow up was completed by staff throughout the remainder of the week.

Renee met with Fire Marshal Tynan on September 17 to discuss the Continuity of Operations Plan for the Legislative Department.

Renee worked on the draft of the subdivision agreement for the development project at 321 Hillside Road (the former Dickinson dormitory site). This Comprehensive Plan amendment and major subdivision is scheduled for public hearing at the October 14 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings and provided updates to staff with time available on Council agendas through December.

Renee worked with several applicants regarding submission of their materials and scheduling their hearings for various boards and commissions appointments and reappointments.

Renee finalized several items for the September 23 Council agenda, including three bills for first reading.

Renee spent time on several personnel related items.

Renee, Tara and Danielle spent time researching items for staff and Council.

Tara spent time on several union-related matters.

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

- * Provided a response and closed a September 6 FOIA request for permits, certificates of occupancy, violations, complaints, site plans for 30 South Chapel Street from Environmental Alliance
- * Provided a response and closed a September 9 FOIA request for open permits, code violations or liens for 113 E. Main Street, Unit 207 from Andrea Funk
- * Circulated to staff a September 12 FOIA request for violations, lienable items and open permits pertaining to 12 East Mill Station Drive from Brian Funk's Office
- * Circulated to staff a September 12 FOIA request for above, below ground heating oil storage tanks (ASTS/USTS) spills/leaks for 6 Sussex Road from Miriam Juskowicz
- * Provided a response and closed a September 13 FOIA request for permits, records of underground storage tanks, fires, septic, well, historical permits, emergency incidences for property outside of City limits from Jason Scholz-Karabakakis

Regarding minutes, staff time was spent on the September 9 Council (Tara drafting), September 10 Conservation Advisory Commission (Danielle drafting) and September 16 Council (Danielle drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 22 discovery requests for upcoming Alderman's Court cases. 393 discovery requests have been filled so far this year. The court calendar for September 26 was received and the 13 cases were prepared for the Deputy City Solicitor. 37 court calendars with 662 associated cases have been prepared so far for 2019. Two pleas by mail was processed.

The office received 6 new lien certificate requests this week, which were sent to Finance for processing. 14 lien certificates were completed and sent to the requestor. 1,572 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

The Records Division welcomed back students from the Christina School District's Networks Program this week. Students will be working on document preparation for the Division once a week for the school year. This work provides job skills training for the students as well as helps to streamline the processing of documents for the Division and increase the Division's productivity at no cost to the City.

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 September 12-18 are below.

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

City Manager's Weekly Report

Department:	
Electric Department	
Notable Notes:	
<p>The line crews switched out and grounded West Main Unit 45 so a contractor could replace the slowly failing transformer bushings. An issue was found with the circuit breaker bushing insulation, so repairs will be done before the unit is turned back on.</p> <p>The line crews installed lights on the Pomeroy Connector Trail. They also worked on poles at South College and the Christina Parkway to tie in previous work done on Park Drive to a Chestnut Hill Road circuit.</p> <p>The electricians pulled fiber optic cable at the new South Chapel transformer for SCADA. They worked on the air conditioning at the George Wilson Center and performed Community Day prep, event, and cleanup work.</p> <p>Engineering worked on the SCADA replacement project going out for bid, the RP3 application, and info for the rate study.</p>	
Activity or Project:	
Description:	
Status:	
Expected Completion:	

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

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

Property tax bills are due on September 30th to avoid a penalty. Any property owner who does not have a mortgage escrow account or has not received an annual bill should notify the tax office immediately. For more information, or if you have any questions about your city property tax bill, please contact the Finance Department at (302) 366-7000. Our residents can now pay their tax bill online using this link: <https://selfserve.cityofnewarkde.us/MSS/citizens/RealEstate/Default.aspx?mode=new>

Staff prepared a budget overview presentation for Finance, Police and Planning, which will be presented at the September 23 Council meeting. Here is the link to the agenda: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6244>

At the September 16 Council meeting, City Council agreed to place a moratorium on Green Energy Grants beginning November 1. Applications received for renewable projects will go into a cue on a first come, first-served basis. Any funds left on November 1 will be held until the CAC returns to Council with a recommendation on how to revise the grant program.

September 16, Director Del Grande had a meeting with Fitch Ratings, who are conducting a Surveillance Review of the City's general fund. This is a standard occurrence and occurs every two years. The last one was performed in April of 2017. Once the new report is available, we will provide a copy.

September 18, Director Del Grande attended the Local Service Function Task Force meeting at the New Castle County Government Center.

September 18, Director Del Grande attended the monthly DEMEC directors' meeting, then attended DEMEC's 25th Annual Members Dinner in Dover. At this meeting, Newark received

recognition for its “Substantial Electric System Upgrades to Maintain Reliability and Enhance Service to Customers through the Implementation of Advanced Metering Infrastructure.” In addition, two City of Newark employees received recognition completing APPA Customer Service Training. A special congratulations to Melonie Rangel-Wanros and Shannon Brady for completing their training.

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:

Applications Team:

Open Tickets from Previous Week - 48

Tickets Opened in the Last Week - 24

Tickets Closed in the Last Week - 25

Remaining Open Tickets – 47

1. Had webex with Harris Smartworks on integration with Connexo Netsense on 9/13, resolved issue.
2. Applications Manager attended the Employee Engagement and Wellness Committee meeting on 9/16.
3. Interviewed candidates for contractual desktop support position.
4. Held status update call with Harris on 9/18 for CC6 project, they are still working with their internal R&D dept on 2 remaining issues.
5. Continued performing data integrity on Tyler Munis in preparation for our TEST upgrade between 9/23-9/25.

6. Held kick off meeting with Parking to convert to Munis General Billing on 9/18.
7. Worked on and resolved support tickets for end users.
8. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Signed mCare 6 statement of work, will start implementation toward the end of Q3/beginning of Q4.
3. Waiting to hear back from a few Depts/Divs regarding the Employee Directory.

Infrastructure Team:

Open Tickets from Previous Week - 82

Tickets Opened in the Last Week - 56

Tickets Closed in the Last Week - 56

Remaining Open Tickets - 82

1. Planning has been transitioned to SharePoint.
2. 2 new desk phone models have been deployed for testing.
3. Telephony procedures and contacts have been transitioned to Paul.
4. Hardware for Hall Trail cameras has been speced.
5. Participated in 2 vendor meetings regarding Body Worn Cameras for the Police.
6. Completed RFP scoring for BWC proposals.
7. Worked on and resolved support tickets for end users.
8. Actively responded to and resolved Secureworks alerts.

Pending:

1. Working on transitioning the intranet site from Wordpress to SharePoint.
2. Continuing to interview for a contract desktop support tech as well as a full-time desktop support lead.
3. We are ready to place the order for equipment to start the AeroHive upgrade.

Activity or Project:

Honeywell EAMS/Connexo NetSense Upgrade

Description:

Upgrade Honeywell EnergyAxis Advanced Metering Software from 9.2 to Connexo NetSense 11.2

Scope of Work:

- Configure new servers - Completed
- Install new software - Completed.
- Migrate data from previous release to Connexo.
- Training - Completed.
- Site Acceptance - Completed.
- Promote to production - Scheduled for 10/1/19.
- Decommission old production, build new test.

Status:	Near Completion
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Expected Completion:	05-31-2019
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Execution Status:	Behind Schedule
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Activity or Project:

Customer Connect 6 Upgrade

Description:

Phase Activities

June 24 - Completed

- Project Kick Off
- Customer Preparation
- Completion of the Deployment and Configuration checklist by Newark

July 1 - Completed

- CustomerConnect Installation & Configuration
- CustomerConnect Product Review with Core Team
- Core Team Configuration

July 15 - Completed

- User Acceptance Testing & Issues Remediation

July 22 - Completed

- User Acceptance Testing & Issues Remediation
- CustomerConnect Administrator Training

July 29 - Waiting on vendor on issue remediation

- User Acceptance Testing & Issues Remediation
- CustomerConnect Product Review with CSRs

Aug 19 - No scheduled date for go live.

- Go LIVE
- Post Go LIVE Support
- Transition to Support Services

Status: Near Completion**Expected Completion:** 08-23-2019**Execution Status:** Behind Schedule**Activity or Project:**

Media Room

Description:

Resolve Desktop display issues - Complete

Register system - Complete

Configure Tricaster with a single camera- Complete

Add second camera - Complete

Configure Network Switch - Complete.

Work with Electric to cable for audio and video over ethernet - Complete

Mount cameras - Complete

Connect to Channel 22 - Pending

Test - In progress

Train - Pending

*We have a hiss in the audio that we can't get rid of. We have contacted the integrator that originally installed the system to understand the function of the DSP. It was installed when the FTR would only accept 4 channels. The integrator has agreed to meet with us to go over his design in more detail.

Status:	Near Completion
Expected Completion:	09-13-2019
Execution Status:	Behind Schedule

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with recreation and event staff about Community Day logistics and set up; attended the Pomeroy Trail Connector ribbon cutting meeting with Tom. C, Paula and Kevin and worked on organization of the event; met with Grindline Skate Park Design and Construction about completing crack repairs on Newark Skate Parks, repairs were completed; met with a developer about the landscape plan for their project; attended the Patriots Day Ceremony at Olan Thomas Park; prepared for the Landscape Screening and Treatment Ordinance Review meeting; conducted a parks maintenance meeting to discuss up coming projects and work orders;

Deputy Director: Helped prepare for Patriot Day ceremony held at Olan Thomas Park on September 11; attended pre-event meeting with all those working for Community Day, assisted with vendor questions regarding event, confirmed emergency vehicles to assist in blocking Delaware Avenue, worked the event; attended meeting with Kevin, Joe and Tom Coleman regarding the ribbon cutting ceremony for the Pomeroy Trail grand opening; worked with Shelby to get out sponsorship information for the outdoor movie night, contacted Main Street Movies regarding sponsorship for this year, continue to work with UD for set up for the event; confirmed DJ for Harvest Festival; worked with Shelby on the weekly E-blast information; continued to work on scheduling staff for required anti-harassment training; 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: Continues recruiting and hiring new before and after care staff, sent out parent newsletters and late payment reminders; working on summer program statistics; many new sessions of programs began this week including tennis, NBA basketball, youth volleyball, pickleball, Little Kickers and Tiny Tots soccer and Adult softball; visited soccer programs on Saturday; worked Community Day.

Recreation Supervisor of Community Events: Prepared for and held Newark Community Day 2019 with 6 activity vendors, 3 commercial food vendors, 5 non-profit food vendors, 54 commercial information vendors, 19 fine art and homemade craft vendors, 105 non-profit information vendors (plus an additional 10 from UD and the Christina School District, AETNA H,H&L, NPD, NPR, and UDPD), 12 registered performers (plus 2 UD groups and the headliner from WXCY), 12 resale vendors (3 participating sponsors), a total of 234 participating groups at

the event with a crowd of approximately 10,000 people in attendance; Fitness and adult dance classes continue to get registrations and are on-going throughout the fall and winter; Halloween Parade registrations continue to come in with 17 groups currently registered, including Caravel Academy, William Penn HS and UD's marching bands; Turkey Trot registration is available through Race2Run.com; 8 vendors are currently registered for the NewBark PawLooza and 6 for the Turkey Trot.

Coordinator of GWC and Volunteers: Continued to recruit volunteers for upcoming National Day of Service and Community Day; followed up on items needed for the CATCH Program beginning in October; continued training new George Wilson Center Attendants; followed up with instructors for upcoming programs; continued to communicate and meet with potential renters of the George Wilson Center; worked with volunteers for National Day of Service on sites for trash removal.

Recreation Specialist: Sorted, marked and distributed staff shirts for Before and After Care, folded/put away the rest downstairs, coordinated fall Soccer Shots at Downes/West Park, printed flyers, shopped for/delivered first week of Friday Club supplies; shopped for headline act for Community Day, Filmore, hospitality items, fixed up tri-fold board, packed up the guess the sports equipment box, finalized emergency plan and printed copies for our staff, UDPD, NPD & Aetna, attended planning meeting and worked the event; posted all Fall brochure events on Delaware Online (News Journal) and WXCY; for the National Day of Service delivered 2 rounds of supplies to the Sallie Mae Group who volunteered all day; delivered basketballs to Newark High and swapped out locks at Handloff/Fairfield and secured soccer nets; sent sponsorship request letters to all 2018 sponsors for the Harvest Festival, Fusco has committed \$350, asked Party Business for an invoice for face painting/balloons and submitted check request, reached out to Arts Alliance to paint a new photo board for the event, spoke with them at Community Day. Volunteer Hours: National Day of Service - 11 volunteers, 52.5 hours.

Parks Superintendent assisted with field staff daily assignments, inspected one proposed development set of plans for compliance to our landscape code, continued monitoring tree removal/pruning operation along Elkton Road, along with City Planner went out to site to evaluate trees for possible driveway installation, assisted with set up/take down at Patriot Day event at Olan Thomas, met with site supervisor at 201 Discovery Drive concerning landscape installation at that site, picked up trash/debris gathered by volunteers from Patriot Day of service at several park sites, attended meeting with Parks Director, Acting Parks Supervisor and contractor doing crack repair to both skate spots, met with landscape contractor doing plant installation at Newark Preserve basins and open common spaces concerning relocation of some plantings, attended meeting at new Enterprise Rent A Car site with developer and landscape contractor concerning uncompleted issues at site, along with Parks Director attended meeting with developer concerning new warehouse and issues with landscape code and started purchasing process for plant materials to be used in upcoming reforestation project in Redd Park this November through CAC funding.

Parks Supervisor assisted field crews as needed as well as daily scheduling of field staff, started coordinating staff and trucks for loading materials/supplies for Community Day event and attended meeting with Parks Director, Parks Superintendent and contractor doing crack repair to both skate spots, assigned field staff daily and followed up on coordination of staff/vehicles for Community Day event and work on entering labor time into Munis work order system.

Parks/horticulture staff continue mowing and bed maintenance operations, dragged/scarified/lined

Handloff #2 ballfield for start of fall adult softball league as well as lining out soccer fields for start of soccer league, sprayed all other infield areas for weed control as needed, raked off/leveled all horseshoe pit areas, did equipment maintenance to Ventrac and both Kubota mowing units, did interior bed maintenance at City Hall, watering of newly installed plant materials throughout park system, continued mowing Electric Department ROW's, loading/set up/take down/storage of all materials/supplies from Patriot's Day event and loading/set up/take down of all materials/supplies from Community Day event.

Activity or Project:

Newark Harvest Festival

Description:

Newark's Harvest Festival will be held on Saturday, October 5 from 11:00 a.m. – 2:00 p.m. at Olan Thomas Park. Grab your family and friends for an afternoon full of fall fun with pony rides, games, crafts, inflatables and food vendors. The rain date is scheduled for Sunday, October 6.

Status:	Not Started
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Expected Completion:	10-05-2019
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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:	
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City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

Property Maintenance Inspectors completed the following this week:

- 36 Inspections
- 19 Responses to Complaints
- 15 Citations Issued
- 29 Violations Issued

Parking (for September 5-18, 2019):

Lots 1, 2, and 6 have gone online with mobile payments through Passport and T2 digital kiosks. Haines Street (from Delaware Avenue to Lovett Avenue), Lovett Avenue (from Academy Street to Haines Street), Center Street, North Chapel Street, and Main Street (from North College Avenue to Deer Park Tavern) have also gone live with both platforms. Prior to going live, staff participated in multiple WebEx meetings, conference/status calls, and training sessions with vendors to ensure a smooth roll-out. Signage and road painting were completed, and multiple press releases were issued in preparation for the new parking areas with new parking systems. Staff is currently working on validations for both platforms, with a goal to have new validations ready for customers by end-of-week.

Parking was offered at no-charge on September 15 for Community Day. Holiday digital messaging was coded to IPS meters and T2 Luke Cosmo machines, as well as affixing all equipment and the Galleria lot with physical signage notifying patrons of the parking status. Staff also worked at a parking booth on the UD Green for Community Day, providing visitors with information on the new kiosks and Passport mobile payment app. Coupons for \$1 off parking were given out to encourage people to download and use the Passport mobile payment app for parking. Almost half of parkers are now using the mobile app for easy payment and time extension.

Staff corrected an error with ParkingLogix where the Lot 3 countdown sign was displaying improperly, and GIS was not receiving communications from the countdown signs, and attended a monthly safety talk with Public Works and Water Resources, Maintenance, and Parking. Management attended contract discussions, completed narrative, goals, and accomplishments for the Parking Division's budget process, as well as descriptions on all CIP projects, and worked with the IT Division on the conversion of General Billing from Quickbooks to Munis.

Planning/Land Use:

Planning and Development Director Mary Ellen Gray participated in Community Day where she mostly staffed the Rental Housing Workgroup table where the Planning and Development Department was seeking community feedback on the draft recommendations from the Rental Housing Workgroup and asking residents to take a survey. The survey will be open through October 11, 2019: <https://www.surveymonkey.com/r/WPXSHRH>. The Workgroup webpage (<https://newarkde.gov/1118/Rental-Housing-Workgroup>), has links to both the draft recommendations and the survey at the top of the page for quick/easy reference. There was a lot of foot traffic throughout the day and engaging conversations with Newark residents regarding this effort and the workgroup hopes that additional residents provide feedback through the survey. The next step in this process is for the Rental Workgroup to meet on October 16 from 3:00 to 5:00 pm to review the survey data and incorporate it into a presentation to Council where these data and the draft recommendations will be presented to Council for feedback and public input. Then, the Rental Workgroup will reconvene on November 14 from 3:00 to 5:00 pm to refine the recommendations in anticipation of a final presentation to Council at a later date. Other tables that Planning had at Community Day included the Sustainable Newark and the Parking tables, as further described in this Activity Report.

A Transportation Improvement District Workgroup meeting was held on September 11. The Workgroup came to a consensus on a facility boundary. This boundary will be voted on at the next meeting for concurrence. Staff is starting to work with DelDOT on a draft agreement to be

brought forward to Planning Commission and City Council at a future date: <https://newarkde.gov/1127/Transportation-Improvement-District-Comm>. Staff is also working with DelDOT on the next step of land use analysis, which is the next topic of discussion for the Workgroup.

Director Gray spent a good deal of time preparing documents for the September 23 Council Packet, <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6251>, plan review, budget, and related issues. She also participated in the Sustainable Newark meeting which is further described in this Activity Report by Planner Mike Fortner.

Director Gray also spent time preparing for the American Planning Association Fall and Advocacy Conference that is starting this weekend. As President of the Delaware Chapter of the American Planning Association, Director Gray will be representing Delaware at this conference as they discuss topics that focus on engagement and advocacy including housing, infrastructure and inclusive growth. Also, as part of this conference, Director Gray be meeting with the Offices of our US representatives, Congresswomen Lisa Blunt-Rochester, Senator Coons, and Senator Carper, to discuss planning issues of national and local importance. Further, she will be introducing Senator Carper at the evening reception during the Advocacy Conference, as he will be giving opening remarks.

Director Gray participated in a meeting with City Manager Tom Coleman, Assistant to the City Manager Jeff Martindale, and Design Committee Chair Joe Charma to meet with representatives from University of Delaware (UD) – Tracy Shickel, UD Director, Economic Development and Greg Shelnett, UD Professor and Chair Art and Design – to discuss planning for public art and options on how the City and University could work together moving forward. It was a productive discussion and the group looks forward to working together on this long-term endeavor in the future.

External Meetings attended by Director Gray:

- Transportation Improvement District Workgroup, September 11
- Community Day, September 15
- Exploration of Public Artwork, September 16
- Sustainable Newark, September 17

The Planning Commission is scheduled to meet on October 1 at 7:00 p.m. in Council Chamber. Items on the agenda include:

- Election of Planning Commission Officers
- Review and consideration of a Comprehensive Development Plan amendment, rezoning, major subdivision, and special use permit for 287 East Main Street (Fulton Bank)
- Review and consideration of the Planning Commission 2019 Annual Report and 2020 Work Plan
- Update on the Newark Community Sustainability Plan

The latest draft (August 2019) of the Newark Community Sustainability Plan is available on the City's website at the following link: <https://newarkde.gov/1067/Newark-Community-Sustainability-Plan>. The draft plan was distributed to Steering Committee members and to members of the Conservation Advisory Commission (CAC). The Steering Committee will give presentation to the CAC for their final recommendation to Council. The final draft of "Sustainable Newark" will be presented to Council at their November 11 meeting.

On September 15, Newark Community Sustainability Plan Steering Committee members and Planning staff hosted a table at Community Day to do public outreach on the draft proposal for the “Sustainable Newark” Plan.

The Steering Committee for the Sustainable Newark Plan met on September 17 at the WILMAPCO office building in the STAR Tower. The Steering Committee reviewed the final draft document and made their final revisions and the revised draft will be released in early October in preparation for CAC meeting.

The Green Building Code Work Group is scheduled to meet on September 24, 2019 at 3:30 p.m. in the Municipal Building’s Library conference room.

Planner Mike Fortner is working on the Community Development/Revenue Sharing Advisory Committee’s recommendation to Council that will be presented at the October 7 Council meeting.

Planner Tom Fruehstorfer attended the WILMAPCO Council meeting on September 12 and the meeting of the Landscape Screening and Treatment Ordinance Review Committee on September 16.

The following was also completed:

- 10 Deed Transfer Affidavits
- 25 Building Permit Reviews
- 2 Certificates of Completion/Occupancy

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017. The Board of Adjustment granted variances regarding area regulations and area requirements on June 21, 2018.

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.

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 has been placed on City Council agendas for September 23, 2019 (first reading) and October 28, 2019 (second reading).

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 9, 2018. The Planning and Development Department received revised plans on March 12, 2019. Staff comments were forwarded to the applicant on July 22, 2019.

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. SAC comments were forwarded to the applicant on January 9, 2019. Revised plans were received by the Planning and Development Department on May 1, 2019. Staff comments were forwarded to the applicant on August 23, 2019.

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 were sent to the applicant on August 17, 2018. The Planning and Development Department received revised plans on April 10, 2019. Staff comments were sent to the applicant on June 25, 2019. The project, originally scheduled for review by the Planning Commission at their June 4, 2019 meeting, has been rescheduled for the July 2, 2019 Planning Commission meeting. The July 2, 2019 Planning Commission meeting was cancelled due to lack of a quorum and has been rescheduled for July 30, 2019, at which time this project will be considered. The Commission recommended approval of the minor subdivision at their meeting on July 30, 2019. The project was approved by City Council at their meeting on September 9, 2019.

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. An application for the major subdivision with site plan approval was received by the Planning and Development Department on December 6, 2018, along with revised plans proposing the demolition of the existing structures at the site, subdivision of the parcel into two lots, one of which will be maintained as open space, and construction of 189 two-bedroom apartment units. 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. The Planning and Development Department received revised plans, along with the major subdivision with site plan approval application, on December 6, 2018. The revised plans were distributed to the SAC for review on December 10, 2018 and a SAC meeting was held on January 4, 2019. SAC comments were sent to the applicant on April 3, 2019. The Planning and Development Department received revised plans on April 12, 2019. SAC comments were forwarded to the applicant on April 30, 2019. The proposed land-use project, scheduled to be reviewed and considered by the Planning Commission at their May 7, 2019 meeting, was withdrawn by the applicant and will be considered at a future Planning Commission meeting. On June 14, 2019, the Planning and Development Department received revised plans proposing one 3-story/9-unit apartment building, three 3-story/12-unit apartment buildings, and 46 3-story townhome-style apartments. The revised plans were distributed to the SAC for review on June 20, 2019. Staff comments were forwarded to the applicant on July 11, 2019. Revised plans were received by the Planning and Development Department on July 18, 2019, with staff comments forwarded to the applicant on July 23, 2019. Revised plans were received on July 25, 2019. This project is scheduled for consideration by the Planning Commission at their meeting on August 6, 2019. At their meeting on August 6, the Commission recommended approval of the Comprehensive Development Plan amendment and recommended not to approve the proposed

major subdivision. The project has been placed on City Council agendas for September 23, 2019 (first reading) and October 14, 2019 (second reading).

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.

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. SAC comments were forwarded to the applicant on January 17, 2019. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 2019.

287 East Main Street, Fulton Bank, Parcel ID 1802100068 (PR#19-01-01): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision with site plan approval, and special use permit for the property at 287 East Main Street, location of the Newark branch of Fulton Bank, were received by the Planning and Development Department on January 7, 2019. The plan proposes demolition of the existing structure at the site, rezoning of the parcel from BL (business limited) to BB (central business district), and construction of a four-story mixed-use building with first floor retail space, a portion of which will be used by Fulton Bank, parking areas with a drive-through, and 42 residential units on the second, third and fourth floors. A special use permit is required for residential units in the BB zoning district. As of the August 12, 2019 revised submission, this project no longer requires site plan approval. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019. A SAC meeting was held on March 11, 2019. SAC comments were forwarded to the applicant on June 10, 2019. Revised plans, received on August 12, 2019, no longer require site plan approval. The plans were distributed to the SAC on August 13, 2019. The project will be considered by the Planning Commission at their meeting on October 1, 2019.

54 East Main Street, Parcel ID 1802000022 (PR#19-05-02): On May 31, 2019, the Planning and Development Department received a sketch plan for a mixed-use subdivision at 54 East Main Street proposing a restaurant on the ground floor, two apartment units on the second floor, and one apartment unit on the third floor. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

268 East Main Street, Parcel ID 1802100024 (PR#19-06-01): On June 10, 2019, a sketch plan was received by the Planning and Development Department for the property at 268 East Main Street. The plan proposes a 52-unit apartment building on the site of the current Super 8 Motel.

Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

1 North Twin Lakes Boulevard, Parcel ID 1805400022 (PR#19-06-02): The Planning and Development Department received plans for a major subdivision at 1 North Twin Lakes Boulevard on June 14, 2019. The plan proposes to replace the currently-approved 12-unit subdivision plan with a new 24-unit townhome-style apartment subdivision plan. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 20, 2019. A SAC meeting has been scheduled for September 24, 2019.

118, 126, and 130 New London Road, Parcel IDs 1801300124, 1801300123, 1801300197 (PR#19-07-01): On July 3, 2019, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, minor subdivision, and site plan approval for 118, 126, and 130 New London Road. The plan proposes to convert the three existing residential dwellings into townhome apartments by modifying the shell of the existing dwellings and adding two new townhome units between the existing dwellings.

436 Christina Mill Drive, Parcel ID 1803000130 (PR#19-07-02): The Planning and Development Department received an application for a special use permit for 436 Christina Mill Drive on July 10, 2019. The applicant is requesting approval for a part-time massage therapy business.

751 Paper Mill Road, Walton Farm Subdivision, Parcel ID 0804700003 (PR#19-08-01): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, and minor subdivision of 14.48+/- acres at 751 Paper Mill Road. The plans propose to divide one parcel into two parcels in order to construct one single-family home on the newly created parcel. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting has been scheduled for September 24, 2019.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 0804700039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting has been scheduled for September 24, 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:

- On Thursday, September 12, Animal Control Officer Donna Vickers responded to the 100 block of Panorama Drive for a vicious dog attack. Upon her arrival, she was informed that an elderly male was walking his small dog on a leash, next to his residence, when two large stray dogs approached him. One of the dogs suddenly charged and attacked the male's small dog. The force of this attack caused the male to fall to the ground. After this attack both stray dogs ran away from the area. The victim did not know who the dogs belong to and had never seen them in the neighborhood before. The injured dog was rushed to his veterinarian where he was rushed into surgery but was unable to be saved. During Vickers' investigation, she was able to locate both dogs and their owner. Charges are pending.

Auxiliary Services Division:

- Captain Van Campen and members of the selection team will be hosting oral presentations/demonstrations for the Body Worn Cameras, In-Car Mobile Cameras, Interview Room and Digital Evidence Management solutions relative to RFP 19-05.

Administration Division:

- Community Day was a great success. NPD officers interacted with many members of the public in attendance and NPD giveaways were handed out to those who took part in some of the interactive games.
- The upcoming Citizens Police Academy students have been selected and notified. Classes will begin on October 9th.

Criminal Investigations Division:

- Victim Services Coordinator Melissa Pennachi wanted to make everyone aware that the Day of Remembrance for Murder Victims is being held on Wednesday, September 25, 2019 with doors opening at 6 p.m. at the Route 9 Library & Innovation Center, 3022 New Castle Avenue, New Castle, DE. In solidarity with the National Day of Remembrance, held in September, the Delaware Victims' Rights Task Force holds this memorial event to honor the memory of murder victims. The event is to honor their memory and recognize the impact homicide has on surviving family members, loved ones, and our communities. The event is open to the community.
- Detectives are still actively investigating the homicide from last month as well as several

criminal investigations.

Patrol:

- On August 22, 2019, P/O Klein responded to the 900 block of Kenilworth Avenue for the report of a burglary. Through investigation, P/O Klein identified a suspect and obtained warrants for burglary 2nd, theft, criminal mischief, and selling stolen property were sworn to through Justice of the Peace Court.
- On September 15, 2019, C Platoon received information that the suspect was at a business on East Main Street. Newark officers, along with assistance from the University of Delaware Police Officers, were able to cover the exits of the business and arrested the suspect without incident. In addition to the burglary warrant, the suspect was wanted on 6 capias: Superior Court for Contempt/Court of Common Pleas for failure to appear (FTA)/Family Court for FTA, Justice of the Peace Court #11 for FTA, Newark Alderman's Court #40 for FTP.

Special Enforcement Division:

- The Special Operations Unit has identified several properties to keep check on during the weekend.
- The Traffic Unit continues to conduct enforcement on identified problem spots such as Church Road, Chrysler Avenue, Casho Mill Road, Ogletown Road, as well as numerous other locations.
- We continue to rotate the sign message board through the neighborhoods reminding people to lock their vehicles and remove valuable. People continue to ignore our advice and have valuables stolen.

Activity or Project:

N/A

Description:

Status:	Completed
Expected Completion:	09-19-2019
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:

Public Works and Water Resources Department

Notable Notes:

Staff and representatives from the Millcroft site held a public meeting to discuss the Interim Stabilization and Planting Plans for the site. Approximately 20 residents of the Hunt at Louviers and surrounding area attended the meeting. The site will be graded and stabilized and trees and meadow grasses to be planted as the weather allows. The site work is slated to begin on September 23 and take approximately two months to complete, depending on the weather.

Streets crews will be patching several areas of the City Hall parking lot this weekend.

We have been working with the City of New Castle on an equipment swap to satisfy the needs of both municipalities. We have been able to loan a rear loading refuse truck to New Castle as they have a new truck on order and their old one is not in service. New Castle has an used skid steer, which they do not currently use and have let us borrow for the next month. There is a possibility of a permanent trade with Council approval, if the details can be worked out.

Reminder that UD will be closing Academy Street to through traffic September 23 to September 27 in order to set cranes for new equipment install. Emergency vehicles will have access and DelDOT has been notified since it affects Delaware Avenue.

The Traffic Committee recently discussed the intersection of Haines Street and Delaware Avenue. We have received numerous complaints about the pedestrian crossing at this intersection. Many motorists do not stop for pedestrians and many do not stop for fear that the other lane will not stop. As part of the design for the Delaware Avenue two-way bike lane planned for construction in 2020-2021, DelDOT's consultant is recommending a full traffic signal at this intersection to accommodate vehicles, pedestrians, and the new signals for the bike infrastructure.

Activity or Project:

Annual Street Program

Description:

The contractor plans to complete the concrete and ramp work in all locations prior to the mill and overlay of the asphalt. All curb is complete on Plymouth Drive. Art Lane and Anita Drive curbs are under construction, anticipated to be complete by September 27. Red Pine Circle, Scotch Pine Road and Adelene Avenue will begin during the week of September 23. Notices have been delivered to all nearby residents and emailed to Council.

The following streets are included in the contract and will be scheduled in the coming weeks:

Moss Court
 Woodsong Circle
 Harvard Lane
 Country Hills Drive
 Stamford Drive
 Orchard Road
 Winslow Road
 Devon Drive
 Hartford Place

Hidden Valley Drive
Kells Park Lot
Lewis Park Lot

Status:	In-Progress
Expected Completion:	12-31-2019
Execution Status:	On Track

Activity or Project:

Main Street Improvements

Description:

N. Chapel Street is scheduled to be closed on Saturday, September 21st for paving of the intersection, dependent on the asphalt plant opening for the weekend. If the closure is delayed, it will be rescheduled for Saturday, September 28th.

DelDOT has updated the timelines for the project on the mainstreetimprovements.com website. They anticipate the next major phase, Phase 5 (eastern half), south side on Main Street from approximately Academy Street to Chapel Street will begin in early October.

Status:	In-Progress
Expected Completion:	07-31-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – September 12-18

Name	# of Documents	# of Pages	Types
Samantha	516	3,835	NPD Files/Parks and Recreation Files
Sandy	425	1,125	Personnel Documents
Fred	0	0	Off
Debbie	96	10,172	PUBS Daily Cash Receipts
Ana (PT)	289	1,875	Court Documents/NPD Files
Anita (PT)	0	0	Off
Total	1,326	17,007	

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	64,117	+33,237
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	75,080	+33,260
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 09/08/19-09/14/19

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	1	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	0	0	0	0
Rape	11	5	0	3	11	0
Unlaw. Sexual Contact	4	3	1	5	0	0
Robbery	16	12	0	24	10	0
- Commercial Robberies	7	7	0	8	8	0
- Robberies with Known Suspects	1	1	0	2	1	0
- Attempted Robberies	0	0	0	1	0	0
- Other Robberies	8	4	0	13	1	0
Assault/Aggravated	16	19	0	24	16	0
Burglary	29	50	1	8	95	9
- Commercial Burglaries	9	5	0	1	8	0
- Residential Burglaries	18	34	1	5	53	3
- Other Burglaries	2	11	0	2	34	6
Theft	380	390	12	108	290	10
Theft/Auto	39	31	0	5	8	1
Arson	0	0	0	0	0	0
All Other	73	80	3	62	91	0
TOTAL PART I	568	592	17	239	521	20
<u>PART II OFFENSES</u>						
Other Assaults	185	195	6	133	114	3
Rec. Stolen Property	0	0	0	13	10	0
Criminal Mischief	116	105	5	102	81	2
Weapons	8	18	1	27	52	0
Other Sex Offenses	0	0	0	0	7	0
Alcohol	162	146	9	254	261	19
Drugs	100	150	6	149	232	6
Noise/Disorderly Premise	539	467	13	209	170	11
Disorderly Conduct	102	116	4	72	91	3
Trespass	152	184	4	50	77	1
All Other	292	247	5	232	318	9
TOTAL PART II	1656	1628	53	1241	1413	54
<u>MISCELLANEOUS:</u>						
Alarm	135	115	2	0	0	0
Animal Control	353	439	25	2	2	0
Recovered Property	206	162	10	0	0	0
Service	28748	24528	652	0	0	0
Suspicious Per/Veh	345	330	9	0	0	0
TOTAL MISC.	29787	25574	698	2	2	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	990	36,991	925	32,318



**Newark Police Department
Weekly Traffic Report
09/08/19-09/14/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	7984	8574	99	265
DUI	132	151	1	5
TOTAL	8116	8725	100	270

*Included in the total collision numbers

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the

TRAFFIC COLLISIONS				
Fatal	0	2	0	0
Personal Injury	154	158	7	7
Property Damage (Reportable)	831	771	23	24
*Hit & Run	187	136	8	5
*Private Property	229	191	5	8
TOTAL	985	931	30	31

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.