

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

We held the first Council meeting of 2020 on Monday evening. There are quite a few city business related items on the upcoming Council agenda which I worked with staff to complete ahead of Monday's packet deadline. I also continued to work on labor related tasks for the three contracts which are currently in negotiations. We hope to have AFSCME 3919 ratified on Monday, 1/13, with AFSCME 1670 and CWA 1036 shortly thereafter.

I spent the majority of the week interviewing applicants for the vacant Chief Human Resources Officer position which has been occupied by Deputy Chief Farrall in an acting capacity since 2018. We hope to be able to extend an offer within the next four weeks or so for this critical position.

We continued to work on the electric cost of service analysis that is the first phase of the electric rate study process.

Staff met with the engineers for the Emerson Bridge project to review our comments that were provided on the most recent construction plans and hydrologic and Hydraulic modeling reports.

I met with Solicitor Bilodeau and Directors Filasky and Del Grande to review and discuss a draft modification to our sanitary sewer agreement with New Castle County that will allow for out of town sewer service. We hope to wrap up the agreement negotiations soon.

Staff met to provide comments and feedback on the draft landscape ordinance that has been prepared by Director Spadafino and the Landscape Ordinance Committee.

I held a regular meeting with Mayor Clifton.

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

**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>	

**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 12/19/19 to 1/8/20 ( there were no court sessions held from 12/18/19 until 1/2/20 due to the holidays). These sessions included arraignments, trials, capias returns, video hearings, code violations and prisoners transported. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

**Activity or Project:**

Court Sessions

**Description:**

From 12/19/19 to 1/8/20 Alderman's Court handled 55 arraignments, 72 trials, 36 capias returns, 4 video hearings, 2 code violations and 4 prisoners were transported. The court collected a total of 833 parking payments of which 577 were paid online and 256 were paid at court. The court also collected criminal/traffic payments of which 424 were paid online and 128 were paid at court for a total of 552 criminal/traffic payments.

**Status:**

Completed

**Expected Completion:**

01-08-2020

**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:**

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City Secretary and City Solicitor's Office

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**Notable Notes:**

Paul was in the office on January 6 for Council. Geena was in the office on January 3 for Court.

Renee attended the staff meeting on January 2 where the January 13 Council agenda was discussed.

Renee served on the interview panel for Chief Human Resource Officer on January 6, 7 and 8.

Staff finalized and posted the January 13 Council agenda and packet on January 6.

Paul, Renee and Tara staffed the January 6 Council meeting. Follow up was completed by staff during the week.

Nichol drafted and posted the January 14 Conservation Advisory Commission agenda on January 7.

Renee spent time drafting and meeting with staff for 2019 employee evaluations for the department.

Renee drafted and edited multiple items for the January 13 Council agenda packet, including four bills and three sets of minutes.

Renee worked with Planning and Communications staff regarding the January 10 Planning Commission meeting cancellation.

Renee worked to schedule agenda items for upcoming Council meetings. Council meetings are now being booked into May of 2020.

Renee and Tara spent time working on initial preparations for the April 14, 2020 Council elections for Districts 3, 5 and 6. The Solicitation of Candidates notice was drafted, posted and the newspaper advertisements submitted. Renee updated the website with 2020 election information. Candidate petitions can be picked up from the City Secretary's Office during regular business hours or requested via email to [citysecretary@newark.de.us](mailto:citysecretary@newark.de.us). The filing deadline is Monday, February 10 at 5:00 p.m. Information regarding the election can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Nichol spent time reviewing Council meeting data for the new Council meetings so staff can report to Council on the 2019 data at their January 27 meeting.

Tara completed several permit reviews.

Tara spent time on several union issues.

Danielle worked on several items for legal counsel.

Renee and Tara spent time researching several items for staff and Council.

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

- \* Reached out to the requestor regarding the administrative cost estimate on a November 20 FOIA request from Jacob Baumgart regarding mayoral expenditures.
- \* Provided a response and closed a January 3 FOIA request following up on a request that was not received from Nova Consultants
- \* Circulated to staff a January 3 FOIA request for open building/fire violations/COs/final draft site plan pertaining to 230 East Main Street from The Planning and Zoning Resource Company
- \* Circulated to staff a January 6 FOIA request for a list of properties with water shutoff from December 1, 2019 through January 5, 2020 from Alex and Sara Homes
- \* Circulated to staff a January 8 FOIA request for governmental policies and procedures dealing with ICE from the Law Office of Edward C. Gill, P.A.

Regarding minutes, staff time was spent on the December 2 Council (Renee edited - complete), December 9 Council (Renee edited - complete), December 10 Conservation Advisory Commission (Tara edited - complete), December 19 Council executive session (Tara drafted - complete), December 19 Council (Renee edited - complete) and January 6 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 17 discovery requests for upcoming Alderman's Court cases. 17 discovery requests have been filled so far for 2020. The court calendar for January 16 was received and the 19 cases were prepared for the Deputy City Solicitor. 1 court calendar with 19 associated cases has been processed in 2020. Two plea by mails were processed.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 3 lien certificates were completed and sent to the requestor. 8 lien certificates have been processed for 2020.

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**Activity or Project:**

Digital Records Project

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**Description:**

Samantha sent destruction notices for 19.75 boxes of documents to State Archives.

Samantha completed monthly reports for December to each department.

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 January 2-8 are below. Please note that numbers were down due to staff absences due to illness and due to TCM issues.

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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:**

Electronic Council Packets

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**Description:**

Renee received the implementation contract from the vendor for this project. Initial documentation is to be submitted by January 17 with a kickoff call scheduled after submission.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	04-27-2020
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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 line crews installed another distribution recloser on Academy Street. They also pulled in primary cables and started terminating both primary and secondary cables at the Haines Street Apartment project.

Electricians worked on maintenance requests at City Hall. They also helped with the radio installs of the reclosers and fixed communication issues on two of the in service 34kV reclosers.

Engineering compiled UD's monthly energy usage for billing purposes. Engineering also continued working on the College Square Shopping Center design.

Engineering worked on the Elkton Road widening project. There have been several issues in the field that were not accounted for in the contract. The latest is a shopping center light that needs to be removed as it is right next to a new pole and is too high to remain.

**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:**

Information Technology Department

**Notable Notes:**

Applications Team:

Open Tickets from Previous Week - 61

Tickets Opened in the Last Three Weeks - 117

Tickets Closed in the Last Three Weeks - 111

Remaining Open Tickets – 67

1. Worked with vendor to correct billing pdf issue on 12/19.
2. Webex with vendor to discuss service order behavior on 12/20.
3. Meeting with PUB Manager to discuss debt collection process on 1/8/20.
4. Meeting with IT Network Admin and Electric Director to discuss meter upgrade on 1/8/20.
5. Worked on and resolved support tickets for end users.
6. 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, implementation will be scheduled once CC6 is live.
3. Paymentus to switch over Tyler Munis payment processing from Auth.net.

Infrastructure Team:

Open Tickets from Previous Week - 103

Tickets Opened in the Last Week - 89

Tickets Closed in the Last Week - 91

Remaining Open Tickets - 101

1. Built a new Radius server to support AeroHive and Always On VPN
2. Submitted paperwork for the Microsoft enterprise agreement to SHI for renewal.
3. A new wired network has been configured for kiosks in publicly accessible spaces.
4. Assisting with the troubleshooting of disconnected meters in Elster.
5. Attended KnowBe4 webinar on anti-phishing products and services.
6. Worked on and resolved support tickets for end users.
7. Actively responded to and resolved Secureworks alerts.

Pending:

1. Scheduled to move file shares to the new file server on Sunday.

2. Updating the server commissioning and decommissioning processes to account for SecureWorks.
3. Evaluating SSL/TLS vulnerabilities for remediation.
4. Building the Always on VPN server.

**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:**

Parks and Recreation Department

**Notable Notes:**

Director: Completed employee evaluation reviews; met with JMT Inc. about the Rodney project and landscaping plan as well as the park design and equipment; met with Tyler about Parks on Draft organization and potential locations and dates for 2020; updated the parks snow plan and plowing check list; met with parks employees about upcoming projects and work orders and 2020 budget.

Deputy Director: Worked with Shelby to get information for the Winter/Spring Activity Guide out on social media sites and on ESS; sent out rosters for all fitness classes starting the first week in January and sent out marketing emails to participants reminding them to register; completed finalizing updates for end of year evaluations for parks and recreation staff and completed with staff; worked with Rich and Kathy on updating snow plowing checklist; sent out reminders to staff about upcoming deadlines including end of year reports, fall statistics and January PSA's; continued to process special event applications; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: Proofed winter/spring program information, rescheduled pint

size basketball due to schedule conflict at McVey; attended anti-harassment training; completed the January staff schedule for before/after care, parties were held at both sites on the last day of school before the holidays; interviewed and hired additional youth basketball referees, completed the basketball staff schedule for January; completed the end of year report; completed fall program statistics; contacted summer camp staff to see who is interested in returning.

Recreation Supervisor of Community Events: Working on winter/spring programs; posted on Facebook for upcoming fitness and dance programs; updating sponsorship and vendor package information; created a quick guide for pro-rating fitness classes for staff; emailed Newark Community Garden participants about plot renewals.

Coordinator of GWC and Volunteers: Met with the Deputy Director, the Recreation Specialist and Recreation Supervisor to go over items that were covered in Coordinator's absence; met with the George Wilson Center attendant on January 3 to discuss several items pertaining to the George Wilson Center; began to touch base with renters/instructors for upcoming rentals and programs; began to review notes/emails from her absence; created several maintenance tickets for updates on building projects at the George Wilson Center; met with George Wilson Center attendants to review 2019 evaluations; continued to communicate and meet with potential renters of the George Wilson Center.

Recreation Specialist: Posted events to the website for the News Journal, WXCY, WDEL/WSTW, WDSO, WJBR and made a weekly list of events for Shelby to use for the weekly E-blasts; found subs for before/after care program for January/February and updated the schedule to include other subs who could work; Bank of America reached out regarding the 2020 schedule for volunteers and sent her a list of upcoming volunteer opportunities, received 1st volunteer application for summer camps, met with Chrissy upon her return to go over the volunteer program during her leave.

Parks Superintendent completed walk thru inspections of remaining park areas (not in depth inspections), continued on planting plan for lower berm at Olan Thomas Park and completed gathering pricing for upcoming 2020 purchases.

Parks Supervisor completed year end reviews with employees and assigned field staff daily and assisted as needed.

Parks and horticulture staff continued on work orders as assigned, removed holiday tree on Main Street and turned off lights on tree at Olan Thomas Park, checked and cleaned off inlet pipes and catch basin lids throughout park system as needed, removed all holiday decorations from Wilson Center and placed into storage, removed holiday decorations from entry at City Hall and placed sleigh into storage, interior bed maintenance at City Hall, did trash removal throughout park system as needed, removed graffiti at several spots along the Hall Trail and did tree removal/pruning in monthly parking lot by transit hub.

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**Activity or Project:**

Summer Camp, Volunteer and Program Fair

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**Description:**

Newark's Annual Summer Camp, Volunteer and Program Fair will be held on Saturday, February 15 from 9:30 a.m. – 12:00 p.m. at Newark High School. Representatives will be on hand to



showcase summer camp and volunteer opportunities throughout the Newark area and answer any questions you may have. We will provide a “one stop shop” for families so you can register for our activities or sign up to volunteer on site.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	02-15-2020
<b>Execution Status:</b>	On Track

**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:**

Planning and Development Department

**Notable Notes:**

Code Enforcement:

South Main Street Plaza is on the fourth set of temporary certificates of occupancies for the first 12 apartments.

BPI: fifth and sixth floors approved to move in furniture.

Bloom Energy: framing and plumbing continuing.

Green Mansion: Still need signed contracts and approval from Public Works and Planning to issue footing and foundation permits.

Thorn Flats – received revised drawings.

Chemours – final area will be approved in mid-February.

211 Haines Street – third floor rough plumbing and HVAC completed.

Park N Shop – Construction expected end of January.

UD Library Annex – breaking ground within the next week or two.

UD Whitney Stadium – work is progressing.

Worrilow Hall – framing, rough in and hvac are progressing.

22 Benny Street – framing is on going.

Train Station – currently no updates.

Code Enforcement Manager:

Continuing to work with property maintenance on addressing nuisance properties.  
 Working with the Council with the Village of Fountainview subpoena.  
 Continue to evaluate software companies.  
 Continuing coordination of office move.  
 Continuing to do employee reviews.  
 Continuing a procedure for a new business license application packet and having Property Maintenance Inspectors verify current businesses in their area.

#### Parking:

- Conference call with Kimley-Horn consultants to discuss focus groups schedule and future schedule of consultation.
- Meeting with GIS Coordinator Jay Hodny to discuss GIS parking changes with Lot #7, new Passport zones, and general changes to map display.
- Parking was complimentary on January 1, 2020 for New Year's Day. Signage was affixed to equipment, parking gates raised, and kiosks/app displayed digital message notifying patrons of parking status.
- Continued working with T2 on 2020 CIP Kiosks.
- Continued working with Passport to add Lot #7 to the zone list and parking app.
- Continued working with ComSonics for Lot #7 geofencing.
- Cleaned and painted lines/bumper blocks in Lot #7 in preparation for opening of parking lot.
- Worked with Finance on numerous projects, including 2019 insurance claims, Lot #7 specifics, and T2 Kiosk finances.
- Completed 2019 finances.

#### Planning/Land Use:

On Wednesday, January 8, Planner Mike Fortner attended the Transportation Improvement District Committee meeting and gave a presentation on analysis for existing and future land uses based on the Comprehensive Development Plan. The analysis included projects in the Planning and Development Department's pipe line, as well as buildout projections for a 20 year period based on zoning and trends.

On Tuesday, January 7, Mike Fortner attended the New Castle County Consolidated Plan Workshop at the Newark Free Library to participate in a focus group on enhancing access to community assets for low to moderate income households.

#### Planning and Development Director:

Worked on City Council packets for January 13, 2020.

<https://newarkde.gov/ArchiveCenter/ViewFile/Item/6383> Planning related issues to be covered in this meeting include: first readings for Ordinance amending Chapter 5, Animals; Ordinance amending Chapter 13 amending Finance, Revenue and Taxation; Ordinance amending Chapter 14 Fire prevention; Ordinance amending Chapter 32 by allowing sidewalk cafes, patios, decks, balconies and parklets in downtown district; and a presentation on the 2020 Planning Commission Workplan and 2019 Annual Report.

Prepared for and attended the January 6, 2020 City Council meeting where the Transportation Improvement District Agreement was discussed and approved by Council with amendments that

included extending the TID map to include Valley Road and Old Paper Mill Road  
<https://newarkde.gov/ArchiveCenter/ViewFile/Item/6375> .

Worked on Transportation Improvement District Committee and related issues including TID Committee meeting on Wednesday, January 8, 2020. The topics covered in this meeting is a debrief of the January 6, 2020 Council meeting and the next steps in the TID process including existing and future land use projections and service standards. More information can be found at the Transportation Improvement District Committee webpage:  
<https://newarkde.gov/1127/Transportation-Improvement-District-Comm>

Worked on January Planning Commission packets and related issues. As indicated in last week's activity report, the Planning Commission meetings were scheduled for January 9, 2020 and January 10, 2020. The January 10, 2020 Planning Commission meeting has been cancelled and the agenda items will be heard at a future Planning Commission. The January 9, 2020 Planning Commission meeting will proceed as scheduled.

Attended January 2, 2020 Mangers meeting.

Worked on Newark Downtown Parking project including sending out invitations to the previously identified stakeholders to conduct a series of Focus group meetings to dialogue with users of downtown parking and gather thoughts, ideas and feedback on parking and related issues in the Newark Downtown area. The meetings will be facilitated by the consultant, Kimley-Horn Associates. The meetings are scheduled for January 28 and 29, 2020 in the Council Chamber. Following these meetings, we will be conducting two public meetings to gather thoughts, ideas and feedback on parking and related issues in the Newark Downtown area from the public at large as well as report out on the findings of the stakeholder meetings. These meetings are scheduled on February 25, 2020 where we will have a morning and evening session. More information will be shared regarding these meetings over the next month. Also, a conference call was had with the consultant to discuss the upcoming stakeholder meetings, public meeting and progress on their Code review.

Participated in the monthly webinar for the International City Managers Association Mid-Career Managers Institute where we started on a new module: Community and workforce engagement. This will be a four-part session module where the goal is to improve the public sector work we do as managers to move our organizations toward higher performance. The first module focused on employee engagement.

Participated in the DE American Planning Association Finance and Management Committee meeting where we discussed and reviewed the DE APA 2020 budget and program as well as the Annual Performance Report to be presented to the DE APA Executive Board next week.

The balance of the week was spent on managerial and administrative tasks and plan review.

The following was also completed:

- 6 Deed Transfer Affidavits
- 33 Building Permit Reviews
- 0 Certificates of Completion/Occupancy

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**Activity or Project:**

<b>Description:</b>	
<b>Status:</b>	
<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>	
<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:**

Police Department

**Notable Notes:**

- Due to the great work of the men and women of the Newark Police Department, 2019 marked another year that ended with a reduction in the serious crime category. We are especially proud that the NPD did not only meet 2018's historic low of 19 reported robberies but reduced that number to 18 in 2019. This is over a 76% decrease in reported robberies compared to 78 robberies reported in 2006. In 2019, Newark also had a 57% decrease in reported rape and a 16% decrease in unlawful sexual contact from the previous year. A rash of burglaries early in 2019 increased the total from the previous year, but the arrests of the suspects greatly reduced the number of burglaries later in the year.
- Traffic Unit officers and patrol officers have continued their traffic safety initiatives. Educational information as well as an increase in traffic summons issued, and DUI arrests, resulted in 60 less total motor vehicle collisions in 2019 and 62 less collisions that resulted in personal injury.

**Patrol:**

- On January 3, 2020, officers responded to Planned Parenthood, located at 140 East Delaware Avenue, for a report that an unknown suspect threw a Molotov cocktail through the window of the building after spray painting "Deus Vult" on an exterior wall. The investigation was later turned over to the FBI, who responded along with Newark Police Department Criminal Investigations and the Delaware State Fire Marshal's Office. The suspect was quickly identified and taken into custody by the FBI on January 4, 2020.
- On January 5, 2020 officers responded to "Fresh", located at 800 Ogletown Road, in reference to an alarm with video of trespassers stealing marijuana waste. A perimeter was

established by responding patrol officers, and two juvenile males were located on the railroad tracks adjacent to the business. When contacted, the juveniles were found to be in possession of burglars' tools and marijuana waste products. Officers viewed surveillance footage from the business and discovered that both males were at the location for an extended period of time and had entered several outbuildings. Warrants were obtained charging the juveniles with burglary 3rd, conspiracy, criminal mischief and criminal trespass.

**Special Enforcement Division:**

- Special Operations officers continue to work on the PAL project and are meeting with the executive board this week.
- Special Operations officer have been conducting police applicant background investigations. Special Operations officers are wrapping up this seasons retail theft operation.
- The Traffic Unit has been conducting targeted enforcement throughout the city. Special attention has been given to Old Papermill Road the past two weeks.

**Auxiliary Services Division:**

- NPD is working with our selected vendor for upcoming training for body worn camera deployment along with the upgraded car mobile video systems. BWCs are anticipated to be introduced in February 2020.

**Administration Division:**

- Administration officers continue to work on assigned background investigations for potential police officer candidates.
- Administration officers are preparing year-end reporting requirements as well as the 2019 NPD Comprehensive Report.

**Criminal Investigations Division:**

- On December 27, 2019, detectives arrested a 25-year-old male from Newark for Attempted Burglary 3rd Degree, Possession of Burglary's Tools, Trespass 3rd, and Theft Under \$1,500 regarding a residential break-in that occurred in the 300 block of Paper Mill Road on August 27, 2019. Detectives linked the suspect through DNA. The suspect was arraigned at the Howard R. Young Correctional Institution, where he is currently sentenced on unrelated charges. He received \$5,001 secured bail and was remanded back to the custody of correctional staff.
- On December 30, 2019, detectives arrested 50-year-old Curtis Malloy of New Castle for one count of Adulteration following a nine-month long investigation. Detectives determined that Malloy had placed Pine-Sol in a co-worker's drink at a business located in the 300 block of Markus Court. Malloy was arraigned in front of Justice of the Peace Court 2 and released on his own recognizance.
- On January 3, 2020, detectives assisted with an investigation involving an incendiary device being utilized to damage the Planned Parenthood facility in Newark. On January 6, 2020, David C. Weiss, U.S. Attorney for the District of Delaware, announced that Samuel James Gulick, 18, of Middletown, DE was charged in the US District Court for the District of Delaware in connection with this incident.

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**Activity or Project:**

N/A

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**Description:**

N/A

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<b>Status:</b>	Completed
<b>Expected Completion:</b>	01-09-2020
<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:**

UD and their contractor have extended the Academy Street closure and lane closure on Delaware Avenue until 7 p.m. Saturday, January 11.

Leaf collection will end on January 10, 2020. We have extended the collections by two weeks due to some equipment issues that slowed collection. We have completed a final sweep of the City to collect the remaining piles. If residents have additional leaves to be collected, please put them in your yard waste cart and call PW&WR to schedule a yard waste collection. Yard waste collections are scheduled during the winter months and weekly collection will resume in March.

Crews will continue to collect Christmas trees throughout the City until January 24. Trees placed at the curb by 7 a.m. on Monday morning each week will be collected during the week.

**Activity or Project:**

Water Main Replacement Project

**Description:**

Our contractor, Reybold Construction, began work on the water main replacement this week. The initial work was to cut in a new tee on Briar Lane prior to replacing the main along Wilson and Sypherd Roads. This project is part of the referendum funding passed in 2018. Notices of water disruptions have been sent to those affected and although some discolored water can be expected when this work is going on, city crews will be monitoring the system to keep discolored water to a minimum. Crews are anticipated to be in this area for several weeks to complete the installation of the new mains.

<b>Status:</b>	Started
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<b>Expected Completion:</b>	05-31-2020
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

Stormwater Inspections and Clearing

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**Description:**

Utility Inspectors have begun the annual inspection of all stormwater facilities in the City. These inspections are required by our status as a Delegated Agency and reported as part of our NPDES Permit. The inspection reports are provided to the owner of the facility along with a notice of any maintenance work that is required. Ensuring that these facilities are operating as designed and installed helps achieve our goals of clean water and flood mitigation.

City crews will also continue to clear drainage channels in various parts of town to keep stormwater flowing during rain events. Where access is needed, staff will reach out directly to homeowners to discuss timing and scope. Please feel free to reach out to PW&WR if there are areas that need attention. Any areas that are brought to our attention will be put on a priority list and scheduled accordingly. This work is typically completed in the winter season as the vegetation is lighter and the intense rainfall events are less likely to occur.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	03-31-2020
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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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Digital Records Project New Documents Created – January 2-8

Name	# of Documents	# of Pages	Types
Samantha	174	1,212	Court Documents
Sandy	143	1,186	AP Warrants/PUBS Daily Cash Reports/Personnel Files
Fred	672	696	Miss Utility Tickets
Ana (PT)	763	1,055	Court Documents/Parks and Recreation Reports
Sharon (PT)	37	295	Miscellaneous Current Files
Total	1,789	4,444	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476		
February	23,706		
March	32,064		
April	36,965		
May	62,286		
June	69,471		
July	45,789		
August	64,117		
September	60,329		
October	52,886		
November	19,198		
December	20,589		
Totals	549,981		

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

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

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

\*\*Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.



NEWARK POLICE DEPARTMENT

WEEK 12/22/19-12/31/19

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	1	2	0	0	1	0
Rape	14	6	0	4	12	0
Unlaw. Sexual Contact	6	5	0	6	0	0
Robbery	19	18	0	26	15	0
- Commercial Robberies	9	8	0	9	9	0
- Robberies with Known Suspects	1	2	0	3	1	0
- Attempted Robberies	0	0	0	1	1	0
- Other Robberies	9	8	0	13	4	0
Assault/Aggravated	20	25	0	29	25	0
Burglary	49	67	1	17	112	6
- Commercial Burglaries	13	11	1	2	10	0
- Residential Burglaries	32	43	0	13	66	6
- Other Burglaries	4	13	0	2	36	0
Theft	599	584	10	234	343	10
Theft/Auto	50	47	2	6	10	0
Arson	0	0	0	0	0	0
All Other	110	111	5	100	105	0
<b>TOTAL PART I</b>	<b>868</b>	<b>866</b>	<b>18</b>	<b>422</b>	<b>623</b>	<b>16</b>
<u>PART II OFFENSES</u>						
Other Assaults	249	277	2	185	165	0
Rec. Stolen Property	1	1	0	20	19	0
Criminal Mischief	150	147	1	116	125	0
Weapons	14	23	1	37	76	1
Other Sex Offenses	0	0	0	0	7	0
Alcohol	215	184	1	413	335	2
Drugs	146	208	4	195	328	11
Noise/Disorderly Premise	772	647	3	361	252	0
Disorderly Conduct	160	176	6	98	139	0
Trespass	238	250	4	73	93	4
All Other	394	346	8	357	444	2
<b>TOTAL PART II</b>	<b>2339</b>	<b>2259</b>	<b>30</b>	<b>1855</b>	<b>1983</b>	<b>20</b>
<u>MISCELLANEOUS:</u>						
Alarm	163	165	1	0	0	0
Animal Control	476	601	8	2	9	0
Recovered Property	273	235	5	0	0	0
Service	39189	34033	837	0	0	0
Suspicious Per/Veh	492	474	11	0	0	0
<b>TOTAL MISC.</b>	<b>40593</b>	<b>35508</b>	<b>862</b>	<b>2</b>	<b>9</b>	<b>0</b>

	THIS WEEK	2018 TO <u>DATE</u>	THIS WEEK	2019 TO <u>DATE</u>
TOTAL CALLS	880	50,679	1,026	45,010



**Newark Police Department  
Weekly Traffic Report  
12/22/19-12/31/19**



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	10071	11338	105	105
DUI	185	213	4	2
<b>TOTAL</b>	<b>10256</b>	<b>11551</b>	<b>109</b>	<b>107</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	1	2	0	0
Personal Injury	234	235	4	4
Property Damage <b>(Reportable)</b>	1216	1154	9	20
*Hit & Run	261	204	2	3
*Private Property	312	259	2	0
<b>TOTAL</b>	<b>1451</b>	<b>1391</b>	<b>13</b>	<b>24</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.

NEWARK POLICE DEPARTMENT

WEEK 01/01/20-01/04/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	1	0	0	0	0	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	0	0	0	0	0
Assault/Aggravated	0	0	0	0	1	1
Burglary	3	0	0	0	2	2
- Commercial Burglaries	0	0	0	0	0	0
- Residential Burglaries	3	0	0	0	2	2
- Other Burglaries	0	0	0	0	0	0
Theft	7	3	3	3	4	4
Theft/Auto	0	0	0	0	0	0
Arson	0	0	0	0	0	0
All Other	1	5	5	0	0	0
<b>TOTAL PART I</b>	<b>12</b>	<b>8</b>	<b>8</b>	<b>3</b>	<b>7</b>	<b>7</b>
<u>PART II OFFENSES</u>						
Other Assaults	4	1	1	0	5	5
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	1	0	0	2	1	1
Weapons	0	0	0	0	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	2	0	0	5	0	0
Drugs	3	2	2	4	0	0
Noise/Disorderly Premise	4	7	7	0	0	0
Disorderly Conduct	1	1	1	0	1	1
Trespass	4	3	3	1	3	3
All Other	3	4	4	7	5	5
<b>TOTAL PART II</b>	<b>22</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>15</b>	<b>15</b>
<u>MISCELLANEOUS:</u>						
Alarm	0	1	1	0	0	0
Animal Control	4	1	1	0	0	0
Recovered Property	5	2	2	0	0	0
Service	563	374	374	0	0	0
Suspicious Per/Veh	2	4	4	0	0	0
<b>TOTAL MISC.</b>	<b>574</b>	<b>382</b>	<b>382</b>	<b>0</b>	<b>0</b>	<b>0</b>

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	684	684	465	465



Newark Police Department  
Weekly Traffic Report  
1/01/2020-1/04/2020



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	112	97	112	97
DUI	1	1	1	1
<b>TOTAL</b>	<b>113</b>	<b>98</b>	<b>113</b>	<b>98</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	1	3	1	3
Property Damage <b>(Reportable)</b>	7	7	7	7
*Hit & Run	3	2	3	2
*Private Property	2	1	2	1
<b>TOTAL</b>	<b>8</b>	<b>10</b>	<b>8</b>	<b>10</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.