

### City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

I was out of the office last Friday so this week's report will cover both this and last week.

I attended the January DEMEC Board meeting which was followed by class 2 of a 3 class APPA training seminar series. I also attended the January TNP Board meeting. We did not have a quorum, unfortunately, so we weren't able to vote on items, but we did discuss the upcoming membership drive, Restaurant Week, and other items that were beneficial.

Mayor Clifton, Director Gray, and I attended a meeting with DelDOT Secretary Cohan, DTC CEO John Sisson, and both John Long and Tracy Shickel with UD to discuss transit in Newark and how we can make improvements to bus service specifically. The meeting was very positive, and we left with several action items that we will be working on over the next few months.

Mayor Clifton and I met with a delegation from Uiwang City, Korea who were interested in becoming a sister city with Newark. They are partnering with both Delaware and UD as well.

With the announcement that we will have at least two new councilmembers following the election in April, I have begun spending time putting together councilmember orientation information and developing a structured orientation process to help the new officials quickly get up to speed. I will continue to spend time on this effort at least through the election.

I spoke at an undergraduate public policy class at UD this week at the request of the professor who has been attending council meetings this month with students of his class. Representative Baumbach and Senator Townsend have also spoken at this class earlier in the semester.

Following the council discussion around dancing and live music downtown, I spent time researching our current regulations, along with state regulations to learn more about the barriers to making changes. I have also scheduled a meeting next week with a Newark restaurateur to get feedback on what they are looking for along with examples of successful versions of what they are looking for from elsewhere in Delaware.

We continued to work on the electric cost of service analysis. There is still a lot of work to be completed so this item will likely fall after the council election before we can bring it to Council for discussion.

Staff met this week to continue our discussion on impact fees. Director Gray is leading our effort here and is completing a lot of research on other implementations in Delaware that we can use as a model for our program. We will be scheduling a meeting in the coming weeks with the person who designed New Castle County's sanitary sewer capital recovery charge program which seems like the best model for our utility impact fees.

I held several meetings and phone calls with developers and their representatives this week. As you are likely aware, we are inundated with projects currently in review and the developers are lining up contractors for once the weather breaks so they are looking for whatever information we can provide on timelines.

PW&WR Deputy Director Robinson and I performed a site visit to Julie Lane to discuss potential options for addressing the flooding issues. We are currently thinking that clearing the brush, thinning the trees by selectively removing trees in decline, then regularly mowing the underbrush will go a long way towards addressing the blockages that are a large cause of flooding. We are still early in the process and will incorporate public outreach in any path forward.

**Assistant to the City Manager:**

Assistant to the City Manager Jeff Martindale primarily focused on drafting and reviewing purchasing-related Council recommendation memos, which will be presented by staff at the February 10th City Council meeting. He also went to a meeting in Dover to discuss a supervisory training program through Wilmington University along with several other municipalities across Delaware. Finally, Facilities Superintendent Dave Greenplate and Mr. Martindale meet with Seiberlich Trane to prepare for upcoming HVAC/Energy Efficiency projects in municipal buildings.

**Facilities Maintenance:**

Facilities Maintenance completed the flooring and painting work associated with the new fitness center at the Maintenance Yard, as well as finished and installed new steps for the judge in Alderman's Court. They also moved the murals in Council Chamber to center them better along the back walls and completed painting at the George Wilson Center.

**Human Resources:**

During the week of January 20, Devan Hardin assisted with interviews for an IT Applications Analyst vacancy. Ms. Hardin also conducted an exit interview for a Customer Service Rep who left employment with the City. Also, during the week, the Safety Award drawing was held.

During the week of January 27, the HR team processed pension and death benefit paperwork for the spouse of a retiree who recently passed away. The team also conducted pension calculation estimates for numerous employees. On Thursday, Acting CHRO Mark Farrall, Finance Director Dave Del Grande and City Manager Tom Coleman met to discuss ongoing FOP pension benefit discussions. On Tuesday, January 29 and Wednesday, January 30, the HR team hosted DFIT who conducted three separate presentations to employees on the City's entry into the DFIT Workers Compensation Program. The team also assisted the Finance Department with their ongoing financial audit. An offer was also extended and accepted for the IT Applications Analyst position following last week's interviews. Several job postings were created including an internal Utility Inspector II position, Maintenance I in Sewer Division and Customer Service Rep in PUBS.

**Communications:**

The March newsletter has been completed.

Recycle Coach is being pushed out to the community and I am helping where needed. I have reached single use spokesperson status. The review of the "What Goes Where" part of the app has been completed so we will meet to get it back "live".

Log Miss Utility tickets for Electric and Public Works including letting the locators know of emergencies when they occur.

Track #neonmainstreet posts and logging new entries. Also tracking people who like or follow the City of Newark Facebook page.

Continued training through PRSA and 3CMA. This week completed:

[https://apps.prsa.org/Learning/Calendar/display/10565/Brand\\_Building\\_A\\_Step\\_by\\_Step\\_Process\\_to\\_Elevating#.XjLy5ORYaU1](https://apps.prsa.org/Learning/Calendar/display/10565/Brand_Building_A_Step_by_Step_Process_to_Elevating#.XjLy5ORYaU1)

[http://learn.prsa.org/diweb/catalog/launch/package/guid/aTX3kI6O\\*2FLd28KlvXGQFAHO\\*2BML09dssNAPrLk9XX0yINDvQ8ooMt0w\\*3D\\*3D/eid/3426136](http://learn.prsa.org/diweb/catalog/launch/package/guid/aTX3kI6O*2FLd28KlvXGQFAHO*2BML09dssNAPrLk9XX0yINDvQ8ooMt0w*3D*3D/eid/3426136)

Continue to edit copy from other departments for the communications team.

Add/change InformMe customers information, sell DART cards, and assist customers who need meter yokes, pay bulk pick-ups, or have trash fines for Public Works.

Develop, edit and post social media copy for Facebook and NextDoor.

Article links:

[https://www.newarkpostonline.com/news/new-municipal-parking-lot-opens-in-downtown-newark/article\\_819dc6f9-fec3-5b26-ab3a-23b036a1416e.html](https://www.newarkpostonline.com/news/new-municipal-parking-lot-opens-in-downtown-newark/article_819dc6f9-fec3-5b26-ab3a-23b036a1416e.html)

[https://www.newarkpostonline.com/news/i-m-asking-for-some-help-barksdale-estates-residents-call/article\\_449899ed-b821-5b66-9bec-878aded4d8ae.html](https://www.newarkpostonline.com/news/i-m-asking-for-some-help-barksdale-estates-residents-call/article_449899ed-b821-5b66-9bec-878aded4d8ae.html)

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

**City Manager's Weekly Report**

<b>Department:</b> Alderman's Court	
<b>Notable Notes:</b> Alderman's Court held six court sessions from 1/15/20 to 1/29/20. These sessions included arraignments, trials, capias returns, video hearings, code violations and a violation of probation hearing. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.	
<b>Activity or Project:</b> Court Sessions	
<b>Description:</b> From 1/15/20 to 1/29/20 Alderman's Court handled 57 arraignments, 44 trials, 16 capias returns, 4 video hearings, 1 code violation and 1 violation of probation hearing. The court collected 533 parking payments of which 422 were paid online and 111 were paid at court. The court also collected criminal/traffic payments of which 195 were paid online and 76 were paid at court for a total of 271 criminal/traffic payments.	
<b>Status:</b>	Completed
<b>Expected Completion:</b>	01-31-2020
<b>Execution Status:</b>	Completed
<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**

<b>Department:</b>
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City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on January 23 for Court and January 27 for Council. Geena was in the office on January 16 for Court.

Renee attended the management staff meetings on January 16 and 23 where the upcoming Council agendas were reviewed.

Staff finalized and posted the agenda and packet for the January 27 meeting on January 17. An addendum adding 5C (Lot #7 budget amendment) was posted on January 20 with the associated packet item distributed on January 21.

Renee met with Councilman Markham on January 23.

Paul, Renee and Nichol staffed the January 27 Council meeting. Follow up was completed by staff during the week.

Tara attended the International Institute of Municipal Clerks Region II conference in Atlantic City January 28-31. The education sessions from this conference provide credits towards achieving the Certified Municipal Clerk designation.

Renee staffed the Election Board meeting on January 28. The Board approved the 2019 election audit, reviewed tasks for the upcoming election and set the pay rates for election workers. The next Election Board meeting is scheduled for February 25.

Renee attended the lunch and learn session on workers' compensation on January 29.

Renee drafted the agendas for the February 3 and 10 Council meetings.

Renee drafted several items for the January 27 Council meeting.

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

Renee prepared the newspaper ad and mailing notice and Sharon completed the direct mailing for Oh So Cycle. The special use permit for an indoor recreational facility located at 165 South Main Street is scheduled for public hearing on February 10.

Renee and Tara spent time working on preparations for the April 14, 2020 Council elections for Districts 3, 5 and 6. Renee updated the website with 2020 election information. Renee drafted and posted the agenda for the January 28 Election Board meeting on January 21. Renee also submitted the initial paperwork to the Department of Elections – New Castle County Office for the election. Tara worked on a standard operating procedures list for City elections. Tara also drafted the audit for the 2019 Council election, which was approved by the Board at its January 28 meeting. Five candidates have picked up petitions with two petitions being returned and verified. 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, including filed candidates, can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Renee spent time working with various applicants for boards and commissions to get their materials to be considered at future Council meetings.

Danielle spent time processing items for the Recorder of Deeds.

Renee and Sharon spent time working with New Castle County GIS to ensure recent annexations were updated in NCC ParcelView.

Renee, Tara and Danielle 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:

- \* Provided a response and closed a January 3 FOIA request for COs/open building fire code violations/final site plan pertaining to 230 East Main Street from Planning and Zoning Resource Company
- \* Determined there were no relevant records, provided a response and closed a January 6 FOIA request for public records pertaining to an individual from Hightower Law
- \* Provided a response and closed a January 6 FOIA request for policies and procedures pertaining to ICE from Edward C. Gill, Esq.
- \* Determined there were no relevant records, provided a response and closed a January 9 FOIA request for applications and site plans for possible proposed new cell towers from SBA Communications
- \* Provided a response and closed a January 13 FOIA request for open zoning/building/fire/code violations pertaining to 120 Wilbur Street from Armada Analytics
- \* Provided a response and closed a January 16 FOIA request for open permits pertaining to new construction and multifamily homes starting November 1st, 2019 through December 31st, 2019 from Bath, Kitchen and Tile
- \* Circulated to staff a January 22 FOIA request pertaining to environmental concerns/building permits/ownership records for 394 South Chapel Street from EnviroSure
- \* Circulated to staff a January 22 FOIA request pertaining to all inspections/complaints/photographs/violations starting December 1st, 2019 pertaining to 130 West Main Street from Legal Services Corporation of Delaware, Inc
- \* Determined there were no relevant records, provided a response and closed a January 24 FOIA request for a list of tenants at a residence from Vincent Jackson
- \* Circulated to staff a January 29 FOIA request for open permits/liens/violations pertaining to 52 Fremont Road from Brian Frederick Funk, P.A.
- \* Circulated to staff a January 29 FOIA request for open permits/liens/violations pertaining to 136 Woodlawn Ave Road from Brian Frederick Funk, P.A.

Regarding minutes, staff time was spent on the April 9 Election Board (Tara drafted; Renee edited - complete), April 11 Election Board (Tara drafted; Renee edited - complete), July 22 Council Executive Session (Renee drafted – complete), August 26 Council Executive Session (Renee drafting), January 6 Council (Tara and Renee edited - complete), January 13 Council (Tara and Renee edited - complete), January 14 Conservation Advisory Commission (Nichol drafted) and January 27 Council (Nichol drafting) minutes. Several sets of Council Executive Session and the January 28 Election Board minutes are currently in the queue.

Danielle fulfilled 13 discovery requests for upcoming Alderman's Court cases. 43 discovery requests have been filled so far for 2020. The court calendar for January 30 and February 7 were received and the 36 cases were prepared for the Deputy City Solicitor. 4 court calendars with 68 associated cases have been processed in 2020. Three plea by mails were processed.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 10 lien certificates were completed and sent to the requestor. 28 lien certificates have been processed for 2020.

**Activity or Project:**

Digital Records Project

**Description:**

Samantha worked on the purge schedule for TCM to be implemented as part of the City's records strategic plan.

Samantha began research on electronic document archiving to find best practices from other jurisdictions.

Students from the Networks Program with the Christina School District worked on January 22 and 29 and 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 January 16-29 are below.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	
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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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**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 were needed at times to support the DelDOT Elkton Road Project. They also completed the conductor upgrade by the UD Ice Arena needed for the Stadium Project, worked with DelDOT on traffic signal pole replacements on Delaware Avenue, and installed another 12kV recloser on Lovett Avenue.

The electricians installed conduits at Lot 1 for eventual reconfiguration of the lights. They also replaced several garage lights, helped with the reconductoring at the UD Ice Arena, and swapped out a smart meter gateway.

Engineering worked on the rate study, project management for several UD projects, and worked with smart meter engineers on reprogramming a bad gateway.

**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:**

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

**Department:**

Finance Department

**Notable Notes:**

1/28 – Director Patel, Director Del Grande, CM Coleman, and our electric rate consultant from UFS, had a meeting with a representative from UD to discuss the electric study.

1/29 – Director Del Grande met with the auditors for a fraud interview, as required annually with our financial audit.

1/30 – Director Del Grande, Director Patel, Director Robinson, Director Gray, and CM Coleman met to discuss Impact Fees and Capital Recovery fees.

1/30 – Director Del Grande met with Finance managers to discuss finance/IT issues.

Public Recovery Consultants (PRC) has been active in working on collecting on our closed electric accounts.

Customer Connect 6 implementation has been progressing steadily. As of 1/24, we have 5,239 active accounts, which is less than ½ of our total customers. Included in this number are 1,928 customers who have signed up for automatic payments. 50% of our automatic payment customers have elected to use Echecks to pay for their utilities in order to avoid potential fees if the City were to implement a credit card processing fee. Previously, we had about 3,300 customers on PAP prior to moving to the new system. In addition, about 1,200 utility payments are made each month through our phone system.

Last day of CC6 registration to be eligible for one of ten \$50 Visa gift cards is 2/28/20. The drawing will be 3/6/2020.

**Activity or Project:**

Vacancies

**Description:**

Applications Support Analyst – Interviews were conducted the week of 1/20. An offer has been made, and we're waiting for the applicant to clear background checks. Tentative start date will be 2/18/2020.

Customer Service Representative I – Position became vacant on January 31. Job was posted on 1/24/2020 and will remain open until 2/7/2020. In the meantime, Payments and Utility Billing will be short-staffed until the position is filled. We are also expecting there will be a small training lag while the new team member is fully trained. It is encouraging to see that we are experiencing a large response to the job post. [https://newarkde.gov/DocumentCenter/View/13302/20-02-CSR-I-PUBS-AD\\_JOB-DESCRIPTION](https://newarkde.gov/DocumentCenter/View/13302/20-02-CSR-I-PUBS-AD_JOB-DESCRIPTION)

Billing Technician (PT) – In order to meet the needs of the department, our vacant meter reader position will be posted in the next couple months as a billing technician.

**Status:**

In-Progress

**Expected Completion:**

06-30-2020

**Execution Status:**

On Track

**Activity or Project:**

Accounting

**Description:**

- Auditors arrived 1/27 – currently have completed review of payroll and pension
- 1/27 meeting with Code Enforcement to review delinquent billing procedures – will be conducted on a monthly basis going forward
- 1/29 Munis utilities to prep for year-end close
- 1/29 DFIT workers' comp meeting prior to lunch and learn to discuss payroll issues
- DFIT year-end audit resulted in premium due of \$33K – discussed with Teri Desantos and meeting to be scheduled in February for review of job classifications/workers comp categories
- 1099 review and preparation completed, filed with IRS due 1/30
- W2 preparation completed and distributed to employees on 1/24, filed with IRS due 1/30
- Insurance renewal preparation complete – Cyber application submitted
- Work order training 1/31
- December month end work – needs to be completed prior to year end close in Munis
- Year end close of Munis scheduled for 2/7

**Status:**

In-Progress

**Expected Completion:**

12-31-2020

**Execution Status:**

On Track

**Activity or Project:**

Payments & Utility Billing

**Description:**

- PUBs employee evaluations submitted to the finance director for review.
- Customer Connect 6 (CC6) assistance volumes have been constant since the 12/9 launch.
- Last day of CC6 registrations for the contest is 2/28/20. Drawing is 3/6/2020.
- PRC has been actively collecting. We have received a good amount of customer responses.

**Status:**

In-Progress

**Expected Completion:**

12-31-2020

**Execution Status:**

On Track

**City Manager's Weekly Report****Department:**

Information Technology Department

**Notable Notes:**

Applications Team:

Open Tickets from Previous Week - 76  
 Tickets Opened in the Last Two Weeks - 78  
 Tickets Closed in the Last Two Weeks - 86  
 Remaining Open Tickets – 68

1. Meeting with vendor to transition from implementation team to support on 1/16.
2. Meeting with vendor to discuss stormwater import customization change on 1/16.
3. Kick off meeting with vendor to review Tyler Forms Ready Forms upgrade on 1/17.
4. Conducted Application Support Analyst interviews on 1/22 & 1/24.
5. Reviewed Tyler Forms templates to determine whether to use custom or out of box templates and returned to vendor on 1/23 & 1/24.
6. Held kick off with vendor for Transformer Load Analysis module on 1/24.
7. Meeting with vendor to discuss build of test servers for smart meter software.
8. Assisted Finance with backups related to year end closing.
9. Worked on and resolved support tickets for end users.
10. 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 tentatively scheduled for March.
3. Paymentus to switch over Tyler Munis payment processing from Auth.net.

Infrastructure Team:

Open Tickets from Previous Week - 106  
 Tickets Opened in the Last Two Weeks - 88  
 Tickets Closed in the Last Two Weeks - 94  
 Remaining Open Tickets - 112

1. 18 access points have been added to the new AeroHive manager.
2. Initial configuration of the AeroHive Manager is complete.
3. Kace has been upgraded to 10.1.
4. Completed update of physical access rules for the admin area.
5. Worked on and resolved support tickets for end users.
6. Actively responded to and resolved Secureworks alerts.

Pending:

1. Evaluating SSL/TLS vulnerabilities for remediation.
2. Building the Always on VPN server.

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

**City Manager's Weekly Report**

<b>Department:</b> Parks and Recreation Department
<b>Notable Notes:</b> <p>Director: Met with Paula about Rodney project naming contest; working on the precast restroom at the Reservoir specifications and cost breakdown for installation; met with Bhadresh about the State wanting to add lighting along the Pomeroy Trail in the Laird Campus side of the trail; conducted the Landscape Screening and Treatment Committee meeting; reviewed several subdivision plans for comment.</p> <p>Deputy Director: Continued to work with Shelby on completing the sponsorship and vendor packets, completed the submission to Peachjar for the distribution of flyers to the local schools and completed flyers for summer employment opportunities and the Summer Camp, Volunteer and Program Fair; conducted weekly staff meeting with recreation staff and reminded them about upcoming deadlines for several bids and the summer camp guide timeline; worked with Kathy and Rich on updating the snow removal priority schedule; worked on the recommendation for Council regarding the recreation registration software system; continued to work on the End of the Year report; completed statistics for CAFR report for Finance; completed February PSA's; started researching ways to conduct a contest to name the Rodney project; continued to process special event applications.</p>

Recreation Supervisor of Athletics: Planning and finalizing details for summer camp offerings, met with local high school football coach to discuss a summer football camp; completed gym supervisors and basketball staff schedules for the remainder of the season; edited and sent out before and after care staff schedule for February, met with staff member for an exit interview; completed a nomination for one of our instructors for a DRPS award, our annual conference is set for March 10 in Newark; working on staff planning for Rittenhouse Camp.

Recreation Supervisor of Community Events: Sent messages to the 2019 Camp REAL staff to see if any will be returning for 2020; sent messages to Safe Kids Camp presenters in order to set the schedule for camp; reached out to several additional summer camp programs and sent them information about the Summer Camp Fair (currently 13 agencies are registered); Community Garden plot holders have been renewing plots for the 2020 season (about 1/3 have already renewed); finalizing summer specialty camps; reviewed sponsorship and vendor packets; receiving letters of interest from performers.

Coordinator of GWC and Volunteers: Met with the summer camp director to discuss staffing and Camp GWC information; continued the search for additional swim instructors; finalized End of Year reports including the coordinator report and volunteer report; continued finalizing items for summer camp programs; finalized items needed for the School's Out and theater programs that began on January 24; processed timesheets for staff; took flyers to the library and Newark Senior Center; continued to communicate and meet with several potential renters of the George Wilson Center including a contact for an upcoming Career Fair to be held at the George Wilson Center in which Newark Parks and Recreation, City of Newark HR, and Newark PD will participate.

Recreation Specialist: Finished re-skinning the Trifold for the department for marketing at events; completed before and after school care February work schedule; recreating maps on electronic files and highlighting areas to clean from the fall cleanup to use for the upcoming spring cleanup; picked up volleyball score sheets and timecards from Newark Charter School and updated website; continue to receive Summer Camp volunteer applications.

Parks Superintendent completed grant application to Hardy Plant Society for bed renovation at Olan Thomas Park, inspected three park/open space areas and developed work lists as needed, met with Public Works Superintendent and Supervisor, Parks Supervisor and one member of our parks staff concerning issues with the tennis courts at Phillips and Fairfield Parks, met with contractor to get quote for new shelter installation at Lumbrook Park, continued on PR requests for purchases this operational year and started on supply order for nets/base hubs/paint for upcoming year.

Parks Supervisor completed paperwork for purchase of new trailer for Parks Department, assigned field staff daily and assisted as needed, continued coordinating with Eagle scout for possible Eagle project at Wilson Center and followed up with another Eagle Scout to review final paperwork for project completion.

Parks/horticulture staff continue on work orders as assigned, did equipment maintenance on trailers as needed, continue on cut backs throughout park system, did interior bed maintenance at City Hall, did trash removal throughout park system as needed, picked up new trailer from dealer, turned off circulation systems at both pools, blew off all court areas, did tree work at Rittenhouse Park and Reservoir sites, continued on leaf removal/mulching throughout park system and checked/cleared all catch basin tops and inlet pipes throughout park system.

**Activity or Project:**

Newark Summer Camp Fair

**Description:**

The Newark Summer Camp and Volunteer Fair will be held on Saturday, February 15 from 9:30 a.m. - 12:00 p.m. at Newark High School. Fifteen (15) camp vendors and eight (8) volunteer organizations are registered. The event is free and a one stop to register for camps and volunteer opportunities.

<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:

Work continues on the Campus Walk II project on New London Road – rough plumbing is complete in the last six units of Building 3; six units are into drywall in Building 2, with two more approved for drywall; and, the roof truss is in place in Building 1 and the roof is being sheathed. Framing and rough plumbing are complete at 158 North College Avenue. Plans have been received for a new tenant fit out at Fairfield Shopping Center (old PNC building).

On January 16, Property Maintenance Inspectors responded to a complaint at Main Towers for the entire building without hot water for a couple of days. Inspectors met with management and plumber and hot water was restored within 24 hours. On January 17, a general notice was created for East Cleveland Avenue row homes sweep. Inspectors received complaints about trash, furniture, and the storage of refuse cans. All houses were posted of re-inspection of area on January 30. On January 22, Inspectors met with a CSX contractor in an effort to help clean up dumped material (couches, mattresses, etc.) along the service road and train tracks between 115 Madison Drive and 173 Madison Drive. CSX contracting is getting approval to bring all illegally-dumped materials up to the service road and the Public Works Department has agreed to remove all items. This has been a collaborated effort between the City of Newark and CSX to help keep Newark clean! On January 23, a general notice was created and posted for all homes in White Chapel in an effort to help address the growing number of

violations with junk cars, trash, and maintaining exterior premises. Re-inspection is to occur the first week in February 2020. Inspectors coordinated with Parking Enforcement to tag all unregistered vehicles in the street. On January 24, the property at 37 Madison Drive was condemned for numerous electrical hazard violations and breaking the seal on the electric meter box and tampering. Heat pump heating/AC system and 150-amp service were installed without permits or inspections.

Also completed by Property Maintenance this week:

- 30 Inspections
- 18 Responses to Complaints
- 11 Citations Issued
- 5 Violations Issued

Parking:

Consultant Kimley-Horn conducted focus group meetings with downtown parking stakeholders to learn about issues/concerns with the Newark parking system in preparation for the Parking Committee meetings to be held later this year. Staff provided images to the Planning and Development Department for a large parking map to be used by the consultant during the focus group meetings.

A large electronic sign was placed in Lot 7 facing Delaware Avenue to help spread the word of the parking lot's opening. Solar-operated lights were also installed in Lot 7 as the lot was relatively dark at night; the temporary lighting will be in place until poles can be installed. Also in Lot 7, an overgrown bush was cut down that blocked signage, the view of the new lot, and pedestrians leaving the lot near the crosswalk.

Staff worked with GIS Coordinator Jay Hodny to show changes to the parking system over the last month (Lot 7, Main Street construction, etc.) and to prep for 2020 T2 kiosk installation. 2020 kiosk order is in development and back-office programming has been completed in preparation for the new kiosks. Parking employees attended DFIT Worker's Compensation meetings on January 29. Staff also logged A-Del crew vehicles and prepped for parking for Restaurant Week.

Planning/Land Use:

The Planning Commission is scheduled to meet on Tuesday, February 4, 2020. Items on the agenda include:

- Comprehensive Development Plan amendment and minor subdivision with site plan approval for 118, 126, and 130 New London Road;
- Ordinance to amend Comprehensive Development Plan V to add Planning Area 7 to the Future Land-Use Map; and
- Comprehensive Development Plan amendment, annexation, rezoning, and major subdivision for 734 Paper Mill Road and 5 and 11 Possum Hollow Road.

The Green Building Code Work Group will hold a public workshop on Thursday, February 6, 4:00-6:00 p.m. in the Municipal Building Council Chamber to provide the development community and members of the public with information regarding amendments to the 2018 International Energy Conservation Code that are proposed to replace the current LEED-based point system with a new expanded point system. Presentation of the proposed system will be followed by questions from the public and discussion with work group members.

At the January 27 City Council meeting, Planner Mike Fortner presented the proposed ordinances for Chapter 32: Zoning, Chapter 5: Animals, and Chapter 13: Taxation, to permit and encourage agriculture uses in the RH, RT, and RS zoning district for qualifying properties with a special use permit. The ordinances were not adopted and the Planning and Development Department will research alternatives to address concerns expressed at the Council meeting. On January 23, Mike attended a training by the Housing Alliance of Delaware to conduct a "Point-In-Time" Survey of the homeless population in Newark and surrounding areas. Mike Fortner will work with a team of volunteers on January 29 and January 30 to conduct the survey. The survey results are used by Federal and State Officials to allocate funds and plan for services of the homeless population. On January 28-30, Mike assisted the consulting team of Kimley-Horn to set up 'Focus Groups' with different downtown and city stakeholders on parking downtown.

The following was also completed:

- 10 Deed Transfer Affidavits
- 80 Building Permit Reviews

Land Use Projects Currently Under Review:

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

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.

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. The Planning and Development Department received revised plans on November 13, 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.

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. A SAC meeting was held on October 16, 2019. The Planning and Development Department received revised plans on December 20, 2019 which propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. A SAC meeting was held on January 15, 2020.

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 took place on 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. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 17, 2019. Staff comments were sent to the applicant's representative on November 5, 2019. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020.

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 took place on September 24, 2019. The project will be reviewed and considered by the Planning Commission at a future Commission meeting.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 080470039 (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 took place on September 24, 2019. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020.

532 and 540 Old Barksdale Road, Parcel IDs 1802500134, 1802500135, 1802500347 (PR#19-10-01): The Planning and Development Department received plans for an administrative subdivision at 532 and 540 Old Barksdale Road on October 8, 2019. The applicant is requesting the administrative subdivision to combine three parcels into one parcel, with ownership of the proposed one parcel being retained by the applicant. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019. No objections have been received from adjacent property owners.

0 Nathan Hale Court, Parcel ID 1802400395 (PR#19-10-02): On October 9, 2019, the Planning and Development Department received plans for an administrative subdivision at 0 Nathan Hale Court. The applicant, Cherry Hill Manor Maintenance Association, is requesting approval to subdivide a portion of the alleyway at 0 Nathan Hale Court to a new parcel to be owned by the City of Newark to use for utility access. The alleyway will remain open for pedestrians and bicycles. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019. A letter of objection was received from an adjacent property owner, therefore the project will be placed on an upcoming Planning Commission agenda.

1089, 1091, and 0 Elkton Road and 2001 Patriot Way, Parcel IDs 1100400022, 1803800032, 1803800033, 1803800046 (PR#19-10-04): On October 25, 2019, the Planning and Development Department received plans for the administrative subdivision of 1089 Elkton Road, 1091 Elkton Road, 0 Elkton Road, and 2001 Patriot Way. The plan proposes to combine the tax parcels via an administrative subdivision with ownership to be retained by Newark Charter School. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 25, 2019.

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**Activity or Project:**

**Description:**

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<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

<b>Department:</b>	Police Department
<b>Notable Notes:</b>	<p>Auxiliary Services Division:</p> <ul style="list-style-type: none"> <li>The police department will begin the implementation of Body Worn Cameras during the next few weeks. The vendor will be onsite to provide training and officers will wear the BWC's on duty once they have completed training.</li> <li>On January 23, 2020, Public Safety Communications Manager Cannon attended a statewide manager meeting in Dover.</li> </ul> <p>Administration Division:</p> <ul style="list-style-type: none"> <li>M/Cpl. Smith is completing the 2019 Annual Report which will be published once the draft has been reviewed by staff.</li> <li>On January 27, 2020, Lt. Rubin attended the Knights of Columbus Officer of the Quarter ceremony honoring M/Cpl. Skinner and Cpl. Bystricky who received awards for the 2nd and 3rd quarters of 2019.</li> </ul> <p>Criminal Investigations Division:</p> <ul style="list-style-type: none"> <li>On January 15, 2020, Victim Services Coordinator Melissa Pennachi attended the quarterly meeting of the Human Trafficking Inter-Agency Coordinating Council at the Division of Health and Human Services office in New Castle. Melissa is an appointed member on the council, representing New Castle County victim advocates.</li> <li>Members of CID are finishing their assigned police applicant background investigations. Six officers in CID were assigned background investigations. Sgt. Watson is beginning the process of conducting polygraph examinations on qualified police applicants.</li> <li>On January 22, 2020, Detectives arrested Joseph Windsor, 18, of Newark for a robbery that occurred on October 25, 2019 at the Red Roof Inn located at 1119 S. College Avenue. The victim, a female employee, reported that she had been escorting three subjects from the hotel who had tried to enter a hotel room that was out of service. One of the subjects punched the victim and attempted to take her phone. The other two subjects, joined by a fourth subject, then struck and kicked the victim. A second victim attempted to intercede and was pushed away by one of the suspects. The suspects eventually took the victim's phone and fled. Windsor was identified through information provided by the victim and video that was recovered. Windsor was charged with Robbery 1st Degree, Assault 2nd Degree, Conspiracy 2nd Degree, Offensive Touching, and Criminal Mischief Under \$1,000. He was released after posting \$47,200 secured bail.</li> <li>On January 22, 2020, Street Crimes Officers participated in a multi-agency operation targeting locations throughout southern New Castle County and the north Smyrna area resulting in the arrest of 52 individuals on criminal charges. The operation was conducted in specific targeted areas throughout this region to address criminal activity as well as ongoing quality of life issues.</li> <li>On January 25, 2020, Victim Services Coordinator Melissa Pennachi and Detective Keld spoke with the new U.D. Sexual Offense Support advocates at the University of Delaware that are in training. They specifically spoke about sexual assault reporting and how that is handled when a victim chooses to report to law enforcement. They also discussed the role of victim services and how to support victims through the criminal justice process as well as support services available to them in the community and at the University.</li> </ul> <p>Patrol:</p> <ul style="list-style-type: none"> <li>On January 26, 2020, A/MCpl. Lawrence and PO O'Donnell responded to the parking lot of 76 Welsh Tract Road in reference to a physical fight in progress. Upon arrival, officers located two males engaged in a fist fight. When officers arrived, the suspects initially complied with verbal commands. While speaking with the males, officers noted visible injury to both which included facial injuries (bleeding and bruising) from the fight. As officers investigated the incident, one of the males became aggressive towards A/MCpl. Lawrence. As officers attempted to take him into custody the male resisted arrest. As a result of the investigation, both males were arrested for various charges which included assault 3rd, criminal mischief, disorderly conduct and resisting arrest.</li> <li>On January 26, 2020 at approximately 1539 hours, Cpl. Vari responded to New London Road in response to a disabled vehicle in the roadway. Upon arrival contact was made with the operator who gave a false name to the officer. Ultimately, he was identified as William Stevenson and was found to have several capias. He was later transferred to Gander Hill on a \$2,000 secured bail.</li> </ul> <p>Special Operations Unit:</p> <ul style="list-style-type: none"> <li>M/Cpl. Fountain is attending the Certified Instructor Course at the Delaware State Police Training Academy.</li> <li>Pfc. O'Donnell joins SOU and will train for a day with Sgt. D'Elia to get acclimated to the unit.</li> <li>Cpl. Graber is working on graffiti cases and shoplifting warrants.</li> <li>Pfc. O'Donnell will be working on a Problem Oriented Policing Project.</li> <li>Cpl. Graber will be working on a new Community Policing Project regarding eSports and how to incorporate the new UD teams, facility and resources to a PAL event later in 2020.</li> <li>SOU will work on the Retail Theft Operation and will transition to working proactive patrols starting at 2100 hrs.</li> </ul>
<b>Activity or Project:</b>	N/A
<b>Description:</b>	

N/A	
<b>Status:</b>	Completed
<b>Expected Completion:</b>	01-30-2020
<b>Execution Status:</b>	Completed
<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>	
<b>City Manager's Weekly Report</b>	
<b>Department:</b>	
Public Works and Water Resources Department	
<b>Notable Notes:</b>	
<p>PW&amp;WR management staff held a post storm debriefing to review the actions taken before, during, and after the January 25th storm event. We used this time to further identify locations throughout the city that have historically been prone to flooding to ensure all priority locations are visited by crews pre and post storm to minimize impacts. Staff will also be revising our SOP for general storm event response to improve efficiencies and further reduce flooding impacts during storms. We are investigating the cause of the flooding on properties in Barksdale Estates. The primary cause is believed to be clogging of the storm sewer safety grate by woody debris from the trees and brambles along the banks immediately upstream. Crews will be clearing the swale further next week and we are working on an immediate path forward to prevent flooding during future storms. We will also be meeting with our engineering consultant to discuss a hydraulic analysis of the upstream and downstream conveyance system to confirm there is not a capacity issue.</p> <p>PW&amp;WR was notified by SUEZ that they will be ready to switch the existing Academy Street water interconnection to the new South College interconnection location in the next three (3) weeks. PW&amp;WR staff will be working with SUEZ to facilitate the termination of the Academy Street Booster station connection and the final tie-in to the new interconnect location.</p> <p>Christmas tree collection has officially ended as of January 24. We are no longer picking up trees.</p> <p>Public Works has completed the first round of Sediment and Stormwater Delegation Review by DNREC Division of Watershed Stewardship. The first round of the review focused primarily on sediment and stormwater plan review and approval processes and went very well. The next phase of our review focuses on S&amp;S inspections and maintenance and will be completed on Wednesday, February 5th.</p>	
<b>Activity or Project:</b>	
Water Main Replacement - Wilson Road	
<b>Description:</b>	
Reybold Construction has installed the new water main from Briar Lane to the tie-in point on Sypherd Drive. On Monday, February 3rd, crews will begin reinstatement of individual water services. All affected customers have been notified of the temporary disruptions required to switch their existing services to the new main. The contractor will be knocking on doors and ringing door bells before water is turned off to any home.	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	02-29-2020
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
Main Street Improvements	
<b>Description:</b>	
A-Del is currently working on curb, sidewalk, and utility improvements. As part of the Main Street contract, A-Del is working to install new storm sewer infrastructure on the north side of the road. In order to facilitate installation of the new storm sewer, several utility services including water services need to be lowered beneath the new pipes. A temporary service disruption will be required for individual customers as they work to install the new storm sewer from Chapel Street to South College. Disruptions will be short in duration and we have requested that services to restaurants be completed outside lunch and dinner hours. We are requiring the contractor notify customers a minimum of 48 hours prior to any planned service disruption. Public Works will have an inspector on site for all water service reinstatements.	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	07-31-2019
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
South Well Field WTP Improvements	
<b>Description:</b>	
Staff will be conducting a pre-construction meeting with the contractor on Thursday, February 6th. Notice to proceed will likely be issued the following week. We are anticipating the actual construction work will begin in early March 2020. The South Well Field Treatment Plant will be taken offline until the project is substantially complete (tentatively September 18, 2020).	

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	02-12-2020
<b>Execution Status:</b>	On Track

Digital Records Project New Documents Created – January 16-29

Name	# of Documents	# of Pages	Types
Samantha	191	1,482	Court Documents/Destruction Notices/Bond Files
Sandy	1,514	2,226	Personnel Files/Timesheets
Fred	1,358	1,358	Miss Utility Tickets
Ana (PT)	360	1,438	Parks & Rec Reports, Permits & Registrations/Check Requests/Contracts
Sharon (PT)	45	276	Miscellaneous Current Files
Total	3,468	6,780	

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 01/19/20-01/25/20

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	2	1	0	0	0	0
- Commercial Robberies	1	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	1	0	0	0	0
Assault/Aggravated	3	2	1	4	1	0
Burglary	12	3	0	3	8	0
- Commercial Burglaries	0	0	0	0	6	0
- Residential Burglaries	12	3	0	3	2	0
- Other Burglaries	0	0	0	0	0	0
Theft	40	33	11	38	22	4
Theft/Auto	2	7	4	2	0	0
Arson	0	0	0	0	0	0
All Other	10	16	0	4	5	2
<b>TOTAL PART I</b>	<b>69</b>	<b>62</b>	<b>16</b>	<b>51</b>	<b>36</b>	<b>6</b>
<u>PART II OFFENSES</u>						
Other Assaults	22	20	6	3	16	6
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	4	8	1	5	13	1
Weapons	2	1	0	7	2	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	3	4	1	7	1	1
Drugs	20	6	3	22	10	4
Noise/Disorderly Premise	27	17	0	6	5	3
Disorderly Conduct	9	8	1	8	7	2
Trespass	17	21	7	5	13	6
All Other	21	21	9	34	25	3
<b>TOTAL PART II</b>	<b>125</b>	<b>106</b>	<b>28</b>	<b>97</b>	<b>92</b>	<b>26</b>
<u>MISCELLANEOUS:</u>						
Alarm	8	6	0	0	0	0
Animal Control	23	40	14	0	15	13
Recovered Property	15	17	4	0	0	0
Service	2719	2557	688	0	0	0
Suspicious Per/Veh	21	29	12	0	0	0
<b>TOTAL MISC.</b>	<b>2786</b>	<b>2649</b>	<b>718</b>	<b>0</b>	<b>15</b>	<b>13</b>

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	904	3,434	874	3,168



**Newark Police Department  
Weekly Traffic Report  
01/19/20-01/25/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	698	734	205	278
DUI	16	5	4	3
<b>TOTAL</b>	<b>714</b>	<b>739</b>	<b>209</b>	<b>281</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	14	13	5	2
Property Damage <b>(Reportable)</b>	77	55	18	16
*Hit & Run	18	9	3	1
*Private Property	12	9	1	2
<b>TOTAL</b>	<b>91</b>	<b>68</b>	<b>23</b>	<b>18</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.