

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

We held a regular Council meeting on Monday the 10th. In addition to this, I spent time with Director Del Grande preparing the budget presentation that was distributed ahead of the 8/17 meeting. I also prepared a memo on private social gatherings that will be discussed at the 8/17 Council meeting alongside the initial budget presentation and the June financials. I also reviewed and signed off on the 2019 CAFR transmittal package which will be delivered to Council shortly.

I met with PW&WR Director Filasky, Finance Director Del Grande, and a representative from the University of MD Environmental Finance group to discuss our rate structures and affordability measures as part of a larger research effort they are undertaking. I also met with the PW&WR management team to discuss status of the White Clay Creek Dam 4 removal effort and our coordination with the grant team at UD and the New Castle Conservation District who would be managing the project under the originally conceived arrangement. We also held a meeting that included Mayor Clifton, District 1 Councilman Horning, and a representative from Aetna Hose, Hook and Ladder to discuss flooding of Timberline Drive which we feel creates a safety issue because it cuts off the back of the neighborhood from emergency services during large rain events. We are investigating a handful of options and invited Aetna to get their feedback on the viability of each option before moving forward with additional research.

Electric Director Patel and Deputy Director Sneeringer and I met with representatives from Chemours to discuss some recent power outages and sags that occurred on their 34kV circuit. We also discussed future capital plans and other items that may improve power quality and general communications between Newark and the Chemours' Discovery Center location on the STAR Campus.

On Tuesday, I participated in the semi-regular COVID-19 response call with the Governor alongside Deputy Mayor Horning and City Secretary Bensley. On Friday, Mayor Clifton, Deputy Mayor Horning, Chief Tiernan, and Captain Van Campen also participated in a call with representatives from the State's Department of Health and Social Services to discuss DHSS's enforcement program and their specific plans and strategies for the Newark area as it relates to the return of a large portion of our population when UD comes back into session. We will be holding regular calls moving forward to coordinate strategies and review outcomes. DHSS asked that all complaints about violations of the Governor's COVID-19 related orders be made to a centralized email address hosted by DHSS. That email address is hspcontact@delaware.gov. We will be promoting this on the City's webpage and through our social media platforms over the coming weeks.

The City of Newark received just over \$80,000 from DEMEC to use to help our customers who are experiencing financial stress due to the COVID-19 pandemic pay their utility bills. This is in addition to the \$25,000 annually that the City already provides for this purpose. This money will be administered by Catholic Charities, the same group that administers our usual annual allotment. We will be announcing more information on this program soon.

We finalized and signed the ESCO agreement with Trane and surety documents for bonding that are associated with the large facilities performance contract that was recently approved by Council. We are excited to get this project started and will strive to keep Council up to date on progress as we move into the construction stage this fall. The project is scheduled to be complete by the end of 2021.

The remainder of the week was spent on personnel, communications, COVID response, and other general administrative tasks.

Chief Communications Officer:

- Worked with staff to update information on Coronavirus button page of City's website based on Council feedback
- Continue to work with UD and the Census Bureau on different strategies to increase the survey self-response rate
- Presented educational/outreach documents to the CAC at their monthly meeting
- Working with the Court and HR staff to create signage regarding mask requirements
- Scheduling professional headshots for new Council members and staff
- Helping the Newark Housing Authority with their upcoming public meeting
- Continue promoting the Alfresco events on social media, the web and radio
- Assisting Parks and Rec with their communications regarding new registration software

Newark in the News:

After lawsuit threat, Newark makes no changes to rules for bars:

https://www.newarkpostonline.com/news/after-lawsuit-threat-newark-makes-no-changes-to-rules-for-bars/article_a2d30ce5-d404-525b-9a98-3ee5dcecd9be.html

Newark launches \$10 million project to install solar panels, other energy efficiency upgrades:

https://www.newarkpostonline.com/news/newark-launches-10-million-project-to-install-solar-panels-other-energy-efficiency-upgrades/article_3d4a01cf-9a24-53c1-a478-d8805a458d67.html#tncms-source=infinity-scroll-summary-sticky-siderail-next

Newark swears in new council members; Horning selected as deputy mayor:

https://www.newarkpostonline.com/news/newark-swears-in-new-council-members-horning-selected-as-deputy-mayor/article_75ef47a2-c435-5531-85cf-6ab00341a005.html

After legal drama, Newark council makes no harsh changes to restaurants:

<https://www.delawareonline.com/story/news/local/2020/08/06/after-lawyer-drama-newark-council-makes-no-harsh-changes-to-restaurants-newark-delaware-coronavirus/3307426001/>

Newark council to vote tonight on banning seating in bars, private gatherings above 10:

<https://townsquaredelaware.com/2020/08/09/newark-bars/#>

A punch to the gut: Main Street businesses grapple with UD going virtual:

<https://www.delawareonline.com/story/news/2020/08/10/main-street-businesses-react-ud-going-virtual/5575331002/>

Free parking comes to an end in downtown Newark:

https://www.newarkpostonline.com/news/free-parking-comes-to-an-end-in-downtown-newark/article_d12b7f28-5348-599b-b350-c0ed3a39bee5.html

Newark moves closer to limiting private gatherings:

https://www.newarkpostonline.com/news/newark-moves-closer-to-limiting-private-gatherings/article_e6f48fd3-69a5-5eab-8cd2-efb0d227865c.html

Newark City Council takes no action on limits on gatherings, bars:

https://www.wdel.com/news/newark-city-council-takes-no-action-on-limits-on-gatherings-bars/article_31c237ca-db6a-11ea-9e0d-5785149d86ab.html

Newark Council pulls possible ordinances on gatherings, bar seating:

<https://delawarebusinessnow.com/2020/08/newark-council-pulls-possible-ordinances-on-gatherings-bar-seating/>

Newark proposes charging impact fees for development projects:

https://www.newarkpostonline.com/news/newark-proposes-charging-impact-fees-for-development-projects/article_d62d1be7-f1b3-5911-99a3-97ada4d046cc.html

Welcome Center/Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Began drafting the October newsletter
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Collecting photos for social media

Chief Human Resources Officer:

The Chief Human Resources Officer (CHRO) worked on finalizing the City Pension Ordinance as it relates to the FOP. The Ordinance is in the final stages of completion and is set for a first reading at the August 24 City Council meeting with a second reading at the September 14 Council meeting. The CHRO is also working on a Memorandum of Understanding (MOU) between the City of Newark and the Fraternal Order of Police #4 (FOP) regarding language in their contract that entitles them to overtime if they work in excess of 50 hours in a work week. The FOP voted as a union to waive this requirement in the contract while they are on modified schedules due to the COVID-19 pandemic. The MOU will be set to expire when they return to regular work schedules or by the end of this year. The MOU will be signed by both parties and made part of the current contract. The CHRO also has been working with our health insurance provider Delaware Valley Health Trust (DVHT) to provide options for costs savings in 2021 for health benefits. We are in the process of scheduling a meeting of the Employee Benefits-Healthcare Committee next week for their review and approval. The Committee is made up representatives from each labor group as well non-union representatives including the CHRO, City Manager and Finance Director. Recommendations for any plan changes are due to DVHT by mid-September. The CHRO also worked with Acting Human Capital Manager, Chief Communications Officer and Clerk of the Court on protocols for screening visitors entering City Hall to pay bills, visit Code Enforcement,

Court and other City-related business. The City has ordered digital, walk up temperature-taking devices to screen visitors for fevers. We also talked about other ways we can let the public know of our requirements for entering the building prior to visiting City Hall, including mask requirements and screening procedures. The Court Bailiff's have done an excellent job so far with screening visitors since City Hall opened to the public back in June. The CHRO spent the rest of the time this week assisting supervisors with issues that arise as a result of COVID-19, working on pension inquiries, answering emails and phone calls as well as dealing with other labor relations issues and concerns.

Assistant to the City Manager/Acting Human Capital Manager:

Assistant to the City Manager Jeff Martindale again focused most of his efforts this week on getting documents together needed to close a Bank of America lease for the Seiberlich Trane Energy Savings Performance Contracting project. City Council approved the lease terms on Monday night and the final agreement with Seiberlich Trane is with City Manager Tom Coleman for review, so staff should have everything in place by the end of the week, a full seven days ahead of the closing date.

Mr. Martindale also attended the Conservation Advisory Commission meeting on Tuesday with Chief Communications Officer Jayme Gravell to discuss the CAC's plastic straw educational campaign. The Communications team put together three flyers related to plastic straw use, which will be distributed to Newark restaurants. A resolution encouraging Newark restaurants not to use plastic straws will be introduced to City Council in October.

Finally, Mr. Martindale held interviews for a temporary part-time custodian. Staff will be adding a custodian to the Facilities Maintenance team temporarily to improve City disinfecting until the end of the COVID-19 crisis. This position will be terminated once additional cleaning support is no longer needed.

Facilities Maintenance:

The Facilities Maintenance team worked on replacing toilets with auto-flushers at the George Wilson Center, retiling damaged flooring and ceiling areas from last week's tropical storm, and replacing a broken faucet in the first-floor ladies' room in City Hall. The custodial staff continued their disinfecting regiment and began summer floor care maintenance.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

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

City Manager's Weekly Report

Department:	
Alderman's Court	
Notable Notes:	
<p>Alderman's Court held three court sessions from 8/6/20 to 8/12/20. These sessions included arraignments, trials and capias returns.</p> <p>Parking Ambassadors are handling all parking appeals online.</p> <p>Terri participated in two remote directors meeting on 8/6/20.</p>	
Activity or Project:	
Court Sessions	
Description:	
<p>From 8/6/20 to 8/12/20 Alderman's Court handled 33 arraignments, 49 trials and 14 capias returns. The court collected a total of 269 parking payments of which 201 were paid online and 68 were paid at court. The court also collected criminal/traffic payments of which 28 were paid online and 20 were paid at court for a total of 48 criminal/traffic payments.</p>	
Status:	Completed
Expected Completion:	08-12-2020
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:**

City Secretary and City Solicitor's Office

Notable Notes:

Robert was in the office for Court on August 7.

Renee participated in the management staff meeting on August 6.

Renee attended the TS Isaias after action meeting on August 6.

Paul and Renee staffed the organizational meeting and special Council meeting for August 6. Follow up to the meetings was completed throughout the week.

Staff finalized and posted the agenda and packet for the August 17 Council meeting on August 10. An addendum was posted and forwarded to Council on August 10.

Paul and Renee staffed the August 10 Council meeting. An addendum was forwarded to Council on August 6. Follow up for the meeting was completed throughout the week.

Renee participated in a coronavirus-related conference call with State stakeholders on August 11 with Deputy Mayor Horning and City Manager Coleman.

Nichol staffed the August 11 Conservation Advisory Commission meeting. The CAC reviewed prospective designs for flyers to drive awareness for plastic straws and discussed distribution opportunities, talked about a potential planting project at Curtis Mill Park, reviewed possible locations and additional purchases of anti-idling signs and voted to formally support the Green Building Code Work Group's recommended Code updates.

Time was spent working on the wrap up for the 2020 Council elections for Districts 3 and 5. Renee and Tara spent time processing final election payments and working to get invoices. Renee spent time troubleshooting some follow up questions regarding absentee ballot receipt from voters. Tara worked to process returned mail so future voter registration lists can be updated. All information regarding the 2020 City Council election can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Renee worked on implementation of the approved Boards and Commissions Diversity Initiative. Renee met with representatives of the UD Latinx Caucus via GoToMeeting regarding the Diversity Initiative on August 12. 41 of 46 demographic surveys have been returned by the current boards and commissions members with the requested information on age, race, ethnicity, gender identity, sexual orientation and income to be reported back to Council. Renee worked with several potential applicants for vacancies. All vacant and expiring boards and commissions appointments through September 2020 are posted to the website and applications have begun to be submitted. Information about opportunities to participate in the City's boards and commissions can be found on the City website here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Renee drafted the agenda for the August 24 Council meeting.

Renee spent time scheduling items for upcoming Council agendas.

Renee worked on several items for the August 10 and 24 Council meetings.

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

Tara spent time working on union-related items.

Danielle processed several items for the Recorder of Deeds office.

Nichol spent time on boards and commissions related items.

Tara reviewed several building permits.

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

- * Worked on document review for a June 15 FOIA request for correspondence with the owners of 18 Squirrel Lane from Don Gouge.
- * Provided documents and closed a June 25 FOIA request for asbestos bulk sampling done between November 2015 to the present pertaining to 103 Hillside Road from Isaac Ishihara.
- * Provided a response and closed a July 17 FOIA request for copies of applications and site plans pertaining to possible proposed new cell towers from SBA Communications Corporation.
- * Determined there were no relevant existing documents and closed a July 20 FOIA request for demographics by rank/race/ethnicity/sex from Brianna (Virginia Edu).
- * Determined there were no relevant documents and closed a July 11 FOIA request for police records from Martin Ackerman.
- * Determined there were no relevant documents and closed a July 28 FOIA request pertaining to the City of Newark Pension Plans from Anna Martinen.
- * Requested further clarification for a August 11 FOIA request for all properties with code violations/delinquent taxes/vacant from Jeffery D. Carusotto.

Regarding minutes, staff time was spent on the July 16 Board of Adjustment (Tara edited - complete), August 6 Council Organizational meeting (Nichol drafted; Renee edited - complete), August 6 Council special meeting (Nichol drafted; Renee edited - complete) and August 10 Council (Nichol drafting). Several sets of Council Executive Session minutes, the July 30 Election Board and August 11 Conservation Advisory Commission minutes are currently in the queue.

4 discovery requests were fulfilled for upcoming Alderman's Court cases. 242 discovery requests have been filled so far for 2020. The August 20 court calendar was received and 12 case files were compiled for the Deputy City Solicitor. 18 court calendars with 260 associated cases have been processed in 2020. Three pleas by mail were processed.

The office received 18 new lien certificate requests this week, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. 228 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Fred worked primarily on document preparation as his computer is with IT waiting for parts for repair.

Samantha and Ana 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 document numbers for August 6-12 are below.

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

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

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

Electric Department

Notable Notes:

A large tree fell on the lines along Creek Road on Monday, August 10. This took out the Freemont Road Substation at about 2 p.m. Delmarva Power was notified as they had a 34kV circuit on the same pole line. The substation was switched to a different circuit and one 12kV circuit restored in 30 minutes, bringing back 722 customers. The other circuit with 172 customers sustained damage and was switched around after another 20 minutes. Part of the University's North Campus area near the Towers stayed out until the tree was removed and all the repairs could be made.

The line crews worked on a new primary service pole on Sandy Drive after delivering a padmount transformer earlier in the week. The line crews also worked with the electricians to locate a secondary bus fault on North Townview Lane after temporarily restoring full power to several homes with specialized autotransformers.

In addition to thumping the faulted cable and helping with the tree removal, the electricians replaced exhaust fan motors at two substations, replaced a motor and hydraulic pump on a 34kV breaker, and fixed communication problems at Sandy Brae Substation.

Engineering worked on scheduling a shutdown for the Fulton Bank Project. Tree removal and pole work is needed in an area with 34kV and 12 kV circuits along with secondary services to nearby buildings.

Engineering also worked on scheduling the punch list items for the Elkton Road Project and worked in the field with a recloser engineer on several recloser issues.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

City annual tax bills are available online to view and pay. Tax bills were also mailed to every address this year, regardless of whether the property owners' tax bill is paid by their mortgage company or not. Every bill had a letter on the reverse side of the bill to explain the reason some taxpayers were seeing a bill for the first time. Tax payments can be paid online directly via: www.newarkde.gov/payments.

The City is working hard to reach out to our utility customers to help those in need of a payment arrangement to advise them of their options. If you are behind on your utility bills and need a payment arrangement, please contact the Payments and Utility Billing Division by calling 302-366-7000, option 2. Interest and penalties have been added back to the utility accounts effective

July 1, 2020.

All payments can be made online by clicking on this link, and then selecting the type of payment you choose to make. Payments can be made 24/7. <https://newarkde.gov/payments>.

Contactless bill payment options:

- Make payments online by visiting <https://payments.newarkde.gov>. This landing page will guide you to the correct site to pay a bill issued by the City of Newark.
- Utility bills can also be paid by phone by calling (302) 366-7000. There is no fee for paying by credit or debit card, although we do ask our customers to please pay by ACH (bank draft) if possible. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment.
- Drop your utility bill check or money order into the dropbox at City Hall.

New payment kiosks were scheduled to be delivered this week but were delayed due to weather. We are looking to have them delivered and installed by the end of next week. One will be installed in the Alderman's Court, and the other will be placed in the lobby in City Hall. Kiosks are being encouraged to be used to promote social distancing.

The majority of accounting staff time was spent on preparation for the 2021 budget, processing payroll and paying our weekly bills. Staff also handled numerous tax calls, and have been working on the 2021 Operating and Capital Budgets.

The June Financial Update will be presented to City Council on Monday, August 17. Link to the report can be found here: <https://newarkde.gov/DocumentCenter/View/14010/1>.

The 2021 Budget Overview will be presented to City Council on Monday, August 17. Link to the report can be found here: <https://newarkde.gov/DocumentCenter/View/14011/3A>.

Activity or Project:

Payments & Utility Billing (PUB)

Description:

Stats for the week ending of 8/9: Call volume was up 3% (466 vs. 454).

- Customer Calls/answered: 425/466. There are three customer service representatives working full-time in the office, PUB manager is in the office twice/week. Remaining staff are working from home.
- Average call time: 3:54
- Longest hold: 3:37
- Payments processed: 4,120
- Pay by phone payments: 256
- Active Customer Connect Accounts: 7,446
- Customers signed up, not on pre-authorized payments: 4,911
- Budget Billing: 270
- Echeck/PAP Customers: 1,296 (includes budget billing)
- Credit Card PAP Customers: 1,239 (includes budget billing)

Status:

In-Progress

Expected Completion:

12-31-2020

Execution Status:	On Track
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Activity or Project:

Description:

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

Description:

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

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 80

Open Project Tickets from Previous Week - 16

Tickets Opened in the Last Week - 45

Tickets Closed in the Last Week - 40

Remaining Open Support Tickets - 84

Remaining Open Project Tickets - 17

1. Met with Purchasing and Finance regarding retainage/withholding, created documentation for new process on 8/6.
2. GotoMeeting with Paymentus, status update call on Tyler conversion on 8/7.
3. Skype call with Harris to review outstanding support tickets on 8/10, set up recurring bi-weekly call to ensure our support tickets are being handled in a timely manner.
4. Working with Code Enforcement to hold online permit payments until final approval.
5. Kiosk delivery rescheduled for 8/13, with installation scheduled for 8/14.
6. Worked on and resolved support tickets for end users.
7. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.

Infrastructure Team:

Open Support Tickets from Previous Week - 66

Open Project Tickets from Previous Week - 24

Tickets Opened in the Last Week - 72

Tickets Closed in the Last Week - 68
 Remaining Open Support Tickets - 60
 Remaining Open Project Tickets - 24

1. Built MDM system to manage iOS devices.
2. Queue management account has been provisioned.
3. Materials for the new parking office have been received.
4. One of the two temperature kiosks has been configured.
5. The second temperature kiosk was packaged to be returned as defective.
6. Met with VOIP on replacing the point to point connection with SDWAN.
7. Continued WFH support.
8. Worked on and resolved support tickets for end users.
9. Actively responded to and resolved Secureworks alerts.

Pending:

1. Parking office cabling scheduled to begin on Monday.
2. Exploring replacing the Mitel smartphone with native MS Teams functionality.

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: Met with Tyler about Parks on Draft logistics and set up; talked with Special Olympics Delaware about upcoming events and their Reindeer Run; met with the recreation staff about upcoming fall activities and potential cancellations of some events as a result of COVID-19;

attended meeting with department directors and managers regarding the aftermath from Tropical Storm Isaias and the cleanup; met with Tom C., Sharon, Chrissy and Paula about upcoming fall events and alternative ideas for events and activities; worked on the Outdoor Recreation, Parks and Trails grant application; reviewed landscape plans for two subdivisions; organized meeting with the Landscape Screening and Treatment Ordinance Review Committee.

Deputy Director: Prepared information to send to parents regarding Tropical Storm Isaias and the camps and programs; attended meeting with department directors and managers regarding the aftermath from Tropical Storm Isaias and the cleanup; continued to work with Sharon and Chrissy regarding alternative ideas for fall events and met with Joe and Tom C. regarding them, contacted outdoor movie rental company regarding costs for a double feature; worked closely with camp director and assistant director to contact previous participants and send out messages to current camp participants and contacted camp staff to turn in timesheets; confirmed information with Newark Police for the Bike Rodeo scheduled for Safe Kids Camp and Camp GWC; met with Chrissy and Melinda to finalize information for the volunteer opportunities tab in the new recreation registration software; met with Shelby regarding the marketing plan for the new registration software to start advertising to our current customers; continued to work with Sharon to fine tune details for a virtual option for the fitness instructors and to make a final determination after working with IT; worked with Newark Police and Tom C. regarding request for a special event permit for races to begin in September and the guidelines expected for them; worked with Jayme and UD in discussions for the Patriot Day Ceremony; continued to update the fall program information for Shelby and updated the spreadsheet with changes; worked on putting in vendor, sponsorship and facility information into the new recreation registration software system with Melinda; worked with Shelby on website updates and information for the weekly Eblast.

Recreation Supervisor of Athletics: Working to finalize fall program information; held phone interviews for potential before/after care staff, still waiting on school guidance to determine if we will be able to offer the programs at Downes and West Park; Rittenhouse camp was not held all week; prepared supplies and finalized staff for the camps scheduled 8/10-8/14 including Rittenhouse Rocks, Tennis Camp and Archery Camp; Parks on Draft was held 8/7-8/9 at Handloff Park with Grain on Main as the partner restaurant, storms limited hours on Friday and Sunday; the adult softball league playoffs were postponed due to the storm and rescheduled for 8/11.

Recreation Supervisor of Community Events: Met with Joe and Paula and Tom Coleman regarding fall event ideas; finalized options with Races2Run regarding hosting the Turkey Trot as a virtual event; held Safe Kids Camp with several virtual presenters and videos, campers had a good time and learned a lot about safety, Cpl. Pagnotti did an outstanding job as the Safe Kids Police Officer; Camp REAL is heading into its final week, camp is going well despite low attendance, continue to try to get financial paperwork from the parents; finalizing information for fall programs.

Coordinator of GWC and Volunteers: Camp GWC continued for another fun week with a theme of H-2-Woah! complete with a walking field trip to Fairfield Park, water activities, and crafts, total campers registered for the week were 27 full day campers; assisted Sharon with technical set up for Safe Kids Camp; sent Welcome Packet & Information to campers registered for the final week of Camp GWC, August 17-21; completed maintenance tickets for drains at the George Wilson Center to be cleared in preparation for Tropical Storm Isaias; attended a meeting with the Director and Deputy Director on upcoming fall events and how events will be changed due to COVID-19; attended staff meeting; attended a meeting with the Deputy Director and Recreation Specialist on

August 7 to discuss volunteer information for Civic Rec; prepared information for a GWC attendant orientation on August 10; sent an updated tentative schedule to GWC staff with an introduction of our newest attendant Stephen Mesa; processed timesheets for staff; spoke with many new volunteers interested in volunteering with our department; spoke with our Adopt-a-Trail Volunteer group with information on an area in need of a reroute after our Parks Superintendent inspected the trails; continued to finalize information and make adjustments for fall programs; continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; continued to communicate and schedule appointments with potential renters as well. The Main Hall was rented on August 8 for a wedding reception with an overall attendance of 50 people; the overall attendance at Dickey Park Pool Wednesday - Saturday was 97 patrons.

Recreation Specialist: Continued data entry of sponsorship, volunteers, and fall activity information into Civic Rec the new recreation registration software program; confirmed one additional volunteer for next week session of GWC, continue to gather volunteer hours from the various camps and record them on the volunteer spreadsheet.

Parks Supervisor: Cleared tree damage from Fairfield Park, Rittenhouse Park, Redd Park and along the Valley Stream area as a result of the storm, tree work will continue for the next several weeks throughout our trail system; assisted with set up of Parks on Draft in Handloff Park; emptied trash cans throughout park system and continued the mowing cycle; inspected parks and trails for storm damage and created work order for any required maintenance.

Parks Superintendent: Completed park inspections along the Valley Stream area and Redd Park to access damage as a result of the tropical storm and reviewed two subdivision landscape plans for comment.

Activity or Project:

Fall Community Events Update

Description:

Due to the safety of our participants, staff and vendors we made the disappointing decision to cancel two of Newark's long standing events Community Day and the Halloween Parade and Trick-or-Treat Main Street as a result of COVID-19. The Parks and Recreation Department is working on other smaller events in the fall for our community that will include control factors to enable us to meet the Governor's Phase 2 mandates. When logistics are finalized for each event we will advertise through our weekly newsletter, social media, event calendars and press releases. For more information on Newark Parks and Recreation programs, please visit our web site at www.newark.gov/play.

Status:	Not Started
Expected Completion:	12-14-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	

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

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

Administrative staff reports that activity increased over last week with a total of 122 calls to the Code Office and 16 calls fielded for other departments. There were 40 walk-in customers, 90 permits issued, and 39 permits applications received.

Second floor framing is approved for most areas of Warner Hall, 280 The Green. Five units are approved for occupancy at 614 Lehigh Road, seven units approved at 618 Lehigh Road, and CO applications were received for the leasing office/clubhouse. At Newark Charter School, the loop road base is under construction and demolition of the foundations of the existing structures is in process, with footings starting next week. Final inspections are in process at the new Chase Bank at 700 Newark Shopping Center, site work is progressing, and the CO target date is September 1. Work at the Newark Senior Living location is on hold due to COVID-19 with a tentative restart date of October 1. Above grade demolition has been completed and the digging out of foundations is occurring now at 321 Hillside Road. There are no new significant milestones for the UD Green utility projects. The permit has been issued, trailer is onsite, and minor fit-out work is in progress for the Student Health Services trailer.

COs were issued for: the remaining 18 apartments at South Main Street Plaza; Oh So Cycle at 165 South Main Street, Suite 111; and, 80, 82, 84, 86, 88, 92, 94, 98, 100, 102, 104, 106, 108, 110, and 112 Wilson Street.

Property Maintenance Inspectors participated in a Zoom meeting with University of Delaware Student Body, Student Conduct, Greek Life, and NPD Sergeant Greg D'Elia about how the City is operating and what is expected from the students as they return to school so that we can all operate efficiently and safely during the COVID-19 pandemic. Inspectors also had a meeting about rental permits and parking at condominiums.

Property Maintenance also completed the following this week:

- 29 Inspections
- 27 Response to complaints
- 3 Citations issued
- 15 Violations issued

PARKING:

Signage on Main Street regarding free/grace period parking was removed this week. Programming was completed on Main Street kiosks and signage regarding payments on the kiosks and the Passport mobile app. Staff completed a review of numerous neighborhoods around Casho Mill Road, responding to concerns from some residents regarding abandoned/inoperable vehicles in the area. Speed bumps were inserted at the entrances to Lot 1 due to speeding as people come into the parking lots. Staff spent time preparing for the Main Street Alfresco event on August 12, which was eventually cancelled due to inclement weather. Municipal lot permits and residential permits continued to be issued this week.

Regular COVID-19 meeting with Parking and Planning continued, as well as the monitoring of chats, emails, phones, radios and help lines for Parking. Continued supplying financials and review of COVID-19 income during work-from-home. Staff worked with T2/Passport on new zones in the Campus District of Newark. Quotes were received and reviewed for spare kiosk parts from ITS. GIS additions and fixes were implemented to better represent the parking system on GIS. A review of the 2021 Parking budget was completed.

PLANNING/LAND USE:

Planner Mike Fortner is working on the report for a Special Use Permit for a fraternity at 19 Amstel Avenue, which will be reviewed by Council at their August 24 meeting; completed the loan update information on new loans under the CDBG program; completed the annual report to the Delaware Office of State Planning Coordination for the Comprehensive Development Plan; and, attended two DelDOT Workgroup meetings on reducing Green House Gas Emissions through DelDOT's transportation policies.

The following was also completed this week:

- 7 Deed Transfer Affidavits
- 15 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. Staff comments were forwarded to the applicant on May 15, 2020. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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. The revised plans propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. A SAC meeting was held on January 15, 2020. Staff comments were forwarded to the applicant on April 15, 2020. The Planning and Development Department received revised plans on May 1, 2020. The project has been scheduled for review and consideration by the Planning Commission at their June 2, 2020 meeting. The project was withdrawn from the June 2, 2020 Planning Commission agenda and will be reviewed at a future meeting. The Planning and Development Department received revised plans on June 12, 2020. The project was discussed with City operating departments at a SAC meeting held on June 17, 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. Revised plans were received on April 14, 2020 and distributed to SAC for review. The revised plans call for a major subdivision with site plan approval, special use permit, Comprehensive Development Plan amendment, and rezoning for a mixed-use building with commercial space that includes a restaurant and parking on the first floor and four floors of apartments targeted to student housing consisting of 56 two-bedroom units. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020. Staff comments were forwarded to the applicant on July 15, 2020. Revised plans were received on August 6, 2020 and distributed to the SAC on August 7, 2020 for departmental review.

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. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project has been placed on the June 8, 2020 City Council agenda for second reading and public hearing. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 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.

124 East Main Street, Parcel ID 1802000125 (PR#20-04-02): The Planning and Development Department received a sketch plan on April 30, 2020 for the redevelopment of 124 East Main Street, known as Center Square and the current location of Walgreens, Homegrown, 14 residential dwelling units, and 33 parking spaces. The plan proposes two floors of commercial space, conversion of the 14 existing units into 58 new residential units on the upper four floors of the building, and an increase of 200 additional parking spaces.

614 South Twin Lakes Boulevard, Parcel ID 1805400076 (PR#20-06-01): On June 5, 2020, an application for a special use permit was received by the Planning and Development Department for an in-home daycare at 614 South Twin Lakes Boulevard. City zoning code requires Council approval of a special use permit for an in-home daycare in the RR zoning district. As the lot size is less than one acre, Planning Commission review is not required. The application was placed on the July 13, 2020 City Council agenda but was withdrawn as it was determined that the applicant needs a variance to proceed.

109 Paper Mill Road, Emerson Bridge, Parcel ID 1801400136 (PR#20-06-03): On June 29, 2020, an application for a special use permit was received by the Planning and Development Department to construct a pedestrian/bicycle bridge over White Clay Creek on the property at 109 Paper Mill Road, which is in a Special Flood Hazard Area (SFHA). City zoning code requires Council approval to construct a bridge in the SFHA. As the lot size is greater than one acre, Planning Commission review is also required. The project is scheduled for Planning Commission review on July 7, 2020. At their meeting on July 7, 2020, the Planning Commission recommended approval of the special use permit (5-0). At their meeting on August 10, 2020, City Council approved the special use permit for the pedestrian/bicycle bridge at 109 Paper Mill Road.

19 Amstel Avenue, Parcel ID 1802600006 (PR#20-07-01): On July 1, 2020, the Planning and Development Department received an application for a special use permit for a fraternity chapter house for the UD chapter of Alpha Sigma Phi at 19 Amstel Avenue, which was recently rezoned from RS to RM. City zoning code requires Council approval of a special use permit for a fraternity/sorority house in the RM and RA zoning districts. As the lot size is less than one acre, Planning Commission review is not required. The application is tentatively set to be reviewed by City Council at their August 24, 2020 meeting.

136 West Main Street, Unlocke the Light, Parcel ID 1801900275 (PR#20-07-02): On July 12, 2020, the Planning and Development Department received an application for a special use permit for a non-profit foundation at 136 West Main Street. The proposed use did not conform to Zoning Code for a special use permit and the applicant resubmitted the request as a rezoning from RS (single-family detached residential) to BLR (business limited residential), which would allow the use as a matter of right. The proposal also requires a Comprehensive Development Plan amendment to change the land-use designation from Residential, Low Density to Mixed Urban. The rezoning and Comp Plan amendment was scheduled for review by the Planning Commission at their August 4, 2020 meeting however, upon further consideration, it was determined that the proposal for a non-profit at 136 West Main Street could proceed as a special use permit. The proposal for a rezoning and Comp Plan amendment was withdrawn from the Planning Commission agenda on August 3, 2020 and the request for a special use permit will be placed on an upcoming City Council agenda.

141, 143, 145 East Main Street and 19 Haines Street, Parcel IDs 1802000188, 1802000189 (PR#20-07-03): On July 30, 2020, the Planning and Development Department received an application for a major subdivision with site plan approval for 141, 143, and 145 East Main Street and 19 Haines Street. The plans propose the demolition of the existing building at 19 Haines Street and 143 East Main Street, keeping the structures at 141 and 145 East Main Street, and construction of a new six-story mixed-use building with 17,540 square feet of commercial retail space, 60 two-bedroom apartments, and a four-story parking garage. Plans were distributed to the Subdivision Advisory Committee (SAC) for departmental review on July 31, 2020.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

- On August 12th, Chief Tiernan met with newly elected Newark City Councilmember Travis McDermott. After the chief gave the councilmember an overview of the police department, they both discussed current policing issues in the city. Councilmember McDermott toured the police building and met with several staff members.

Auxiliary Services Division:

- NPD staff continues to work on the Bureau of Justice Assistance (BJA) Fiscal Year (FY) 2020 Edward Byrne Memorial Justice Assistance Grant (JAG) Program grant. The award would support supplemental overtime.
- NPD staff submitted the State of Delaware Funds to Combat Violent Crimes Fiscal Year 2021 grant application. The award would support overtime, training, equipment and technology.

Administration Division:

- M/Cpl. Smith participated in a virtual meeting with the Arbour Park Civic Association.
- One member from the Administration Unit remains assigned to the Patrol Division to assist with staffing shortages.

Criminal Investigations Division:

- The National Day of Remembrance for Murder victims is September 25th. Planning is underway for Delaware's annual Day of Remembrance recognition. This year will be a virtual event, to take place on Thursday, September 24th.

Patrol Division:

- On August 6, 2020 at approximately 0012 hours, a Newark Police Officer was on patrol on South College Avenue near West Chestnut Hill Road. The officer observed a vehicle swerving on the roadway and improperly changing lanes, causing another vehicle to have to brake abruptly to avoid a collision. The vehicle then fled at a high rate of speed on Christina Parkway, to Elkton Road and then East Delaware Avenue. The officer caught up with the vehicle and began to contact the operator on South Chapel Street. As the officer exited his vehicle, the vehicle fled again, striking a curb as it fled. The vehicle was found unoccupied a short time later off of South Chapel Street. Other Newark Police Officers located the operator exiting from a wooded area off of South Chapel Street. He was taken into custody without incident and was later identified as Kahil Crawford, 30, of New Castle. A K-9 from the New Castle County Police Department arrived to assist and alerted to the presence of drugs in the vehicle. A search of the vehicle was later conducted pursuant to a search warrant issued by Justice of the Peace Court #11. During the search, officers found a fully loaded handgun, along with various amounts of crack cocaine, MDMA and drug paraphernalia.

Activity or Project:

N/A

Description:

N/A

Status: Completed**Expected Completion:** 08-13-2020**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:**

Public Works and Water Resources Department

Notable Notes:

Road striping associated with the Downes Safe Routes To School project is slated to begin the week of August 17. The striping will be installed to accommodate the addition of protected bike lanes, traffic islands, and pedestrian crosswalks in a later phase scheduled for early 2021. Lane closures and flaggers will be on site, but full closure is not expected.

Staff continues to evaluate the areas that were impacted by flooding over the past two weeks. We are now focused on areas that have not historically flooded, to identify the cause and restore capacity that has always existed. Staff is also working on revisions to our priority list for long-term fixes for local drainage. PW&WR is working on a memo detailing some of the observations and revisions to our Stormwater Plan and Capital Improvement Program. We also participated in a call with Aetna to discuss emergency access plans for areas that may be cut off during heavy rainfall events.

Director Filasky, along with CM Coleman and Finance Director Del Grande, met with a representative from the University of MD Environmental Finance group to discuss our rate structures and affordability measures. They will generate a report for our review. This tool has the potential to help with rate setting in water, sewer, and stormwater.

Activity or Project:

Rodney - Park and Pond Construction

Description:

The contractor has mobilized to the site to begin installation of perimeter erosion and sediment control and tree protection. They have also started to pump the pond down, but that has been a challenge with the recent rains.

Status:	Started
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Expected Completion:	12-31-2020
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Execution Status:	On Track
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Activity or Project:**Description:**

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

Status:	
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Expected Completion:	
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Execution Status:	
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Digital Records Project New Documents Created – August 6-12

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	108	10,691	Harris Daily Cash Reports/Munis Daily Cash Reports
Fred	0	0	Working remotely on document prep
Ana (PT)	0	0	Working remotely on modifications
Total	108	10,691	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706	27,129	+3,423
March	32,064	43,248	+11,184
April	36,965	50,610	+13,645
May	62,286	36,576	-25,710
June	69,471	38,161	-31,310
July	45,789	28,310	-17,479
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 08/02/20-08/08/20

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	1	5	0	0	3	0
Rape	5	1	0	2	3	0
Unlaw. Sexual Contact	2	2	0	0	3	0
Robbery	10	11	0	10	24	0
- Commercial Robberies	7	1	0	8	0	0
- Robberies with Known Suspects	0	2	0	1	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	3	8	0	1	23	0
Assault/Aggravated	17	12	0	16	11	0
Burglary	42	22	0	85	72	2
- Commercial Burglaries	5	5	0	8	42	0
- Residential Burglaries	28	15	0	50	14	0
- Other Burglaries	9	2	0	27	16	2
Theft	331	265	14	267	114	3
Theft/Auto	28	36	3	5	11	0
Arson	0	0	0	0	0	0
All Other	70	106	4	84	74	0
TOTAL PART I	506	460	21	469	315	5
<u>PART II OFFENSES</u>						
Other Assaults	170	172	5	103	127	0
Rec. Stolen Property	0	1	0	9	6	0
Criminal Michief	88	70	0	74	39	0
Weapons	15	9	2	48	24	3
Other Sex Offenses	0	0	0	0	0	0
Alcohol	74	25	1	122	29	1
Drugs	121	34	0	187	53	6
Noise/Disorderly Premise	373	321	2	122	106	0
Disorderly Conduct	94	86	3	75	49	1
Trespass	152	171	8	66	28	2
All Other	212	176	2	264	164	17
TOTAL PART II	1299	1065	23	1070	625	30
<u>MISCELLANEOUS:</u>						
Alarm	102	96	4	0	0	0
Animal Control	369	295	8	2	20	0
Recovered Property	139	117	5	0	0	0
Service	21347	18478	450	0	0	0
Suspicious Per/Veh	289	260	7	0	0	0
TOTAL MISC.	22246	19246	474	2	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	857	27,829	556	22,534



**Newark Police Department
Weekly Traffic Report
08/02/20-08/08/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	7609	2864	296	44
DUI	136	52	6	3
TOTAL	7745	2916	302	47

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	158	80	8	2
Property Damage (Reportable)	698	411	18	19
*Hit & Run	154	86	7	2
*Private Property	184	90	7	4
TOTAL	858	491	26	21

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.