

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

We held our first negotiation session with the FOP this week. Their current collective bargaining agreement expires at the end of 2020. We spent a good bit of time this week preparing for that meeting and following up on action items coming out of the meeting. We would like to wrap up the successor agreement quickly to get it done ahead of expiration. Director Del Grande and I continued to work on the budget presentation ahead of Monday's Council meeting. I participated in a number of staff meetings throughout the week and resolved a handful of ongoing personnel related items. I called into two enforcement calls with DPH and UD this week to discuss our response to COVID and how to stay ahead of the currently rising number of cases since students returned for fall semester. I also attended a meeting with representatives from the Newark Landlord Association, Director Gray, and Solicitor Bilodeau where we discussed a handful of items related to rental permits and fire inspections.

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

Chief Communications Officer:

- Met with PUBS/Finance to research reasons behind returned mail and ways to correct the problems
- Reviewed and processed two Social Gathering permits
- Continuing to work with USPS and Sen. Carper's office on installing mailbox in City Hall lobby
- Working with Recycle Coach on a fall marketing campaign with giveaways
- Joined the TNP board for a discussion on future collaboration and best ways to support each other
- Working with Parks and Recreation to install mask use signs in public areas to encourage compliance and awareness
- Partnered with DHSS Office of Crisis Response to do outreach to Newark restaurants on drug use and overdose

City of Newark in the News:

Newark extends ban on large gatherings: https://www.newarkpostonline.com/news/newark-extends-ban-on-large-gatherings/article_42b0a2e4-63e5-5d2d-b6c4-4beea0d4c7df.html

Newark extends timeframe for private gathering limits and outdoor dining: https://www.wdel.com/news/newark-extends-timeframe-for-private-gathering-limits-and-outdoor-dining/article_9568e6ac-01fd-11eb-879b-f78f460053db.html

Stine appointed to Newark Planning Commission: https://www.newarkpostonline.com/news/stine-appointed-to-newark-planning-commission/article_cc22f9c4-bdf4-526e-897b-16e4a100ce9d.html

Newark Parks and Recreation planning several socially distanced events this fall and winter:
https://www.newarkpostonline.com/news/newark-parks-and-recreation-planning-several-socially-distanced-events-this-fall-and-winter/article_499b5d96-4ce4-5624-a702-17eb6413baf1.html

Controversial Newark annexation proposal back on the table:
https://www.newarkpostonline.com/news/controversial-newark-annexation-proposal-back-on-the-table/article_5ce549a6-212b-5a52-aa31-858b3aef3970.html

Creative Design/Web Content:

- Designed weather-related informational graphics for Winter Storms
- Gathered YouTube analytics for City of Newark's GIS videos
- Identified PUBS contact upload error
- Scheduled weekly public meeting notification via InformMe
- Updated the Capital Improvement Program webpage
- Updated the Utility Permit application on the City website
- Updated City payments webpage with paperless billing message
- Updated General Operating Budget webpage for 2020

Communications Assistant/Welcome Center:

- Answer and direct all incoming calls to correct departments
- Completed the November 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
- Completed the 3CMA Webinar Series: The Public Servants' Survival Guide – Ten Keys to Help Reclaim Your Joy in Work and Life

Human Resources:

On Monday Chief Human Resources Officer Devan Hardin assisted in Newark Police Promotional Interviews along with members from New Castle County, Southern Chester County Regional and Middletown Police Departments. HR Administrator Marta Pacheco and Chief Purchasing & Personnel Officer Jeff Martindale assisted with the promotional interviews on Wednesday, September 30, and Thursday, October 1. The Customer Service Representative I posting closed on September 25. We received 53 applications which are currently being reviewed by PUB Manager Larissa Jones. Also on September 25, the Public Works & Water Resources Supervisor position was posted and will close on October 23. On Tuesday, September 29, the Newark Police Department conducted our first virtual "Success in Hiring Workshop" for all interested in becoming a Newark police officer. The workshop informed prospective applicants about the benefits of working for the Newark Police Department, answered salary and benefits questions and provided an overview of how to be successful in the application and training processes. Fourteen individuals attended the workshop. Cpl. Will Smith presented the PowerPoint presentation along with Lt. Andrew Rubin. The police officer vacancy will close on Friday, October 9, 2020.

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale continued his work in modifying the goals and functions of the Purchasing Division. Most notably, he sent emails out to directors, managers, and administrative staff reminding them to include Council-approved purchasing recommendation memos with purchase requisitions for contractual purchases and services. Along with Purchasing Assistant Cathy Trykowski, he also set a goal of shifting all purchase order deliveries to vendors from printed/mailed POs to emailed POs, as well as transitioning all vendor payments from printed checks to EFT payments, by 1/1/2024. With Deputy Finance Director Jill Hollander, Mr. Martindale also met with insurance specialists from Bay Oaks, SIP, and DFIT to discuss how the City can update its insurance requirements for contractual work to protect the City from liability as it pertains to worker's compensation and other potential issues. He additionally held the proposal opening for RFP 20-02 (Lobbying and Intergovernmental Consulting Services), began assisting PD with an ammunition bid waive recommendation memo, and followed up with IT Infrastructure on renewing the terms of RFP 18-02 (Professional Staff Augmentation for IT – Desktop Support Services) for the 1/1/2021 – 12/31/2021 term.

CPPO Martindale additionally completed ACA reporting for DVHT, which is completed annually in October. He is now looking ahead to the City's open enrollment period, which will begin at the end of October. Mr. Martindale also followed up on various resident inquiries to the City Manager's Office and other tasks needed from a Purchasing standpoint for 2021.

Facilities Maintenance:

The FM team sanded and sealed toe railings on the City Hall courtyard deck, installed shelving and a temperature check station in the new Parking Office, and continued to work on toilet replacements in the George Wilson Center. They also moved mailboxes and a glass display in the City Hall atrium, fixed the magnetic doorstop on the Police Department atrium doors, cleaned up damaged plaster from the atrium ceiling (damaged during Tuesday night's heavy rain), and replaced a towel dispenser in the men's 2nd floor bathroom with a touchless model. They also continued normal cleaning and COVID-19 disinfecting duties.

Facilities Maintenance Superintendent Dave Greenplate also communicated with Seiberlich Trane Energy Services regarding the ongoing ESCO work, which is nearing the end of the design phase for certain items.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

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

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 9/24/20 to 9/30/20. These sessions included arraignments, trials and capias returns. Parking Ambassadors continue to handle parking appeals online.

Terri participated in a remote management meeting on 9/24/20.

Shannan Brady started training for the CSR I position last week. She completed all required DELJIS training on 9/30/20.

Activity or Project:

Court Sessions and Payments

Description:

From 9/24/20 to 9/30/20 Alderman's Court handled 25 arraignments, 33 trials and 7 capias returns. The court collected a total of 314 parking payments of which 269 were paid online and 45 were paid at court. The court also collected criminal/traffic payments of which 62 were paid online and 9 were paid at court for a total of 71 criminal/traffic payments.

Status:

Completed

Expected Completion:

10-01-2020

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:

Paul was in the office on September 30 and Robert was in the office on September 24 for Court.

Renee participated in the management staff meeting on September 24.

Danielle attended week 5 of the Delaware Municipal Clerks Institute hosted by UD IPA on September 25. Topics covered include aging in place and ethics in government. This is a three year program that provides 60 education credits toward the Certified Municipal Clerk designation.

Staff finalized and posted the agenda and packet for the October 5 Council meeting on September 28.

Paul and Renee staffed the September 28 Council meeting. Follow up for the meeting was completed throughout the week.

Tara attended a bid opening on September 29.

Renee and Tara worked on items for upcoming Council meetings, including drafting the agenda and packet items for the October 12 Council meeting and scheduling items for upcoming Council agendas.

Nichol completed and posted the cancellation for the October 15 Board of Adjustment meeting.

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

Tara spent time working on union-related items.

Danielle processed plans for submission to the Recorder of Deeds office.

Tara reviewed several building permits and processed an escrow release.

Staff worked on implementation of the approved Boards and Commissions Diversity Initiative. Renee spent time scheduling nominees chosen by Mayor and Council for positions that have been closed and Nichol 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>.

Staff spent time on FOIA-related items this week. Renee worked with the Attorney General's Office to get guidance around the September 25 modified State of Emergency order regarding FOIA requests. The guidance provided indicates that any outstanding FOIA requests that had not

been filled during the State of Emergency must be completed (or extended under normal provisions) by October 19. Newark has been fulfilling FOIA requests throughout the State of Emergency, so there are no anticipated issues with compliance with the revised order. The following actions were taken on FOIA requests:

- * Provided a response and closed a September 22 FOIA request for police reports/fingerprints/mugshots/expungements between 1961 through 1971 pertaining to Joseph Robinette Biden, Jr. from Nick Ballas
- * Provided a response and closed a September 24 FOIA request for permits/violations/spills/AUS pertaining to 300 Executive Drive from Anna Thornton
- * Circulated to staff a September 25 FOIA request for open building/fire violations and COs pertaining to 100/200/300/400 Interchange Boulevard
- * Circulated to staff a September 28 FOIA request for permits and summary of cost between 2007 to present pertaining to 47 Kent Way from John Morgan
- * Circulated to staff a September 29 FOIA request for permits and open violations pertaining to 136 South Main Street from Kevin Pope

Regarding minutes, staff time was spent on the February 24 Council Executive Session (Renee drafting), September 15 Conservation Advisory Commission (Nichol drafting), September 21 Council (Danielle drafted) and September 28 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes, the July 30 Election Board and September 17 Board of Adjustment minutes are currently in the queue.

18 discovery requests were fulfilled for upcoming Alderman's Court cases. 292 discovery requests have been filled so far for 2020. The October 8 court calendar was received and 9 case files were compiled for the Deputy City Solicitor. 25 court calendars with 335 associated cases have been processed in 2020. One plea by mail was processed.

The office received 11 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. 309 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Renee and Samantha spent time working with IT through some slowdown/timeout issues with TCM. Since Records Division staff has been working with larger documents in recent weeks, these problems have become more pronounced causing a large drop in numbers scanned due to having to repeatedly process the same documents. IT has been working with Tyler Technologies on a solution, which we are hopeful will provide a resolution to at least some of these issues. The fix is expected to be rolled out as part of the next TCM upgrade in mid-October. Thanks to IT Applications Manager Montgomery for her assistance in addressing these issues.

Samantha attended a virtual ARMA meeting on September 24.

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 September 24-30 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track
Activity or Project:	
Electronic Council Packets	
Description:	
Renee received notification from the vendor on September 30 that the workflow and user configurations submitted have been completed. Testing and final changes are being worked on for submission to the vendor. Once these are complete, staff training will be scheduled.	
Status:	Near Completion
Expected Completion:	11-30-2020
Execution Status:	Behind Schedule
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:
Electric Department
Notable Notes:
<p>The line crews upgraded a transformer at the Charter School because a new building is being built and the existing transformer is fully loaded. The line crews completed a planned predawn hot spot repair to the Café Gelato service. Multiple other hotspots that did not require outages were also completed this week. The line crews also fixed a faulted cable on Old Casho Mill Road and worked on replacing a bad cable in Williamsburg Village.</p> <p>The electricians took down a Police camera used in an investigation. They also assisted in testing the bad cable in Williamsburg Village and fixed an electrical issue at South Well Field.</p> <p>Engineering worked on a coordination study for the Whitney Athletic Center with the help of a consultant. The study also involved a conference call about setting up a new mini recloser device on the aerial lines with the vendor. Engineering also worked on the lighting design of Briarcreek North and the development of new SCADA points with a substation equipment vendor.</p>
Activity or Project:
Description:

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

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

Annual tax bills were due on September 30th. Tax payments can be paid online directly via: www.newarkde.gov/payments.

For the 2020-2021 tax year, we billed 7,567 parcels for just under \$8 million. Outstanding at 09/30/20 are 600 parcels for \$629K that have had no payment activity plus 48 parcels for \$7,420.01 that have had partial payments posted. Compared to 2019, there were 485 parcels for \$471K with no payments and 59 parcels for \$10,533.23 with partial payments. This reflects a collection rate of 91.4% of parcels paid and 92% of dollars paid. 2019 comparison: rates were 92.8% and 93.1%.

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 obligations due to the City can be made online by clicking on this link, and then selecting the type of payment you choose to make. 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.
- Pay via kiosk at City Hall. There are two (one located in the lobby and the other located inside the Alderman's Court).

Council on Monday evening approved the leasing of two large pieces of equipment that total over \$500,000. This six-year lease/purchase will allow the City to retain most of this cash and make smaller payments on two 2021 Navistars. <https://newarkde.gov/DocumentCenter/View/14185/5A>.

The Accounting office, with assistance from PW&WR and Electric, conducted their annual inventory at the Field Operations Complex on 10/2.

The posting for the vacant Customer Service Representative I position closed last Friday. There were well over 50 applicants for this position. Staff is culling through the applications now and working towards scheduling interviews. This position is vacant in PUB due to the transfer of one of our CSR's to the Alderman Court (to fill another vacancy).

Activity or Project:

2021 Budget

Description:

Timeline:

- o 08/17/2020: Budget overview
- o 08/31/2020: Budget Overview with Council for Parks and Planning
- o 09/08/2020: Budget Overview with Council for Administration, Finance and Police
- o 09/14/2020: Budget Overview with Council for Legislative and Alderman Court
- o 09/21/2020: Budget Overview with Council for PWWR and Electric
- o 10/05/2020: Budget Workshop with Council
- o 10/20/2020: Planning Commission review of CIP
- o 11/02/2020: Budget Hearing #1

All documents can be found on Budget Central: <https://newarkde.gov/1007/Budget-Central>.

Status:	In-Progress
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Expected Completion:	11-30-2020
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Execution Status:	On Track
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Activity or Project:

Payments & Utility Billing

Description:

Stats for the week ending of 9/25: Call volume increased 12% from the previous week (607 vs. 540) due to customers working to get their electric bills current. Call volume continues to consist of electric customers seeking to become current on their outstanding balances.

- Customer Calls/answered: 404/607
- Average call time: 4:06
- Longest hold: 12:02
- Payments processed: 4,339
- Pay by phone payments: 286
- Active Customer Connect Accounts: 7,881
- Customers signed up, not on pre-authorized payments: 5,288
- Budget Billing: 268

- Echeck/PAP Customers: 1,330 (includes budget billing)
- Credit Card PAP Customers: 1,263 (includes budget billing)

Status:	In-Progress
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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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City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 72

Open Project Tickets from Previous Week - 16

Open Tickets with Vendor R&D from Previous Week - 22

Tickets Opened in the Last Week - 24

Tickets Closed in the Last Week - 28

Remaining Open Support Tickets - 57

Remaining Open Project Tickets - 15

Remaining Tickets with Vendor R&D - 34

1. Attended Skype meeting to review Northstar's Automated Platform on 9/25.
2. Worked with vendor and PW&WR Technician to upgrade the Route Manager/Installer application on 9/25.
3. Attended Skype meeting with Harris to review outstanding support tickets on 9/29.
4. Attended Northstar Boot Camp training with PUB team on 9/29.
5. Continued working on preparing user acceptance testing documents and timeline for the upgraded Northstar TEST environment.
6. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Requested upgrade of Northstar TEST environment to latest version, waiting on installation date.
3. Requested upgrade of mCare TEST environment to latest version, waiting on installation date.

Infrastructure Team:

Open Support Tickets from Previous Week - 84
 Open Project Tickets from Previous Week - 23
 Tickets Opened in the Last Week - 72
 Tickets Closed in the Last Week - 68
 Remaining Open Support Tickets - 80
 Remaining Open Project Tickets - 23

Infrastructure

1. Attended JAMF user conference.
2. Attended MS-ISAC new member orientation.
3. Server patching and vulnerability remediation.
4. Worked with UD to validate MPLS cutover.
5. Worked to resolve access issues with the queue management interface.
6. Support for inventory process.
7. Continued WFH support.
8. Worked on and resolved support tickets for end users.
9. Actively responded to and resolved Secureworks alerts.

Pending:

1. Complete data cabling for the new parking office.

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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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:

Parks and Recreation Department

Notable Notes:

Director: Reviewed subdivision plans for upcoming projects, met with Chrissy and Paula about the George Wilson Center program fees and updated rental application; worked on the Outdoor Recreation Parks and Trail Grant reimbursement application for Old Paper Mill Park; inspected Devon Park area for drainage issues and maintenance items; working with Jeff on the subcontractor bid work document for the Reservoir Restroom; updating the promotional testing questions for Parks Department; conducted parks maintenance meeting to discuss upcoming projects and work orders; working on updating the Newark Regional Parks map with DNREC to include our updated park amenities; met with Tom Z. about the planting of the Main Street trees and installation of the tree guards on the grates.

Deputy Director: Coordinated and created PSA release for the upcoming John Lewis movie with Shelby, worked with TNP and Shelby on the Eblast message and flyers for the movie; confirmed portable toilets for event; completed October PSA's; met with Joe to discuss fees for the George Wilson Center programs; reviewed sponsorship information with Kathy in Civic Rec and touched up information; worked on special event application and requested precaution plan for event; coordinated with parks staff to complete lining of Fairfield soccer field; sent updated event listing requiring parks staff to Rich and Tom for remaining fall and holiday events; worked with Sharon and Chrissy to finalize details for the Hall Trail Holiday Hoopla and the Thankful for You Drive Thru events so we can get them advertised through Civic Rec and on social media; worked with Sharon and an instructor to confirm set up for upcoming virtual classes; delivered soccer shirts to the soccer fields; sent updated listing of parks skills questions to Joe, Tom and Rich to review; worked with Police Department and the garage for use of the light tower for the upcoming movie nights; answered questions from the Newark Post on upcoming events; submitted the final report for the Delaware Division of the Arts Grant received for FY 2020; confirmed cancelation of National Night Out for this year with the Police Department; sent list of fall and holiday events to all recreation staff to keep them informed of changes; worked with Sharon and Chrissy to look at changing the pumpkin decorating and scarecrow making activities from the Parks on Draft event to the Halloween Party at the GWC, working on final prices and advertisement; completed and sent timeline for the winter/spring activity guide to recreation staff; and worked with Shelby on consolidated marketing list of items needed for upcoming fall and holiday events.

Recreation Supervisor of Athletics: Continues trying to secure a restaurant partner for Parks on Draft Fall edition; working on license renewal application for West Park before and after school care, completed the Office of Childcare Licensing's Administration of Medication training, viewed recording of recent providers call with updated information on reopening childcare; hired two new tennis instructors and a new session of "afterschool" tennis began on 9/21; finalized instructor for the WeRUNewark youth running program scheduled to begin 9/29; Soccer shirts and NFL Flag jerseys were delivered to coaches this week.

Recreation Supervisor of Community Events: Working on layouts for upcoming events and programs; preparing for upcoming virtual classes with the Beau Biden Foundation; checked in with fitness instructors to see how live and virtual classes have been going; worked on statistics; sent requests for partners for the Hall Trail Holiday Hoopla to Special Olympics, Newark Lion's Club and Newark Community Band.

Coordinator of GWC and Volunteers: Prepared for and led a GWC Attendant staff meeting on September 24 to update attendants on several items including staff updates, upcoming programs and rentals, 2021 reservations to begin October 1, new reservation system, GWC staff manual updates, rental forms, building updates and cleaning procedures; updated rental forms for 2021

rentals; updated the GWC Attendant staff schedule for October; contacted participants, instructors and the Newark Senior Center and updated programs within the system; Jazz, Hip-Hop and Ballet classes started on September 23 with a total of 10 participants registered; continued to work on finalizing items for upcoming events including the Fall Community Clean Up, Halloween Party and Thankful for You Drive-Thru; attended a weekly staff meeting; communicated with a potential volunteer group interested in assisting with Special Park Maintenance for many dates in October; continued to communicate with potential volunteers. The main hall was rented on September 26 from 6 - 9:30 p.m. for a baby shower with an overall attendance of 30 people; the main hall and dance room were rented on Sunday, September 27 from 3 -7 p.m. for a Pageant with an overall attendance of 35 people.

Recreation Specialist: Uploaded financial information and supporting documents for final report for the Delaware Division of the Arts Grant; finalized GWC volunteer hours and sent out all verifications of hours to them, updated all volunteer spreadsheets with all summer camp information; completed updates for social media including a Facebook post with upcoming events over next the two weeks, event postings for Halloween Party at GWC and for Halloween Double movie feature, updated City Calendar with all events through October, posted all fall events on WXCY. Volunteer Hours: GWC Volunteers - 6 volunteers, 481.75, total summer volunteer hours (all camps) = 1,640.75.

Parks Superintendent: Continued coordinating the Main Street tree planting project including delivery from nursery/planting and initial watering with landscape contractor/closing off parking spaces as project progresses with Parking Division, and picking up materials as needed for project completion, assigned field staff daily and assisted as needed, coordinated with DelDOT contractor to mow island #11 on Elkton Road, continued studying for CPSI exam and confirming test date location and time, coordinated with volunteer to weed the wetlands planting at the Hall/Pomeroy Trail confluence, followed up on several PO's to confirm delivery dates, met with two residents concerning tree issues, purchased/picked up two new walk behind mowing units, assisted Code Enforcement with plant growth issue and continued on Tree City USA and Growth Award applications.

Parks Staff: Mowed all horticulture areas and several park areas including trimming, did interior bed maintenance at City Hall, did trash removal throughout park system, dragged/scarified all ballfields, did tree removal next to basin in Woods at Louviers, put on meadow mower on Ventrac and mowed hill at Curtis Mill Park/ROW thru Olan Thomas Park/Hillside in open space between Ridgewood Glenn and Creek Bend communities, watering of nursery stock at Parks Building, installed island sponsor sign on island at South Main Street and Delaware Avenue, and lined out soccer field at Fairfield. Volunteer weeded wetlands planting at Hall/Pomeroy Trail confluence.

Activity or Project:

Main Street Tree Replacement and Tree Guard Installation

Description:

Seventeen (17) street trees will be planted in the empty tree pits along Main Street next week and tree guards installed. The trees will be replacing the trees that have either died or were vandalized and removed over the past two years.

Status:

Started

Expected Completion:

10-09-2020

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:

- Temporary Certificate of Occupancy issued for 394 S. College Avenue (added 3rd floor). Final Certificate of Occupancy issued for Chase Bank located at 700 Newark Shopping Center.
 - The building permit issued for Building B – 321 Hillside Road (6000 & 7000).
 - 211 S. Main Street – roofing and exterior wall finishes being installed.
 - 22 Benny Street – all exterior items completed for CE. Waiting for contractor to request final Certificate of Occupancies.
 - 325 Academy Street – Perkins Dining – Kitchen framing completed.
 - 625 S. College Avenue – Whitney – Construction trailers being removed this week. Site restoration will begin upon trailer removal.
 - UD Worrilow Hall – Waiting for contractor to schedule final walk through.
 - FinTech – Star Campus – Three masonry shaft being constructed.
 - Train Station – As-built site plan submitted. Waiting for final inspection to be scheduled.
 - College Square – Brian Daring met with architect to finalize plans for Apartment building 1.
- Applications for site work and building forthcoming
- 45 E. Main Street - Final inspections have been completed. Addressing issues have been resolved.
 - Received/Processed 76 permit applications
 - Handled 100 Code Calls
 - Handled 50 calls for other departments
 - Processed 150 November Rental Invoices
 - Processed customers in office 27

Code Enforcement Manager attended the 3rd week of the Delaware Municipal Supervisory

Management Academy given by Wilmington University and is held every Wednesday through November 4th.

Code Enforcement staff continues to make progress on aging reports, business licenses and redistribution of administrative duties.

Parking:

- Continued move over to new office. Continued organizing digital and physical files. Many physical items have been moved over to office, but Parking is currently waiting on network connectivity to internet and City Hall.
- Continued meetings regarding COVID-19 with Planning and Parking teams, as well as monitoring front desk, Teams, Outlook, emails, phone lines, radios, texts, and Civic Plus.
- Continued to produce financial documentation for Finance Department and produced invoices for Purchasing.
- Continued handling residential and municipal permitting for returning students. Continued residential enforcement, which has brought in a new wave of people to the office in response to warnings and citations. Division believes the bulk of permits have been issued and regular parking enforcement can resume.
- Delivered packets to City Council.
- Helped to setup City's Alfresco event through event programming, signage, and blockades. Emailed those most effected by event and provided financial after. Programming input into Passport to better convey no parking message on Main Street. Lot 3 and 4 patrons asked to move to Lot 1 and 6 and some private business customers needed to be moved to Lot 6 with signage. Last Alfresco event had positive reviews.
- Parking Ambassadors and Parking Office providing free masks to the public upon requests. Have seen an uptick on number of masks being distributed to public by Parking Ambassadors and Parking Office.
- Continued work with T2 on Digital Transformation of all parking permits and revising of digital permitting set to begin.
- Completed October 2020 Parking Ambassador schedule and September review.
- Webinars with ICMA and T2 regarding new practices during COVID-19.
- Review of aging reports regarding outstanding invoices owed to the City.
- Established new Alderman's Court employee in T2Flex.
- Maintenance started fall cleanup (leaves/debris/grass) and completed a review of parking kiosks and IPS meters. Found some kiosks were missing decals (either by tampering or missed upon installation) and decals were added for better explanation to users.
- Installed new signage on Main Street in areas deemed unclear. This will be an on-going process as customers return to Main and we encounter new appeals from those cited.
- Supplied parking credit card volumes to Passport so they could propose a merchant processing rate, for consideration. New pricing models are now available from multiple companies.
- Supplied information to Finance for Budget Workshop meeting.

Planning/Land Use

The Planning and Development Director attended the Delaware Population Consortium (DPC) meeting where we reviewed a presentation by DelDOT on how DelDOT utilizes the DPC population data in transportation planning and we reviewed the draft 2020 population figures for

Delaware <https://stateplanning.delaware.gov/demography/dpc.shtml>.

The Planning and Development Director and Planner Mike Fortner presented and presided over the virtual public meeting for the Comprehensive Development Plan V Amendment to add a (revised) Planning Area 7 to the Future Land-Use Map on Thursday, September 24, 2020 at 7:00 p.m.

The Planning and Development Director and staff also worked on and prepared the October 6, 2020 Planning Commission meeting agenda and materials. This meeting will be virtual and details to access this meeting can be found on the Events calendar <https://newarkde.gov/calendar.aspx?view=list&year=2020&month=10&day=6&CID=14,20>. The posted agenda includes the following agenda items:

1. Chair's remarks
2. Election of Officers
3. Review and consideration of the Planning Commission 2021 Work Plan including the Plan for Planning for the five-year review of the Comprehensive Development Plan V
4. Update on the formation of the Steering Committee for the five-year review of the Comprehensive Development Plan V
5. Review and consideration of Planning Commission 2020 Annual Report
6. Review and consideration of an ordinance to amend Comprehensive Development Plan V to add Planning Area 7 to the Future Land-Use Map

The following was also completed this week:

- 0 Deed Transfer Affidavits reported
- 16 Building Permit Reviews
- 3 Certificate of Occupancies

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. The Planning and Development Department received revised plans on August 13, 2020 and distributed them to the SAC on the same day for departmental review.

94 East Main Street (formerly 92 & 96 East Main Street), Green Mansion, Parcel IDs 1802000033, 1802000034 (PR#18-10-01)

The Planning and Development Department received revised plans for 94 East Main Street, formerly identified as 92 and 96 East Main Street, on September 10, 2020. The plan supersedes, in part, the record major subdivision plan for the Green Mansion, recorded September 30, 2019 in the Office of the Recorder of Deeds. The applicant is requesting a modification to the existing subdivision agreement to substitute a 144-room hotel and 20,000 square feet of office space for a 104-room hotel and a 48-unit residential building. They also are also requesting a 39-car parking waiver primarily for the residential portion of the project.

Plans were distributed to the Subdivision Advisory Committee (SAC) for review on September 16, 2020.

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. Revised plans were received by the Planning and Development Department on September 4, 2020. Revised plans were received by the Planning and Development Department on September 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. 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. Staff comments were forwarded to the applicant on September 3, 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. 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. A virtual community meeting regarding a proposed amendment to Comp Plan V to add Planning Area 7 to its Growth and Annexation plan is scheduled for September 24, 2020.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 0804700039 (PR#19-08-02)

On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied

dwellings on the properties, and creation of a 12-lot single-family residential subdivision.

Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting 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. A virtual community meeting regarding a proposed amendment to Comp Plan V to add Planning Area 7 to its Growth and Annexation plan is scheduled for September 24, 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. Staff comments were forwarded to the applicant on September 17, 2020.

550 South College Avenue, Parcel ID 1803900002 (PR#20-05-01)

The Planning and Development Department received an application for an administrative subdivision at 550 South College Avenue, STAR Campus, on May 5, 2020. The applicant is requesting the administrative subdivision to subdivide one parcel into two parcels for leasing purposes for mixed office and commercial use. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on August 21, 2020. No objections have been received from adjacent property owners.

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:

Administration Division:

- The Administration Unit convened a cross section of officers to meet with an outside company who is creating a new police officer entrance exam. The officers are working with representatives from the company to develop applicable questions that relate to what officers do in Newark.
- A virtual workshop was held for police applicants to learn about our agency and the hiring process.
- Officer recruitment continues with additional postings on social media and paid advertising.

Criminal Investigations Division:

- October is Domestic Violence Awareness month. Domestic Violence is physical, emotional, and/or mental abuse of an intimate partner or family member.
- COVID-19 is placing additional burdens on people experiencing domestic violence and

putting them in possibly more dangerous situations with less avenues for help. While we know sheltering at home and working remotely helps reduce the spread of COVID-19, often times home is not the safest place for domestic violence survivors. Additionally, losing one's job, or having financial strain can add stress that can negatively impact survivors.

- Since abuse is about power and control, abusers are in a position to exert more power and control when survivors may be forced to stay at home or to be with their abuser more hours of the day. This can be a time an abuser will try to exert even more control. For example, even by keeping hand sanitizer, disinfectant, and PPE (personal protective equipment) away from survivors. For survivors that have a safety plan in effect, travel restrictions and other restrictions can make the plan unrealistic for the time, leaving the survivor with less options.

Patrol:

- On September 23, 2020, an off-duty Newark Police Officer witnessed a hit and run vehicle collision on South Main Street at Veterans Drive. The off-duty officer was able to obtain the suspect vehicles tag number and later located the suspect standing next to his vehicle parked on Westfield Drive. When the off-duty officer identified himself to the suspect he fled on foot. Uniformed officers, who arrived on scene, as well as the off-duty officer gave chase and later found the suspect sitting on a step at the Victoria Mews apartment complex. He was taken into custody without further incident and was arrested and charged with possession of marijuana as well as hit and run and resisting arrest. The driver was on probation at the time of his arrest and was committed to Howard Young Correctional for a violation of probation.
- On September 27, 2020 at approximately 0914 hours, officers responded to the R.T. Foard & Jones Funeral Home, located at 122 West Main Street, for a single vehicle collision into the building. Upon arrival an orange Nissan Xterra was found to have collided with the building. Through investigation, it was determined that the vehicle was traveling eastbound on West Main Street, crossed the center line of the roadway striking to curb line on the westbound lanes of West Main Street, then struck the building's steps, the awning and came to a rest into the building. Contact was made with the driver, and sole occupant, who was transported to CER for evaluation. The driver was charged with not wearing a seatbelt, failure to stay on the roadway, and driving under the influence.
- On September 28, 2020, officers responded to the above listed address for a report of a fraud report involving money wire transfers to China. Upon arrival, contact was made with the victim who stated he was contacted by someone he believed to be an officer with the Guangzhou PD in China. The victim reported, that as a result of this call, he electronically wired a large sum of money to the suspects in this investigation.
- On September 29, 2020 at approximately 1950 hours, Newark Police responded to the ACME Pharmacy in the College Square Shopping Center for a report of a robbery. The investigation found that two suspects entered the store and went to the pharmacy area. One suspect jumped over the counter and removed pharmaceutical products and gave them to the second suspect. One of the clerks working in the pharmacy at the time suffered a minor injury when the suspect jumped over the counter. The injury did not require medical treatment. The suspects then fled the store. No weapon was displayed. The suspects are described as two black males. One is wearing a gray and blue hooded sweatshirt with "NASA" on the front and gray sweatpants. The second suspect is wearing a black jacket with a hood.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	10-01-2020
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:

CSX completed track repairs at the RR crossing of New London Road and West Main near the Deer Park. This work was completed from Sunday morning until Wednesday afternoon, which is impressive for the amount of work that was completed. Everyone's patience is appreciated. They plan to perform similar work on the North College crossing, however, no timeline has been communicated to the City.

PW&WR would like to thank our residents for the overwhelming response to the request for Water Quality Ambassadors to assist with sampling of our water system. We have filled all available spots and testing will commence in the next week or so.

PW&WR staff and a representative from the DNREC Dam Safety met with our consulting engineer, Schnabel Engineering, for the annual inspection of the Newark Reservoir. The engineer will provide a report on the status of the dam and any deficiencies that need attention. Previous years' reports have cited minor deficiencies, usually remedied by in-house crews. The Newark Reservoir is considered a High Risk Dam and these inspections are required as a dam regulated by the State Dam Safety Program. More frequent inspections are completed by City staff.

Activity or Project:

South Well Field WTP Upgrades

Description:

The roof on the air stripper building is now being installed and the tank installer is currently onsite, erecting the 250,000 gallon finished water tank. Electrical work is in the early stages and our

SCADA integrator is working along with the general contractor to ready the controls for the beginning of the start up process. The current push is to get most of the remaining work under a roof before colder weather sets in.

Status:	In-Progress
Expected Completion:	03-31-2021
Execution Status:	On Track

Activity or Project:

Rodney - Park and Stormwater Facility Construction

Description:

The contractor is working to get the topsoil and seed mix down in the meadow areas to get a full fall season of growth prior to colder temperatures. The weir wall pour was successful and the forms should come off this week. The wall will then be backfilled and graded with the rest of the pond.

Status:	In-Progress
Expected Completion:	03-31-2021
Execution Status:	On Track

Activity or Project:

ADA Sidewalk Ramp Contract

Description:

Bids were received for our annual handicap ramps throughout the City. City Council will hear the recommendation for award of the contract at their regular meeting on October 12. This project is partially funded through the Community Development Block Grants (CDBG) and PW&WR thanks the Planning Department for their help in securing this funding each year. This project was also part of the General Fund portion of the 2018 Capital Referendum.

Status:	Started
Expected Completion:	12-31-2020
Execution Status:	On Track

Digital Records Project New Documents Created – September 24-30

Name	# of Documents	# of Pages	Types
Samantha	134	1,134	PWWR plot plan transfers; Working remotely on modifications
Sandy	386	3,083	PUBS Postal Records/PUBS September Daily Cash Receipts/City Manager Administrative files
Fred	39	104	PWWR plot plan transfers
Ana (PT)	0	0	Working remotely on modifications
Total	559	4,321	

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	27,646	-36,471
September	60,329	11,907	-48,422
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 09/13/20-09/26/20

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	1	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	5	0	0	3	0
Rape	6	3	0	11	3	0
Unlaw. Sexual Contact	3	4	0	0	4	0
Robbery	13	14	0	10	24	0
- Commercial Robberies	7	1	0	8	0	0
- Robberies with Known Suspects	1	2	0	1	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	5	11	0	1	23	0
Assault/Aggravated	20	14	0	17	13	0
Burglary	54	30	1	99	73	0
- Commercial Burglaries	5	9	1	8	42	0
- Residential Burglaries	38	17	0	55	15	0
- Other Burglaries	11	4	0	36	16	0
Theft	414	355	16	304	122	0
Theft/Auto	37	49	0	8	16	0
Arson	0	0	0	0	0	0
All Other	84	128	2	95	78	0
TOTAL PART I	633	602	19	544	336	0
<u>PART II OFFENSES</u>						
Other Assaults	208	207	3	122	154	1
Rec. Stolen Property	1	2	1	11	7	0
Criminal Michief	109	92	4	83	43	0
Weapons	18	11	1	52	37	3
Other Sex Offenses	0	0	0	7	0	0
Alcohol	163	34	1	295	32	2
Drugs	161	42	3	254	71	1
Noise/Disorderly Premise	500	430	15	194	156	5
Ordinance Violation	0	23	11	0	13	2
Disorderly Conduct	125	117	5	101	57	0
Trespass	190	230	6	77	34	1
All Other	266	198	1	336	200	2
TOTAL PART II	1741	1386	51	1532	804	17
<u>MISCELLANEOUS:</u>						
Alarm	125	121	2	0	0	0
Animal Control	462	366	15	5	20	0
Recovered Property	179	141	1	0	0	0
Service	25833	21680	447	0	0	0
Suspicious Per/Veh	346	317	6	0	0	0
TOTAL MISC.	26945	22625	471	5	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	860	34,133	604	26,728



**Newark Police Department
Weekly Traffic Report
09/20/20-09/26/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	9220	3178	250	50
DUI	174	69	4	1
TOTAL	9394	3247	254	51

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	185	100	3	2
Property Damage (Reportable)	882	506	32	18
*Hit & Run	200	116	9	4
*Private Property	225	116	8	8
TOTAL	1069	606	35	20

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.