

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

Director Del Grande and I presented the first complete budget overview to Council on Monday night. Overall, I feel that it was well received, and we received constructive feedback that we will incorporate ahead of the November 2nd budget hearing. We plan to remove the 1% tax increase and make other minor adjustments. We will also bring an alternative customer charge option for water and sewer based on Council direction. We also worked on finalizing the Capital Improvement Plan presentation that will be presented to the Planning Commission on October 20th. The presentation will be completed and advertised the beginning of next week.

I participated in a handful of conference calls this week: two DPH COVID enforcement calls, one COVID response call with university presidents and the state, a call with the new plant manager from Chemours, our weekly department director staff meeting call, and a call with our lobbyist to discuss the lobbying priorities approved by Council on Monday night. I also prepared a spreadsheet that the City will use to track our status toward the COVID gathering criteria necessary for the restrictions on private social gatherings to sunset. We have added this tracking information to the COVID page on the City's website and I have attached an image to this report for your reference.

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

### Communication:

Chief Communications Officer:

- Continuing the work with Recycle Coach to acquire new app users using promoted social media posts and gift card giveaways
- Worked with CPPO to create handout for job applicants
- Scheduled meeting with Mayor Clifton and the co-founders of Doobie Ridez, a golf cart taxi service
- Processed additional social gathering permits
- Continue to organize and answer questions about the upcoming biometric screening
- Completed the UD Allyship, Advocacy and Accompliceship webinar
- Working with UD on placing student-created art throughout the city with a focus on public health messaging

Newarkers gather for outdoor screening of movie honoring the late Rep. John Lewis:  
[https://www.newarkpostonline.com/news/newarkers-gather-for-outdoor-screening-of-movie-honoring-the-late-rep-john-lewis/collection\\_a99968b4-0887-57d9-9761-7d789f9ce379.html](https://www.newarkpostonline.com/news/newarkers-gather-for-outdoor-screening-of-movie-honoring-the-late-rep-john-lewis/collection_a99968b4-0887-57d9-9761-7d789f9ce379.html)

Newark proposes 1 percent tax hike, slight increases to water and sewer bills:  
<https://www.newarkpostonline.com/news/newark-proposes-1-percent-tax-hike-slight-increases-to>

[water-and-sewer-bills/article\\_221fe25e-96d8-5599-ac9e-1211fd6e0771.html](https://www.wdel.com/news/newark-planning-to-raise-water-sewer-fees-as-covid-restrictions-affect-revenue/article_3fc9b0e0-078a-11eb-8b7e-cf47f1da7cb4.html)

Newark planning to raise water, sewer fees as COVID restrictions affect revenue:  
[https://www.wdel.com/news/newark-planning-to-raise-water-sewer-fees-as-covid-restrictions-affect-revenue/article\\_3fc9b0e0-078a-11eb-8b7e-cf47f1da7cb4.html](https://www.wdel.com/news/newark-planning-to-raise-water-sewer-fees-as-covid-restrictions-affect-revenue/article_3fc9b0e0-078a-11eb-8b7e-cf47f1da7cb4.html)

How to find help if you can't make utility payments amid COVID-19 pandemic:  
<https://www.delawareonline.com/story/news/coronavirus-in-delaware/2020/10/06/delawareans-accumulate-millions-overdue-utility-payments-months-into-pandemic/3560368001/>

Newark cancels Oct. 10 events, reschedules Halloween activities:  
[https://www.newarkpostonline.com/news/newark-cancels-oct-10-event-reschedules-halloween-activities/article\\_7061a126-68bc-5dbf-81c7-9b900fcdea96.html](https://www.newarkpostonline.com/news/newark-cancels-oct-10-event-reschedules-halloween-activities/article_7061a126-68bc-5dbf-81c7-9b900fcdea96.html)

#### Web Content/Graphic Design:

- Designed first draft of job applicant handout template
- Reformatted Excel contract spreadsheets to 24 x 36" for Jeff
- Reformatted mask signs for City of Newark trash cans
- Posted Newark Transportation Improvement District Public meeting to the City of Newark meetings calendar
- Posted the Newark TRiP agenda for October 14 to the committee's archive
- Scheduled public meeting notices via InformMe
- Updated the Boards, Committees, Commissions on the City website

#### Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Began the December newsletter
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Assist the CCO with updating and streamlining the info on the website
- Add/change InformMe customer information
- Create and share content on Facebook and NextDoor
- Collect 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 Part 2

#### HR and Purchasing:

##### Chief Human Resources Officer:

This week CHRO Devan Hardin spent the earlier part of the week catching up on phone calls, emails and any updates that were missed while I was out last week. CHRO Hardin met with an employee to discuss retirement options on Monday afternoon. CHRO Hardin assisted City Manager Tom Coleman on several HR related projects, which included printing reports, preparing documents and scheduling meetings. The HR team is gearing up for the busy season which includes preparations for police examination, open enrollment notices, employee evaluations, ACA reporting, budgeting and other year-end closing tasks. The City began negotiations with the FOP. Both sides presented their offers and will schedule a follow up meeting to negotiate. The FOP contract expires on December 31, 2020. There is currently a Supervisor position in the Water

& Wastewater Division of Public Works and Water Resources. The posting closes on Friday, October 23 at 4:00 p.m. The City held internal oral board interviews the week of September 28 for police promotional process, which is the second step of the process. The final step is the Chief's interview which took place throughout the week. Once all of the scores are compiled (written test, oral interview, Chief's Interview) they will be ranked and a roster will be created for promotion to Sergeant and Master Corporal. The candidates should be receiving their scores in next few weeks. CHRO Hardin spent time reviewing benefits administration and open enrollment preparations with CPPO Jeff Martindale. CHRO Hardin also reviewed police applicants to verify they are qualified to take the test on Saturday, October 24. The job posting for Police Officer ends on today, October 9 at 4:00 p.m.

**Chief Purchasing & Personnel Officer:**

Along with Deputy Finance Director Jill Hollander, CPPO Jeff Martindale met again with insurance specialists from the DeLea Founders Insurance Trust to review and update our insurance processes. The City Purchasing Division aims to update its insurance policy in time for the 2021 fiscal year. Mr. Martindale is also setting up a webinar with relevant directors and staff pertaining to pollution and cyber liability insurance requirements for vendors.

Additionally, CCPO Martindale began putting together an energy savings performance contracting webpage on the City's website to better portray the scope and costs of the City's ESCO project. Along with the Communications Division, he also put together an applicant information sheet for those being interviewed for various City positions.

Finally, CPPO Martindale caught up with CHRO Devan Hardin on ongoing HR items since she was out last week.

**Facilities Maintenance:**

The FM team set base cabinets in the Electric Director's office, installed new supply lines for toilets in the GWC basement men's restroom, set toilets in the same restroom, hung sheets of plywood and server rack cabinets in the new Parking office for data connections, repaired various cleaning agent dispensers, cleared the PD kitchen sink drain, and met with the ESCO on upcoming roofing repairs. The custodial staff continued their ongoing disinfecting and cleaning routines.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 10/1/20 to 10/7/20. These session included arraignments, trials, capias returns, probation violation hearings and code violation hearings. Parking Ambassadors continue to handle parking appeals online.

**Activity or Project:**

Court Sessions and Payments

**Description:**

From 10/1/20 to 10/7/20 Alderman's Court handled 30 arraignments, 39 trials, 7 capias returns, 1 violation of probation hearing and 3 code violation hearings. The court collected a total 266 parking payments of which 214 were paid online and 52 were paid at court. The court also collected criminal/traffic payments of which 35 were paid online and 8 were paid at court for a total of 43 criminal/traffic payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	10-07-2020
<b>Execution Status:</b>	Completed

**Activity or Project:****Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:****Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on October 5 and Robert was in the office on October 2 for Court.

Renee participated in the management staff meeting on October 1.

Danielle attended week 6 of the Delaware Municipal Clerks Institute hosted by UD IPA on October 2. Topics covered included GIS mapping and Delaware coastal resiliency programs. 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 12 Council meeting on October 5.

Paul and Renee staffed the October 5 Council meeting. Follow up for the meeting was completed throughout the week.

Renee participated in a coronavirus-related conference call with State stakeholders with Mayor Clifton, Deputy Mayor Horning and City Manager Coleman on October 6.

Nichol drafted and posted the October 13 Conservation Advisory Commission agenda on October 6.

Renee and Tara worked on items for upcoming Council meetings, including drafting the agenda for the October 19 Council meeting, working on packet items for the October 12 and 19 Council meetings, and scheduling items for upcoming Council agendas.

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 escrow and letter of credit releases.

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

- \* Provided documents and closed an August 18 FOIA request for the Newark Police Department roster and Use of Force Policy from Igwe and Sharma, LLC
- \* Provided a response and closed a September 16 FOIA request for spills/hazardous reports/fires/permits/COs/violations/complaints pertaining to 115 Sandy Drive from Environmental Alliance Inc
- \* Provided documents and closed a September 21 FOIA request for open and closed permits/violations/fire/spills from 1980 pertaining to 0 Elkton Road from Partner ESI
- \* Circulated to staff an October 2 FOIA request for homes with remaining amounts due to Cherry Hill Manor regarding assessments for alley resurfacing from Cherry Hill Manor Maintenance Association
- \* Circulated to staff an October 5 FOIA request for properties with water shutoff between August 1, 2020 through October 1, 2020 from Tyrone Jackson

\* Circulated to staff an October 6 FOIA request for installation/removal of storage tanks, hazardous materials storage/release, waste generation/discharge pertaining to 102/108/257 East Main Street from Danylo Hentisz

\* Circulated to staff an October 6 FOIA request for fires/spills/releases/cleanups/substances pertaining to the Galleria at 37-49 East Main Street (odd numbers only) from Brightfields Inc

Regarding minutes, staff time was spent on the February 24 Council Executive Session (Renee drafted - complete), September 15 Conservation Advisory Commission (Nichol drafted; Tara edited - complete), September 21 Council (Renee edited - complete), September 28 Council (Nichol drafted; Renee edited - complete) and October 5 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.

10 discovery requests were fulfilled for upcoming Alderman's Court cases. 302 discovery requests have been filled so far for 2020. The October 15 court calendar was received and 13 case files were compiled for the Deputy City Solicitor. 26 court calendars with 348 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 14 new lien certificate requests this week, which were sent to Finance for processing. 7 lien certificates were completed and sent to the requestor. 323 lien certificates have been processed for 2020.

---

**Activity or Project:**

Digital Records Project

**Description:**

Renee, Tara and Ana worked on transferring Legislative Department scanning to Ana on a temporary basis. The part-time position that would typically do this work is vacant and will remain unfunded in FY2021, so staff is working to realign responsibilities to ensure the work for that position stays current while the position is open.

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 October 1-7 are below.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	
<b>Execution Status:</b>	On Track

---

**Activity or Project:**

Recodification

**Description:**

Renee spent time finalizing proofs for submission to the recodification vendor.

<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	12-31-2020

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

### City Manager's Weekly Report

<b>Department:</b>	
Electric Department	
<b>Notable Notes:</b>	
<p>An outside contractor was called in to test the relays on the new unit at South Chapel Substation with the assistance of a city electrician.</p> <p>The line crews continued working on the Williamsburg Village cable replacement and started finding the faulted location on a cable in Devon with the electricians help running the fault finding equipment.</p> <p>The meter technician investigated a high bill complaint. The meter tested as accurate. So far nothing conclusive could be found to explain the bill. The customer will monitor closely.</p> <p>The electricians also replaced several microinverters at the McKees Solar Farm. All panels are back online.</p> <p>Engineering compiled the University's energy usage for September. Engineering also reviewed the plans for 141 East Main, 1105 Elkton Road, and Briar Creek North.</p>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**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](http://www.newarkde.gov/payments).

The City continues to reach out to our utility customers to help those in need of a payment arrangement and 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 August 1, 2020.

All obligations due to the City can be made online by clicking on the link below, 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).

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

**Activity or Project:**

2021 Budget

**Description:**

On Monday, October 5th, we held our Budget Workshop with Council. Staff was able to bridge the \$2 million revenue gap as discussed during this meeting. During the workshop, a 1% tax increase, and adjustments to the water and sewer customer charge were presented. Since the meeting, we have removed the 1% tax increase, and will not be recommending a tax increase for 2021. We are

now preparing for the budget advertisement per code, which will be advertised next week, along with the CIP presentation to the Planning Commission on 10/20. The 10/5 presentation can be found on Budget Central: <https://newarkde.gov/1007/Budget-Central>.

- 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's Court
  - o 09/21/2020: Budget Overview with Council for PW&WR 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

<b>Status:</b>	In-Progress
----------------	-------------

<b>Expected Completion:</b>	11-30-2020
-----------------------------	------------

<b>Execution Status:</b>	On Track
--------------------------	----------

#### Activity or Project:

Payments & Utility Billing

#### Description:

Stats for the week ending of 10/2: Call volume decreased 29% from the previous week (430 vs. 607).

- Customer Calls/answered: 398/430
- Average call time: 3:49
- Longest hold: 3:41
- Payments processed: 4,095
- Pay by phone payments: 185
- Active Customer Connect Accounts: 7,938
- Customers signed up, not on pre-authorized payments: 5,343
- Budget Billing: 266
- Echeck/PAP Customers: 1,328 (includes budget billing)
- Credit Card PAP Customers: 1,267 (includes budget billing)

<b>Status:</b>	In-Progress
----------------	-------------

<b>Expected Completion:</b>	12-31-2020
-----------------------------	------------

<b>Execution Status:</b>	On Track
--------------------------	----------

#### Activity or Project:

#### Description:

<b>Status:</b>	
----------------	--

<b>Expected Completion:</b>	
-----------------------------	--

<b>Execution Status:</b>	
--------------------------	--

### City Manager's Weekly Report

**Department:**

## Parks and Recreation Department

**Notable Notes:**

Director: Working with Jeff to finalize the insurance requirements for several bid specifications that will be going out for the Reservoir restroom project; working with a family for the placement of a memorial bench at Handloff Park; working with DNREC on updating the Newark Regional Park map; working with Paula on the park signage bid package for sign vendors; met with Paula and recreation staff on upcoming event logistics; and conducted a parks maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Worked through movie preparations for the John Lewis movie including back up plans for retrieving the movie itself, insurance, volunteers, meeting with Sharon and Jeff Smith regarding set up at Newark Charter High School and worked the event; worked with Shelby to send out PSA for upcoming Fall Community Clean Up event; coordinated special event application for an upcoming run with special COVID precaution plans included; worked with parks staff to put more signs at the reservoir again to travel in one direction; worked with recreation staff to update certificates of insurance for all contracted staff, worked with Kathy to finalize report for Finance on contracted staff; worked with Kathy and Shelby on fixing small issues with reconciliations and exports to Munis from Civic Rec; sent out information to staff regarding changes in fees for programs held at the George Wilson Center beginning in January; worked with Shelby to create another volunteer Eblast for upcoming October events; worked with Melinda to create events for the Fall Family Fun activities and Turkey Trot on Facebook and add to city calendar and other media calendars; working with Sharon to finalize items for the Halloween Scavenger Hunt, Virtual NewBark Pawlooza and the Hall Trail Holiday event; continued to finalize information with Sharon and Chrissy on the pumpkin decorating and scarecrow making activities being held in conjunction with the Halloween Party at the GWC, worked with Shelby to update the marketing information for this change; worked with Shelby to create a calendar of remaining fall and holiday events; worked with Shelby on weekly Eblast information; continued to discuss with Tyler changes for childcare if school reopens to hybrid learning.

Recreation Supervisor of Athletics: Parks on Draft Fall edition has been cancelled; the WeRUNewark youth running program began on 10/1 with 11 children participating; planning for winter/spring programs, lots of questions on what we may be able to offer as we await a return to Christina School facilities; the skateboarding classes concluded on 9/30; parent/child golf is full and scheduled to begin 10/6; and working to obtain certificates of insurance from contracted organizations.

Recreation Supervisor of Community Events: Prepared for and held the outdoor movie John Lewis: Good Trouble, the movie was attended by approximately 80 people; fitness classes are going well, they are about half way through the first fall session; working on collecting supplies and writing Calamity and Mischief's Halloween Adventure Scavenger Hunt for a virtual Halloween scavenger hunt; working on winter/spring programming; filling in some missing numbers on statistics.

Coordinator of GWC and Volunteers: Finalized all items needed for the George Wilson Center staff to begin taking reservations for 2021; met with the two newest George Wilson Center attendants on September 30 to review the newest sanitizer device, stage set up and break down for an upcoming rental and the newest forms for 2021 rentals; sent upcoming payment reminders to

November rentals; attended weekly staff meeting; continued finalizing summer statistics; spoke to the Deputy Director and Director on price changes on the George Wilson Center long-term rentals and a tentative Girl Scout project installation of a dog waste receptacle; continued planning details for upcoming events including the Halloween Party at the George Wilson Center, the Fall Community Clean Up, and the Thankful for You Thanksgiving Day Drive-Thru; communicated with a potential volunteer group interested in assisting with Special Park Maintenance for many dates in October; continued to communicate with current and perspective renters of the George Wilson Center. The main hall was rented on October 3 from 1:30-10 p.m. for a Fashion Show with an overall attendance of 40 people; the main hall was rented on October 4 from 3-8 p.m. for a baby shower with an overall attendance of 50 people; the dance room was rented on Sunday, October 4 from 3-9 p.m. for Launch Party with an overall attendance of 8 people; 3 of 7 church rentals resumed renting on Sunday, October 4.

Recreation Specialist: Covered GWC on Friday for morning yoga; updated GWC Halloween Party on the City website to include Fall Family Fun activities; posted Turkey Trot as an event on Facebook; and posted October events on WDSO website.

Parks Supervisor: Continued the mowing cycle throughout park system; worked on weed control in horticulture areas; emptied trash cans and picked up trash throughout parks; worked with contractor to load trees for Main Street tree planting; starting leaf removal from court areas where needed; order parts for several playground pieces for maintenance and repairs.

---

**Activity or Project:**

Halloween Outdoor Movie Night

---

**Description:**

Grab your lawn chair and blankets and join us for another fun outdoor movie night on Saturday, October 24 highlighted by a Halloween double feature. The movies will be shown at the Newark Charter High School Athletic Fields located behind the school. The first showing is Ghostbusters at 6:00 followed by E.T at 8:30. Registration will be required for each movie. The fee is \$9 for non-residents and \$7 for residents per person, per movie. To register online, visit [www.newarkde.gov/play](http://www.newarkde.gov/play). Please bring your lawn chair and blanket to watch the movie. There will be no viewing available from your vehicle.

---

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	10-24-2020
<b>Execution Status:</b>	On Track

---

**Activity or Project:**

---

**Description:**

---

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

---

**Activity or Project:**

---

**Description:**

---

<b>Status:</b>	
----------------	--

<b>Expected Completion:</b>
-----------------------------

<b>Execution Status:</b>
--------------------------

## City Manager's Weekly Report

### Department:

Planning and Development Department

### Notable Notes:

Property Maintenance:

17 Complaints  
8 Violations  
9 Citations  
32 Rental Inspections

Front Desk:

43 Incoming calls  
10 Incoming calls for other departments  
23 Customers in office

Code Enforcement Officers:

- 401 Bellevue Blvd. (Safstor): The building permit has been issued.
- 90/92/94/96 E. Cleveland Ave.: Plumbing/HVAC inspections have been completed.
- 211 S. Main St.: Street exterior wall weatherproof membrane being installed. Site and interior work are ongoing.
- 22 Benny St.: The contractor has requested final Certificate of Occupancies.
- 325 Academy St. (UD Perkins Dining): The kitchen construction is ongoing.
- 625 S. College Ave. (UD Whitney): The site work is progressing and the interior preliminary walk thru inspections have started. Final plumbing for select areas has been completed.
- UD Worrilow Hall: Preliminary walk thru inspections have started.
- Fintech, Star Campus: The construction of three masonry shafts for stairs and elevator is ongoing.
- Train Station: The final inspection for the Certificate of Occupancy has been completed.
- College Square: The site work is ongoing. Permit applications for apartment buildings, garages and sitework being prepared for submittal.
- 45 E. Main St.: The Certificate of Occupancies inspections have been completed for all areas.
- 287 E. Main St. (Fulton Bank): The use of the temporary office trailer has been approved.
- 30 S. Chapel St. (Burger King): Processing of demolition permit is ongoing.
- 280 The Green (UD Warner Hall): The exterior work in progress and the walls have been approved to be closed in on 2nd and 3rd floors.
- Thorn Flats/Lehigh Flats (Building N): The final inspections are in progress. Building 41 finals are in progress. The Temporary Certificate of Occupancies have been approved for the leasing office in the clubhouse. Building 31 rough inspections are in progress.
- Newark Charter School: Loop road base is in construction. The Intermediate School has the demolition of foundations finishing up walls closing in for the current renovations. The steel erection is still ongoing for the common building.

- 700 Newark Shopping Center (Chase Bank): The final Certificate of Occupancy has been issued.
- Newark Senior Living is on hold due to COVID-19. The tentative restart date is scheduled for November 1, 2020.
- 321 Hillside Road (The Rail Yard): The site work is in progress. Apartment Building A (#6000/#7000 units) the foundations are in progress.
- UD Green (Utility Projects): There are no significant milestones met this week.  
UD Drake and UD Brown Lab and Future Buildings: The permit application for the electric feeder project review has been completed. Awaiting permit issuance.
- Rodney Stormwater Park Project: The weir wall has been constructed and additional site work is progressing.

#### Parking:

- Continued move over to new office. Parking will be closed one day to public (TBD) while internet connectivity is brought up in location and secured, as well as moving furniture from one office to the other.
- Continued meetings regarding COVID-19 with Planning, Parking and Enforcement teams.
- Continued to monitor front desk, Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Increase in residential complaint calls.
- Continued to produce financial documentation for Finance Department and producing invoices for Purchasing.
- Continued handling residential and municipal permitting for returning students. Major reduction in permits given out but working on getting previously ordered permits out to those who haven't picked up after multiple emails and phone calls. Some delivery to older residents or those with disabilities who had COVID concerns or unable to get to office at this time.
- Parking Ambassadors picked up and 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. One vehicle towed prior to event for parking in no parking area for several hours under a safety concern.
- Parking Ambassadors and Parking Office providing free masks to the public upon requests. 46 masks given out/accepted by those on the street. Parking office is also giving out free masks to those who need them. Ambassadors are seeing slightly declining compliance/more complacency with mask wearing by those on the street. Numerous people rejected masks when offered.
- Had tree pit planning meeting and blocked spaces off for vehicle planting trees in tree pits on Main.
- Working with T2 on subscriptions cost of kiosk moving forward and elimination of eTicketbook software.
- Employees provided interview bios to Communications for database.
- Worked with several customers regarding online appeals.
- Provide payment volume to Passport and investigated new ways to allow for payments during the "no charge" period on Sundays.
- Went over A/G Aging Reports with Parking team.

#### Planning/Land Use:

- 9 Deed Transfer Affidavits
- 43 Building Permit Reviews

- 1 Certificate of Completion/Occupancy
- On Friday, October 2, Planner Mike Fortner gave a presentation with Bahareh van Boekhold, the former chair of the Newark Sustainability Plan Steering Committee, to the Rehoboth, DE Sustainability Committee who are working to develop a Sustainability Plan for the City of Rehoboth.
- At the Planning Commission meeting on Tuesday, October 6, Mike Fortner gave a presentation of the Planning and Development Department's Report for the Proposed Planning Area 7. The Planning Commission voted 3-3 on the motion to approve the revised Planning Area 7 boundary. Therefore, the proposal moves forward to Council without a recommendation.
- On Wednesday, October 7, Planner Mike Fortner attended the Transportation Improvement District (TID) meeting for the Planning of the presentation at the TID Workshop to take place on October 14 at 7 p.m.
- Michael Fortner processed 7 Deed Transfer Affidavits this past week.
- Staff is preparing for virtual public meeting on the Newark Transportation Improvement District (TID) scheduled for Wednesday, October 14, 2020 at 7:00 p.m. More information can be found on our TID website: <https://newarkde.gov/1127/Transportation-Improvement-District-Comm>.

#### 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:**

Patrol:

- On September 29, 2020 at approximately 7:50 p.m., officers 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 before the pair fled the store. One of the clerks working in the pharmacy at the time suffered a minor injury when the suspect jumped over the counter; however, the clerk did not require medical treatment. No weapons were displayed during the incident and the investigation is ongoing.
- On October 5, 2020 at approximately 9:30 p.m., a two-year-old child was found walking on the sidewalk in the 1100 block of South College Avenue. Through investigation it was determined that the child, who was staying at the Rodeway Inn with her family, had opened the door and left the room after the father had fallen asleep. The child, discovered by a passerby, was wearing a night shirt and a diaper and she was taken to the hotel office. While officers were checking on the

condition of the child, the mother returned to the hotel and was reunited with the child. The Division of Family Services was alerted to the situation; however, no neglect was suspected.

**Administration Division:**

- The application process for the position of police officer closes on October 9, 2020.

**Criminal Investigations Division:**

- On September 19, 2020 at approximately 1900 hours, a female was walking on East Cleveland Avenue near North Chapel Street when she observed a male masturbating in his vehicle while it was stopped in the roadway. The male had his window open and was watching the female at the time. On September 22, 2020 at approximately 1715 hours, two females were walking on East Cleveland Avenue near North Chapel Street when they observed a male masturbating in a vehicle in the roadway. Newark Police were provided a license plate number and connected the two incidents based upon vehicle and suspect descriptions. On September 28, 2020, a Newark Police Detective obtained a warrant charging Clifton Thibodeaux, Jr., 45, of Middletown, with offenses related to these incidents. On September 30, 2020, Thibodeaux turned himself in at Newark Police headquarters where he was charged with three counts of Lewdness and three counts of Indecent Exposure Second Degree. Thibodeaux appeared before Justice of the Peace Court #2 by video and was released on his own recognizance. Anyone with information about these incidents is asked to contact Lt. Nelson at (302) 366-7100 ext. 3119 or [fnelson@newark.de.us](mailto:fnelson@newark.de.us).
- Governor Carney hosted a live, virtual, proclamation signing for Domestic Violence Awareness Month on the morning of October 6th. Chief Judge Newell, as well as Sue Ryan, Executive Director of the Delaware Coalition Against Domestic Violence, and Maureen Monagle, Executive Director of the Domestic Violence Coordinating Council offered remarks. The DVCC also awarded their annual Outstanding Service Award to Carolyn Becker, who is a bilingual Victim Services Specialist with Wilmington Police Department's Victim Services Unit.

**Animal Control:**

- On September 29, 2020, Animal Control Officer Donna Vickers responded to the 900 block of Baylor Drive for a raccoon out in the daytime hours and experiencing no fear of humans or animals. The animal was first seen by a resident on the evening of September 28th when her two dogs ran up to the raccoon which was at the end of her driveway on the sidewalk. As the dogs approached the raccoon it showed no fear of them and did not try to escape or protect itself. During this encounter no injuries occurred to either the dogs or the raccoon. The raccoon remained in the immediate area until ACO Vickers was notified and responded. ACO Vickers captured the raccoon and removed it from the area. Because of the animal's abnormal behavior and raccoons are vectors for rabies and several other diseases it was humanely euthanized. Both dogs were taken to their veterinarian for an examination and a rabies booster.
- On October 1, 2020, Animal Control Officer Donna Vickers responded to the 700 block of South College Avenue for four 5-week-old feral kittens that were found in the backyard of the residence. She contacted a cat rescue group who agreed to accept the kittens and place them in foster care until they are old enough to go up for adoption. ACO Vickers transported the kittens to the rescue group.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	10-08-2020
<b>Execution Status:</b>	Completed

**Activity or Project:****Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

**Activity or Project:****Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

The contractor at Rodney will be working this Saturday in order to take advantage of the good weather to get topsoil and seed down along the perimeter of the pond. They will work standard hours starting at 7 a.m.

Fall Leaf Collection will begin on October 12. Please visit our website for updates and instructions for collection. Please be patient as our crews work though the City. Residents are encouraged to rake leaves into piles (no bagging) to the grassy area between the sidewalk and curb at their convenience. Residents should expect collection once per week during the beginning of the season and once every other week during peak season (<https://www.newarkde.gov/229/Fall-Leaf-Collection>).

Newark Senior Living project on Barksdale Road is scheduled to restart construction on or about November 16. Engineering staff will be meeting with the contractor prior to work beginning.

The Tyre Avenue closure has been postponed by the developer. No timeline is available at this time, but the developer is working to schedule the work in the near future.

**Activity or Project:**

South Well Field WTP Upgrades

**Description:**

The new water storage tank is at full height and the contractor is putting on the final panels and connections. The tank should be complete within the next week. The roof of the air stripper

building is also going on and should be complete within two weeks. Interior plumbing work will then be completed before electrical work begins.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2020
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
Sanitary Sewer Inspection and Repairs	
<b>Description:</b>	
Sewer inspections are ongoing with the recommended repairs slated to go out for bids within the next week. Additional inspections will begin over the next two months to prepare for a larger lining rehab project in spring 2021.	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2020
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### Social Gathering Gating Criteria \*

<b>Level 1</b>	<b>Fewer than 10</b>	<b>Less than 3%</b>
<b>Level 2</b>	<b>10-100</b>	<b>3% to 10%</b>
<b>Level 3</b>	<b>More than 100</b>	<b>More than 10%</b>

### Newark Specific Gating Criteria Data

<b>Week</b>	<b>Cases per 100,000</b>	<b>Percent Positive</b>
August 23rd - August 29th	<b>28.7</b>	<b>1.9%</b>
August 30th - September 5th	<b>123.0</b>	<b>5.7%</b>
September 6th - September 12th	<b>293.0</b>	<b>17.0%</b>
September 13th - September 19th	<b>227.5</b>	<b>17.8%</b>
September 20th - September 26th	<b>219.3</b>	<b>11.7%</b>
September 27th - October 3rd	<b>284.9</b>	<b>15.5%</b>

\* Both criteria must be green for three consecutive weeks to sunset private social gathering restrictions

Digital Records Project New Documents Created – October 1-7

Name	# of Documents	# of Pages	Types
Samantha	175	575	PWWR plot plan transfers; Working remotely on modifications
Sandy	79	6,522	City Manager Administrative files
Fred	453	453	Work order attachments
Ana (PT)	0	0	Working remotely on modifications
Total	707	7,550	

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 09/27/20-10/03/20

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	5	1	0	5	1
Robbery	13	15	1	10	24	0
- Commercial Robberies	7	2	1	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	18	13	0
Burglary	56	31	1	100	73	0
- Commercial Burglaries	5	9	0	8	42	0
- Residential Burglaries	39	18	1	56	15	0
- Other Burglaries	12	4	0	36	16	0
Theft	423	374	19	304	122	0
Theft/Auto	37	51	2	8	16	0
Arson	0	0	0	0	0	0
All Other	87	135	7	95	78	0
<b>TOTAL PART I</b>	<b>647</b>	<b>633</b>	<b>31</b>	<b>546</b>	<b>337</b>	<b>1</b>
<u>PART II OFFENSES</u>						
Other Assaults	215	213	6	131	154	0
Rec. Stolen Property	1	2	0	11	7	0
Criminal Michief	112	94	2	86	43	0
Weapons	19	11	0	53	37	0
Other Sex Offenses	0	0	0	7	0	0
Alcohol	165	34	0	298	33	1
Drugs	165	43	1	259	75	4
Noise/Disorderly Premise	516	451	21	206	160	4
Ordinance Violation	0	28	5	0	13	0
Disorderly Conduct	130	121	4	106	57	0
Trespass	190	236	6	78	34	0
All Other	271	202	4	343	209	9
<b>TOTAL PART II</b>	<b>1784</b>	<b>1435</b>	<b>49</b>	<b>1578</b>	<b>822</b>	<b>18</b>
<u>MISCELLANEOUS:</u>						
Alarm	127	124	3	0	0	0
Animal Control	475	380	14	5	20	0
Recovered Property	182	142	1	0	0	0
Service	26461	22146	466	0	0	0
Suspicious Per/Veh	356	334	17	0	0	0
<b>TOTAL MISC.</b>	<b>27601</b>	<b>23126</b>	<b>501</b>	<b>5</b>	<b>20</b>	<b>0</b>

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	853	34,986	625	27,353



**Newark Police Department  
Weekly Traffic Report  
09/27/20-10/03/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	9488	3213	268	35
DUI	175	71	1	2
<b>TOTAL</b>	<b>9663</b>	<b>3284</b>	<b>269</b>	<b>37</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	2	0	0	0
Personal Injury	189	104	4	4
Property Damage <b>(Reportable)</b>	917	518	35	12
*Hit & Run	209	117	9	1
*Private Property	232	120	7	4
<b>TOTAL</b>	<b>1108</b>	<b>622</b>	<b>39</b>	<b>16</b>

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.