

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Due to technical difficulties with the weekly report application, this week's report will cover both this and last week.

We were notified this week that the University of Delaware Transportation Services (UDTC) will be continuing their bus service, albeit limited, after the fall session and during the winter session. Since the Unicity bus system runs concurrently with UDTS, the Unicity bus service will be continued. The following is the upcoming schedule for Unicity after November 20, 2020.

- Service November 23, 24, & 25, 2020
- No service 26 & 27, 2020
- Resume November 30 through December 23, 2020
- No service December 24, 2020 through January 3, 2021
- Resume service January 4, 2021

We have a tentative agreement with the FOP on the terms for a successor agreement for their current CBA which expires at the end of 2020. We will present the terms to Council in the coming weeks. I presented at the 11/5 Morning Rotary meeting on the topic of COVID-19, our response, and the impact to the City. I spent a considerable amount of time over the last two weeks reviewing the DEMEC proposed budget and discussing it with DEMEC staff. I also attended a special meeting of the DEMEC executive board. We worked with the owner of Cafe Gelato on their greenhouse project. We also spent time updating our COVID response procedures and developing recommendations for staff on how to travel safely for the holidays. Chief Human Resources Officer Hardin and I also met with representatives from our two AFSCME unions to discuss state of emergency hazard pay options.

Director Del Grande, Deputy Chief Farrall and I have wrapped up our work with the Local Service Function Task Force. We now have a finalized version of the bill that we will bring to Council to review later this year. It is our goal to get the bill approved in Dover during January 2021. I would like to thank New Castle County, Representative Baumbach, and Senator Sokola for their dedication to this effort. We feel that the new process outlined in this bill is a large improvement from the existing local service function process.

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

Chief Human Resources Officer:

This week CHRO Hardin worked on finalizing a disability pension for a current employee who was severely injured on the job. If approved by City Council on November 23 they would become a retiree on December 1. Monday, Tuesday and Wednesday of next week I will participate in the police applicant interview process as a panelist. This is the second part of the police recruitment process. The panel will also consist of current police officers in the Newark Police Department.

Those who pass this partition of the process will proceed to the background/investigative process.

This week the CHRO and City Manager met with representatives from both AFSCME 1670 and 3919 to discuss a path forward with the current MOU (Memorandum of Understanding) regarding their State of Emergency Comp Time they are entitled to via their current union contract. Both parties were provided with a breakdown of the expenses and liabilities that the City has due to the MOU. They will be going back to their membership and will get back to City Manager and I once they have had a chance to get feedback.

The FOP finalized their MOU for their vacation rollover agreement due to their special COVID-19 schedule for the majority of 2020. Police Department staff were discouraged from taking vacations in the beginning of the pandemic (March-June). Staff members were asked to cancel/postpone vacations and those who did are asking to carryover into the next year. These requests must be made in writing and will be approved by the City Manager's Office.

The City and FOP are in the final stages of settling the Cumulative Tentative Agreement for the next contract which is set to begin on January 1, 2021. Once both parties agree to this agreement it will be brought to City Council on November 23 for consideration and ratification.

The rest of the week has been spent collaborating with CPPO Jeff Martindale on COVID-19 exposure policies/procedures as well as completing the open enrollment process. Open enrollment closes today (November 13) and we will be reviewing the elections and submitting to our insurance company DVHT next week. Voluntary benefit elections will be accepted through the end of November. All elections made during open enrollment will be in effect January 1, 2021. CHRO Hardin also spent time assisting departments with labor relations matters, healthcare/benefits, pension administration and attending meetings/conference calls.

Chief Purchasing & Personnel Officer:

CPPO Martindale devoted most of his week to Customer Service Representative I interviews and open enrollment. In light of the recent uptick in Coronavirus cases in Newark, he additionally reviewed the City's COVID-19 policies and began writing up a policy related to testing and post-exposure return to work requirements for staff.

Mr. Martindale additionally reviewed insurance liability coverages for an awarded vendor and is working with the contractor to increase coverages.

Finally, the plastic straw use resolution CCO Jayme Gravell and CPPO Martindale worked on with the CAC over several months was unanimously approved by Council Monday night. The CAC will now oversee the distribution of educational documents to complement the resolution.

Facilities Maintenance:

The FM team installed a new doorway at Building #1 at the Maintenance Yard, hung acrylic shielding in the parks building and George Wilson Center, repaired a broken file cabinet lock and patched and painted damaged walls at the GWC, repaired damaged acrylic shields in the Municipal Center, and began construction of a wall in the Code Enforcement Division area. The custodial team continued normal cleaning and disinfecting duties.

Communications:

- Working with TNP on multiple initiatives: Small Business Saturday and the Winter Dinner Series. 11 restaurants (3 non-Main Street) have committed to participate in the Dinner Series. Over a dozen small businesses are planning to participate in Small Business Saturday and Cyber Monday.
- Facilitated the Veteran's Day lunch.
- Putting together guidelines for staff to use in the event of holiday travel.
- Updated TV22 content by removing outdated content and adding recently released info from the State.
- Completed the PRSA webinar "Taking a Position for Ethical Practice of Public Relations."
- Continuing to work with UD on student-created COVID-19 posters to share on social media, print and hang around the city, etc.
- Met with the Safety and Wellness Committees on upcoming initiatives including holiday fundraising, discounted gym memberships, RideShare Delaware.

City of Newark in the News:

Park N Shop owner fined to Styrofoam snowstorm:

https://www.newarkpostonline.com/news/park-n-shop-owner-fined-for-styrofoam-snowstorm/article_8ffd2c1d-d9ed-5b6d-9fd8-1470c8cbfe68.html

Newark proposes adding \$10 ambulance fee to all traffic citations:

https://www.newarkpostonline.com/news/newark-proposes-adding-10-ambulance-fee-to-all-traffic-citations/article_17c0c1a4-f7f3-5525-a343-41f8f739de4c.html

Newark Police warn on phone scam: https://www.newarkpostonline.com/news/newark-police-warn-of-phone-scam/article_4eacbe0a-b290-5261-9014-d56e97f3519f.html

Greenhouses will allow Caffe Gelato patrons to dine outdoors this winter:

https://www.newarkpostonline.com/news/greenhouses-will-allow-caff-gelato-patrons-to-dine-outdoors-this-winter/article_b9513dc3-c7a7-576b-8069-11f5fdda393a.html

Newark's Caffe Gelato plans to use greenhouses to create winter outdoor dining:

https://www.wdel.com/news/newarks-caffe-gelato-plans-to-use-greenhouses-to-create-winter-outdoor-dining/article_1ae0480c-230a-11eb-b193-83c16161c0bd.html

Newark urges restaurants to limit their use of plastic straws:

https://www.newarkpostonline.com/news/newark-urges-restaurants-to-limit-their-use-of-plastic-straws/article_3a463bb7-bde8-5dc9-8021-dd1804785692.html

Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Working on the January newsletter and identifying a staff member for the spotlight
- Log Miss Utility tickets for Electric and PW&WR Departments
- Curating content for the TVs throughout City buildings
- Edit copy from various departments

- Assisting the CCO with updating and streamlining the info on the website
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal
- Assisting in the mailroom as needed while we are short-staffed

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 11/5/20 to 11/11/20. These sessions included arraignments, trials, and capias returns. Parking Ambassadors continue to handle parking appeals online. Customers can still request a hearing before the Judge if they do not agree with the appeal decision.

The bailiffs are scheduled for their second weapons requalification on 11/14/20. After the requalification, they will have completed all mandatory training for the year.

Terri participated virtually in a managers meeting on 11/5/20

Activity or Project:

Payments and Court Sessions

Description:

From 11/5/20 to 11/11/20 Alderman's Court handled 23 arraignments, 43 trials and 6 capias returns. The court collected a total of 236 parking payments of which 198 were paid online and 38 were paid at court. The court also collected criminal/traffic payments of which 56 were paid online and 20 were paid at court for a total of 76 criminal/traffic payments. The court continues to process pleas in absentia and plea by mails.

Status:	Completed
Expected Completion:	11-11-2020
Execution Status:	Completed

Activity or Project:

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City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on October 29 and Robert was in the office on October 29 and November 6 for Court.

Renee participated in the management staff meetings on October 29 and November 5.

Renee served on the interview panel for the Administrative Professional I position in Planning and Development on October 29 and administered the second round skills assessments for the candidates on November 11.

Renee took part in the webinar Allyship, Advocacy and Accompliceship hosted by UD's Women's Leadership Initiative on November 6.

Staff finalized and posted the cancellation for the November 16 Council meeting on November 9.

Paul and Renee staffed the November 9 Council meeting. Follow up for the meeting was completed throughout the week.

Renee participated in a coronavirus-related conference call for State stakeholders with Mayor

Clifton and City Manager Coleman on November 10.

Nichol staffed the Conservation Advisory Commission meeting on November 10. The CAC discussed a distribution plan for the recently passed straw resolution, made a positive recommendation for the landscape screening and treatment ordinance that will be presented to Council for Council public hearing on January 11, and discussed the possibility of developing sustainability plan goals to be submitted to Council to be incorporated into land use plans.

Renee worked on items for upcoming Council meetings, including drafting the November 23 agenda, working on items for the November 23 Council packet and scheduling items for upcoming Council agendas.

Renee and Danielle worked on research for several staff and Solicitor requested items.

Tara reviewed several building permits.

Danielle worked on items for the Recorder of Deeds office.

Tara spent time on several union issues.

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

- * Provided a document and closed an October 19 FOIA request for the number of employees having union dues and/or fees withheld, the number of employees covered by union collective bargaining agreements each pay period in April/May/June in 2018/2019/2020 from Taylor Piotrowski
- * Sent an follow up request to staff for an October 23 FOIA request regarding RFP 20-01 Bid Results a copy of the ranking form completed by the vendor selection committee for the project from Duffield Associates, Inc.
- * Provided a response and closed an October 27 FOIA request for 14 Long Meadow Court open permits/violations/liens from Brian Frederick Funk, P.A.
- * Provided a response and closed an October 27 FOIA request for police reports from Dawn Carlton
- * Circulated to staff and sent an administrative approval request to requestor for a November 4 FOIA request regarding 532/540 Barksdale Road pertaining to spills/fires/permits/COs/site plans/violations/complaints from Environmental Alliance
- * Provided a response and closed a November 9 FOIA request for 1 Saw Mill Court regarding open liens/permits/violations from Robyn Kane
- * Circulated to staff a November 11 FOIA request for 211 South Main Street regarding citations issued for incidents occurring on 11/05/2020 from William Wersinger
- * Circulated to staff a November 11 FOIA request for 519 South Twin Lakes Blvd. regarding open violations/permits, expired permits, special assessments & unrecorded liens from Alex Russell
- * Circulated to staff a November 11 FOIA request regarding the replacement of City street lights with energy saving fixtures, copies of bids, contract from supplier with cost for all materials from Frank Tolomeo

Regarding minutes, staff time was spent on the October 26 Council (Nichol drafted; Renee edited - complete), November 2 Council (Nichol drafted) and November 9 Council (Nichol drafting)

minutes. Several sets of Council Executive Session minutes, the July 30 Election Board and November 10 Conservation Advisory Commission minutes are currently in the queue.

33 discovery requests were fulfilled for upcoming Alderman's Court cases. 366 discovery requests have been filled so far for 2020. The November 19 court calendar was received and 10 case files were compiled for the Deputy City Solicitor. 31 court calendars with 407 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 22 new lien certificate requests this week, which were sent to Finance for processing. 27 lien certificates were completed and sent to the requestor. 386 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

As an update to the previously presented slowdown/timeout issues with TCM, the TCM upgrade that we are hopeful will fix these problems has been rescheduled again tentatively for November 13. 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. Thanks to IT Applications Manager Montgomery for her continued assistance in addressing these issues.

Tara worked on preparing Legislative Department scanning for transfer 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.

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 29-November 11 are below.

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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews responded to a pole top fire at the Fulton Bank Project Thursday morning. When the leading edge of a cold front passed through with high winds, a 34kV insulator broke from the extra stress as the wires were weighed down with line hose and rubber blankets for crane safety. There were no outages as the circuit stayed on until switched.

The crews performed an emergency repair on a 34kV circuit after an infrared scan showed a lightning arrester failing near the Sandy Brae Substation.

The crews also replaced a pole on South Chapel, replaced primary cable on Devon Drive, and installed a transformer and wires on Cleveland Avenue.

The electricians continued infrared scanning, worked on SCADA at South Chapel Substation, and fixed parking lot cameras.

Engineering worked with SCADA engineers and City IT on systems integration. Engineering met with consultants on small cell tower construction processes for City owned poles. Engineering also met with a primary cable vendor about using a different type of underground cable that has become economical. In the past, this Cadillac of cable was not cost effective.

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

Finance Department

Notable Notes:

At the Monday, 11/2 Council meeting, City Council approved the 2021 Operating Budget and the 2021-2025 Capital Improvement Plan (CIP). Council gave staff direction to come back with revenue ordinances to amend the water and sewer customer charges effective 1/1/2021. Staff will be bringing four pieces of legislation for introduction at the 11/23 Council meeting:

- Customer charge and volumetric rate changes for water
- Customer charge and volumetric rate changes for sewer
- Incorporation of an Ambulance fee to be added to traffic citations
- Language to codify the City's practice of applying utility payments equally to all utility services.

Interviews were conducted on Monday and Tuesday to fill two vacant Customer Service Representative I positions in the Payments and Utility Billing Division.

Tax payments can be paid online directly via: www.newarkde.gov/payments. Delinquent tax bills are being prepared to be mailed out. Those in arrears are encouraged to contact the Finance Department via: tax@newark.de.us to establish a payment arrangement. The City collected 96% of the 2020 tax bills through 10/31.

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. Residents and businesses may be eligible for financial assistance via the CARES Act if they have been impacted by COVID-19.

All obligations due to the City can be made online 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).

Activity or Project:

Payments and Utility Billing

Description:

Stats for the week ending of 11/6: Call volume increased 10% from the previous week (360 vs. 326).

- Customer Calls/answered: 343/360

- Average call time: 3:46
- Longest hold: 2:17
- Payments processed: 3,043
- Pay by phone payments: 215
- Active Customer Connect Accounts: 8,159
- Customers signed up, not on pre-authorized payments: 5,532
- Budget Billing: 279
- Echeck/PAP Customers: 1,352 (includes budget billing)
- Credit Card PAP Customers: 1,275 (includes budget billing)

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City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 47

Open Project Tickets from Previous Week - 15

Open Tickets with Vendor R&D from Previous Week - 46

Tickets Opened in the Last Two Weeks - 60

Tickets Closed in the Last Two Weeks - 46

Remaining Open Support Tickets - 50

Remaining Open Project Tickets - 15

Remaining Tickets with Vendor R&D - 57

1. Upgraded Customer Connect 6 TEST to current version on 10/29.
2. GoToMeeting with Paymentus to discuss progress Tyler conversion project on 10/30.
3. Meeting to review invoice workflow process with Purchasing on 10/30.
4. Teams meeting with Electric and AMI vendor to review new meter configuration on 11/2.

5. Zoom meeting with Electric, Infrastructure, MDM and AMI vendor to discuss MDM and SCADA integration on 11/3.
6. GoToMeeting with Paymentus to discuss progress Tyler conversion project on 11/4.
7. GoToMeeting for Queue Management training on 11/4.
8. Teams meeting with Electric, Infrastructure and AMI vendor to discuss gatekeeper swap on 11/4.
9. Worked with Harris to review discrepancy in statistical report on 11/4.
10. Skype meeting with PW&WR and Billing Technician to discuss meter marriage file process on 11/6.
11. Finalized UAT documents for Customer Connect, Northstar and mCare in preparation for upcoming testing.
12. Skype meeting with Harris to review outstanding support tickets on 11/10.
13. Upgraded mCare 6 TEST to current version on 11/10.
14. Created and provided SQL script to Electric for integration with CIS and AMI.
15. GoToMeeting with Paymentus to discuss progress Tyler conversion project on 11/11.
16. Worked with Consultant to correct weekly report issue on 11/11.
17. Worked on and resolved support tickets for end users.
18. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Upgrade of Northstar TEST environment to latest version, scheduled for 11/13.
3. Upgrade of TCM TEST environment to latest version, scheduled for 11/13.
4. Scheduling of gatekeeper swap for firmware upgrade and troubleshooting of WAN issue.

Infrastructure Team:

Open Support Tickets from Previous Week - 83

Open Project Tickets from Previous Week - 21

Tickets Opened in the Last Two Weeks - 154

Tickets Closed in the Last Two Weeks - 138

Remaining Open Support Tickets - 100

Remaining Open Project Tickets - 20

1. Failed over to DR.
2. SharePoint Sync user acceptance testing and validation.
3. Upgraded firmware on the enterprise storage devices.
4. Troubleshooting GK 2.
5. Workstation patching and maintenance.
6. Server patching and vulnerability remediation.
7. Continued WFH support.
8. Worked on and resolved support tickets for end users.
9. Actively responded to and resolved Secureworks alerts.

Pending:

1. Automating the Sunday Server checklist.
2. Updating DR procedures based on lessons learned this week.

Activity or Project:

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City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended the virtual budget presentation with City Council; presented the updated Landscape Screening and Treatment ordinance to the Planning Commission; attended the ESCO Project meeting to discuss solar panels at the Reservoir and McKeese Park; met with Paula about upcoming events and activities; met with Paula and Tyler about before and after care.

Deputy Director: Attended training for queue management program; attended weekly City Manager's staff meeting; worked with Sharon to place initial order for Turkey Trot T-shirts and coordinated another marketing push with the race administrator; continued to discuss with Tyler the possibility of the Before and After Care programs starting at West Park and Downes and worked towards getting safety plan approved by the district in advance of the starting date; researched ideas for decorations for the Holiday Hoopla; worked on getting order together for additional COVID signs for parks; worked with parks staff on personnel; worked with James in IT to purchase a new projector for the Wilson Center; worked on request for quotation for the park signage bid; coordinated the use of the holiday stars with the Electric Department for the upcoming holiday event on the trail; worked with Dave Greenplate and staff to get plastic shield installed in the Wilson Center office since the credit card machine needs to be moved into the office for use; worked with recreation staff to finalize winter/spring program information in the spreadsheet so it can be converted in preparation for the activity guide completion; completed Turkey Trot PSA and worked with Shelby to send out to media outlets; coordinated with Rich, Chrissy and Melinda to work with volunteer group on installation of safety surfacing in parks and repainting mile markers on Hall Trail; held weekly staff meeting; worked with Shelby on weekly Eblast information.

Recreation Supervisor of Athletics: Continues planning for winter/spring programs and updating program information in Excel file; continues working on plans for before and after care, hoping to begin offering care 11/16, submitted files for Purchase of Care audit; Fall tennis lessons concluded this week; the WeRUNewark youth running program concluded this week; working through options for youth basketball programs, trying to secure gym space at Christina School District facilities.

Recreation Supervisor of Community Events: Posted items for the Virtual NewBark Pawlooza daily on Facebook event page, including Rescue Runway, dog treat recipes, DIY dog toy instructions, contests and City of Newark employee pets; re-posted information about the Halloween Scavenger Hunt since the end of the week had bad weather; worked on more ideas for the Hall Trail Holiday Hoopla; worked on inputting information into the program spreadsheet for Winter/Spring programs.

Coordinator of GWC and Volunteers: Continued to work on Winter/Spring 2021 programming; continued to coordinate details and sponsors for the Thankful for You Drive-Thru; attended a TTT meeting on Wednesday, November 4; finalized items needed for the first Aqua Fitness Program that began at the Newark Senior Center on Saturday, November 7 with a total of four participants registered; rescheduled the GOJU program to start on Tuesday, November 10; finalized items for the Essential Oils Program that was held on Wednesday, November 4 with a total of three participants registered; worked with IT on issues with the credit card reader we are experiencing at the George Wilson Center; finalized details for upcoming volunteer groups; worked with the Parks Crew and Recreation Specialist to finalize details for volunteers that came out on Wednesday, Thursday and Friday for special park maintenance projects; coordinated with a renter to rent/set up the facility on Wednesday, November 4 for a repass; the coordinator was off on Monday, November 2; continued meeting with potential and current renters to finalize rentals and payments. The main hall was rented by the State of Delaware on November 3 for Election Day from 6 a.m. – 9 p.m. with a total of 600 in attendance; the main hall and kitchen were rented on November 4 from 1-6 p.m. for a repass with an overall attendance of 70; the main hall was rented on November 7 from 1:30-7 p.m. for a 1st Birthday with an overall attendance of 30; and on Sunday, November 8 from 2-8 p.m. for a Baby Shower with an overall attendance of 50 people. Volunteer Hours - 4 volunteers devoted a total of 12 hours on November 4 spreading wood carpet at Kells Park and removing litter from the George Wilson Park and New London Road; 4 volunteers devoted a total of 12 hours on November 5 spreading wood carpet at Douglas D. Alley Park and removing litter from a nearby roadway; 4 volunteers devoted a total of 12 hours on November 6 repainting mile markers on the James Hall Trail; the total number of hours for the week were 36 hours completed by 12 volunteers.

Recreation Specialist: Finished COVID Frequently Asked Questions for the Before and After Care programs; covered Wilson Center on Monday during Jazzercise; worked with four volunteers painting the James Hall Trail mile markers; purged/cleaned and organized the storage room in the basement finding room for COVID cleaning supplies.

Parks Supervisor: Mowed throughout park system and horticulture areas; helped coordinate volunteer initiative applying safety surfacing under play surfaces and repainting mile markers along the James Hall Trail; core aerated at Kells Park; painted soccer lines at Fairfield Park for the youth soccer league; met with a homeowner about failing trees along their property.

Activity or Project:

Thankful for You Drive-Thru

Description:

While the pandemic is keeping us from gathering for the traditional Thanksgiving Day Breakfast, the City of Newark invites you to participate in the first ever Thankful for You Drive- Thru! Come by the George Wilson Center on Thanksgiving morning from 8-10 a.m. where you will be directed through the parking lot to see familiar faces, receive coffee, donuts, fruit and provide optional donations. Just as it is for the Thanksgiving Day Breakfast, the mission will remain the same - to create a warm and caring atmosphere among community members, older adults and area students who are unable to share the holiday with family members or a companion, even if it is from the comfort of your driver's seat!

The following items can be donated at the event:

- Canned items to be donated to the Delaware Food Bank
- Toys to be donated to Toys for Tots
- Coats to be donated to the Sunday Breakfast Mission

The Thankful for You Drive-Thru will be held on Thursday, November 26th from 8-10 a.m. at the George Wilson Center located at 303 New London Road, Newark. Pre-registration is required by Friday, November 20, 2020 at 5 p.m.

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:**

Planning and Development Department

Notable Notes:

Code Enforcement

Property Maintenance

Complaints: 12

Violations: 7

Inspections: 16

Citations Issued:7

Front Desk

Code Phone Calls: 60

Other: 20

Walk-Up: 15

- 90/92/94/96 E. Cleveland Ave.: Working on inside finishes.
- 321 Hillside Rd. (townhomes): Building 300 and 400 underground plumbing is complete. Building 100 foundation walls are complete.
- 227 W. Park: Framing.
- 211 S. Main St.: Exterior finishes are being installed. Styrofoam snow issues are being addressed. Interior drywall inspections have been approved.
- 325 Academy St. (UD Perkins Dining): Final walk thru scheduled for November 18, 2020.
- 625 S. College Ave. (UD Whitney): TCO applications have been received for partial use of 2nd floor.
- Fintech (Star Campus): Structural steel being erected.
- College Square: Steel canopy demolition underway. Site permits ready to be issued.
- Wyoming Rd. (UD Library Annex): Preliminary walk thru completed.
- 287 E. Main St.: Building demolished and clean-up is underway.
- 304 S. Chapel St.: Permit application and plans submitted for processing.

Property Maintenance

- Working with the NPD with ongoing issues at 3 Annabelle.
- Assisting Public Works on refuse cans not being properly stored during weekend patrol.
- Hired contractor to clean up garbage at 227 W. Main due to no compliance.
- Monitor complaints about block parties every weekend on Blair Ct.

Parking

- Continued weekly meetings regarding COVID-19 with Planning, Parking and Enforcement teams.
- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Continued to produce financial documentation for Finance Department and producing invoices for Purchasing. Supplied October audit reports to Finance.
- Continued handling residential and municipal permitting for residents.
- 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 show event was canceled due to rain and to allow payment on Main Street.
- Parking Ambassadors and Parking Office providing free masks to the public upon requests. 27 masks given out/accepted by those on the street. Increased compliance with mask mandate.

- Reshape of Parking Ambassador and office schedule in response to COVID-19.
- SAC meeting regarding LANG/Green Mansion project regarding new parking layout.
- Return and deposit of old parking booth change bags and tills. Report to Finance.
- Update to previous accident regarding a driver hitting a kiosk. Supplied by Finance to insurance.
- Report filed regarding accident over the weekend where a driver backed into the LPR parking van. Van is operational but needs some body work.

Planning/Land Use

- Deed Transfer Affidavits - 16
- Building Permit Reviews - 10
- Certificate of Completion/Occupancy

Mike Fortner, Planner, on Thursday, November 5, staffed the Community Development/Revenue Sharing Advisory Committee meeting. Another virtual meeting has been scheduled for Thursday, November 19, 2020 at 7:00 p.m.

We were notified this week that the University of Delaware Transportation Services (UDTC) will be continuing their bus service, albeit limited, after the fall session and during the winter session. Since the Unicity bus system runs concurrently with UDTS, the Unicity bus service will be continued. The following is the upcoming schedule for Unicity after November 20, 2020.

- Service November 23, 24, & 25, 2020
- No service 26 & 27, 2020
- Resume November 30 through December 23, 2020
- No service December 24, 2020 through January 3, 2021
- Resume service January 4, 2021

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:

- Newark Police are coordinating with Delaware State Police on complaints of vehicles racing

on Kirkwood Highway, on the border of both police agencies jurisdiction.

- From November 9-20, 2020, Sgt. Truman Bolden of the Traffic Unit is attending traffic collision reconstruction training in Prince George's County Maryland. This intensive, highly technical 80-hour training is the third in a series of three intensive crash investigation training courses designed to provide the investigator with advanced skills needed to investigate and reconstruct serious and fatal motor vehicle collisions.
- On November 5, 2020, at approximately 2347 hours, officers responded to the area of Swallow Circle and Timberline Drive in reference to a report of two men walking towards the creek carrying AR15 rifles. Officers contacted the male subjects and it was learned that the reported rifles were Airsoft guns.
- On November 10, 2020, at 0722 hours, officers responded to Home Depot for the report of a robbery. Upon arrival, it was determined that an employee of Home Depot approached a white male exiting the store to ask him for a receipt for the merchandise he possessed. The suspect reached into his right pocket and pulled out a knife which he then pointed toward the employee. The suspect exited the store and fled the area in a vehicle prior to police arrival.

Criminal Investigations Division:

- Planning has begun to recognize National Crime Victims' Rights Week in Delaware. NCVRW will be the week of April 18-24, 2021. The theme for this upcoming year is Support Victims. Build Trust. Engage Communities. The week was established nationally in 1981 under President Reagan's administration and has been recognized in Delaware since the early 1990s.

Activity or Project:

N/A

Description:

Status:	Completed
Expected Completion:	11-12-2020
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:

Public Works and Water Resources Department

Notable Notes:

CSX has completed its work on the railroad crossing on North College. As of this writing, the contractor anticipated removing the detour by 5 p.m. Friday evening.

Leaf collection has been slowed this week due to rain. Additional equipment and staff have been scheduled for next week and the weather appears favorable for a good collection week.

Jay Hodny, GIS Technician, will be presenting during the Virtual UD GIS Day, highlighting an innovative GIS application that will transform the way our PW&WR field crews schedule, complete, and report the work they do. Join him online on November 18. Register for free at the link below: <https://sites.udel.edu/gisday/>.

Deputy Director Robinson and Director Filasky will be moderating sessions during an upcoming seminar called Designing Delaware Intersections for People. Professionals will discuss alternative and innovative designs for two intersections in Newark - Library Avenue at Wyoming Road and the Cleveland/Paper Mill/Margaret/North Chapel. Join us for these sessions by registering at the following link: <https://www.bikede.org/intersections/>.

Activity or Project:**Description:**

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

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

Status:	
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Expected Completion:	
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Execution Status:	
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Digital Records Project New Documents Created – October 29-November 11

Name	# of Documents	# of Pages	Types
Samantha	0	0	Out on leave
Sandy	1,308	1,637	Timesheets
Fred	1,032	1,038	PWWR property attachments
Ana (PT)	11	19	Legislative Department current files; Working remotely on modifications
Total	2,351	2,694	

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	19,444	-33,442
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 11/01/20-11/07/20

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	5	5	0	0	5	0
Robbery	17	20	1	11	24	0
- Commercial Robberies	8	2	0	8	0	0
- Robberies with Known Suspects	1	2	0	1	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	8	16	1	2	23	0
Assault/Aggravated	22	17	1	21	13	0
Burglary	64	35	1	103	79	0
- Commercial Burglaries	9	10	1	8	42	0
- Residential Burglaries	42	19	0	59	17	0
- Other Burglaries	13	6	0	36	20	0
Theft	493	449	8	311	133	3
Theft/Auto	42	60	1	10	16	0
Arson	0	0	0	0	0	0
All Other	95	155	1	96	81	1
TOTAL PART I	746	749	13	563	357	4
<u>PART II OFFENSES</u>						
Other Assaults	244	239	7	147	164	0
Rec. Stolen Property	1	2	0	16	8	0
Criminal Michief	130	109	6	113	48	0
Weapons	21	11	0	62	37	0
Other Sex Offenses	0	0	0	7	0	0
Alcohol	179	38	3	321	38	2
Drugs	181	51	0	275	82	0
Noise/Disorderly Premise	617	539	12	244	185	9
Ordinance Violation	0	67	11	0	94	5
Disorderly Conduct	150	137	2	123	59	0
Trespass	203	276	9	79	46	1
All Other	303	235	7	391	218	3
TOTAL PART II	2029	1704	57	1778	979	20
<u>MISCELLANEOUS:</u>						
Alarm	149	147	6	0	0	0
Animal Control	553	426	11	9	20	0
Recovered Property	199	160	4	0	0	0
Service	29491	24266	451	0	0	0
Suspicious Per/Veh	401	387	12	0	0	0
TOTAL MISC.	30793	25386	484	9	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	837	39,213	601	30,305



**Newark Police Department
Weekly Traffic Report
11/1/20-11/7/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	10614	3548	176	64
DUI	199	77	4	1
TOTAL	10813	3625	180	65

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	234	125	10	5
Property Damage (Reportable)	1066	593	37	18
*Hit & Run	249	133	10	6
*Private Property	267	135	4	7
TOTAL	1302	718	47	23

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.