

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

As a reminder there will be no weekly report next week as I will be out of the office Thursday and Friday. We will include next week's information in the subsequent week's report.

We held a regularly scheduled council meeting on Monday night. Coming out of the meeting staff has several action items which we will be working on over the coming weeks.

I met with representatives from DFIT and a handful of staff to discuss their workers compensation insurance proposal for Newark. We have been working with DFIT for several months on this proposal and plan to have it to Council for consideration in the coming weeks. Later in the week, Councilman Clifton, HR Manager Hardin, and I attended the quarterly stewardship meeting of the DFIT board of trustees. Should Newark choose to join DFIT we will have a permanent seat on their board.

Finance Director Del Grande and I attended the January DEMEC meeting on Tuesday.

Staff held our January Safety Committee meeting on Friday where we continued work on formalizing the committee, goal setting, and discussing the safety manual.

On Friday, Finance Director Del Grande, Assistant to the City Manager Brainard, City Secretary Bensley, and I met with the City's lobbyist to discuss council directives for lobbying activities and legislative priorities. We have several charter change related initiatives underway with Council in various levels of readiness. The goal of this meeting is to discuss the status of each item and game plan a path forward. While a few are ready for Rick to work on right away, most will require additional council discussion and action once staff has gathered the information necessary.

We have received the go-ahead from UD to move forward with the administrative subdivision plan for the Lot 1 expansion project. Please refer to the Public Works section of this report for more information.

On Friday afternoon I am scheduled to meet with Councilman Lawhorn.

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

Activity or Project:
Description:
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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:**

Administration - Deputy City Manager

Notable Notes:

On Monday, the HR team met with the DFIT group to go over proposals for Workers Compensation. On Tuesday, HR Manager Devan Hardin attended the DFIT Safety Committee meeting in Dover along with employees Bob Hoch and Greg Shevchuck. During the week, the HR team worked on end of year reporting for Finance. On Thursday, Ms. Hardin along with Acting City Manager Tom Coleman and Councilman Clifton attended the DFIT Stewardship meeting in Dover. On Friday, Ms. Hardin and Assistant to the City Manager Mark Brainard will participate in the City of Newark Safety Committee meeting.

On Monday, January 14th, Mr. Brainard attended the grand re-opening of the Goodwill store in the Newark Shopping Center. Also, on Monday, Mr. Brainard attended the City Council meeting, providing support for the Livestream feed and providing social media updates throughout the meeting. During the week, Mr. Brainard also worked to finalize website and social media updates for Restaurant Week, worked with IT and PW&WR on recommendation memos for the next City Council meeting, and drafted contract documents for HVAC system upgrades.

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 1/10/19 to 1/16/19. These sessions included arraignments, trials, capias returns, video hearings and parking appeals. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

Activity or Project:

Court Sessions

Description:

From 1/10/19 to 1/16/19 Alderman's Court handled 36 arraignments, 33 trials, 10 capias returns and 2 video hearings. Alderman's Court collected a total of 352 parking payments which included 253 online payments and 99 court payments. The court also collected criminal/traffic payments which included 113 online payments and 43 court payments for a total of 156 payments.

Status:

Completed

Expected Completion:

01-16-2019

Execution Status:

Completed

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

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on January 13 for Council and January 15. Geena was in the office on January 10 for Court.

Renee met with Tara and Anita on January 10 for one-on-one staff training to prepare for Renee's upcoming leave. Renee and Tara reviewed Council procedures related to land use and development plans and Renee and Anita covered building permit reviews.

Paul, Renee and Tara staffed the January 14 Council meeting. An addendum adding item 1B (UD AMT Club proclamation) was posted and sent to Council on January 10 and items 1B, 3B (December 10 Council minutes) and a revised 6B (Communications staffing discussion) were posted and sent to Council on January 11. Follow up work was completed by staff throughout the week.

Tara attended the International Institute of Municipal Clerks Region II conference January 15 and 16 in Wilmington. This conference will provide her with accreditation points for her Certified Municipal Clerk credential.

Renee met with Acting City Manager Coleman and Planning and Development Director Gray on January 16 regarding final edits for the ordinance facilitating the sunset of the Downtown Newark Partnership and the codification of the Design Committee as a Council-appointed committee. This ordinance is expected to be on the January 28 Council agenda for first reading and the February 25 Council agenda for second reading and public hearing.

Paul and Renee spent time working on items related to the City Manager search.

Tara and Anita drafted proclamations recognizing the UD AMT Club and a resident's 100th birthday.

Renee and Tara received comments from staff, sent the subdivision agreement to the developer for review, received comments from the developer and forwarded the developer's comments to staff for review for the subdivision agreement for 83-105 New London Road and 36-42 Wilson Street for Campus Walk II. This Comprehensive Plan amendment and major subdivision with site plan approval is scheduled for the January 28 Council meeting.

Work for the 2019 City elections is continuing to ramp up. Catherine Ciferni and Kasai Guthrie both filed and had their petitions verified by an Election Board member for the office of Mayor. One petition was picked up this week. The Election Board organizational meeting was scheduled for January 22 at 5:30 p.m. and the agenda was posted. Renee began submitting the required paperwork to the Department of Elections for the April 9 election. Renee also fielded media and community group requests regarding filed candidates for the election. The website was also updated with the filed candidate information and the updated absentee ballot request form, which no longer requires notarization due to the State Legislature's actions in 2018. Information on the 2019 election can be found on the City website here: <https://newarkde.gov/508/2019-City-Election-Information>.

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

- * Received and circulated to staff and the City Solicitor for review a January 11 FOIA request from Kasai Guthrie regarding police arrest statistics, police misconduct investigations, citizen complaints against the police department and internal administrative investigations.
- * Received, pulled relevant documents and began scanning for a January 11 FOIA request from Kasai Guthrie regarding past election data.
- * Received and circulated to staff for review a January 11 FOIA request from ClearCove Systems regarding wastewater treatment surcharges.
- * Spent time updating the FOIA log for the City.

The January 17 Downtown Newark Partnership Design Committee, January 22 Election Board and January 22 Green Building Code Working Group agendas were posted and forwarded to Council.

Regarding minutes, staff time was spent on the November 12 Council executive session (Renee drafted - complete), November 26 Council executive session (Renee drafted - complete), December 4 Council executive session (Renee drafting), December 10 Council (Whitney drafted; Renee edited - complete), January 8 Conservation Advisory Commission (Whitney drafting) and January 14 Council (Whitney drafting) minutes. The December 10 and January 14 Council executive session minutes are currently in the queue.

Danielle fulfilled 11 discovery requests for upcoming Alderman's Court cases. 41 discovery requests have been filled so far this year. The court calendar for January 24 was received and the 15 cases were prepared for the Deputy City Solicitor. Four court calendars with 63 associated cases have been prepared so far for 2019. Five plea by mails were processed this week.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 5 lien certificates were completed and sent to the requestor. 23 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha and Fred met with the Electric and Public Works and Water Resources Departments regarding the digital records strategic plan rollout on January 15.

Samantha met with Alderman's Court on January 14 to review the records routing form and process for records processing.

Samantha sent destruction notices for 12 rolls of building plans that have been scanned for approval.

Samantha and Debbie worked on training regarding scanning subdivision files and Public Works and Water Resources records.

Records Division staff worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned documents numbers for January 10-16 are below.

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

City Manager's Weekly Report

Department:	
Electric Department	
Notable Notes:	
<p>The line crews continued working on the South Wellfield circuit reconfigurations. They replaced three blown arrestors on a 34kV circuit after one caused a trip and a reclose on Saturday afternoon. The crews also completed tree trimming around the Fremont Road Substation.</p> <p>The electricians had to do emergency work on the Police Station UPS after the batteries started gassing. They also worked on one of the boilers at City Hall and while waiting for parts had to run circuitry from the basement to the second floor so space heaters could be used.</p> <p>Engineering is procuring quotes for the foundation work at the South Chapel Substation. Engineering is also working on the material list for DeIDOT's Elkton Road widening project.</p>	
Activity or Project:	
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Activity or Project:	
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Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

The City of Newark was awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA). This is the ninth consecutive year the award was presented to the City, which was evaluated based on its 2017 comprehensive annual financial report (CAFR). I would like to thank Deputy Finance Director Jill Hollander for all her hard work and managing the process. We would not of had another successful review of our accounting peers without her guidance and the help of Debi Keeley, Jim Smith, Deb Kupper, Trevor Miller and Travis Burke. The accounting team for the City of Newark works hard and this award is a testament to their dedication and commitment to the citizens we serve.

Travis Burke, our part-time finance assistant, will be leaving us after three years of service. We would like to thank Travis for his dedication and hard work and wish him and his family all the best. Travis' last day is January 18th.

As approved by City Council on January 14th, the Finance Department will be seeking to fill a full-time position in order to cover the current part-time finance assistant vacancy and pending full-time vacancy. This position will be borrowed from the Communications' group (one of two vacancies), and when the full-time vacancy occurs later this year, this position will be returned back to the Communication's group for future consideration.

City Council passed Bill 18-30 on January 14th. City Code was silent on whether all types of unpaid bills are subject to penalty if they go unpaid beyond their specified grace period. This new section of Code is not intended to create of new source of revenue, but rather to provide a method for the City to improve the timeliness of all collections due to the City. Here is a link to the Bill: <https://newarkde.gov/DocumentCenter/View/11484/9A>.

We are actively searching for the City's IT Infrastructure Manager. Interested candidates are encouraged to apply via this link: https://newarkde.gov/DocumentCenter/View/11466/19-02-IT-Infrastructure-Mgr-Ad_Job-Description

We are currently working with our insurance broker on renewing the City's multiple insurance

policies. Staff is planning on coming to Council on March 11th for Council to approve the policies for the upcoming renewal period.

On January 14th, Director Del Grande attended the City Council meeting.

On January 15th, Director Del Grande attended the monthly DEMEC board meeting in Smyrna, DE.

On January 17th, Director Del Grande was out of the office.

Activity or Project:

2018 Audit

Description:

Staff began preparing for the 2018 audit. Clifton Larsen Allen, the City's auditors, will be on site the week of January 22, 2019 in order to conduct their initial fieldwork. Auditors will be in the office reviewing 2018 data for two weeks.

Status:

In-Progress

Expected Completion:

06-30-2019

Execution Status:

On Track

Activity or Project:

Automatic Bill Payment/Leak Notification System

Description:

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account.

Newark utility customers also have the option to pay the City for utility services using CustomerConnect's "Budget Billing" option. This method of payment allows the account holder to pay a fixed amount each month on the date of their choosing when they sign up for this feature. The system determines your estimated annual utility bill and divides that amount by twelve months. On the December bill, there will be a true up for whatever balance that remains (either a credit or debit to the account) to settle the balance for the year.

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs. a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

Status:

Completed

Expected Completion:

12-31-2017

Execution Status:

Completed

Activity or Project:

Council Directives

Description:

Credit Card Fees - in progress.

Water/Sewer customer service charges - in progress.

Electric Rate Study - in progress.

Water/Sewer rate increase as proposed in the 2019 Budget - held over. In progress.

Status:	In-Progress
Expected Completion:	12-31-2019
Execution Status:	On Track

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

Parks and Recreation Department

Notable Notes:

Director: Worked on the Preston's playground restroom specifications and reviewed the design; reviewed scope of services for the Old Paper Mill Park Plan from JMT Engineering; submitted Delaware Outdoor Recreation Parks and Trails grant report for Preston's playground; met with Chrissy and Paula about volunteer projects for several groups that will be volunteering with us this Winter and Spring; reviewing subdivision plans for comments and revisions; met with Bike Newark about the central bicycle loop and signage for the route; met with the parks staff to review upcoming projects and other City initiatives; finalizing the Landscape Screening and Treatment review committee working group; working with Millennium Strategies for a potential grant application for the Pomeroy Trail.

Deputy Director: Worked with Shelby to complete flyers for upcoming programs, 2019 Calendar of Events and created the Save the Date E-blast for the upcoming Memorial Day Parade; completed consolidation of the first six months of the Fee Assistance Program through the Community Development Block Grant and finalized the year consolidation for the James Hall Scholarship and Andy Donovan Scholarship; completed banner request to Electric Department to change out outskirt banners and once new banners arrived the ones for East and South Main Street; conducted weekly staff meeting with recreation staff and had Shannon, our intern, discuss possible mission statements she worked on, she handed out suggestions and asked the recreation and parks staff to provide feedback on the ones that were listed, also worked with Shannon on a salary survey of similar local agencies to send out this week; continued to process special event applications and issue permits once approved; continued to gather certificates of insurance for outside contracted vendors and continued to work with Jill regarding recent audit; started research and contacted registration software companies regarding their programs; sent out timeline for summer camp guide completion to recreation staff.

Recreation Supervisor of Athletics: Recruiting additional before and after care staff for February and beyond, working on staff files in preparation for Downes license renewal with the Office of

Child Care Licensing; prepared for the start of several programs this week including Co-Rec Volleyball, NBA Basketball, Socceros and Pint Size Basketball; completed before and after care program statistics for Fall 2018; started field reservation process for this spring with Newark American Little League and Newark Charter School; visited Socceros, Jump Shot and Junior Basketball and Adult Volleyball on Thursday night.

Recreation Supervisor of Community Events: Worked on annual report and statistics and program analysis forms; promoting fitness classes; working on summer camp schedule with instructors; contacted summer camp staff to see who might return for the upcoming summer.

Coordinator of GWC and Volunteers: Sent staff schedules for School's Out Days scheduled for January 18 and 21; sent staff schedules and information to swim instructors/lifeguards for swim lessons beginning on January 12, registration for swim lessons has been very positive with both Advanced Beginner Swim and Intermediate Swim full with waitlists; emailed Pottery, Swim, Theater and Dance participants with the reminders of upcoming programs; Adult Pottery ran as scheduled with a full class and waitlist; spoke with the instructor and an earlier class was added during the timing of Pottery for Kids to accommodate the participants on the waitlist; sent finalized independent contractor agreements out for all Winter/Spring program instructors; continued to finalize End of Year Report and 2018 Volunteer Report; attended a Christina River Watershed Clean Up meeting on January 10; met with the Recreation Specialist on items for the Volunteer Fair and Summer Camp volunteers; finalized information for upcoming volunteer groups assisting with projects in January and February; met with a volunteer completing Community Service Hours; set up for a funeral service that was held at the George Wilson Center on January 11; continued meeting with potential renters for the George Wilson Center.

Recreation Specialist: Posted upcoming Winter/Spring events on City website and Facebook calendar pages; delivered flyers and brochures to the library and Senior Center; updating Camp Fair tri-fold display; reviewed Aftercare Food Bank Forms; spent time organizing event items at the yard; began Delaware Division of the Arts grant application; emailed invites to Volunteer Fair organizations with four confirmed: the Newark Free Library, Newark Arts Alliance, Newark Bike Project and Volunteer DE; entered 10/22-12/13 CATCH volunteer hours. Volunteer Hours: CATCH - 7 individuals, 12.25 hours.

Parks Superintendent: Inspected eight park/open space areas and developed work lists as needed, assisted Code Enforcement with tree related issue, continued working on Olan Thomas bed redesign for planting this upcoming season, started on planting design/estimate at Preston's playground, reviewed construction drawings for proposed bathroom structure at Preston's playground, met with resident on tree issue, coordinated with Public Works for sign installation at Preston's playground and on Nightingale Circle in Ridgewood Glenn, continue gathering quotes for fence work at Handloff #2 ballfield, reviewed one landscape plan and commended as needed, and coordinated with Electric Department for assistance with tree work along Hall Trail by Kells Park.

Parks Supervisor: Continues working with equipment representative on pricing for upcoming purchase of mowing equipment, assigned field staff daily and assisted as needed, met with Parks Director concerning gate installation at Creek Road, and coordinated with Teamwork's on upcoming projects.

Parks/Horticulture Staff: Assisted Electric Department with tree work at Kells Park, did trash

removal throughout park system including pick up from volunteers along Christina Parkway, converted Kubota mowing units and Ventrac over to snow removal operations, constructed counter weight for placement in new pick up #1431 for snow removal operations, did tree sapling/volunteer removal and treatment in meadow area at East Park Place, did interior bed maintenance at City Hall, started planter removal along Main Street, continued on work orders as assigned, and started cleaning up outside storage area at Parks Building. Teamwork's continued woodcarpet application at Fairfield Crest and rebuilding picnic tables for placement throughout park system.

Activity or Project:

University of Delaware Big Event Day

Description:

Over 100 University students will be volunteering with us as part of the University of Delaware's Big Event Day this spring. The group will be spread out throughout several parks to assist with trash pick-up, cleaning play features, trail cut backs, plantings and other volunteer initiatives.

Status:	Not Started
Expected Completion:	04-27-2019
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

The work has been completed at the Goodwill store at 311 Newark Shopping Center and the Certificate of Completion has been issued; a Grand Reopening Ceremony is scheduled for January 17. A permit has been issued for interior demolition associated with renovations at the Acme at 100 Suburban Plaza; renovation permits are under review.

Parking:

Maintenance staff performed snow removal over the weekend, which helped on-street lots and meters remain available and at regular parking rates during the inclement weather. Maintenance staff is currently preparing for the next weather event. Staff also went through lots at night to ensure they were properly lit and is working with the Electric Department on areas where more light is needed. Maintenance is ongoing for increased battery life for on-street meters. Lot permit sign-up was completed, and field enforcement of municipal permits is in citation phase.

Parking Manager Marvin Howard attended the Traffic Committee meeting on January 15. Parking staff worked with T2/ParkingSoft on a number of issues with off-street equipment, multiple corrections with the new ParkingSoft 18.1 update, printer hardware enhancements, and intercoms. Staff worked with IPS on a number of issues experienced with their online DMS (back-end) software in an attempt to make reporting easier and less time-consuming for staff.

Planning/Land Use:

The Green Building Code Work Group is scheduled to meet on Tuesday, January 22 at 3:30 p.m. in the City Council Chamber to continue discussion of the City's energy conservation and efficiency standards. Items on the agenda include review of the concepts list for energy reduction, renewable energy, resources, and indoor air quality and selection of concepts to be included in a points chart.

The next Steering Committee meeting for the Newark Community Sustainability Plan is set for Tuesday, January 29 at 4:00 p.m. in the City Council Chamber. The Committee will continue to discuss and refine "themes," goals, and objectives for the plan.

WILMAPCO will host a Public Forum on the Regional Transpiration Plan on Thursday, February 7, 4:00 – 7:00 p.m. at the Tower at STAR, 100 Discovery Boulevard on the University of Delaware STAR Campus. The event is called "2019 Our Town: Planning for Tomorrow" and all elected and appointed officials, as well as the general public, are invited. Projects for the Newark area include the Newark Train Station, SR2: Elkton Road to State Line, SR4: SR2-SR896, and the I-95 and SR896 Interchange.

The Board of Adjustment meeting scheduled for January 17 was cancelled due to no agenda items.

On January 14, Planner Michael Fortner participated in the Healthy Communities Delaware (HCD) Symposium "Aligning for Better Health". HCD is a consortium of public, non-profit, and private organizations taking a collective approach to align efforts and invest in projects, programs, and policies aimed at improving public health and reducing health disparities in Delaware. Speakers included Senator Chris Coons and Governor John Carney. In the afternoon, Mike participated in a focus group with other agencies and partners in New Castle County to discuss how community planning and the built environment impacts public health. The evening of January 14, Mike attended the Council meeting to present the Work Plan for the Parking Subcommittee recommendations. Council tabled the presentation and discussion for a special meeting later this year.

Planner Tom Fruehstorfer attended the WILMAPCO Council meeting on January 10. As the newly-elected chair of the WILMAPCO Public Advisory Committee, he attended the Council meeting to present a summary of the December 17 PAC meeting. The PAC had voted to

recommend release of the Draft 2050 Regional Transportation Plan (RTP) for Public Comment and to recommend release of the Draft FY 2020-2023 Transportation Improvement Program for Public Comment. More information about these plans should be available at www.wilmapco.org.

The following was also completed this week:

- 8 Deed Transfer Affidavits
- 41 Building Permit Reviews

Land Use Projects Currently Under Review:

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

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.

0 Paper Mill Road, Parcel ID 0805200012 (PR#17-11-01): On November 7, 2017, the Planning and Development Department received plans for the annexation, rezoning from NCC-SR New Castle County zoning to RS (single family residential) City of Newark zoning, and major subdivision with site plan approval for the property located at 0 Paper Mill Road. The proposal includes the creation of 18 new lots for construction of single family homes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 7, 2017. A SAC meeting was held on December 6, 2017. SAC comments were sent to the applicant on December 14, 2017. Revised plans were submitted on April 2, 2018 and distributed to the Subdivision Advisory Committee for review. A SAC meeting was held May 29, 2018 to discuss the plans with City operating departments. Staff comments were sent to the applicant on June 1, 2018. Revised plans were received by the Planning and Development Department on August 17, 2018. SAC comments were sent to the applicant on August 28, 2018. At their meeting on September 4, 2018, the Planning Commission recommended approval of the annexation, rezoning, and major subdivision with site plan approval. The project will be placed on an upcoming available City Council agenda.

67-69 New London Avenue, Parcel ID 1801900262 (PR#17-11-02): The Planning and Development Department received plans for a minor subdivision for the property located at 67-69 New London Avenue on November 15, 2017. The proposal includes the demolition of the existing building on the site and the construction of two townhouses. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 15, 2017. A SAC meeting was held February 14, 2018. SAC comments were sent to the applicant on March 12, 2018. Revised plans were received by the Planning and Development Department on May 18, 2018 and distributed for SAC review. Revised plans were received by the Planning and Development Department on June

7, 2018. On August 16, the applicant appeared before the Board of Adjustment. The Board heard the applicant's appeal for a variance regarding the Planning Department's definition of dwelling, multi-family per Section 32-4(a)(40) for the property at 67-69 New London Road, which was denied. The Board also denied the appeal regarding the interpretation of Section 32-11(b)(1) regarding the conversion of a one-family dwelling unit for two or more families. The Board voted to table discussion of the remaining area variances at this time. The Planning and Development Department received revised plans on August 29, 2018.

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.

419 and 421 Paper Mill Road, Parcel IDs 0805200010, 0805200011 (PR#17-11-04): Sketch plans for the annexation and rezoning of two existing single-family homes were received by the Planning and Development Department on November 21, 2017. The plan proposes annexation and rezoning from SR (Suburban Reserve) New Castle County zoning to RH (One Family Detached Residential) City of Newark zoning, in conjunction with the adjacent proposed subdivision of 0 Paper Mill Road, to tie into the public water and sanitary sewer. Submission of plans for 419 and 421 Paper Mill Road will likely be contingent on approval of the 0 Paper Mill Road subdivision, as the plan proposes the discharge of sewage using the 0 Paper Mill Road infrastructure. Plans were distributed to the Subdivision Advisory Committee on November 21, 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 18, 2018.

924 Barksdale Road, Parcel ID 1802400155 (PR#17-11-06): A sketch plan for the rezoning and major subdivision of 924 Barksdale Road was received by the Planning and Development Department on November 30, 2017. The plan proposes rezoning the property from BL (Limited Business) to AC (Adult Community) zoning to construct a 112-unit assisted living and memory care facility. On May 9, 2018, the Planning and Development Department received an application and revised plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision at 924 Barksdale Road. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on December 1, 2017. Staff comments were sent to the applicant on February 15, 2018. Revised plans were distributed for SAC review on May 9, 2018. A SAC meeting was held on May 23, 2018 to discuss the plans with City operating departments. A SAC letter with staff comments was sent to the applicant on June 12, 2018. Revised plans were received by the Planning and Development Department on October 31, 2018 and distributed to the SAC for review on November 1, 2018.

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.

1364 Marrows Road and 701 Ogletown Road, Martin Honda, Parcel ID 1802100215 (PR#16-01-03): On March 23, 2018, the Planning and Development Department received plans for an amendment to the major subdivision plan for the property at 1364 Marrows Road and 701 Ogletown Road. The plan proposes the reconfiguration of the automobile/vehicle repair facility shown on the Annexation, Rezoning, Major Subdivision and Special Use Permit plan of Martin Honda approved by City Council at their December 12, 2016 meeting, to include the elimination of one building and one two-story parking deck, reducing the overall gross floor area from 65,786 square feet to 52,080 square feet. Plans have been distributed for Subdivision Advisory Committee (SAC) review. SAC comments were forwarded to the applicant on May 18, 2018. Revised plans were received by the Planning and Development Department on August 16, 2018. SAC comments were forwarded to the applicant on October 12, 2018. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review.

209-225 Haines Street, Parcel IDs 1802600107, 1802600108, 1802600217, 1802600109, 1802600212 (PR#18-05-02): On May 10, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 209-225 Haines Street. The plan proposes demolition of the existing buildings on the site and construction of a high-rise apartment with 24 units – 12 three-bedroom and 12 two-bedroom apartments – with 22 garage parking spaces on the first floor. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on July 26, 2018. Revised plans were received by the Planning and Development Department on September 7, 2018, with SAC comments forwarded to the applicant on September 24, 2018. The project was reviewed by the Planning Commission at their meeting on October 2, 2018, at which time the Planning Commission, at the applicant's request, tabled the proposal until the next regularly scheduled Commission meeting on November 6, 2018. At their meeting on November 6, 2018, the Planning Commission recommended approval of the Comprehensive Development Plan amendment (7-0), rezoning (4-3), and major subdivision with site plan approval (4-3). At their meeting on January 14, 2019, City Council approved the Comprehensive Development Plan amendment (5-1), rezoning (5-1), and major subdivision with site plan approval plan (4-2).

62 North Chapel Street, Parcel ID 1801400215 (PR#18-05-03): Plans for the rezoning and major subdivision with site plan approval of 62 North Chapel Street were received by the Planning and

Development Department on May 10, 2018. The plan proposes the demolition of the existing office building on the site and construction of a mixed-use building with 300 square feet of office space and 30 garage parking spaces on the first floor, and 18 two-bedroom apartments on the two floors above. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 11, 2018. A SAC meeting was held on June 14, 2018. SAC comments were sent to the applicant on October 1, 2018. Revised plans were received by the Planning and Development Department on November 8, 2018. SAC comments were sent to the applicant on November 27, 2018. At their meeting on December 4, 2018, the Planning Commission recommended approval of the rezoning (5-2) and major subdivision with site plan approval (4-3). The project has been placed on City Council agendas for January 14, 2019 (first reading) and February 11, 2019 (second reading and public hearing).

100, 115, 121 College Square, Parcel IDs 1802100196, 1802100199, 1802100172 (PR#18-05-04): On May 22, 2018, the Planning and Development Department received a sketch plan for a major subdivision for the redevelopment of a portion of the College Square shopping center, to include a mixed-use complex with retail and residential space. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on May 22, 2018. Revised sketch plans were received by the Planning and Development Department on June 6, 2018. SAC comments were sent to the applicant on August 27, 2018. Revised plans were received by the Planning and Development Department on October 11, 2018. A SAC meeting was held on November 5, 2018. SAC comments were forwarded to the applicant on December 21, 2018. On January 9, 2019, the Planning and Development Department received revised plans and forwarded them to the SAC for review.

18 North Street, White Clay Vista, Parcel ID 1801400025 (PR#18-06-03): On June 22, 2018, the Planning and Development Department received plans for a minor subdivision at 18 North Street. The plan proposes to replace the one-story apartment building at the site with four 3-story townhouse style apartments similar to the existing units at the rear of the property. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 22, 2018. A SAC meeting was held on August 16, 2018. Staff comments will be sent to the applicant in the near future.

321 Hillside Road, Parcel ID 1801900222 (PR#18-06-04): On June 26, 2018, the Planning and Development Department received a sketch plan for the property at 321 Hillside Road, the site of the now-closed University of Delaware Dickinson dormitory. The plan proposes the demolition of the existing buildings at the site and construction of two 15-unit apartment buildings and 65 townhomes. An application for the major subdivision with site plan approval was received by the Planning and Development Department on December 6, 2018, along with revised plans proposing the demolition of the existing structures at the site, subdivision of the parcel into two lots, one of which will be maintained as open space, and construction of 189 two-bedroom apartment units. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on June 27, 2018. A revised sketch plan was received by the Planning and Development Department on July 17, 2018. A SAC meeting was held on August 13, 2018. SAC comments were sent to the applicant on October 11, 2018. The Planning and Development Department received revised plans, along with the major subdivision with site plan approval application, on December 6, 2018. The revised plans were distributed to the SAC for review on December 10, 2018 and a SAC meeting was held on January 4, 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.

105-83 New London Road and 36-42 & 41 Wilson Street, Campus Walk II, Parcel IDs 1801300106, 1801300107, 1801300108, 1801300109, 1801300196, 1801300110, 1801300111, 1801300112, 1801300113, 1801900157, 1801900156, 1801300161, 1801300086, 1801300085, 1801300198, 1801900143 (PR#18-08-01): On August 9, 2018, the Planning and Development Department received plans for the property located at 105-83 New London Road and 36-42 & 41 Wilson Street. The plan, to be known as Campus Walk II, proposes a Comprehensive Development Plan amendment and major subdivision with site plan approval to demolish the existing structures located at 83-105 New London Road and 41 Wilson Street, relocate the existing structure at 87 New London Road to 41 Wilson Street and repurpose it as a 4-person student rental, and construct 28 garden apartments on the parcels fronting on New London Road, with vehicular access via the original Campus Walk accessway. The parcels located at 36-42 Wilson Street are incorporated into the land use proposal for the purpose of relocating lot lines and are not being redeveloped as part of the plan. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on August 9, 2018, and a SAC meeting was held on September 5, 2018. SAC comments were forwarded to the applicant on September 21, 2018. Revised plans were received by the Planning and Development Department on October 9, 2018. SAC comments were forwarded to the applicant on October 30, 2018. The project was reviewed and considered by the Planning Commission at their November 6, 2018 meeting, at which time they recommended approval of the Comprehensive Development Plan amendment (6-1) and major subdivision with site plan approval (4-3). The project is scheduled for second reading and public hearing at the January 28, 2019 City Council meeting.

511 Valley Road, Parcel ID 1801700079 (PR#18-09-01): Plans for a minor subdivision with site plan approval for 511 Valley Road were received by the Planning and Development Department on September 7, 2018. The plan proposes the demolition of the existing single-family structure on the site and construction of a semi-detached structure that will replicate the existing architecture of the Briarcreek subdivision. Plans were distributed to the Subdivision Advisory Committee for review on September 10, 2018 and a SAC meeting was held on October 1, 2018. SAC comments were sent to the applicant on December 6, 2018.

92 & 96 East Main Street, Green Mansion, Parcel IDs 1802000033 & 1802000034 (PR#18-10-01): On October 5, 2018, the Planning and Development Department received plans for a major subdivision and special use permit for the property located at 92 & 96 East Main Street. The plans propose to extinguish the interior common parcel lines to combine the parcels into one parcel, the demolition of 92 East Main Street, and the preservation and rehabilitation of 96 East Main Street (often referred to as the Green Mansion) to construct a mixed-use building including a 7-story, 147-room hotel and 19,500 square feet of office space with associated parking, amenities and accessory uses. The special use permit is required for a hotel in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 8, 2018. A SAC meeting was held on November 6, 2018. SAC comments were forwarded to the applicant on December 27, 2018.

132-138 East Main Street, Parcel IDs 1802000126 & 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019..

20-22 Benny Street, Mara's Landing, Parcel IDs 1802600125 & 1802600126 (PR#18-11-01): On November 8, 2018, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 20-22 Benny Street. The plan proposes demolition of the existing structures on the site and construction of 9 garden apartments consisting of variations in width and bedroom count. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on November 8, 2018. A SAC meeting was held on January 3, 2019.

804-810 South College Avenue, Parcel IDs 1804400122, 1804400121 (PR#18-12-01): On December 4, 2018, the Planning and Development Department received plans for a special use permit for the property at 804-810 South College Avenue. The plan proposes utilization of 804/808 South College Avenue as a used car lot, with 810 South College Avenue to be used for overflow parking and storage. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on December 11, 2018.

34 and 38 Corbit Street, Parcel IDs 1801300087, 1801300088 (PR#18-12-02): Plans for a Comprehensive Development Plan amendment and minor subdivision of 34 and 38 Corbit Street were received by the Planning and Development Department on December 27, 2018. The plans propose the demolition of the existing structure at 38 Corbit Street and elimination of the existing driveway servicing that parcel, subdivision of the lot into two lots, construction of a semi-detached dwelling for purposes of a student rental, and construction of a parking lot encompassing the rear yards of both 34 and 38 Corbit Street.

287 East Main Street, Fulton Bank, Parcel ID 1802100068 (PR#19-01-01): Plans for a Comprehensive Development Plan amendment, rezoning, major subdivision with site plan approval, and special use permit for the property at 287 East Main Street, location of the Newark branch of Fulton Bank, were received by the Planning and Development Department on January 7, 2019. The plan proposes demolition of the existing structure at the site, rezoning of the parcel from BL (business limited) to BB (central business district), and construction of a four-story mixed-use building with first floor retail space, a portion of which will be used by Fulton Bank, parking areas with a drive-through, and 42 residential units on the second, third and fourth floors. A special use permit is required for residential units in the BB zoning district. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019.

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:

Special Enforcement Unit:

- On Monday and Tuesday, the Special Operations Unit conducted patrol coverage for Patrol Division officers who attended annual In-Service training.
- On January 16, 2019, Sgt. D'Elia met with City Solicitor Paul Bilodeau, Chief Tiernan, and Planning Director Mary Ellen Grey, on a proposed Social Host law.
- The Special Operations Unit will represent NPD on Friday evening, January 18th at the UD Ice Hockey's First Responder Appreciation Night.
- On Monday and Tuesday, the Traffic Unit attended the annual Departmental In-Service training.
- During the week, the Traffic Unit will focus enforcement efforts on various locations throughout the city following citizen complaints, including stop sign violations on Country Club and Danbury Road, speeding on Cooches Bridge Road, Paper Mill Road and New London Road, and one-way violations at East Main Street and Choate Street.
- On Thursday, January 17th, Sgt. Truman Bolden and Sgt. Greg Micolucci (Patrol Division) attended a graduation ceremony following the completion of the New Jersey State Association of Chiefs of Police, Command and Leadership Program.

Patrol Division:

- On January 9, 2019, Cpl. Martin responded to a hit and run collision at Hillside Road and West Main Street where a vehicle struck a City of Newark electric pole. A description of the vehicle was broadcasted to surrounding agencies and the vehicle was found abandoned by a Delaware State Police Trooper. A follow-up investigation by Officer Spencer revealed that an employee stole the vehicle from his employer a few minutes prior to the collision. Warrants have been obtained for theft of a motor vehicle and numerous other criminal and traffic offenses.
- During a traffic stop conducted by Cpl. Marsilii on January 10, 2019, a motorist was found

to be suspended and wanted on a Delaware Superior Court capias. During the traffic stop the officer located 1 gram of crystal methamphetamine and the driver was arrested and committed to the Howard Young Correctional on \$500 secured bail.

- On January 12, 2019, Officer MacDowell conducted a traffic stop in the parking lot of Villa Belmont. During the traffic stop, the officer located 8.5 inch Ka-bar knife underneath the driver's seat, 5.6 grams of marijuana in the center console, and 2.9 grams of crack cocaine underneath the passenger seat. In the trunk of the vehicle officers located a 21.5-inch machete, a large kitchen knife, and 40 rounds of Sig Sauer 9mm ammo. The driver was charged with carrying a concealed deadly weapon, civil marijuana, and traffic charges. The passenger was charged with possession with the intent to distribute cocaine, carrying a concealed deadly weapon, and possession of a deadly weapon during the commission of a felony. In total, \$795.00 USC was seized. Both occupants were released on unsecured bail.
- On January 16, 2019, D Platoon responded to a residence on Madison Drive after the resident contacted the Newark Police Department due to their furnace not functioning. Going above and beyond, Sgt. Szep (who is familiar with oil burning furnaces) was aware that the oil line needed to be primed after the resident advised that they had recently run out of oil. Sgt. Szep bled the oil line and was able to fix the furnace so that the residents had heat.

Auxiliary Services Division:

- On January 14, 2019, NPD was evacuated when the battery supply to the Uninterrupted Power Supply, supporting the 9-1-1 center, were noticed to have been swelling and emitting a strong odor. Communication operations continued in accordance with NPD's protocol.

Criminal Investigations Division:

- Street Crimes officers and detectives have been assisting with patrol supplement this week due to in-service training being held for half of the police department.
- Victims Services Coordinator Melissa Pennachi is attending a sex trafficking public awareness conference on January 19, 2019 at St. Marks United Methodist Church and will be acting as a panelist with a number of other community partners.

Administration Division:

- Sgt. Jones coordinated NPD's yearly in-service training which was held in Council Chamber. Officers received training in several areas including Biased-Based Profiling, Mental Health, Ethics, and Legal Updates.
- SRO Cpl. Andy Pagnotti provided ALICE (active shooter response) training to the Newark Charter Intermediate School staff on January 18, 2019.
- M/Cpl. Will Smith gave a presentation on verbal judo to the International Institute of Municipal Clerks Region II Conference in Wilmington, DE on Friday, 01/18/19.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	01-17-2019
Execution Status:	Completed

Activity or Project:

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

Public Works and Water Resources Department

Notable Notes:

We experienced three water main breaks over the last week, one which required a boil water notice to some residents on West Park Place. The boil water notice is precautionary until a negative bacteria sample is obtained. The bacteria test, which takes 24 hours for results, was negative and the residents and businesses were notified of the lifting of the boil water notice.

Our Corrugated Metal Pipe (CMP) Lining Contractor has completed the contracted work and will be submitting the video inspections for warranty purposes. Overall, the project went well and we will monitor the pipes for any defects over the next few months while we develop the list of locations to continue these storm sewer repairs.

Activity or Project:

Parking Lot #1 Expansion

Description:

The City and UD have agreed on a preferred lot configuration, which allows for the proper screening of the parking area from the UD dormitory area. Staff will review the plan and send back to the surveyor to complete the Administrative Subdivision Plan. The Planning Department will then send copies of the proposed plan to nearby property owners, Council, and the Planning Commission for their information. After a 10 day comment period, the plan will be approved by the Planning Director and Acting City Manager. Once approval is granted, the property will officially change hands. A demolition contract will then be issued for the existing buildings and the parking lot plan will be finalized and put out to bid.

Status:

In-Progress

Expected Completion:

04-30-2019

Execution Status:

On Track

Activity or Project:

Main Street Sanitary Sewer Lining

Description:

Staff continues to work with the residents and businesses that will be affected by the sewer lining that will take place along Main Street over the next few weeks. We realize there is an inconvenience and we appreciate many of the businesses that have been able to accommodate the work. Work will not start on Monday, January 21 as previously noted, due to the expected cold temperatures. The contractor will be in contact with those scheduled for Monday to inform them of the new schedule. The contractor cannot install the liner in temperatures below 25 degrees.

Status:	In-Progress
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Expected Completion:	02-08-2019
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Execution Status:	On Track
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Activity or Project:

Snow and Ice Control

Description:

As discussed at the 1/14/19 Council meeting, we received numerous complaints regarding the response to the snow last weekend. While our response was according to our Snow Plan, we are committed to reviewing the plan and the various routes and modifying the plan if necessary. We will review each snow and ice event for the remainder of this season for the appropriate response while we work on changes to our plan. We can say that the addition of the brining equipment and the ability to brine all the streets in the City prior to the storm has been a positive so far. We use far less salt for this initial treatment and we can do it ahead of the storm on regular working hours. We use approximately 4% of the salt to cover the City with brine versus spreading rock salt.

Status:	In-Progress
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Expected Completion:	03-31-2019
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Execution Status:	On Track
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Digital Records Project New Documents Created – January 10-16

Name	# of Documents	# of Pages	Types
Samantha	0	0	
Sandy	17	4,207	AP Batch Scans/Administrative Reports/Administration Correspondence
Fred	14	93	Building Plans
Debbie	274	2,629	Court Documents/PWWR Subdivision Files
Ana (PT)	293	1,884	Court Documents
Anita (PT)	13	63	Miscellaneous Current Files
Total	611	8,876	

Digital Records Project Documents Modified* – January 10-16

Name	# of Documents	# of Pages	Types
Samantha	209	698	Building Permits
Sandy	454	3,898	Daily Cash Reports/Timesheets/Payroll Reports/AP Invoices/Court Documents/Administration Correspondence
Fred	14	93	Building Plans
Debbie	274	2,629	Minutes
Ana (PT)	549	3,754	Agendas/Minutes
Anita (PT)	14	68	Miscellaneous Current Files
Total	1,514	11,140	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288		
February	20,852		
March	25,727		
April	32,595		
May	40,272		
June	17,662		
July	23,131		
August	30,880		
September	38,612		
October	48,801		
November	43,574		
December	37,262		
Totals	404,696		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2018	2019	Change +/-
January	49,088		
February	72,213		
March	52,137		
April	53,599		
May	49,087		
June	30,590		
July	30,099		
August	41,820		
September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

NEWARK POLICE DEPARTMENT

WEEK 01/06/19-01/12/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019	2018 TO <u>DATE</u>	2019 TO <u>DATE</u>	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	1	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	1	1	0	5	0	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	1	0	5	0	0
Assault/Aggravated	0	0	0	0	3	3
Burglary	4	10	7	2	1	1
- Commercial Burglaries	1	0	0	0	0	0
- Residential Burglaries	3	10	7	2	1	1
- Other Burglaries	0	0	0	0	0	0
Theft	14	24	17	6	8	5
Theft/Auto	2	0	0	0	0	0
Arson	0	0	0	0	0	0
All Other	4	4	3	2	0	0
TOTAL PART I	25	39	27	16	12	9
<u>PART II OFFENSES</u>						
Other Assaults	8	9	5	13	1	1
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	14	1	0	3	3	1
Weapons	0	1	1	0	1	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	0	2	0	1	6	1
Drugs	1	9	6	2	13	9
Noise/Disorderly Premise	29	8	4	10	1	1
Disorderly Conduct	4	4	3	7	1	1
Trespass	5	10	6	2	3	2
All Other	12	17	14	16	14	7
TOTAL PART II	73	61	39	54	43	24
<u>MISCELLANEOUS:</u>						
Alarm	9	3	3	0	0	0
Animal Control	12	9	5	1	0	0
Recovered Property	7	11	6	0	0	0
Service	1414	1309	746	0	0	0
Suspicious Per/Veh	13	7	5	0	0	0
TOTAL MISC.	1455	1339	765	1	0	0

	THIS WEEK <u>2018</u>	2018 TO <u>DATE</u>	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>
TOTAL CALLS	954	1,719	958	1,642



Newark Police Department
Weekly Traffic Report
01/06/19-01/12/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	273	298	183	184
DUI	3	6	1	5
TOTAL	276	304	184	189

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	8	4	7	3
Property Damage (Reportable)	42	27	26	20
*Hit & Run	9	4	7	2
*Private Property	8	5	7	3
TOTAL	50	31	33	23

*Included in the total collision numbers

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.