

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

#### City Manager:

Much of this week was spent on general administrative and personnel related tasks including but not limited to recruitment of the Chief Human Resources Officer, annual reviews, ordinance review, council packet prep for the 1/27 meeting, and departmental meetings with various directors related to ongoing operations and labor items.

Mayor Clifton and I met with Caitlin Olsen and Rhett Ruggerio to discuss City/University interactions and areas where we could potentially team up to achieve mutually beneficial outcomes. Rhett is taking on a larger role with the recent departure of Jeff Garland from UD.

I attended the Subdivision Advisory Council (SAC) meeting for the project that has replaced the Danneman hotel project. The developer is no longer proposing a 10-story hotel and is instead proposing a five story mixed-use apartment building with first floor parking in the area of Lot 4.

I attended a meeting with staff and Dave Carpenter from New Castle County to assist with preparation of the County's All Hazard Mitigation Plan, a federal requirement. Fire Marshal Tynan and Field Operations Superintendent Winterling are spearheading this effort on the City's side.

Lot 7 opened this week and I spent time throughout the week assisting the parking and communications teams in this effort. I also visited the lot to inspect the prep work that had been completed to date.

On Thursday, I attended the quarterly DFIT Stewardship meeting where I hold a seat on the board as Newark's representative.

As mentioned above, the remainder of the week was spent on general administrative and personnel related tasks.

#### Communications:

- Wrote/distributed press release announcing the opening of Municipal Lot #7
- Continue to promote Main Street social media contest, TNP's Restaurant Week and 5&10's Pray for Snow Party
- Working with RecycleCoach to correct information on their search tool, create video for Channel 22 and continue promoting downloads using paid social media ads
- Met with Out & About magazine and the Greater Wilmington Visitors Bureau to plan Newark event/restaurant marketing
- Attended the 1/14 CAC meeting to answer questions about social media best practices

#### City of Newark in the news:

Sewer issues closes Downes Elementary School early

[https://www.newarkpostonline.com/news/sewer-issue-closes-downes-elementary-school-early/article\\_80b2981d-1f45-5885-b191-52cb7a72d2fb.html#ncms-source=infinity-scroll-summary-sticky-siderail-next](https://www.newarkpostonline.com/news/sewer-issue-closes-downes-elementary-school-early/article_80b2981d-1f45-5885-b191-52cb7a72d2fb.html#ncms-source=infinity-scroll-summary-sticky-siderail-next)

Council approves 4 percent raise for city official

[https://www.newarkpostonline.com/news/council-approves-percent-raise-for-city-official/article\\_76d6122e-8881-5ed3-9bd6-733a780a4bbb.html#tncms-source=infinity-scroll-summary-sticky-siderail-next](https://www.newarkpostonline.com/news/council-approves-percent-raise-for-city-official/article_76d6122e-8881-5ed3-9bd6-733a780a4bbb.html#tncms-source=infinity-scroll-summary-sticky-siderail-next)

2020 vision: 15 Newark stories to watch this year

[https://www.newarkpostonline.com/news/vision-newark-stories-to-watch-this-year/article\\_ab9d1bba-f283-5ba9-8fef-f2347ab5beb8.html](https://www.newarkpostonline.com/news/vision-newark-stories-to-watch-this-year/article_ab9d1bba-f283-5ba9-8fef-f2347ab5beb8.html)

Newark Councilman Stu Markham not seeking re-election

[https://www.newarkpostonline.com/news/newark-councilman-stu-markham-not-seeking-re-election/article\\_6caea142-78f1-5112-aa78-746f1080fd9b.html](https://www.newarkpostonline.com/news/newark-councilman-stu-markham-not-seeking-re-election/article_6caea142-78f1-5112-aa78-746f1080fd9b.html)

Graphic Design/Web:

- Edited the public facing mission statement design
- Designed temporary signs for Municipal Lot #7
- Designed a new Holiday Refuse Schedule graphic
- Designed a new City Council Meeting graphic
- Posted the 1/23/2020 Landscape Screening and Treatment Ordinance Review Committee Agenda to the website for Joe Spadafino
- Scheduled emergency InformMe for Downes Elementary early dismissal
- Scheduled the holiday refuse schedule InformMe
- Scheduled the following week's public meeting InformMe notice
- Updated air monitoring results on the City's "Rodney Dorm Site" webpage
- Updated Holiday Recycling and Refuse schedule on the City website
- Updated Budget Central with the 2020 Operating Budget (as approved on 11/18/2019) and 2020-2024 Capital Budget (as approved on 11/18/2019)
- Updated the 'before and after school care' contact list on Everbridge

Welcome Center:

- Answer and direct all incoming calls and visitors to the correct departments. This week, we averaged many calls per day in the Welcome Center. Calls are mainly for tree and yard waste special collection and utility billing account issues.
- The March newsletter has been started.
- Updated the showcase price listing.
- Recycle Coach is being pushed out to the community and I am helping where needed. As a group, we are currently reviewing the "What Goes Where" part of the app.
- Completed instructional webinars and reading articles related to Social Media
- Logging the Miss Utility tickets for Electric and Public Works including letting the locators know of emergencies when they occur.
- Edit copy from other departments for the communications team.
- Adding/changing InformMe customers information, selling DART cards, and assisting customers who need meter yokes, pay bulk pick-ups, or have trash fines for Public Works.
- Develop, edit and post social media copy for Facebook and NextDoor.

Assistant to the City Manager/Purchasing:

Assistant to the City Manager Jeff Martindale attended the Conservation Advisory Commission's

meeting Monday night along with Chief Communications Officer Jayme Gravell to discuss a potential single-use plastics resolution and social media outreach. He also attended an American Iron and Steel meeting with representatives from the EPA and the Director and Deputy Director of PW&WR. Also, along with the City Manager, Mr. Martindale attended the DFIT Stewardship meeting in Dover.

Other meetings included a meeting with Seiberlich Trane to go over HVAC improvements and energy savings as well as a Tyler Technologies MUNIS Hub training.

Additionally, Mr. Martindale helped the NPD write two recommendations to Council for the procurement of ammunition and three police vehicles.

#### Facilities:

Continued painting at the George Wilson Center and the new fitness center at the Maintenance Yard, as well as built a new set of stairs with a handrail for the Alderman's Court and repaired/replaced various urinals and toilets in the police department and Municipal Building. The custodial staff stripped wax from the second floor restrooms in the Municipal Building. Additionally, the carpentry staff attended a 10-hour OSHA course in Dover.

#### Local Government Management Fellow:

LGMF John Steponick began an application for the Johanna Favrot Fund, which provides grants. He additionally made grammatical edits to the Newark Safety Manual based on feedback from CCO Gravell. Finally, he continued researching grant opportunities and how the City can partner with 501(c)3 organizations to obtain greater funding amounts/chances.

#### Human Resources:

During the week of January 6th, Acting Chief Human Resource Officer Mark Farrall, City Manager Tom Coleman, City Secretary Renee Bensley and Charlotte Crowell, Chief Human Resource Officer for the Delaware River and Bay Authority, conducted first round interviews for 10 finalists for the open Chief Human Resource Officer position. Second round interviews will be scheduled in the near future.

During the week of January 13th, Mark Farrall worked with the finance team on 2019 year end and 2020 personnel accruals. Also, during the week, Human Capital Manager Devan Hardin worked to finalize end of the year reporting for the Affordable Care Act. She, along with HR Administrator Marta Pacheco worked with the finance team to understand and administer the new Federal W-2 form. Ms. Hardin and Ms. Pacheco also attended Munis Hub training for upcoming updates to the system. Ms. Hardin is also working to coordinate defensive driving classes for all employees and attended an HR roundtable lunch in Dover with other HR professionals on January 16. On Friday, January 17 she will assist with Maintenance IV interviews.

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#### Activity or Project:

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#### Description:

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**Status:**

**Expected Completion:**

**Execution Status:**

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**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 1/9/20 to 1/15/20. These sessions included arraignments, trials, capias returns and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

**Activity or Project:**

Court Sessions

**Description:**

From 1/9/20 to 1/15/20 Alderman's Court handled 33 arraignments, 57 trials, 9 capias returns and 2 video hearings. The court collected a total of 354 parking payments of which 234 were paid online and 120 were paid at court. The court also collected criminal/traffic payments of which 118 were paid online and 28 were paid at court for a total of 146 criminal/traffic payments.

**Status:**

Completed

**Expected Completion:**

01-15-2020

**Execution Status:**

Completed

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

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

### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on January 9 for Planning Commission and January 13 for Council. Geena was in the office on January 9 for Court.

Renee met with Mayor Clifton on January 9.

Paul, Renee and Tara staffed the January 13 Council meeting. Addendums removing Executive Session B and items 6E and 6G were sent to Council on January 9 and 10. Follow up was completed by staff during the week.

Nichol staffed the January 14 Conservation Advisory Commission meeting. The CAC re-elected George Irvine as chair and Bob McDowell as co-chair. Assistant to the City Manager Martindale discussed a potential recommendation regarding single-use plastics with the CAC to be considered on a future Council agenda and Chief Communications Officer Gravel informed the CAC about the City's policies regarding social media. Planning Commission Chairman Hurd presented a detailed description of the Green Building Code Work Group and its process in determining LEED certification. He requested that the CAC back the GBCW with a recommendation to Council. The CAC also discussed presenting a Better Newark Award at a future Council meeting, the sheltering animal ordinance and potential promotional items for Community Day.

Renee drafted the agenda for the January 27 Council meeting.

Renee, Tara and Nichol worked on researching and drafting a memo to Council on the effects of the newly added Council meetings for presentation to Council at their January 27 meeting.

Renee worked to schedule agenda items for upcoming Council meetings. Council meetings are now being booked into May of 2020.

Renee spent time working on preparations for the April 14, 2020 Council elections for Districts 3, 5 and 6. The Election Board organizational meeting has been scheduled for Tuesday, January 28 at 5:30 p.m. in the Mayor's Conference Room. Renee updated the website with 2020 election information. Two candidates have picked up petitions with one petition being returned and verified. Candidate petitions can be picked up from the City Secretary's Office during regular business hours or requested via email to [citysecretary@newark.de.us](mailto:citysecretary@newark.de.us). The filing deadline is Monday, February 10 at 5:00 p.m. Information regarding the election, including filed candidates, can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Renee spent time completing follow up from the Chief Human Resources Officer interviews.

Danielle spent time processing items for the Recorder of Deeds.

Renee and Tara spent time researching several items for staff and Council.

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

- \* Provided a response and closed a December 25 FOIA request for properties with water shutoff after 01/01/2019 to current from Joshua Long
- \* Provided a response and closed a December 27 FOIA request pertaining to 1000 Fountainview Circle Unit 407 open permits/code violations/invoices/fees/liens and current/past due utility bills from Proplogix
- \* Provided a response and closed a January 6 FOIA request for properties with water shutoff between December 1, 2019 through January 5, 2020 from Alex and Sara Homes
- \* Circulated to staff a January 8 FOIA request for public records pertaining to an individual from Hightower Law
- \* Provided a response and closed a January 8 FOIA pertaining to a property outside of city limits from Hope Maxwell
- \* Circulated to staff a January 9 FOIA request for copies of application and site plans for possible proposed new cell towers from SBA Communications Corp
- \* Circulated to staff a January 13 FOIA request pertaining to 120 Wilbur Street from Armada Analytics
- \* Provided a response and closed a January 13 FOIA request pertaining to a property outside of City limits from Partneresi.com
- \* Provided a response and closed a January 14 FOIA request for building permits between February 2019 through March 2019 from Bath, Kitchen and Tile Center
- \* Provided a response and closed a January 14 FOIA request for building permits and proposed plans in the last thirty days from Kyle Hayman

Regarding minutes, staff time was spent on the October 17 Board of Adjustment (Tara edited - complete), December 10 Conservation Advisory Commission (Tara edited - complete), January 6 Council (Nichol drafted) and January 13 Council (Nichol drafted) minutes. Several sets of Council Executive Session and the January 14 Conservation Advisory Commission minutes are currently in the queue.

Danielle fulfilled 13 discovery requests for upcoming Alderman's Court cases. 30 discovery requests have been filled so far for 2020. The court calendar for January 23 was received and the 13 cases were prepared for the Deputy City Solicitor. 2 court calendars with 32 associated cases have been processed in 2020. No plea by mails were processed.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. 16 lien certificates have been processed for 2020.

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**Activity or Project:**

Digital Records Project

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**Description:**

Samantha worked on the purge schedule for TCM to be implemented as part of the City's records strategic plan.

Renee and Samantha worked with the Records team and IT to iron out issues with TCM after the

most recent upgrade. This upgrade has corrected several issues that had previously been causing problems for the Division. Thanks to IT for their quick responses to issues that arose after the upgrade.

Students from the Networks Program with the Christina School District worked on January 15 and will be working on document preparation for the Division once a week for the school year. This work provides job skills training for the students as well as helps to streamline the processing of documents for the Division and increase the Division's productivity at no cost to the City.

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 9-15 are below.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

The line crews worked 10 hours on a very cold night last week to upgrade primary conductors along the UD Ice Arenas. The work was completed around 6 a.m. and half of the job is done. The other half will not require outages like the first half. This is needed to be able to feed the new loads as part of the stadium project.

The line crews also terminated an underground primary cable in Fairfield that was bored in by a contractor.

The electricians had to repair a streetlight conduit that was broken during the Main Street Road

project when a curb was being removed.

The electricians also repaired a couple of trail lights and surveyed the current infrastructure of the Pomeroy Trail lights for engineering to determine the best way to light the connector between the Pencader Connector and the Fairfield Crest Trail.

Engineering worked on pricing for new projects, e.g., the new car showroom going in at Ogletown and Marrows Roads and a new business expanding at the Sandy Brae Industrial Park. Engineering also worked on issues pertaining to the Elkton Road pole relocation project and the wireless attachment agreement, i.e., 5G systems.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Description:**

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**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Finance Department

**Notable Notes:**

The Approved Operating and Capital Budgets are posted on the website.

Capital budget: [https://newarkde.gov/DocumentCenter/View/13276/2020-2024-CIP-Packet\\_As-approved-11182019-CIP-Binder](https://newarkde.gov/DocumentCenter/View/13276/2020-2024-CIP-Packet_As-approved-11182019-CIP-Binder)

Operating budget: [https://newarkde.gov/DocumentCenter/View/13277/01\\_01\\_2020-GOB-Packet\\_As-approved-11182019](https://newarkde.gov/DocumentCenter/View/13277/01_01_2020-GOB-Packet_As-approved-11182019)

HB264 was introduced on January 9 and assigned to the Public Safety & Homeland Security in the Delaware House. This Act represents one of the recommendations of the Local Service Functions Task Force created by House Concurrent Resolution No. 54. This Act revises the process by which the New Castle County tax rate for owners of real property in municipalities is calculated to reflect



fire company contributions made by the municipality. This Act is effective immediately for New Castle County's fiscal year 2021, which would be included in the County tax bills in July of 2020. In short, this means that the local service credit that Newark taxpayers used to receive prior to 2019, will be restored once this bill passes the House, Senate and is approved by the Governor. We would like to thank Representative Baumbach, Senator Sokola, New Castle County and the Local Service Function Task Force for their work to make this happen. This effort is a direct result of the City of Newark contesting the removal of the local service credit we have received from the County up to this past tax year. Link to HB264:

<http://legis.delaware.gov/json/BillDetail/GenerateHtmlDocument?>

[legislationId=47931&legislationTypeId=1&docTypeId=2&legislationName=HB264](http://legis.delaware.gov/json/BillDetail/GenerateHtmlDocument?legislationId=47931&legislationTypeId=1&docTypeId=2&legislationName=HB264)

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**Activity or Project:**

Customer Connect 6 Upgrade

**Description:**

The City's new utility billing portal went live on Monday, December 9th. We were delayed in rolling out the updated portal since September due to some issues with our vendor. Customer Connect 6 offers the following advantages over the old portal (Customer Connect 2):

- Data Security - New system meets the Payment Industry Security Standard (PCI DSS) by utilizing the third-party vendor we currently use for our 24-hour automated telephone payment system. This is why all users must register and re-enter their information into the new system (all credit card information is now being stored by Paymentus). If customer opt to pay via ACH, they only need to set their account up one time, and forget it. Those who use a credit card, will need to update the expiration date every time they are issued a new card.
- Allows customers to make a one-time payment without the need to register an account (new feature). Old system required everyone to establish an account to make a payment.

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<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	01-31-2020
<b>Execution Status:</b>	On Track

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**Activity or Project:**

Accounting Office

**Description:**

- 1/8 attended Electric Rate study update meeting
- 1/9 Deputy Finance Director Hollander attended the DFIT Finance Committee meeting
- 1/9 Meeting re: new W-4 roll out on ESS and handling changes to form
- 1/10 Cash Balance review meeting
- Insurance renewal preparation – Cyber application still pending
- Preliminary audit fieldwork prep – auditors scheduled for 1/27-2/7 and again for final during March into April
- 1/15 Munis Tax training
- November financial statement review
- December month end prep
- 1/14 Issues with Munis re: 2020 vs 2019 for Requests for Checks (RFC) and Purchase Orders

(PO's)

- 1/16 Staff meeting – Year End kickoff

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2020
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
Finance Vacancies	
<b>Description:</b>	
Applications Support Analyst – Job posting has ended. First round of interviews are being conducted 1/22 and 1/24.	
Customer Service Representative I – Position will be vacant on February 1. Job posting should be going out during the week of 1/20 to fill this position. In the meantime, Payments and Utility Billing will be short-staffed until the position is filled. We are also expecting there will be a small training lag while the new team member is fully trained.	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	03-01-2020
<b>Execution Status:</b>	On Track

### City Manager's Weekly Report

**Department:**

Information Technology Department

**Notable Notes:**

Applications Team:

Open Tickets from Previous Week - 67

Tickets Opened in the Last Week - 45

Tickets Closed in the Last Week - 36

Remaining Open Tickets – 76

1. Meeting with vendor to discuss the meter and gatekeeper upgrade status on 1/9.
2. Meeting with Accounting and HR to discuss the new W4 form on 1/10.
3. Attended Admin training for Munis 2019 Tyler Hub on 1/11.
4. Held end user training on Tyler Hub on 1/11 & 1/13.
5. Kick off meeting with vendor for the implementation of the Transformer Loading Analysis module on 1/14.
6. Webex session with vendor to discuss debt collection module process on 1/14.
7. Worked on and resolved support tickets for end users.
8. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Signed mCare 6 statement of work, implementation tentatively scheduled for March.

3. Paymentus to switch over Tyler Munis payment processing from Auth.net.

**Infrastructure Team:**

Open Tickets from Previous Week - 101

Tickets Opened in the Last Week - 50

Tickets Closed in the Last Week - 45

Remaining Open Tickets - 106

1. The Radius server is now active.
2. Met with PD regarding the mobile camera.
3. All Windows 2008 Servers have been retired or replaced ahead of the end of support on 1/14.
4. Replaced the old Upload Prep Script with a new version. The new one is documented and the source files are archived.
5. File share move is complete.
6. Worked on and resolved support tickets for end users.
7. Actively responded to and resolved Secureworks alerts.

**Pending:**

1. Aerohive configuration is being moved to the new management platform.
2. Updating physical access rules for the Admin area.
3. Reviewing physical access rules to the data closet at the yard,
4. Evaluating SSL/TLS vulnerabilities for remediation.
5. Building the Always on VPN server.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

## Parks and Recreation Department

**Notable Notes:**

Director: Working on the Landscape Screening and Treatment Ordinance draft update; met with a recent West Virginia University graduate about potential job opportunities we may have this summer and our department overview; working with IPA intern John about potential grant opportunities; working on application for the accessibility board review of Preston's/Reservoir restroom design; completed all employee evaluations and review with employees; attended the Engineering Committee meeting for signage of low stress bikeway; working on new park signage design and installation for Newark Park system.

Deputy Director: Sent requests to staff for updates for 2020 for the portable toilets, t-shirts, arts and crafts and sports equipment bids; sent reminder to staff to create list of flyers needed for upcoming programs for Shelby; worked with Shelby on updates for the vendor and sponsorship packets; reviewed website and worked with Melinda to update the event schedule; sent out timeline to recreation supervisors for the Camp Guide; completed January PSA's; held weekly staff meeting and reminded staff about upcoming deadlines including end of year reports, fall statistics, purchase orders requests and February PSA's; continued to process special event applications; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: Working on before and after care fall statistics, met with Site Administrator, attended New Castle County Child Care Provider Advisory Board meeting at Willa Road Children's Center, completed online Positive Behavior Management training; met with other recreation staff to discuss summer camp planning and the summer camp fair which is scheduled for 2/15; visited youth basketball league, a new ref started this week, scheduled pictures for all youth basketball leagues; new sessions of adult drop in programs Co-rec Volleyball and NBA Basketball began this week; attended Beer Garden meeting; working to determine if Rittenhouse Camp staff are planning to return this summer.

Recreation Supervisor of Community Events: Set up the 2020 Community Garden tracking spreadsheet; sent completed forms to White Clay Creek State Park for Egg Hunt facility use; completed work request for initial Egg Hunt preparations; received several submissions for performers for upcoming events; working with WXCY on 2020 event promotion/cooperation.

Coordinator of GWC and Volunteers: Continued to work on reviewing items from maternity leave; continued contacting instructors on upcoming programs and planning for 2020 Summer Camp Fair; attended staff meeting; attended a Christina River Watershed Clean Up meeting on January 9; attended a meeting with the Recreation Supervisors and Recreation Specialist on Summer Camps and the Summer Camp Fair; hosted a staff meeting on January 9 with George Wilson Center attendants that included an updated training on the pottery kiln loading/unloading and firing schedule; loaded/unloaded and fired pottery pieces from open studio pottery dates at the end of December; finalized 2019 evaluations for George Wilson Center attendants; coordinated with Councilman Jason Lawhorn and set up for a Town Hall meeting on January 10; finalized staff schedules and items needed for swim lessons scheduled to begin on January 11 at the Newark Senior Center; continued working on 2019 statistics and end of year reports and PSAs; continued to communicate and meet with several potential renters of the George Wilson Center.

Recreation Specialist: Reached out to vendors from 2019 Volunteer Fair to recruit them for this

year, DE Autism and Newark Senior Center are our first vendors; printed winter/spring activity guides and took them to the library, George Wilson Center, Newark reservoir and Senior Center; shopped for/delivered club supplies for Before and After School Care, updated and printed new sign-in, tracking, staff forms for Downes; took items to George Wilson Center for storage including new reflective vests for volunteers and brown gift bags used for Thanksgiving breakfast; inventoried in storage room in preparation of upcoming bid request for arts & crafts supplies; updated Community Events pages on Parks & Rec website page; started working on cleaning up the display board, getting it ready for a new year; picked up volleyball score sheets/time sheets at Newark Charter School and updated scores on website.

**Parks Superintendent:** Reviewed one proposed landscape plan and commented as needed, completed 14 park/open space areas and developed work lists as needed, continued on PR requests for purchase in 2020, met with Parks Director to locate site for installation of another statue at sculpture garden and met with our arborist contractor to get estimate on several trees needing pruning/removal throughout park system.

**Parks Supervisor:** Assigned field crews daily and assisted as needed, continued working on purchase of new trailer and steel bed for 1433, followed up on auger purchase for our landscape tractor and oversaw salt/ice control operations throughout park system.

**Parks/horticulture:** Staff did snow/ice control throughout park system, did tree pruning at Devon, installed new pool cover at Dickey pool (old cover dry rotted at seem), did interior bed maintenance at City Hall, trash removal throughout park system, equipment maintenance on salt box/1430 (washed out)/ walk behind mower and on chain saws, mulching of trees at Yorkshire basin area, continued on bed maintenance and continued on work orders as assigned.

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**Activity or Project:**

New Park Signage

**Description:**

We have received a \$32,000 grant from the Delaware Department of Natural Resources Bond Bill funding to go towards the purchase of new park signage throughout our park system. The existing park signage is over 30 years old and are becoming very faded, weathered and deteriorating. As part of the plan we will be adding wayfinding signage to help individuals find their way to park amenities, trail heads and open spaces. This will be a two phase project with phase one replacing half of our park signage this year and the remainder in phase two for 2021. The grant will cover phase one of the project.

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<b>Status:</b>	Not Started
<b>Expected Completion:</b>	10-30-2020
<b>Execution Status:</b>	On Track

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**Activity or Project:**

**Description:**

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

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

Planning and Development Department

**Notable Notes:****Parking:**

Parking staff passed out fliers for parking stakeholders for a meeting with Kimley-Horn, consultant for the Newark Downtown Parking Plan. Staff has been busy preparing for the opening of Municipal Lot 7, including the ordering of signage from Insta Signs, coding the zone (19727) and ordering free signage from Passport parking, and reconfiguring and painting of lines, resulting in 16 additional parking spaces for the new lot. Rental/lease agreements for parking lots were forwarded to the Finance Department. The T2 Kiosk contract/agreement for 2020 (Year 2) was processed. Staff performed a business review between Passport and Newark Management on future zones and processes.

**Planning/Land Use:**

At the Planning Commission meeting on January 9, 2020, the motion to change the land use designation of the property at 19 Amstel Avenue from “university” to “residential, low density” failed 2-4, with one abstention.

The Planning Commission meeting scheduled for January 10, 2020 was cancelled. Items originally scheduled for consideration on January 10 will be included on the February 4, 2020 Planning Commission agenda, including:

- Comprehensive Development Plan amendment and minor subdivision with site plan approval for 118, 126, and 130 New London Road;
- Ordinance to amend Comprehensive Development Plan V to add Planning Area 7 to the Future Land-Use Map; and
- Comprehensive Development Plan amendment, annexation, rezoning, and major subdivision for 734 Paper Mill Road and 5 and 11 Possum Hollow Road.

On January 14, Planner Mike Fortner attended the check-in meeting for the Rental Housing Workgroup Committee to discuss the Council presentation set for February 3, and next steps for the Workgroup. On January 15, Mike attended the review of JMT analysis on the correlation of UN zoned properties and the “University” land-use designation in the Comprehensive Development Plan. On January 16, Mike attended the WILMAPCO Technical Advisory Committee meeting and the Bike Newark Committee meeting. Mike also completed the subgrantee agreements for all recipients of the 2020 Revenue Sharing program.

The following was also completed:

- 5 Deed Transfer Affidavits
- 50 Building Permit Reviews

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017. The Board of Adjustment granted variances regarding area regulations and area requirements on June 21, 2018.

0 Independence Way, Village of Chestnut Hill, Parcel ID 1100900078 (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

46 Welsh Tract Road, Parcel IDs 1100900033, 1100900059 (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 9, 2018. The Planning and Development Department received revised plans on March 12, 2019. Staff comments were forwarded to the applicant on July 22, 2019. The Planning and Development Department received revised plans on November 13, 2019.

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and

Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019. Revised plans were received by the Planning and Development Department on May 1, 2019. Staff comments were forwarded to the applicant on August 23, 2019.

1105 Elkton Road, Royal Farms, Parcel ID 1100400013 (PR#18-07-01): A sketch plan was received by the Planning and Development Department on July 20, 2018 for the property located at 1105 Elkton Road. The plan proposes an annexation, rezoning, and minor subdivision to demolish the existing buildings at the site and construct a Royal Farms gas station, car wash, and convenience store. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on July 23, 2018. A SAC meeting was held on August 27, 2018. SAC comments were forwarded to the applicant on October 22, 2018.

132-138 East Main Street, Parcel IDs 1802000126, 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 2019. A SAC meeting was held on October 16, 2019. The Planning and Development Department received revised plans on December 20, 2019. A SAC meeting was held on January 15, 2020.

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. As of the August 12, 2019 revised submission, this project no longer requires site plan approval. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on January 7, 2019. A SAC meeting was held on March 11, 2019. SAC comments were forwarded to the applicant on June 10, 2019. Revised plans, received on August 12, 2019, no longer require site plan approval. The plans were distributed to the SAC on August 13, 2019. Staff comments were forwarded to the applicant on September 26, 2019. The Planning Commission recommended approval of the Comprehensive Development Plan amendment (4-0), rezoning (4-0), major subdivision (4-0), and special use permit (4-0) at their meeting on October 1, 2019. At their meeting on November 25, 2019, City Council approved the Comp Plan amendment (6-0), rezoning (6-0), major subdivision



(6-0), and special use permit (6-0).

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.

1 North Twin Lakes Boulevard, Parcel ID 1805400022 (PR#19-06-02): The Planning and Development Department received plans for a major subdivision at 1 North Twin Lakes Boulevard on June 14, 2019. The plan proposes to replace the currently-approved 12-unit subdivision plan with a new 24-unit townhome-style apartment subdivision plan. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 20, 2019. A SAC meeting took place on September 24, 2019.

118, 126, and 130 New London Road, Parcel IDs 1801300124, 1801300123, 1801300197 (PR#19-07-01): On July 3, 2019, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, minor subdivision, and site plan approval for 118, 126, and 130 New London Road. The plan proposes to convert the three existing residential dwellings into townhome apartments by modifying the shell of the existing dwellings and adding two new townhome units between the existing dwellings. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 17, 2019. Staff comments were sent to the applicant's representative on November 5, 2019. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 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.

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.

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.

0 Nathan Hale Court, Parcel ID 1802400395 (PR#19-10-02): On October 9, 2019, the Planning and Development Department received plans for an administrative subdivision at 0 Nathan Hale Court. The applicant, Cherry Hill Manor Maintenance Association, is requesting approval to subdivide a portion of the alleyway at 0 Nathan Hale Court to a new parcel to be owned by the City of Newark to use for utility access. The alleyway will remain open for pedestrians and bicycles. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019. A letter of objection was received from an adjacent property owner, therefore the project will be placed on an upcoming Planning Commission agenda.

136 South Main Street, Suite 106, Parcel ID 1802500124 (PR#19-10-03): Plans for a special use permit for the property located at 136 South Main Street, Suite 106, were received by the Planning and Development Department on October 10, 2019. The special use permit is requested for a restaurant with alcoholic beverages. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 15, 2019. The request for a special use permit was placed on the December 9, 2019 City Council agenda for public hearing. At that meeting, Council approved the special use permit 5-0.

1089, 1091, and 0 Elkton Road and 2001 Patriot Way, Parcel IDs 1100400022, 1803800032, 1803800033, 1803800046 (PR#19-10-04): On October 25, 2019, the Planning and Development Department received plans for the administrative subdivision of 1089 Elkton Road, 1091 Elkton Road, 0 Elkton Road, and 2001 Patriot Way. The plan proposes to combine the tax parcels via an administrative subdivision with ownership to be retained by Newark Charter School. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 25, 2019.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

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

### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

Auxiliary Services Division:

- On January 14, 2020, Captain Van Campen presented grant applications in support of equipment and funds to aid drug related investigations. The state grant committee approved both awards.
- On January 15, 2020, Captain Van Campen attended grant training for a new web-based application for grant applications and reporting.

Administration Division:

- Officers from the Administration Unit continue to conduct applicant background investigations and expect to have these completed by the end of the month.

Patrol Division:

- On January 9, 2020 at approximately 1926 hours, Newark Police were dispatched to the parking lot of 650 South College Avenue for a report of a carjacking and robbery that just occurred. Arriving officers contacted two male victims at the scene. The victims advised that they were seated in a vehicle in the parking lot when a silver Hyundai Sonata pulled behind their vehicle. A black male suspect approached the driver's side of the vehicle and opened the driver's door. An unknown object was pressed against the driver's chest and he was ordered from the vehicle. The suspect removed personal property from the victim and then entered the vehicle. At the same time, a black male opened the passenger door, displayed a knife to the passenger and ordered the passenger from the vehicle. The suspect removed personal property from the victim and both suspects fled in the victims' vehicle.
- On January 10, 2020 at approximately 2328 hours, a Newark Police Officer was driving through the parking lot of the Red Roof Inn at 1119 South College Avenue. The officer observed a group of five males that appeared to be smoking marijuana outside of the building. The officer ordered the males to stop and they fled. Some of the males fled into the building while one fled on foot across Old Cooches Bridge Road. The officer pursued this male into the rear yard of a residence in the 1100 block of Old Cooches Bridge Road where the male was taken into custody without further incident. The male was found to have discarded a handgun as he fled on foot. This handgun, which was loaded, was recovered next to a residence past which he fled.

Special Enforcement Division:

- Cpl. Vernon will be attending a car seat installing certification training this week. Members of the public are welcome to contact NPD and schedule a car seat installation check by one of our

certified installers.

- Members of the Special Operations Unit will be continuing retail theft operations.

Animal Control:

- Animal Control Officer Vickers investigated a vicious dog attack that occurred on December 29, 2019, where a couple were walking their two small leashed Poodle type dogs in the Fairfield neighborhood. As they were walking past the unit block of 200 Wilshire Lane, they stopped to talk to a male that was in his driveway. Two large dogs from within the residence started barking. Both dogs pushed their way out the front door and ran up to the Poodles. One of the loose dogs, a Pit Bull Terrier mix, began attacking one of the Poodles. The resident tried to get the attacking dog off the Poodle but was not able to control the animal. The dogs were separated after severe injury had occurred to the Poodle. The second unleashed dog was not involved in the incident. The Poodle was taken for emergency treatment and admitted for surgery. The Poodle is expected to survive. The resident was dog sitting the Pit Bull Terrier for his daughter who was fostering the animal. The Pit Bull Terrier has been returned to the rescue group in Pennsylvania. Charges have been filed against the resident.
- On January 7, 2020, Animal Control Officer Vickers responded to Elkton Road for a stray dog that had been struck by a car. She transported the animal to a local veterinarian for treatment. The dog's owner was located and responded to the animal hospital.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	01-16-2020
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

### City Manager's Weekly Report

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

Staff met with representatives of the EPA to review the American Iron and Steel (AIS) requirements for all State Revolving Fund projects. Since these are ultimately funded with federal money, we must follow these standards, which guarantees that iron and steel used on these projects is sourced and made in the US.

Christmas tree collection continues until January 24. All trees must be out to the curb by January 21 to guarantee collection. We will not pick up trees after January 24.

One of our water suppliers, Mueller, sent a representative for an education session for our water crews. The crews were taught the proper way to operate and maintain several components of the system, including valves, hydrants, and meter pits.

There is winter weather expected this weekend. We will be brining the primary roads on Friday in advance of the event. We also will have a crew available during the event.

**Activity or Project:**

Water Main Replacement - Wilson Road

**Description:**

Our contractor, Reybold Construction, has started on the water main replacement on Wilson Road. The tie in to the main on Briar Lane is complete and the crew expects to complete roughly 100 feet of main installation per day with good weather. It should take around four (4) weeks. Once the main is installed, the crew will come back and change the services over from the old to the new main.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	02-29-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

Main Street Improvements

**Description:**

DelDOT's contractor has been focused on utility installations and storm sewer installation during the winter months. Completing this work will allow them to continue the concrete removal and hot mix placement as the hot mix plants open back up when the weather allows.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	07-31-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

Corrugated Metal Pipe (CMP) Rehabilitation

**Description:**

The city's contractor, IPR, has completed the lining of several sections of pipe around town. Post-installation CCTV inspections are being completed within the next week to verify the lining was completed per specifications.

<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	01-31-2020
<b>Execution Status:</b>	On Track

Digital Records Project New Documents Created – January 9-15

Name	# of Documents	# of Pages	Types
Samantha	107	714	Court Documents/Destruction Notices
Sandy	1,116	1,388	PUBS Daily Cash Reports/Personnel Files/Timesheets
Fred	358	466	Permits/Work Orders
Ana (PT)	389	1,310	Parks and Recreation Reports
Sharon (PT)	31	169	Miscellaneous Current Files
Total	2,001	4,047	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476		
February	23,706		
March	32,064		
April	36,965		
May	62,286		
June	69,471		
July	45,789		
August	64,117		
September	60,329		
October	52,886		
November	19,198		
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals\*

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

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

\*\*Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.

NEWARK POLICE DEPARTMENT

WEEK 01/05/20-01/11/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	1	1	1	0	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	1	0	0	0
Assault/Aggravated	0	1	1	3	1	0
Burglary	10	1	1	1	8	6
- Commercial Burglaries	0	0	0	0	6	6
- Residential Burglaries	10	1	1	1	2	0
- Other Burglaries	0	0	0	0	0	0
Theft	24	7	4	8	15	11
Theft/Auto	0	2	2	0	0	0
Arson	0	0	0	0	0	0
All Other	4	16	11	0	3	3
<b>TOTAL PART I</b>	<b>39</b>	<b>28</b>	<b>20</b>	<b>12</b>	<b>27</b>	<b>20</b>
<u>PART II OFFENSES</u>						
Other Assaults	9	10	9	1	10	5
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	1	5	5	3	10	9
Weapons	1	1	1	1	2	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	2	1	1	6	0	0
Drugs	9	3	1	13	0	0
Noise/Disorderly Premise	8	11	4	1	1	1
Disorderly Conduct	4	5	4	1	3	2
Trespass	10	9	6	3	7	4
All Other	17	9	5	14	19	14
<b>TOTAL PART II</b>	<b>61</b>	<b>54</b>	<b>36</b>	<b>43</b>	<b>52</b>	<b>37</b>
<u>MISCELLANEOUS:</u>						
Alarm	3	2	1	0	0	0
Animal Control	9	12	11	0	0	0
Recovered Property	11	10	8	0	0	0
Service	1309	1119	745	0	0	0
Suspicious Per/Veh	7	8	4	0	0	0
<b>TOTAL MISC.</b>	<b>1339</b>	<b>1151</b>	<b>769</b>	<b>0</b>	<b>0</b>	<b>0</b>

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	958	1,642	939	1,404





**Newark Police Department  
Weekly Traffic Report  
1/05/2020-1/11/2020**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	307	267	195	170
DUI	7	1	6	0
<b>TOTAL</b>	<b>314</b>	<b>268</b>	<b>201</b>	<b>170</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	0	0	0	0
Personal Injury	6	4	5	1
Property Damage <b>(Reportable)</b>	32	21	25	14
*Hit & Run	6	4	3	2
*Private Property	6	2	4	1
<b>TOTAL</b>	<b>38</b>	<b>25</b>	<b>30</b>	<b>15</b>

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