

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

The coronavirus response once again dominated the week, with many coordination related conference calls between management staff and union representatives. We are working on developing a revenue impact model to forecast the anticipated lost revenue for several economic reopening scenarios. Director Del Grande and I are planning to present these scenarios to Council at our April 27th Council meeting for discussion. In the meantime, directors have reviewed their budgets to identify projects and purchases that can be postponed to help address our anticipated budget shortfall. We have also held calls with our AFSCME unions to discuss potential modifications to reduce labor costs.

Mayor Clifton, Deputy Mayor Markham, Secretary Bensley, and I participated in another call with the Governor and I provided a summary of the call to Council. I also had a call with Josh Shannon of the Newark Post to discuss City operations.

Director Del Grande, Deputy Director Hollander, and I reviewed and provided final comments on the 2019 Pension and OPEB reports to our actuary. The actuary has now provided us our final reports for the year. We had very good years in both funds, unfortunately much or all of those gains have since been erased due to the stock market crash associated with coronavirus. We are modifying our discount rate downward from 6.5% to 6% to reflect reduced assumptions for growth. This change was being discussed before the drop in the stock market, but the drop has reinforced the need to take a more realistic view on future return on investment.

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

Chief Communications Officer:

- Participated in the PRSA webinar: What Employees Want: It Is (and Isn't!) What You Think. It was focused on internal communications during a crisis
- Participated in the "Leading in Stressful Times: Strategies to Manage Remotely During the COVID-19 Outbreak"
- Populated social media, TV22 and the website with up-to-date educational information related to COVID-19, city operations, etc.
- Social media engagement still increases. Since last week, Facebook page views are up 32%, post engagement is up 9% and page followers increased 26%. Twitter gained another 101 followers, mentions are up 56% and tweet impressions are up 34%.
- Worked with Recycle Coach to update the pick-up calendar and schedule push notifications for app users.

Police union, ACME offering gift cards to Newarkers in need:

https://www.newarkpostonline.com/news/police-union-acme-offering-gift-cards-to-newarkers-in-need/article_7cb46ac8-8934-5c9a-8916-66d8ef7f3d8c.html

‘Everyone has really come together’: Clifton gives update on Newark’s coronavirus response:
https://www.newarkpostonline.com/news/everyone-has-really-come-together-clifton-gives-update-on-newark-s-coronavirus-response/article_40dd9116-5969-5c20-a4d7-7a8d6c0bc084.html

Welcome Center/Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PW&WR Departments
- Began the June newsletter
- Edit copy from various departments
- Proofread and submitted edits of the Parks and Rec summer program guide
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Completed a PRSA webinar

Web Content/Graphic Design:

- Created a separate website administration account for Cathy Trykowski
- Created Livestream event for “Contract 20-01: Municipal Parking Lot #1 Expansion” bid opening
- Posted Letter from City Manager to Newark News on City website
- Scheduled Green Wednesday Yard Waste notification via InformMe
- Updated and reformatted PW&WR homepage on City website
- Updated TV22 with mask information
- Updated TV22 schedules for Easter and Ramadan
- Updated website Alert Center with Yard Waste information

Chief Human Resources Officer:

I continue to transition Human Capital Manager duties to Jeff Martindale who is currently in the Acting role. We have phone meetings daily to go over any questions and collaborate on projects assigned to HR by the City Manager. This week I have continued assistance and guidance to all department directors and employees regarding COVID-19 related items. I have begun spending time this week researching and putting together COVID-19 policies. I had reached out to my DELPELRA colleagues last week throughout the State to see what they have put together and have received a lot of feedback and guidance from them. Additionally, the national organization NPELRA has provided additional policies from other members around the country and continues to be a valuable resource in putting together policies. Still working with labor attorney to finalize union contracts and discuss COVID-19 related items affecting collective bargaining agreements. City Manager Coleman and I have held numerous conference calls this week with Department Directors and union leadership to discuss the affects of COVID-19 State of Emergency and discussed solutions for the future. We are hopeful to have both AFSCME contracts finalized and signed by the end of the month. I also continue to be in the office 1-2 days per week to sign paperwork and provide assistance to those who need items in the office. Acting Human Capital Manager Jeff Martindale and I are working on updates to the Personnel page to the City website as well as other housekeeping items involving updates to benefits forms, policies, job classifications and a new and improved employee portal for wellness and benefits resources.

Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale and Facilities Superintendent Dave Greenplate met

on Wednesday to overview the Facilities Maintenance Division's 2020 budget ahead of 2021 budget discussions. Multiple future capital improvement projects were identified through this meeting. They additionally held interviews for a Facilities Maintenance Custodian. However, due to slowdowns in background check procedures, the hiring of the selected candidate may be delayed. Additionally, they allowed Seiberlich Trane to begin HVAC work at the George Wilson Center.

Mr. Martindale also released an addendum for Contract 20-01 (Municipal Parking Lot #1 Expansion), began preparing Contract 20-03 (Rodney Complex – Park and Stormwater Facilities), started reviewing RFP 20-01 (Municipal Planning Services), and coordinated with Communications to prepare for Contract 20-01's remote bid opening next Tuesday.

Finally, Mr. Martindale completed a recommendation letter for the City's Local Government Management Fellow, sent multiple emails to staff regarding mailroom changes and vendor recommendations related to COVID-19, and continued assisting the Human Resources team as Acting Human Capital Manager.

Facilities Maintenance:

The Facilities Maintenance staff continued their frequent disinfecting work. The custodial team finished shampooing carpets on the 2nd floor of City Hall.

Additionally, Facilities Maintenance installed napkin holders in City Hall stairwells to allow staff to open doors in a sanitary manner; as well as completed framing, spackling, and door installation for electric closets on the 1st and 2nd floors of City Hall. The closets will be completed after sprinkler installation. Facilities also worked with Advantech to make one of the doors in the front lobby open automatically with employee badges.

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 remained closed to the public but staff continued to handle phone calls, process PBJ sentences and plea by mails. Payment plans continue to be extended until June 2020 so capiases for Failure to Pay are not issued.

Parking Ambassadors are handling all parking appeals online.

Terri participated in remote management meetings on 4/9, 4/13 and 4/16/20.

Activity or Project:

Payments

Description:

From 4/9/20 to 4/15/20 Alderman's Court collected a total of 46 parking payments of which 43 were paid online and 3 were mailed to court. The court also collected criminal/traffic payments of which 73 were paid online and 6 were mailed to court for a total of 79 criminal/traffic payments.

Status:	Completed
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Expected Completion:	04-16-2020
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Execution Status:	Completed
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Activity or Project:**Description:**

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

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

City Secretary and City Solicitor's Office

Notable Notes:

Paul and Geena worked remotely this week.

Renee participated in the remote management staff meeting on April 13.

Renee participated in various coronavirus-related conference calls with State and Federal stakeholders on April 9 and 14 with Mayor Clifton, Deputy Mayor Markham and City Manager Coleman.

Renee spent time reworking the upcoming Council agendas due to recent item postponements by Council and the Planning Commission.

Renee spent time reviewing the 2020 Legislative budget for potential savings.

Renee drafted the April 27 Council agenda and prepared several items for the meeting.

Time was spent working on follow up for the now postponed April 14, 2020 Council elections for Districts 3 and 5. Renee and Rita completed and mailed additional follow up letters for returned absentee affidavits. As of April 15, 395 absentee affidavits have been returned for District 3 and 412 for District 5. When compared to the 2018 Council elections, the number of absentee affidavits returned represents 81.6% of the number of people who voted in District 3 and 87.8% of the number of people who voted in District 5 that year. Renee delivered and picked up signs at the polling places notifying potential voters of the postponement on April 14. Tara spent significant time fielding election-related phone calls.

Tara spent time working on union-related items.

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

- * Provided a document and closed an April 14 FOIA request for the City's CAFR for the fiscal year ending after June 15, 2002 from Emmanuel Anakwe

Regarding minutes, staff time was spent on the March 16 Council (Renee edited - complete) and March 23 Council (Nichol drafted) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 11 discovery requests for upcoming Alderman's Court cases. 164 discovery requests have been filled so far for 2020. There was no court calendar since Alderman's Court is not in session. 11 court calendars with 184 associated cases have been processed in 2020. Danielle processed one plea by mail.

The office received 6 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 91 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Samantha and Ana spent time working through searching issues with TCM.

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 April 9-15 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track
Activity or Project: Recodification	
Description: Danielle spent time reviewing the final recodification proofs.	
Status:	In-Progress
Expected Completion:	06-22-2020
Execution Status:	On Track
Activity or Project: Electronic Council Packets	
Description: Renee spent time working on logins, permissions and workflows for the CivicClerk implementation.	
Status:	In-Progress
Expected Completion:	05-04-2020
Execution Status:	On Track

City Manager's Weekly Report

Department: Electric Department
Notable Notes: High winds caused a few tree limbs to come down Thursday night into Good Friday morning. Most of the outages were back on in two hours after removing a large limb near the Freemont Substation. About 400 customers came back with the substation around 2 a.m. The line crews continued working for another 10 hours on scattered smaller outages. The crews continued storm cleanup this week for any issues that could wait the weekend, for example, a broken pole on Meriden Drive temporarily braced during the storm was replaced. The line crews continued supporting the Elkton Road Project contacting businesses about scheduled shutdowns for pole transfers and worked at the yard moving aerial facilities in conflict

with the potential warehouse expansion.

The electricians installed a new antenna cable at the Police penthouse to replace the existing recloser antenna cable. The new cable should be more reliable with better reception.

The electricians also repaired a camera at Parking Lot 1 and worked at the Green Mansion on the parking lot lights.

Engineering attended a webinar on reclosers and coordinating reclosers with each other and fuses. Engineering worked on the fuse coordination for the new facilities being built at the UD Stadium and supported the Elkton Road Project scheduling shutdowns to businesses.

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:

Finance Department

Notable Notes:

All payments can be made online by clicking on this link, and then selecting the type of payment you choose to make. Payments can be made 24/7. <https://newarkde.gov/payments>

All payments due to the City will not carry additional interest or penalty through May 15. If you are having difficulty in making a payment, please contact Payments and Utility Billing (PaymentsandUtilityBilling@newark.de.us) in order to work out an arrangement. Utility disconnects have been suspended through May 15, while we are under a state of emergency.

While City Hall is closed to the public, we are still accepting payments (check, money orders) via the dropbox in the lobby. Utility payments are processed the next working day. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment. Customers register via Customer Connect (<https://payments.newarkde.gov/>). In addition, utility payments can be made by phone by calling (302) 366-7000. There is no fee for paying by credit or debit card, although we do ask our customers to please pay by ACH (bank draft) if possible.

The Finance Department has been reviewing the budget, working with department directors in looking for areas where adjustments can be made in order to offset some of the anticipated revenue loss that they City will encounter during this state of emergency. Latest news from the governor indicate that the SOE will be extended beyond the current expiration date of May 15th. In addition, the Finance Department has prepared three scenarios on what the potential revenue losses could be using end dates of May 15, June 15 and December 31. We will be continuing to refine these projections and will be discussing the financial impact on the City at a future Council meeting.

Activity or Project:

Coronavirus Information

Description:

The City of Newark is not adding late penalties or fees to any utility bills during the state of emergency. In addition, the City is not suspending electric or water service. The City will work with all customers on a payment arrangement, if necessary. We strongly suggest that those who are having difficulty paying their City obligations to reach out to us in advance. Customers can call (302) 366-7000, select option 2.

The City is actively coding all expenses incurred as a result of this pandemic, with the intentions to see some level of reimbursement from the state and federal levels.

As the COVID-19 pandemic has reshaped the economic landscape throughout Delaware, Gov. John Carney and his leadership team have responded quickly to offer needed relief to Delaware businesses. U.S. Small Business Administration Economic Injury Disaster Loans are making low-interest loans of up to \$2 million available for small businesses and nonprofits statewide. To support Delaware's highly valued hospitality industry, the governor has launched the Hospitality Emergency Loan Program (HELP), which offers no-interest loans of up to \$10,000 per month for restaurants, other hospitality industry businesses and personal care services such as salons and spas.

In addition, the Delaware Housing Assistance Program (DE HAP) will provide eligible households up to \$1,500 in assistance, with payments made directly to the property owner or the utility company. To be eligible for DE HAP, applicants must reside in Delaware and have a maximum household income at or below 80% of the Area Median Income (AMI) for the county in which they reside. The applicant must also provide documentation showing an impact on their employment or income beginning March 10, 2020 or later that is attributed to the COVID-19 pandemic. This includes such instances as a layoff, reduced work hours, or needing to take unpaid leave due to childcare or other issues arising as a result of the health crisis. There are income eligibility requirements. Applications will be available on DSHA's website at www.destatehousing.com or at de.gov/coronavirus. Here is a link to the press release:

<https://news.delaware.gov/2020/03/26/governor-carney-and-dsha-announce-housing-assistance-program/>

Status:	In-Progress
Expected Completion:	06-15-2020
Execution Status:	Behind Schedule

Activity or Project:

Accounting

Description:

- Meeting with City Manager and other department directors 4/13
- Meetings Monday, 4/13 and Wednesday, 4/15 related to Emergency Leave
- Finance team meeting 4/14
- Y/E adjustment meeting 4/14
- Parking Division meeting 4/14 to discuss permit billing
- Civic Rec meeting 4/13 with Parks/Rec
- DEMA/FEMA group meeting 4/14
- Processed 8 insurance renewal invoices and reviewed related budget amounts compared to actual premiums
- Met with PW&WR and Purchasing related to request for check (RFC) approval issues
- Meeting with Police re: BJA Covid grant – established new grant number
- Final audit fieldwork began remotely on Monday, March 23 – continue to complete pending auditor requests as well as additional requests and Jim began work on Fund statements for the CAFR
- Final Trial Balance sent to auditors 4/14 but a few additional adjustments came up on 4/15 – mainly revision to OPEB
- FEMA/DEMA training on Friday, 4/17
- Approved Personnel Actions for next week's payroll
- Processed 1st quarter unemployment taxes and 941's – to be reviewed
- Work continues on January month end with deadline of Tuesday, 4/21 to send to Finance Director. Team is also working on February and March month end entries.
- Reviewed 20 permit applications – 18 new and 2 previously denied (and remain denied)
- Processed 7 lien certificates
- Submitted EIA-861M report for February
- Reviewed and followed up on pending insurance claims and calls
- RFC approvals continued to be high this week as a result of Parks refunds and AP invoices due to closures related to the state of emergency
- Staff worked on January and February bank reconciliations
- Assisted other departments as needed – mainly HR and purchasing

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

Activity or Project:

Payments & Utility Billing (PUB)

Description:

April 6-12:

- Customer Calls/answered: 194/185. All but one member from PUB is working from home.
- Service level 92%
- Average call time: 3:55
- Longest hold: 2:51
- Payments processed: 3,793
- Active Customer Connect Accounts: 6,300
 - o Customers signed up, not on pre-authorized payments: 4,008
 - o Budget Billing: 252
 - o Echeck/PAP Customers: 1,161 (includes budget billing)
 - o Credit Card PAP Customers: 1,131 (includes budget billing)
- PUB Manager has been working on training our new Customer Service Representative extensively
 - Worked with IT on telephone support.
 - Met with IT regarding UAT Stormwater Custom Distribution
 - PUB is working on updating their training manual

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

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

Information Technology Department

Notable Notes:

Applications Team:

Open Tickets from Previous Week - 50

Tickets Opened in the Last Week - 17

Tickets Closed in the Last Week - 20

Remaining Open Tickets – 47

1. Skype session with Northstar to review User Acceptance Testing on 4/9.
2. Scheduled update of our Connexo TEST environment was completed on 4/14, LIVE update scheduled for 4/21.
3. Scheduled script to Northstar TEST environment was completed on 4/15.
4. Attended a webex with Crown Castle fiber provider on 4/15.
5. Skype session with PUB staff to review Stormwater testing results on 4/15.
6. Relayed Stormwater testing results to Northstar on 4/15, waiting on resolution for one item and will re-test.
7. Moving forward with firmware upgrade on our gatekeepers, scheduled for 4/27 - 5/1, billing schedules will be moved to accommodate.
8. Upgrade of Customer Connect TEST environment to 6.4 scheduled for 4/20.
9. Worked on and resolved support tickets for end users.
10. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.

2. Waiting for Electric staff to test the work order kits and templates before promoting to LIVE.
3. The upgrading of the gatekeepers will be postponed until we are back in the office.

Infrastructure Team:

Open Tickets from Previous Week - 144

Tickets Opened in the Last Week - 55

Tickets Closed in the Last Week - 65

Remaining Open Tickets - 134

1. Producing telephone usage reports for management.
2. Attended Microsoft Teams Training webinar.
3. Continuing to aid users in getting connected from remote locations.
4. Met with Crown Castle regarding current fiber capacity and future needs.
5. Worked on and resolved support tickets for end users.
6. Actively responded to and resolved Secureworks alerts.

Pending:

1. Updating firmware on Cradlepoints. 2 remaining.
2. Preparing James Hall Trail cameras and networking gear for deployment.
3. Trouble shooting down camera in Rec Room 2. May be a cut cable.
4. Working with Dell on lease turnover.
5. Configuring Always On VPN to replace Direct Access - Will hold deployment until the current emergency is resolved.

Activity or Project:

mCare 6 Project (Applications Team)

Description:

mCare 6 is our real time mobile workforce management system for all utility related service orders.

Phase 1 Kick Off (Definition & Planning)

2/28/20 - Completed

Phase 2 Software Installation

3/9/20 - 3/13/20 - Completed

Phase 3 Remote End User Training and Configuration

(Updated to Remote vs. Onsite)

4/6/20-4/24/20 - In Progress

Phase 4 End User Acceptance Testing

4/28/20-5/22/20 - Scheduled

Phase 5 Go Live

6/1/20-6/5/20 - Scheduled

Status:

In-Progress

Expected Completion:

06-01-2020

Execution Status:	On Track
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Activity or Project:

Stormwater Distribution Modification (Applications Team)

Description:****MODIFIED SCHEDULE****

This project will modify the existing stormwater import process, identifying one to many accounts (one parcel to many utility accounts) thus eliminating an existing manual process.

Phase 1 Import Modification

3/16/20-4/3/20 - Completed

Phase 2 Client Led End User Acceptance Testing

4/6/20-4/10/20 - In Progress (relayed results waiting on resolution to re-test)

Phase 3 Go Live

4/27/20 - Scheduled

Status:	In-Progress
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Expected Completion:	04-27-2020
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Execution Status:	On Track
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Activity or Project:**Description:**

Status:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: held Parks meeting via Skype to discuss upcoming work orders, projects and essential task; attended several meetings with Tom C. via Skype in references to COVID-19 updates, work safety procedures and staffing; met with Ethan and Tim about the dam #4 removal grant application; met with Paula and Tyler in reference to the Before and After School Care registration procedure and possible emergency child care program; worked on potential budget and revenue impacts as a result of the state of emergency closures; working on potential DNREC Outdoor Recreation Parks and Trail (ORPT) grant application; met with the Recreation staff about City COVID-19 updates and program and event preparation for when the State of Emergency is lifted and social media updates.

Deputy Director: sent ideas to recreation staff for additional social media ideas regarding virtual events, information for crafts and games, national days, etc. that they can create FB posts with;

worked on formatting statistic information for winter/spring and summer programs; completed data entry forms for input into the recreation registration software; worked with Tyler, Joe, Kathy and Shelby on registration information for the Before and After School Care program for next school year which is included in the summer activity guide; sent out reminders to recreation staff regarding summer personnel paperwork and contracts, completion of background checks for paid and contracted staff and deadlines; worked on estimated revenue losses through summer due to COVID-19 for Finance; attended question and answer session with Civic Rec regarding the configuration training; took part in additional call with Civic Rec regarding the Financial Export of information with IT and Finance representatives; attended webinar on Programming While Social Distancing, Creative Strategies to Engage Communities; continued to work on reviewing and updating invoices for portable toilets; assisted with providing old event t-shirts to be used to make fabric masks for staff; submitted recommendations of park names from list submitted by the community for the Rodney Project Stormwater and Park area to present to Council; worked on finalizing scheduled for summer staff orientation tentatively scheduled for early June; submitted request for the use of the Showmobile from New Castle County for Liberty Day/July 4th event; posted summer employment opportunities on the Pennsylvania Recreation and Parks employment page; discussed with Melinda the Delaware Division of the Arts grant for 2021 and worked with her on keeping track of adjustments needed for this year's grant; conducted staff meeting; attended several conference calls with City management throughout week and with parks and recreation staff.

Recreation Supervisor of Athletics: preparing for ongoing Civic Rec registration software training; recruiting summer camp staff; worked up plan for before/after care registration for the 2020-2021 school year since we cannot have in person registration as we originally planned for April 29, final details will be sent out soon; completed co-op staff evaluation needed for Delcastle student working before/after care, this is part of the individual's grade; working on program statistics for winter/spring programs; received license exemption approval to operate an emergency childcare site, working to determine if this is needed and if we will open.

Recreation Supervisor of Community Events: revised custom questions for Civic Rec training, attended Civic Rec follow up training; posted virtual Egg Hunt photos on Facebook; helping the Recreation Specialist with Delaware Division of the Arts Grant questions; contacted additional participants (sound contractor, cannon detail and Newark Community Band) regarding the Memorial Day Parade cancellation; working on summer contracts.

Coordinator of GWC and Volunteers: continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; participated in a Civic Rec configuration training on April 6 and worked on items for implementation; participated in conference calls with Recreation staff; spoke with all George Wilson Center Attendants to notify them of their furlough status moving forward; continued to work on items for summer programs including inputting into date book scheduling and researching field trips; sent contracts, forms and new hire information to new and returning summer staff; coordinated with Autism Delaware to bring in a guest speaker for summer staff orientations; sent 2020 pool work order and sent pool bids to pool supply companies; coordinated with a family that will be doing a litter pick up in Lumbrook Park the weekend of April 11.

Recreation Specialist: attended Civic Rec configuration training online; worked on updating the Delaware Division of the Arts Grant for the next grant cycle and started work on updating the changes to the current grant cycle; picked up bags/gloves/supplies from the George Wilson Center

in case families would like to volunteer for trash pickup; dropped off the bag of clean up supplies to the Municipal Building lobby for a family of four who planned to clean up Lumbrook Park over Easter weekend; continued to make Facebook page updates.

Parks Superintendent: met with developer about possible changes in planting plan, started replacing trail directional stickers on trail posts at Reservoir and within Redd Park as needed, assigned field staff daily and assisted as needed, followed up with mowing contractor and turf application contractor about start dates, placed seasonals on city's driving insurance that started this week with my crew, checked three trees planted on Main Street as part of the DelDOT contract, followed up with Beekeeper on situation in Redd Park near parking area on Odessa Way and replaced caution tape and put back in place snow fencing twice at Handloff skate spot as well as replacing caution tape on 2-5 year old play unit at Handloff.

Parks/Horticulture staff: completed mowing all horticulture areas, started mowing park areas, started mulching bed/tree areas at Reservoir, did trash removal throughout park system as needed, removed basketball goals at Elan/Wilson Center/Fairfield Crest/Hidden Valley parks, removed goals/shut down street hockey court at Stafford Park, did equipment maintenance on Jacobsen mowing unit/both Kubota's and all string line trimmers and blowers, dropped tennis court nets that were raised back up at Handloff and Lumbrook Parks and used metal cable ties to tie tennis nets down, and placed extra trash cans in Rittenhouse for the start of trout season. Electric Department removed lights on declining White Spruce in municipal sign bed at City Hall and cut down the tree. Thank you.

Activity or Project:

Tree Damage in Park Areas

Description:

Parks staff has been cleaning up areas and doing chainsaw work as a result of tree damage due to the rain and high winds. These parks include Curtis Mill, Lumbrook, Fairfield, Redd and Rittenhouse Parks. Valley Stream inspections are also being completed to check for stream blockages that need to be removed.

Status:	Started
Expected Completion:	04-24-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	

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

Planning and Development Department

Notable Notes:**Code Enforcement:**

Code Enforcement is awaiting the Certificate of Occupancy application for the new train station at 100 Station Boulevard. The final Certificate of Occupancy inspection for the Chemours building at 201 Discovery Boulevard is scheduled for April 17. Meetings regarding building design are ongoing with the architect for Fintech on the STAR Campus. Interior systems and drywall are ongoing at UD's Whitney Athletic Center at 625 South College Avenue; exterior brick walls have been completed. Interior drywall is ongoing at UD's Worrilow Hall and the exterior stair structure is under construction. Work continues at 22 Benny Street, with four units drywalled and framing and insulation on the existing five units scheduled. Work is progressing on all units at 211 Haines Street. Footers and foundation work are scheduled to start at 211 South Main Street, weather permitting.

Work is ongoing at the site of Campus Walk II. The last two units are approved for drywall in Building 1; walls for the pond are complete; sidewalks are complete in front of Buildings 1 and 2; and grading is complete in front of Building 2.

Also completed by Property Maintenance this week:

- 4 Inspections
- 11 Response to Complaints
- 1 Citation Issued
- 2 Violations Issued

Parking:

A brief meeting was held with Lang Development Group to discuss booth removal at Center Street after removal of the equipment in Lot 3 to ensure the construction crane could safely make it through the parking lot entrance. Maintenance continued regular mowing, landscaping, and cleanup of municipal areas. The final mapping and distribution of kiosk locations was completed, and staff worked with ITS and scheduled an inspection. Staff participated in the T2 Query Wizard, multiple Governing Through Crisis with CivicPlus, and ICMA-RC Market Volatility webinars. A Quickbooks/SharePoint review was completed, and information gathered regarding outstanding amounts owed by an ex downtown business due to notice of bankruptcy meeting with the U.S. Bankruptcy Court. Staff created discussion items and participated in the Finance/Parking Munis Billing online meeting. Possible budget reductions were discussed with Finance; final decisions have not been made, but preliminary items were highlighted as areas that could be scaled back to save on costs.

Staff continued to participate in regular meetings between management, Planning and Development, and within the Parking Division on COVID-19 updates and updating policies and procedures during the work-at-home order. Staff continued taking parking phone calls, emails,

permits, and appeals with an emphasis on ensuring residents were part of the InformMe system for COVID-19 alerts. SharePoint cleanup for the Parking Division continued as well as backing up local files. A COVID-19 Important Dates Log was created and updated, in addition to regular emails concerning decisions made during the pandemic. Regular contact continued with Parking Ambassadors and Attendants during furlough/lay-off and research was conducted regarding unemployment compensation gross wage limits for Parking Attendants and Ambassadors. Timekeeping hours and rules for furlough were reviewed, along with continued tracking of COVID-19 hours. An Aging Report was sent to Finance regarding outstanding penalties and interest removal during COVID-19 pandemic. An estimation of parking losses during COVID-19 was provided to Finance for future accounting.

Planning/Land Use:

Planning and Development Director Mary Ellen Gray continued to hold regular COVID-19 update meetings with management, Planning Department, and internally with Parking, Land Use and Code Enforcement Divisions to keep staff updated and to troubleshoot and resolve issues related to working from the field and remotely as well as being responsive to the COVID19 pandemic and related issues including the Updates to the Governors Emergency Declarations.

Director Gray had an internal Skype meeting with Assistant to the City Manager Jeff Martindale and Purchasing Assistant Cathy Trykowski to discuss the next steps to the Request for Proposal for Planning Services. Responses were received from five (5) firms. The next steps are: a review and ranking of the proposals by the review committee; a conference call to discuss proposals and determine a short list of proposers to talk with further; conference calls with the proposers on the short list; selection of vendor(s); development of documents for Council; and then presentation to Council on staff recommendations on May 26, 2020. This RFP is to bring much needed resources to the Planning and Development Department to help out initially with building plan and land use plan review and tracking and assist in administration and technical support related to the Transportation Improvement District Committee and the Rental Housing Workgroup.

Director Gray conducted land use plan review and related tasks. These tasks included the issuance of a Subdivision Advisory Committee (SAC) letter regarding a proposed redevelopment land use project located at 132-138 East Main Street. This project is a revision of the proposed hotel and is now proposed as a Major Subdivision with Site Plan Approval and Special Use Permit for a mixed-use development that includes commercial and parking on the first floor and four floors of 47 apartment units targeted to student housing consisting of 35 two-bedroom and 12 four-bedroom units.

Director Gray had a conference call with the UD Institute for Public Administration, Biden School of Public Policy, Policy Scientist Sean O'Neil to discuss progress on the Economic Development project with IPA intern A'lece Moore. As indicated in last week's report, this project is to develop a robust inventory of the existing businesses and update it with real estate and related information to be portrayed in a GIS format and to assist with and develop information for an Economic Development website, which is progressing nicely.

Director Gray worked with Planning and Development Department Land Use staff on preparation of documents for upcoming Council meetings which include a discussion with Council on May 4 regarding the proposed 2018 updates to the International Energy Conservation Code, as well as documents regarding the Twin Lakes subdivision scheduled for the Council meeting on May 11.

Director Gray worked with Planning and Development Department Land Use staff and City Secretary Renee Bensley on preparation for the April 30, 2020 virtual public meeting to discuss the proposed amendment to the Comprehensive Plan V to add Planning Area 7 as well as a community meeting to be sponsored by Councilman Markham to discuss the proposed subdivision and annexation project known as Milford Run that was heard by the Planning Commission on February 4, 2020 where the Planning Commission recommended approval to the Council. These meetings will be virtual utilizing the GoToMeeting platform and will be held concurrently on April 30, 2020 starting at 6:00 p.m. Additional information will be posted shortly on the website and social media.

Director Gray had a conference call with consultant Kimley-Horn to discuss the progress on the Newark Downtown Parking project. They are finalizing their analysis of the City's parking codes and are putting together recommendations to discuss with staff as well as wrapping up the other tasks in Phase I. The Planning and Development Department will look to have a virtual meeting to discuss these issues in early May with staff. The next step after that is to have a public workshop to discuss the City's parking codes and gather public input and comments on changes.

Director Gray held the monthly Subdivision Advisory Committee (SAC) meeting via Skype. Discussion included the application received this week for a Major Subdivision with Site Plan Approval, Special Use Permit, Comprehensive Plan amendment, and rezoning from BC to BB for a redevelopment of the Super 8 Motel located at 268 East Main Street. This proposed land use plan is mixed-use with commercial that includes a restaurant and parking on the first floor and four (4) floors of apartments targeted to student housing consisting of 56 two-bedroom units (see attached artist's rendering). Also discussed at the SAC meeting was the Planning Commission May meeting and tentative schedule moving forward as well as current Construction Improvement Plan projects in-house and potential upcoming projects, as well as the City Council meeting agendas regarding land use related agenda items.

Also this week, Director Gray held a monthly meeting via Microsoft Teams with Planning Commission Chair Will Hurd to discuss Planning Commission related issues, worked on enforcement related issues with the Code Enforcement team, and worked on budget related issues.

The following was completed this week:

- 7 Deed Transfer Affidavits
- 16 Building Permit Reviews
- 2 Certificates of Occupancy/Completion

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. The revised plans propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. A SAC meeting was held on January 15, 2020. Staff comments were forwarded to the applicant on April 15, 2020.

54 East Main Street, Parcel ID 1802000022 (PR#19-05-02): On May 31, 2019, the Planning and Development Department received a sketch plan for a mixed-use subdivision at 54 East Main Street proposing a restaurant on the ground floor, two apartment units on the second floor, and one apartment unit on the third floor. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

268 East Main Street, Parcel ID 1802100024 (PR#19-06-01): On June 10, 2019, a sketch plan was received by the Planning and Development Department for the property at 268 East Main Street. The plan proposes a 52-unit apartment building on the site of the current Super 8 Motel. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019. Revised plans were received on April 14, 2020 and distributed to the SAC for review.

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. Staff comments were forwarded to the applicant on January 27, 2020. This project has been placed on the agenda for the March 3, 2020 Planning Commission meeting. Staff comments were forwarded to the applicant on February 25, 2020. At their meeting on March 3, 2020, the Planning Commission recommended approval of the major subdivision (6-1). The project will be scheduled for an upcoming Council agenda.

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. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project has been placed on the City Council agenda for March 23, 2020 (first reading) and April 27, 2020 (second reading).

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.

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. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on February 13, 2020. No objections have been received from adjacent property owners.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

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

Police Department

Notable Notes:**Patrol:**

- On April 10, 2020 at 3:18 p.m., Newark Police were dispatched to TD Bank in the 200 block of East Delaware Avenue for a report of a male attempting to deposit fraudulent checks. Arriving officers located the suspect in the drive thru lane of the bank and contacted him. He was taken into custody without incident. An investigation revealed that the suspect, Khalil Davis, 22, of Philadelphia, PA, attempted to deposit a fraudulent check into two separate accounts in a different person's name. The investigation further revealed that the same suspect previously deposited additional fraudulent checks in different names on both March 11, 2020 and March 27, 2020 at the same bank. Davis was transported to Newark Police headquarters where he was charged with identity theft (3 counts), attempted theft over \$1,500, forgery (3 counts), failure to obey an emergency order.
- On April 13, 2020 at 12:41 a.m., Newark Police were dispatched to a residence in the unit block of New London Avenue for a report of a home invasion robbery that had just occurred. Arriving officers contacted five male residents at the residence. The residents advised that they observed a dark-colored sedan in the driveway in the rear of their residence. One of the residents went outside and contacted the occupants of the vehicle, who were described as four black males. One of the male suspects displayed a firearm to the resident and forced him into the residence. Once inside the residence, the suspects, who were wearing masks covering their faces, contacted the other residents inside and ordered them to turn over personal property. During the incident, the suspect with the firearm struck three of the residents with the firearm causing lacerations. The suspects fled the scene in the dark-colored sedan with the personal property belonging to the residents. The suspects were described as four black males with no further description available. One suspect displayed a handgun. The investigation is continuing but there is no public safety threat to the community at large.

Administration Division:

- Recruits are working with IT to ensure that remote capabilities are up and running prior to the start of the on-line phase of the DSP Academy.

Criminal Investigations Division:

- Victim Services Coordinator Melissa Pennachi reports that Crime Victims' Rights Week is being recognized nationally during the week of April 19th. During NCVRW, we recognize the hard work of the crime victims field. This year's NCVRW theme - Seek Justice|Ensure Victims' Rights|Inspire Hope - commemorates the individuals and groups whose advocacy has propelled the victims' rights movement forward for the past half century, inspiring in victims and their loved

ones a feeling of hope for progress, justice, and healing. The week is a time to raise awareness of the needs of victims and provides an opportunity to recommit to ensuring that accessible, appropriate, and trauma-informed services are offered to all victims of crime. Delaware will be recognizing the week with a virtual video Proclamation, to be released on Monday, April 20th. Wednesday will include a Day of Action for individuals and agencies to take time to say what they can do to be able to better serve victims. This Call to Action will partner with a virtual Advocacy Day, which will target reaching out to members of Delaware's legislature. For more information about the week, follow the Victims' Rights Task Force page: www.facebook.com/delVRTF

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	04-16-2020
Execution Status:	Completed

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Public Works and Water Resources Department

Notable Notes:

During the scheduled bi-weekly Yard Waste collections, PW&WR crews have reported increased instances of trash and recycling co-mingled with the yard waste. This contamination is unacceptable at any time, especially during the COVID-19 pandemic. Contamination requires the driver to clear the trash prior to continuing on the route, putting them at risk unnecessarily. Please use only your city issued yard waste cart or a clearly labeled recycling cart if it is free of any recycling material. Adherence to the rules is imperative to keep this service available.

UDNI Student Move Out Program will still be held this year, although there will be substantial modifications to the schedule and logistics. The following details will be sent out to landlords and through social media over the next two (2) weeks.

Location: STAR Campus (exact location to be determined next week)
 Hours: 7:30 a.m. - 2:30 p.m., Monday – Friday (closed on weekends and Holidays)
 Timeframe: Tuesday, 5/12 through Thursday, 6/11 – Dumpsters available for disposal
 Other Information:
 Rental agreement or UD ID must be presented.
 No donations will be accepted at the event in 2020.
 All items must be loaded by customers into the dumpsters, no City of Newark employee assistance will be provided.
 Access will be controlled at the site to limit the number of cars at the site. Wait times may be required.
 No curbside bulk collections will be scheduled. All items collected from the curbs will result in penalties.
 Construction debris will not be accepted.

Activity or Project:

Rodney - Mass Excavation

Description:

The City's contractor, Corrado American, continues to haul soil away from the site on good weather days. They are averaging around 150 loads of soil each good weather day. At this pace, they anticipate about 10 more full days of hauling to complete the job.

Status:	In-Progress
Expected Completion:	05-15-2020
Execution Status:	On Track

Activity or Project:

South Well Field Water Treatment Plant Upgrades

Description:

Minor site demolition began on the site this week and we anticipate the larger scale demolition to begin within the next two weeks, consisting of the outbuildings and tanks. Air monitoring will be in place prior to any tank demolition and will be monitored real time and reported to the City on a daily basis.

Status:	Started
Expected Completion:	10-31-2020
Execution Status:	On Track

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – April 9-15

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	92	7,643	Administration Correspondence Binders
Fred	257	257	Electric Work Order Attachments
Ana (PT)	0	0	Working remotely on modifications
Total	349	7,900	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706	27,129	+3,423
March	32,064	43,248	+11,184
April	36,965		
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 04/05/20-04/11/20

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	4	1	0	1	0
Rape	3	1	0	0	2	0
Unlaw. Sexual Contact	1	2	0	0	0	0
Robbery	4	4	0	4	8	0
- Commercial Robberies	2	0	0	3	0	0
- Robberies with Known Suspects	0	2	0	0	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	2	0	1	7	0
Assault/Aggravated	9	5	0	7	3	0
Burglary	25	8	1	53	43	0
- Commercial Burglaries	1	1	0	0	41	0
- Residential Burglaries	18	7	1	40	2	0
- Other Burglaries	6	0	0	13	0	0
Theft	137	128	8	164	75	2
Theft/Auto	15	19	2	3	1	0
Arson	0	0	0	0	0	0
All Other	39	52	3	53	43	0
TOTAL PART I	233	223	15	284	176	2
<u>PART II OFFENSES</u>						
Other Assaults	81	77	2	38	69	0
Rec. Stolen Property	0	0	0	4	2	0
Criminal Michief	31	31	2	29	26	0
Weapons	8	6	0	23	13	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	47	20	0	75	19	1
Drugs	57	18	0	84	25	0
Noise/Disorderly Premise	179	151	7	66	50	4
Disorderly Conduct	40	37	3	36	30	0
Trespass	69	80	9	34	19	0
All Other	104	68	4	124	89	1
TOTAL PART II	616	488	27	513	342	6
<u>MISCELLANEOUS:</u>						
Alarm	39	42	2	0	0	0
Animal Control	141	118	3	1	20	0
Recovered Property	60	63	3	0	0	0
Service	10254	9499	571	0	0	0
Suspicious Per/Veh	128	135	8	0	0	0
TOTAL MISC.	10622	9857	587	1	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	937	13,345	642	11,933



Newark Police Department
Weekly Traffic Report
04/05/20-04/11/20



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	3725	2309	378	7
DUI	57	29	1	0
TOTAL	3782	2338	379	7

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	66	52	4	1
Property Damage (Reportable)	334	233	20	6
*Hit & Run	79	51	4	1
*Private Property	90	46	4	2
TOTAL	401	285	24	7

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.