

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

This past weekend there was a large protest march associated with the George Floyd protests on Saturday afternoon. The march started at the NCC library, traveled down Main Street to City Hall, and then returned to the library via Delaware Avenue. We estimate that there were between 500 and 600 attendees. The event was entirely peaceful and was handled very well by the Newark PD. In light of the protests and larger movement, the NPD has prepared a FAQ on police practices which can be found on the NPD's Facebook page. I have also attached a document to this report that is responsive to all 8 items in 8 Can't Wait and also includes the FAQ items. The NPD is truly a progressive police force and already has in place nearly all of the requested police reforms.

We held a regular Council meeting on Monday evening, and I spent much of Monday preparing for this meeting and finalizing packet items for upcoming meetings. Mayor Clifton, Deputy Mayor Markham, City Secretary Bensley, and I participated in the weekly call with the Governor's Office on Tuesday. We continued to work on the Main Street Pedestrian Mall project, holding conference calls with DelDOT and internally with staff. On Friday, Assistant to the City Manager Martindale and I attended a meeting with the Restaurant Association along with Mayor Clifton to discuss the project along with other items. I also continued to work on the 2021 budget, this week focusing on the Facilities CIP review and revenue forecasting.

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

Chief Communications Officer:

- Attended and photographed a protest through Newark with Mayor Clifton and Chief Tiernan. The associated social media posts reached 19,913 people and received 1,378 reactions, comments and shares.
- Worked with Recycle Coach to inform residents of the upcoming bulk collection schedule and to expect longer than usual wait times. Messages were placed on the app, web and social media.
- Met with DelDOT and A-Del to organize an event celebrating the end of Main Street construction.
- Assisted the City Secretary's Office with creating a how-to video for the correct completion of an absentee ballot.
- Working with Planning and TNP to create a plan/contest to give away PPE kits.

Hundreds of Newarkers march against racism, police brutality:

[https://www.newarkpostonline.com/news/hundreds-of-newarkers-march-against-racism-police-brutality/article\\_3a9b72d9-ad79-51c3-b1b3-6c5f126f692c.html](https://www.newarkpostonline.com/news/hundreds-of-newarkers-march-against-racism-police-brutality/article_3a9b72d9-ad79-51c3-b1b3-6c5f126f692c.html)

Conservation Corner: The environmental silver lining on COVID-19:

[https://www.newarkpostonline.com/features/conservation-corner-the-environmental-silver-lining-of-covid-19/article\\_c900425d-4692-537e-88c2-41ac47b32630.html](https://www.newarkpostonline.com/features/conservation-corner-the-environmental-silver-lining-of-covid-19/article_c900425d-4692-537e-88c2-41ac47b32630.html)

Newark's city hall reopens for limited in-person services:

[https://www.newarkpostonline.com/news/newark-s-city-hall-reopens-for-limited-in-person-services/article\\_8cd82822-0843-5be9-88bc-c47f8d503d0d.html](https://www.newarkpostonline.com/news/newark-s-city-hall-reopens-for-limited-in-person-services/article_8cd82822-0843-5be9-88bc-c47f8d503d0d.html)

Newark reinstates parking fees, but keeps some meters free for up to 15 minutes:

[https://www.newarkpostonline.com/news/newark-reinstates-parking-fees-but-keeps-some-meters-free-for-up-to-15-minutes/article\\_1b6d5978-4ad0-5db0-9559-d4a2d8724f30.html](https://www.newarkpostonline.com/news/newark-reinstates-parking-fees-but-keeps-some-meters-free-for-up-to-15-minutes/article_1b6d5978-4ad0-5db0-9559-d4a2d8724f30.html)

Welcome Center/Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Began the August newsletter
- Completed the “Responding to Racial Injustice with Change and Healing” webinar
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor

Web Content/Creative Design:

- Added new officers to City of Newark Police Department group on Everbridge
- Posted “Apply for a Temporary Outdoor Seating Permit” to the Newark News on City website
- Routed 14 website tickets to their respective departments
- Scheduled weekly public notices via InformMe
- Updated staff directory on City website with portrait photos of Stephanie Peterson, Jayme Gravell and Jeff Martindale
- Updated Observed City Holidays webpage
- Updated the Boards, Committees & Commissions list on the City website

Assistant to the City Manager/Acting Human Capital Manager:

Assistant to the City Manager Jeff Martindale primarily focused on coordinating with City staff and DelDOT representatives to discuss the feasibility of an expanded outdoor seating project on Main Street later this month. There is an internal staff meeting along with The Newark Partnership scheduled next week and a meeting tomorrow with the Newark Restaurant Association to discuss next steps. The tentative start date is June 27.

He also finalized a presentation for City Council along with Seiberlich Trane pertaining to the City's building HVAC upgrades and energy efficiencies project. This will be presented to Council on Monday, 6/15. Mr. Martindale will present a final award recommendation for this project to City Council on Monday, 7/13.

Mr. Martindale additionally completed research for City Manager Tom Coleman regarding the costs associated with maintaining City Hall and the Newark Police Department to use as a comparison for the new Parking Office lease proposal pitched to the City via Parkway Gravel - the owner of Main Street's Galleria.

Finally, Mr. Martindale worked to procure hand sanitizer from Dogfish Head Distillery to provide to City staff for personal use and gave a tour of the George Wilson Center to Mayor Jerry Clifton and Councilman Stu Markham to overview the new HVAC system.

**Facilities Maintenance:**

The Facilities Maintenance team continued their enhanced cleaning procedures associated with COVID-19. They also repaired a toilet in an NPD holding cell, began building an acrylic shield for staff at the Newark Parking Office, and worked with Advantech to resolve door locking issues at City Hall.

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

**City Manager's Weekly Report**

<b>Department:</b> Alderman's Court
<b>Notable Notes:</b> Alderman's Court remained closed to the public from 6/4/20 to 6/10/20. Staff continued to process PBJ's, payments for parking and criminal, plea in absentias and code payments. Court is scheduled to reopen to the public on 6/29/20. We will have court that week on 6/30/20 and 7/1/20. The bailiffs continue to help direct foot traffic to the different departments in order to allow for social distancing.  Parking Ambassadors continue to handle parking appeals online.  Terri participated in a remote directors meeting on 6/4/20.

Terri met with IT and Finance staff on 6/9/20 in regards to Alderman's Court IT budget.

**Activity or Project:**

Payments

**Description:**

Alderman's Court collected a total of 38 parking payments of which 37 were paid online and 1 was paid by mail. Court also collected criminal/traffic payments totaling 12 payments which were all paid online. Court collected 5 code violation payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	06-11-2020
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul worked remotely this week.

Renee participated in the remote management staff meeting on June 4.

Renee met with IT and Finance staff regarding the Legislative Department IT budget on June 5.

Staff finalized and posted the June 15 Council packet on June 8. Packets were delivered to Council members on June 10. Details on how to access the Council meeting via the GoToMeeting platform can be found on the City website here: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6564>.

Paul and Renee staffed the June 8 Council meeting. Renee spent extensive time in the leadup to the meeting managing public comment requests and submissions for items on the agenda. Follow up was completed by staff throughout the week.

Renee participated in a coronavirus-related conference call with State stakeholders on June 9 with Mayor Clifton, Deputy Mayor Markham and City Manager Coleman.

Nichol staffed the June 9 Conservation Advisory Commission meeting on June 2. The CAC discussed potentially using funds for planting near shoreline of Curtis Mill Park. They will research plants and prices and request a vote on funds at the July meeting. The CAC also discussed the Conservation Corner article schedule.

Renee staffed the June 10 Election Board meeting. The Board discussed the rescheduled Council election as well as potential troubleshooting items to be learned from the Christina School District referendum.

Renee spent time scheduling items for upcoming Council agendas.

Renee drafted the June 22 Council agenda.

Extensive time was spent working on the rescheduled 2020 Council elections for Districts 3 and 5. Tara and Danielle worked on the absentee affidavit/polling place mailing for District 3, which was completed and mailed by June 8. Renee, Tara and Danielle spent significant time processing returned absentee ballots and absentee affidavits. Staff is seeing an uptick in calls and emails with questions regarding the rescheduled City elections and various state elections that are approaching. All updated information regarding the 2020 City Council election can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Renee spent time working on a recommendation to Council for increased diversity on the City's boards and commissions to be presented at the June 29 Council meeting.

Renee and Tara spent time researching items for staff.

Tara spent time working on union-related items.

Tara reviewed several building permits for approval.

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

- \* Provided a response and closed a May 26 FOIA request for the parking RFP awarded to Passport from Parkmobile
- \* Provided a response and closed a June 2 FOIA request for properties with water shutoff from March 1st through May 15th from Matt Netsch
- \* Circulated to staff a June 5 FOIA request for data pertaining to set of all small cells installed on light poles/traffic signal poles from Josh Lange
- \* Circulated to staff a June 6 FOIA request for copies of current policies maintained by NPD regarding the use of force from Daniel Lane

Regarding minutes, staff time was spent on the May 12 Conservation Advisory Commission (Nichol edited - complete), May 21 Board of Adjustment (Danielle drafting), June 1 Council (Nichol drafted) and June 8 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes, the June 9 Conservation Advisory Commission minutes and June 10 Election Board minutes are currently in the queue.

7 discovery requests were fulfilled for upcoming Alderman's Court cases. 194 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. There were no pleas by mail.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. 148 lien certificates have been processed for 2020.

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**Activity or Project:**

Digital Records Project

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**Description:**

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

The scanned documents numbers for June 4-10 are below.

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

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**Activity or Project:**

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**Description:**

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

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**Activity or Project:**

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**Description:**

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

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**City Manager's Weekly Report**

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**Department:**

Electric Department

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**Notable Notes:**

The line crews started installing reclosers at the UD Stadium to support the expansion. After engineering determined that fuse coordination was not possible on the addition, UD agreed to add reclosers to the project for reliability.

The line crews and electricians installed bases for the parking lot lighting at The Galleria.

The electricians continued checking the capacitor banks. They also had to troubleshoot communication issues with McKee's Solar Park and installed cameras for police on the trails.

Engineering worked on Sandy Brae breakers and spent most of the week with the commissioning of the new SCADA system.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**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:**

Information Technology Department

**Notable Notes:**

Applications Team:

Open Tickets from Previous Week - 74

Tickets Opened in the Last Week - 50

Tickets Closed in the Last Week - 45

Remaining Open Tickets – 79

1. Skype call with Paymentus to discuss Tyler conversion on 6/4.
2. IT Budget hearings with departments on 6/4, 6/5, 6/8 & 6/9.
3. Skype call with Harris to discuss mCare project on 6/4.
4. Conference call with Verizon to discuss Wi-Fi options on 6/5.
5. Worked with Infrastructure and the vendor to discuss security protocols on 6/9 & 6/10.
6. Attended Zoom session for CivicRec on 6/10.
7. Continued Tyler Munis 2019.1 UAT and resolved incoming tickets related to testing.

8. Worked on and resolved support tickets for end users.
9. 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. Waiting on delivery date for new kiosk.
4. Waiting for Planning to decide path forward regarding online permit payments.

Infrastructure Team:

Open Tickets from Previous Week - 149

Tickets Opened in the Last Week - 57

Tickets Closed in the Last Week - 68

Remaining Open Tickets - 138

1. Assisted with Electric SCADA application installation.
2. Continued WFH support.
3. Worked on and resolved support tickets for end users.
4. Actively responded to and resolved Secureworks alerts.

Pending:

1. Planning to install the new access point at GWC.
2. Configuring Electric SCADA in the DMZ.
3. Completing the JHT camera installation and configuration.
4. Troubleshooting Gatekeeper 17.

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**Activity or Project:**

mCare 6 Project (Applications Team)

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**Description:**

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

**\*\*REVISED GO LIVE DATE\*\***

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 - Completed

Phase 4 End User Acceptance Testing

4/28/20-5/22/20 - Completed

\*Will upgrade CIS and mCare next week to fix a testing issue found - Completed

6/3/20 - 6/19/20 - In Progress

Phase 5 Go Live  
7/20/20-7/24/20 - Scheduled

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	07-20-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

Munis 2019.1 Upgrade (Applications Team)

**Description:**

Phase 1 Software Upgrade TEST Environment  
Completed

Phase 2 Kick Off (Definition & Planning)  
5/21/20 - Completed

Phase 3 End User Acceptance Testing  
5/26/20-6/05/20 - Completed

Phase 4 Vendor Issue Remediation  
6/08/20 - 6/19/20 - In Progress

Phase 5 End User Acceptance Re-Testing of Identified Issues  
6/22/20-6/26/20 - Scheduled

Phase 6 City Led HUB Training  
6/29/20-7/9/20 - Scheduled

Phase 7 Go Live  
7/11/20 - Scheduled

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	07-11-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Met with recreations staff and Paula about summer camps and programs and procedures required to meet State Health Department requirements for COVID-19 cleaning and participants; met with Seiberlich Trane representative to review the new air conditioning system at the Wilson Center with Paula, Chrissy and Jeff; worked on updating the CIP Budget and the Operating Budget; visited the Reservoir with Jeff and Tom Z. to discuss potential area for solar panels on some of the outer areas of the Park; prepared for Landscape Screening and Treatment Ordinance update to the Planning Commission and completed presentation; worked on Reservoir restroom utility line and precast restroom order with Tevebaugh Architecture; conducted parks maintenance meeting to discuss upcoming work orders and essential work required; worked on updating the recommended tree list and invasive trees from the list provided by the State Botanist and Parks Superintendent and Arborist Tom Zaleski.

Deputy Director: Conducted Zoom meeting with agencies throughout the state regarding summer camp status; attended IT budget meeting with Joe; contacted all registrants for before and after camp care for Rittenhouse and Camp GWC to alert them of cancelation of programs and processing of refunds; continued to work with Melinda on finalizing the COVID manual, summer camp manual, parent packet for camps and creating a general guidance letter for parents and Frequently Asked Questions (FAQ) sheet; worked with Shelby to get the general guidance letter and FAQ sheet sent to registered camp participants for all scheduled camps; met with Joe, Tom Coleman and Dave Del Grande regarding the status of summer camps, programs, events and rentals; met with Seiberlich Trane representative to review the new air conditioning system at the Wilson Center with Joe and Chrissy; rescheduled all camp orientation for June 16 to accommodate the additional COVID training so all will take place in person with staff; continued to work with Shelby and Kathy on updates to the summer activity guide for Max Galaxy and on the website; worked with state parks to create a consolidated question list for Public Health on the new guidance for summer camps that was sent out; set up meeting with White Clay Creek State Park to discuss an outdoor drive-in movie; worked with Shelby to print required posters for summer camps; worked with recreation staff to determine additional supplies needed for summer camps to accommodate all the new COVID requirements from public health; worked with Shelby and Joe on updated park signage and pool closure signs and ordered them; worked with Jayme on PSA for pools; confirmed order for portable toilet units with hand washing stations for Rittenhouse Camp for the summer; continued to work with Sharon on creating descriptions for July programs and coordinate with Shelby for assistance for marketing needs; worked with Shelby to send out Camp REAL packet to previous participants and put registration packets at Dickey Park; continued to work with state criminal history office regarding background checks for summer camp staff; continued to submit Child Protection registry forms as received from staff; reminded staff to complete individual camp plans for new safety precautions and procedures based on new guidance received for camps; continued to send applications received for summer camp staff to recreation staff; conducted weekly staff meeting; continued to contact applicants for special event permits to refund those scheduled during stay-at-home mandates and review events for June to see if still scheduled; attended conference calls with City management and with parks and recreation staff.

Recreation Supervisor of Athletics: Preparing for summer camps, held several staff interviews, sent cancellation letter for week of June 15, canceled after camp care and the after care van, cancelled Skyzone field trips, working on camp COVID-19 plan, working on updating camp manual, scheduled inspection with Public Health inspector for 6/10, Rittenhouse is scheduled to start 6/22; starting to get several calls for park rental reservations.

Recreation Supervisor of Community Events: Working on items associated with summer camps

and special July activities; created instructions for July activities for social media; developed COVID-19 plan for Camp REAL; working on the 2020 Camp REAL schedule, activity list, cleaning protocol, etc.

Coordinator of GWC and Volunteers: Met with City staff and Seiberlich Trane to review the completed HVAC upgrades to the George Wilson Center; worked with the IT Division to fix issues with my laptop, phone and a staff member's email; participated in a weekly staff meeting and other calls with recreation staff to finalize summer camp plans; continued finalizing the summer camp manual; contacted parents of participants registered for Camp GWC Week II to notify them of the cancelation and refund policies; conducted interviews for potential summer camp staff; met with the Camp GWC Director to go over preparing the George Wilson Center for camp programs and an upcoming Public Health inspection on June 10; continued to update staff on camp schedules and orientations; worked with recreation staff to reschedule orientations; continued to work with camp staff on scheduling fingerprinting appointments; continued to check in with contracted staff and adjust upcoming programs as needed; continued to communicate with participants registered for upcoming programs that are affected by changes including a watercolor class that was scheduled to begin June 2 that has been postponed to July; updated pool supply companies with the status of our pools not opening until further notice; continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; updated the cancelation report as needed.

Recreation Specialist: Contacted every volunteer via phone to see if they are still volunteering for summer camps, and if they are available additional weeks, currently at 22 volunteers; Volunteer virtual training scheduled for Tuesday, June 9th, all volunteers have received the volunteer orientation manual and the COVID camp specific waiver; developed a general guidance letter and Frequently Asked Questions packet sent to all camp enrollees prior to any summer camps starting; created a parent packet which will be sent to parents two weeks prior to each camp starting along with the first day letters for camp which includes a cover letter, parent guidance, pre-screen health form, liability waiver, and FAQ sheet; continued to add more information into the COVID Camp Procedures Manual including face mask guidance, sick kid and COVID positive case guidance, created a FAQ document to be sent to parents and to be posted on our website; continued to finalize summer camp staff manual.

Parks Superintendent: Inspected one park area, met with two owners of two different developments and reviewed one for release of surety bond and the other for start of surety bond, assisted garage in bringing down city vehicles from City Hall to maintenance yard, met with representatives of State Forestry to do analysis of Tree of Heaven populations on city owned lands as well as some private lands around town, assigned field staff daily and assisted as needed, met with representative from Sussex Protection and Miller Tree to gather cost estimate for tree pruning of trees along New London Road from Hillside down to Ray Street for 2021 budget, updated quote for Bamboo removal in Rittenhouse Park for 2021 budget proposal, met with two residents concerning tree issues and talked with two other residents concerning trail issues, supervised removal of rocks from tree pits along Main Street and completed and submitted mid-year report to DISC (Delaware Invasive Species Council) for grant dealing with Bamboo removal along Valley Stream behind Timberline Drive.

Parks/Horticulture: Staff continue mowing operations in park and horticulture areas, watering of all new plant materials at City Hall and Reservoir, did interior bed maintenance at City Hall, activated bathrooms at Rittenhouse block building and Dickey Park pool building, repaired bollard

along Hall Trail, did trash removal throughout park system and dragged/scarified/sprayed all ballfields.

**Activity or Project:**

Summer Camps and Activities Open June 22

**Description:**

Summer camp and activities will begin on Monday, June 22 with Rittenhouse Camp and Camp GWC. All State of Delaware regulations for COVID-19 will be followed and implemented including cleaning procedures, social distancing, masks, etc. COVID-19 camp procedure manual has been created and approved as part of the Health Department inspection process for our camps. Visit [www.newarkde.gov/play](http://www.newarkde.gov/play) for summer camp information and to register.

**Status:**

Not Started

**Expected Completion:**

06-22-2020

**Execution Status:**

Behind Schedule

**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:

Work continues at the Campus Walk II project on New London Road. Certificate of Occupancy inspections occurred this week on Building 2, with five units inspected on June 10 and three units scheduled for inspection on June 11. The medical office fit out in Fairfield Shopping Center is into drywall. Demolition permits have been issued for 90, 92, 94, and 96 East Cleveland Avenue. Finals were done for the 24 units and the exterior of the apartment building at 211 Haines Street; staff is currently awaiting Certificate of Occupancy submittals. Plans were received for the Fulton Bank redevelopment at 287 East Main Street and the multi-story, climate-controlled storage facility at 401 Bellevue Road. The 22 Benny Street townhouse project is ongoing. Site work is underway for the new 6-story Fintech building on the STAR Campus; augured pile foundations are scheduled to start next week. The UD Worrilow Hall project is ongoing, with projected

completion in October. Exterior work is progressing for the parking areas of the Whitney Athletic Center, 625 South College Avenue. Relocation of utilities is ongoing at the College Square redevelopment project.

The following was completed by Property Maintenance:

- 64 Inspections
- 21 Response to Complaints
- 10 Citations Issued
- 9 Violations Issued

Of special note, Property Maintenance Inspectors returned a lost chocolate lab to a resident on Beverly Road this week. The resident was very appreciative.

Parking:

Parking staff met with Facilities Maintenance Superintendent Dave Greenplate to fit the Parking Office with the necessary safety items/barriers to prevent the spread of COVID-19 upon return to the office. State of Delaware-issued COVID-19 signage was printed. Planning Department and Parking Division meetings continued regarding COVID-19 and return to work. A Skype meeting was held with the IT Division to go over parking technological and subscription expenses to be part of the 2021 budget. Research was performed on possible lease arrangements regarding the Parking Office for Council consideration. Staff continued working on a Parking Office counteroffer. Invoicing of customers in Lots 2 and 5 was completed. A/R Aging reports were reviewed with Finance and the Parking teams. Munis batches continue to be created for financial data income received. Parking forms were completed for digital renewal. Staff continued to monitor teams, office phones, and the radio in both the office and work-from home.

Paid parking restarted in all City municipal parking lots, kiosks, meters, and mobile application, with the exception of Main Street from Chapel Street to The Green, which will continue to be a 15-minute pick-up and drop-off zone. Construction began in Lot 1 for the repaving and addition to the lot. The upgrade and installation of new zones was completed in the Genetec License Plate Recognition System. On-street signage was ordered for new parking zones. Installation of decals on new parking kiosks and signage in new zones has continued. Residential and Municipal parking permit issuance continues. New parking zones were created in GIS for the KML conversion.

Planning/Land Use:

Planning and Development Director Mary Ellen Gray continued 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 COVID-19 pandemic and related issues including the updates to the Governor's Emergency Declarations. This week's activities included reviewing Phase II reopening Order by the Governor and working with staff on implementation, reviewing the State application requirements and applications for restaurants to expand outdoor seating, working with staff on a plan to reopen the office, and working with the Parking team on opening the Parking Office under Phase I guidelines.

Director Gray prepared for and participated in the June 8 Council meeting including the Planning

Area 7 discussion and the Major Subdivision Milford Run - <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6553>. Council denied the Planning Area 7 proposal, which resulted in the Milford Run subdivision not being discussed.

Director Gray participated in a virtual conference for Delmarva Freight where the planning studies for the Dover Air Force Base and the I-95 corridor were discussed.

Director Gray participated with the Transportation Improvement District Team meeting to plan for the next TID Committee meeting which is scheduled for July 8, 2020 at 1:30 p.m. It will be a virtual meeting.

Director Gray held an internal Skype call with Marvin Howard, Courtney Mulvanity, and Mike Fortner to discuss the follow-up to our last meeting with the parking consultant, which was discussing parking zoning language and our next step for public outreach. Staff will be circling back with the consultant on next steps given the current COVID-19 situation on how best to effectuate public outreach during this time.

Director Gray worked with staff on planning for the July 7, 2020 Planning Commission agenda and related issues. The agenda is still pending. Director Gray also held her monthly meeting with Planning Commission Chair Will Hurd.

Also this week, Director Gray worked on Code Enforcement, land use, and plan review related issues; participated in a 2021 budget meeting with the IT Division; worked on administrative and managerial related issues; and, worked on enforcement related issues with the property maintenance team.

The following was completed this week:

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

Land Use Projects Currently Under Review:

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

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

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

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 9, 2018. The Planning and Development Department received revised plans on March 12, 2019. Staff comments were forwarded to the applicant on July 22, 2019. The Planning and Development Department received revised plans on November 13, 2019. Staff comments were forwarded to the applicant on May 15, 2020.

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. The Planning and Development Department received revised plans on May 1, 2020. The project has been scheduled for review and consideration by the Planning Commission at their June 2, 2020 meeting. The project with withdrawn from the June 2, 2020 Planning Commission agenda and will be reviewed at a future meeting.

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

268 East Main Street, Parcel ID 1802100024 (PR#19-06-01): On June 10, 2019, a sketch plan was received by the Planning and Development Department for the property at 268 East Main Street. The plan proposes a 52-unit apartment building on the site of the current Super 8 Motel. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019. Revised plans were received on April 14, 2020 and distributed to SAC for review. The revised plans call for a major subdivision with site plan approval, special use permit, Comprehensive Development Plan amendment, and rezoning for a mixed-use building with commercial space that includes a restaurant and parking on the first floor and four floors of apartments targeted to student housing consisting of 56 two-bedroom units.

751 Paper Mill Road, Walton Farm Subdivision, Parcel ID 0804700003 (PR#19-08-01): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, and minor subdivision of 14.48+/- acres at 751 Paper Mill Road. The plans propose to divide one parcel into two parcels in order to construct one single-family home on the newly created parcel. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. The project will be reviewed and considered by the Planning Commission at a future Commission meeting. The project is pending potential future discussion of Planning Area 7.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 0804700039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC

meeting took place on September 24, 2019. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project has been placed on the June 8, 2020 City Council agenda for second reading and public hearing. The project is pending potential future discussion of Planning Area 7.

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.

124 East Main Street, Parcel ID 1802000125 (PR#20-04-02): The Planning and Development Department received a sketch plan on April 30, 2020 for the redevelopment of 124 East Main Street, known as Center Square and the current location of Walgreens, Homegrown, 14 residential dwelling units, and 33 parking spaces. The plan proposes two floors of commercial space, conversion of the 14 existing units into 58 new residential units on the upper four floors of the building, and an increase of 200 additional parking spaces.

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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

Police Department

**Notable Notes:**

- A very busy year for the Newark Police Department continues. While continuing to respond to daily calls in lieu of the COVID-19 pandemic, officers have worked two protest marches with a third and possibly fourth march upcoming.
- On June 4th, the police department quickly assisted a protest march from Lumbrook Park down Main Street. The scheduled event had been changed to June 13th by the organizer, but many people were not aware of the changes of date and showed up to march. The march was completed safely.
- On June 6th, a much larger march took place with approximately 500 attending. Members of the police department worked the event to make sure no people participating in the march were injured by passing traffic as they walked down the road on Main Street and South Main Street to City Hall. City Manager Tom Coleman, Chief Tiernan, 43 members of the Newark Police Department, as well as officers from the Middletown Police Department and UDPD worked the event.
- Planning is under way for another protest march scheduled for June 13th. A request has been received for another march the following day on June 14th. As of the writing of this report, discussion is underway to hold both events on June 13th. This will help prevent police officers from becoming more fatigued by working without a day off and help reduce the significant overtime required to staff these events.
- Several questions and requests have come to the city inquiring about Newark's use of force policy, as well as suggestions on policies the Newark Police Department should implement. We have posted a list of frequently asked questions and responses on the police department Facebook page. The Newark Police Department is proud to be a CALEA certified police department for well over a decade. Most of the generalized suggestions made about police policies are already in effect in Newark.
- In the past week, many members of the public and business community have reached out to the members of the police department to express their support. Several positive comments about the police department have been posted by the public on our Facebook page.
- Chief Tiernan received a letter from a Newark resident thanking Officer Jeff Schwagel for assisting her husband who suffers from dementia. The gentleman became lost and travelled to northern New Jersey. The resident concludes the letter by writing; "We are so fortunate to have police to rescue us in our old age! Thank you all."

**Auxiliary Services Division:**

- Officers of the division have been working with patrol since the COVID-19 pandemic.

**Administration Division:**

- The Administration Unit has been working diligently to answer public inquiries about NPD policy and have developed a FAQ document which has been posted on the NPD PIO website. Members of the public are encouraged to review this document which contains a great deal of information regarding NPD's use of force policy and Body Worn Camera program.

**Criminal Investigations Division:**

- On May 25, 2020 at approximately 11:05 p.m., officers responded to the White Glove Car Wash at 1006 South College Avenue for a burglary alarm. Arriving officers found that the business had been entered and money was stolen from the office. The suspect in the video was observed wearing a full-face mask in an attempt to disguise his identity. Using surveillance footage and witness interviews, Detectives identified the suspect as Timothy Dougherty Jr., 41, of Newark. Dougherty is a former employee of the business. An arrest warrant was obtained through Justice of the Peace Court #11 for Dougherty's arrest. On June 3, 2020, Dougherty was taken into custody without incident at his residence. He was transported to Newark Police headquarters where he was charged with Burglary Third Degree, Wearing a Disguise During a Felony and Theft Under \$1,500. Dougherty appeared before Justice of the Peace Court #11 by video and was released on \$2,500 unsecured bail.
- On June 5, 2020 at approximately 2:17 p.m., an officer responded to Walgreens on East Main Street after the business contacted the Newark Police Department to report shoplifting that had just occurred. Upon arrival, contact was made with the male suspect at the bus stop in the area of 30 East Main Street. The male was found in possession of a Walgreens cart which contained the stolen property. As a result of the investigation, the subject was issued a criminal summons and was released from police custody.
- On June 7, 2020 at approximately 4:37 a.m., an officer observed a vehicle making an illegal turn left turn in the area of South College Avenue at West Chestnut Hill Road and a traffic stop was initiated. Upon contacting the male driver, it was learned that he was driving the vehicle while his driver's license was suspended. Additionally, the motorist had an active warrant through the Wilmington Police Department and an active Supreme Court capias. He was taken into custody without incident and was arraigned through Justice of the Peace Court #11 and issued \$50,000 secured bond by the court. He was subsequently transported to Howard R. Young Correctional Facility and turned over to their custody.
- During the week, officers from the traffic unit have investigated reports of illegal off-road vehicles operation in the vicinity of Capital Trail and speeding vehicles on Bent Lane. A speed survey will be conducted on Bent Lane and officers are working to identify the operators of the off-road vehicles.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:**

Completed

**Expected Completion:**

06-11-2020

**Execution Status:**

Completed

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

<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

<b>Department:</b>	
Public Works and Water Resources Department	
<b>Notable Notes:</b>	
Bulk refuse collection will resume next week. Residents may call to schedule beginning Friday, June 12 at 8:30 a.m. Due to the expected high call volume, we request that the callers have their list of items and contact information ready when making the call. We also expect to fill the available time slots rather quickly, so we ask for the resident's patience while we catch up on the backlog of items and return to our normal pickup volume.	
<b>Activity or Project:</b>	
Rodney - Park and Pond Construction	
<b>Description:</b>	
The contract award recommendation will be heard by Council on Monday, June 22. If successful, the work can start as early as mid-July if the paperwork and documentation can be processed quickly.	
<b>Status:</b>	Not Started
<b>Expected Completion:</b>	12-31-2020
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
Water Main Replacement - Dallam Road	
<b>Description:</b>	
The water main contractor has completed individual service transfers to the new main and is completing final restoration of driveway aprons and grass areas. The final tie-ins of the main have been postponed until this week due to the need to issue a boil water advisory for a limited number of residents. These tie-ins are now taking place and the residents have been notified. We expect to complete this project next week with good weather and test results. PW&WR has been very satisfied with the contractor, Reybold Construction, and the way this job proceeded.	
<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	06-30-2020

<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
Elkton Road (Casho Mill to MD Line)	
<b>Description:</b>	
DelDOT has indicated they will be issuing notice to proceed on the Elkton Road (Casho Mill Road to MD Line) project on June 15, 2020. PW&WR is working closely with DelDOT's engineer (JMT) to finalize plans for relocation of the City's water and sewer mains as part of the project. We anticipate the contractor will be mobilizing on the week of June 22nd.	
<b>Status:</b>	Started
<b>Expected Completion:</b>	06-15-2020
<b>Execution Status:</b>	On Track



## CITY OF NEWARK

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220 South Main Street · Newark, Delaware 19711  
302.366.7000 · [www.newarkde.gov](http://www.newarkde.gov)

The City of Newark is dedicated to providing effective and impartial services, especially in the area of public safety. In light of the recent national events, it's necessary to demonstrate the ways in which the Newark Police Department (NPD) practices competence as they enforce the laws, preserve life and property, solve problems that arise in the community and protect the rights of all citizens to live in a safe, peaceful environment.

NPD is a full-service police department that operates on a "Community Policing Philosophy." In the past decade, the Newark Police Department has reorganized and adapted their response to crime and calls for service in the city. In 2006, there were 78 reported robberies in Newark. Working hand in hand with the community, the number of robberies was reduced to 19 in 2018 and a record low of just 18 in 2019. It takes a minute to realize that in one year alone, 60 fewer people were held up at gunpoint, physically assaulted or robbed.

For more than 23 years, the Newark Police Department has been accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc (CALEA). CALEA accreditation ensures that an agency is meeting the best practice standards in law enforcement and that policies and procedures follow the latest practices in the field of law enforcement. CALEA accreditation requires that policies and procedures are reviewed almost daily to meet CALEA's annual compliance standards. Out of the nearly 18,000 police agencies in the United States, NPD is one of 733 agencies to be CALEA certified. In 2018, Newark Police was recertified as a "Gold Standard Agency with Excellence." To achieve the Gold Standard Award, an agency must have earned at least two consecutive years of the award it's seeking. 138 agencies nationwide – less than 1% — have earned the gold standard in the last four years.

Although we are confident sworn officers employed by the City operate with professionalism, we respond to the 8 Can't Wait suggestions for police reforms as follows:

- 1. The daily use of body cameras for all police officers throughout the State of Delaware.**  
The Newark Police Department requires that all Field Operations Personnel, Street Crimes Unit officers, and School Resource officers wear a body worn camera (BWC). Funding was not available to supply a BWC to every sworn officer. Additional BWCs are available for other officers to utilize when required by policy. Implementation is under way and 95% complete.

The BWC policy was developed in accordance with the best practices determined by the Bureau of Justice Assistance, U.S. Department of Justice Body Worn Camera Tool Kit and other national and state resources.

**2. The establishment of a civilian police review board within each police agency that has subpoena power.**

The Mayor and members of City Council can establish a review board, if they find it necessary.

**3. The implementation of an Imminent Danger policy that directs police officers to not place themselves in a situation where they have to use deadly force.**

It presents significant challenges to direct a police officer not to place him or herself in deadly force situations. Unfortunately, the nature of the job is to respond to active threat situations such as active shooters or crimes involving physical violence.

Officers are only permitted to use the degree of force that is objectively reasonable, necessary under the circumstances and proportional to the threat or resistance of a subject. An Officer should consider all information known regarding the subject and circumstances, including the seriousness of the crime or suspected offense, the level of threat or resistance presented by the subject and whether the subject is posing an immediate threat to officers or a danger to the community.

**4. The recruitment and hiring of Black and Brown police officers that better reflect the demographics of our communities.**

This objective is included in the 2020-2025 Newark Police Strategic Plan. Currently, NPD sends four part-time recruiters to regional minority-focused recruiting events and engages the community to attract a diverse applicant pool.

In 2019, the City received a total of 143 applications for the position of police officer. 68% of the applicant pool is white and the remaining 32% is classified in a minority of unknown status. The most recent census data states that 78% of the City's population is white so it is subjective to say the agency recruited "from as broad a field of applicants as reasonably possible."

**5. The ban of the use of knee holds as acceptable in the Use of Force Continuums within all police departments.**

Existing NPD policy prohibits choke holds as follows:

*The use of a choke hold, whether applied by the baton, hands, or other body part, is prohibited unless deadly force is warranted, since death can occur from this procedure.*

**6. A review of the State of Delaware's Freedom of Information Act (FOIA) to determine if the so-called Law Enforcement Officers' Bill of Rights is in direct conflict with the spirit and intention of FOIA. In our view, it is and requires abolishment accordingly.**

The Police Officers' Bill of Rights is encapsulated in State law and any changes must be made by the General Assembly.

**7. A review of police department's records of disciplining or charging officers charged with misconduct.**

According to Commission on Accreditation for Law Enforcement Agencies (CALEA) standard 26.2.5 with which NPD complies, annual statistical summaries pertaining to complaints and internal affairs investigations are considered open source documents and are made available.

**8. Increased crisis intervention services and ongoing proactive mental health services for police officers.**

NPD utilizes an Early Warning System, which is a comprehensive program designed to help assess and evaluate employee performance and quickly address any identified concerns before disciplinary action is necessary.

It is the policy of the NPD to pursue available means by which steps are taken to provide proactive measures in employee health issues. As a basic step toward this policy, the Department will maintain a number of officers trained in Critical Incident Stress Management (CISM). The officers serving as members of the CISM team will be available to respond and assist officers involved in critical incidents or officers in need of their services as a result of a stressful incident. Members requiring such services will have the option of asking for the same services for a spouse or immediate family member when a situation arising on-duty creates a traumatic impact on their family. The Newark Police Department CISM Team was formed as a response to an identified need for management of traumatic stress among police personnel. The team is tasked with providing emotional support to members of the Department in the aftermath of critical or traumatic incidents and to minimize the harmful effects of critical incident stress. The primary goal of the team will be to return members to a state of normal coping and emotional well-being through appropriate peer support.

In 2020, NPD will host an Officer Wellness and Resiliency train the trainer class for its officers as well as other officers from other agencies throughout the state.

Maintaining public trust and providing transparency to members of the community is of utmost importance and we are pleased to provide answers to frequently asked questions here:

**1. Are the police officers in the Newark Police Department being trained to de-escalate altercations by using peaceful conflict resolution strategies?**

Newark Police officers complete their initial training that includes de-escalation, mental health de-escalation and unbiased policing while attending the police academy. De-escalation training teaches officers to attempt to resolve a situation using verbal skills rather than with force. If force is necessary, officers are taught to resort to less lethal forms of force when practical. Newark Police receive refresher training annually in these topics, along with legal training on the Fourth Amendment and the latest related caselaw.

**2. Are the police officers in the Newark Police Department prohibited from using carotid restraints (chokeholds, strangleholds, etc.)?**

The use of a chokehold, whether applied by the hands, other body part or with a weapon, is prohibited by longstanding Newark Police Department policy unless deadly force is warranted, since death can occur from this procedure. These are not methods officers are trained on or authorized to perform.

**3. Are the police officers in the Newark Police Department required to intervene if they witness another officer using excessive force? Will officers be reprimanded if they fail to intervene?**

Newark Police Department policy provides that any officer who observes another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall intercede, when feasible, to prevent the use of such excessive force, so long as doing so does not pose a safety risk. Officers shall immediately report these observations to a supervisor and document the observations prior to the end of shift. A violation of policy, including failure to intervene, will be investigated and an officer will be disciplined if it is found that policy is violated.

**4. Are the officers in the Newark Police Department required to give a verbal warning to citizens before drawing their weapon or using force?**

Officers are trained that giving verbal warnings or commands are always an officer's first option before drawing a weapon or using force. However, every incident is handled on a case-by-case basis based on the facts known to the officer in that incident. The officer must balance the ability and time necessary to provide a warning with the imminent danger and risk of serious physical injury or death faced by both the officer and the involved citizens. As the United States Supreme Court has stated, "police officers are often forced to make split-second judgments — in circumstances that are tense, uncertain, and rapidly evolving — about the amount of force that is necessary in a particular situation." (*Graham v. Connor*, 490 U.S. 386, 397 (1989)).

**5. Are the officers in the Newark Police Department required to report each time they threaten to or use force on citizens?**

Police officers understand that they have been entrusted with the authority to lawfully use force to protect life and property and to apprehend criminal offenders. Therefore, the Department properly documents and reviews each use of force to maintain the public's confidence and trust. Police officers are required to report each use of force likely to cause pain or injury and each time they draw and point a weapon at a citizen.

**6. Are the officers in the Newark Police Department trained to perform and seek necessary medical action after using force?**

Police officers receive training in CPR, use of an AED and medical training in the police academy. They receive refresher training in these areas every other year per the regulations of the Delaware Council on Police Training. Officers are responsible for providing and obtaining medical aid for individuals who complain of, or show signs of injury, as a result of any use of force by an officer. Officers will transport the individual to a medical treatment facility or request an ambulance and begin medical evaluation and care of such individuals as soon as practical.

**7. Is there an early intervention system enforced to correct officers who use force?**

The Newark Police Department employs a computer system that tracks all uses of force, along with citizen complaints, motor vehicle collisions and vehicle pursuits. The system is designed to alert police staff when an officer is involved in these types of incidents. The number involved to trigger an alert is based upon a computer algorithm and depends on the types of incidents involved. However, an alert can be triggered by as few as two incidents or a combination of multiple incidents. Additionally, every use of force is reviewed immediately by a direct supervisor and then again quarterly by an internal committee to ensure compliance with policy. Any use of force outside of policy is sent to the Professional Standards office for investigation.

**8. Do the Newark Police use body cameras?**

The Newark Police Department received City of Newark and federal funding to implement a body worn camera (BWC) program in late 2019. The delivery and use of BWCs began in early 2020 for most of the Department. The Coronavirus pandemic, however, delayed the ability to implement some aspects (replacement of the current in-car camera system) and training for some officers. The complete installation and implementation for the remainder of officers should be completed by early July, 2020.

The Newark Police Department requires that all Field Operations Personnel, Street Crimes Unit officers, and School Resource officers wear a BWC. Spare BWCs are available for other officers to utilize when required by policy. Officers are required to record situations where they encounter the public and an arrest, detention or use of force is likely.

The BWC policy was developed in accordance with the best practices determined by the Bureau of Justice Assistance, U.S. Department of Justice Body Worn Camera Tool Kit and other national and state resources.

**9. What can I do as a concerned citizen?**

Throughout the year, the Newark Police Department plans and hosts various community activities and programs to engage with the community. These events include the annual

Citizens' Police Academy and National Night Out. We are currently in the process of continuing our plans to grow our community outreach programs. It is important that members of the community stay connected by attending meetings, viewing updates on our websites (both our Departmental website and press release website) and following us on our social media platforms.

We know what happened to George Floyd and many others before him erodes the reputation of government employees in general. We acknowledge that no organization is perfect, but we stand committed to listening, learning and sharing the responsibility of effecting change in our community. Racism and exclusion have no place in our local government, and we agree with systemic changes where needed as well as holding elected officials and public servants accountable.

The City of Newark and its employees will continue to strive to fulfill their mission of "Service Excellence" during the delivery of government services including providing safe drinking water, reliable public power, infrastructure improvements, parks and recreation opportunities and public safety services.

Digital Records Project New Documents Created – June 4-10

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	95	8,448	Administration Correspondence Files
Fred	14	774	PWWR Traffic Committee Files
Ana (PT)	0	0	Working remotely on modifications
Total	109	9,222	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706	27,129	+3,423
March	32,064	43,248	+11,184
April	36,965	50,610	+13,645
May	62,286	36,576	-25,710
June	69,471		
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 05/31/20-06/06/20

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	5	0	0	3	0
Rape	4	1	0	2	2	0
Unlaw. Sexual Contact	2	2	0	0	2	0
Robbery	5	7	0	5	24	0
- Commercial Robberies	3	1	0	4	0	0
- Robberies with Known Suspects	0	2	0	0	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	4	0	1	23	0
Assault/Aggravated	14	9	0	12	7	0
Burglary	34	15	1	60	63	2
- Commercial Burglaries	4	4	1	1	42	1
- Residential Burglaries	24	10	0	45	14	0
- Other Burglaries	6	1	0	14	7	1
Theft	230	191	8	206	92	3
Theft/Auto	19	26	0	4	5	1
Arson	0	0	0	0	0	0
All Other	55	73	2	68	57	2
<b>TOTAL PART I</b>	<b>363</b>	<b>329</b>	<b>11</b>	<b>357</b>	<b>255</b>	<b>8</b>
<u>PART II OFFENSES</u>						
Other Assaults	124	114	8	68	101	3
Rec. Stolen Property	0	0	0	4	5	1
Criminal Michief	60	53	2	42	35	4
Weapons	11	7	0	35	16	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	68	22	0	106	23	0
Drugs	88	24	1	128	33	4
Noise/Disorderly Premise	323	247	5	120	99	0
Disorderly Conduct	75	59	5	60	42	1
Trespass	106	117	3	43	25	0
All Other	158	110	3	202	112	5
<b>TOTAL PART II</b>	<b>1013</b>	<b>753</b>	<b>27</b>	<b>808</b>	<b>491</b>	<b>19</b>
<u>MISCELLANEOUS:</u>						
Alarm	59	62	5	0	0	0
Animal Control	254	198	12	2	20	0
Recovered Property	105	84	1	0	0	0
Service	15381	13836	554	0	0	0
Suspicious Per/Veh	217	196	8	0	0	0
<b>TOTAL MISC.</b>	<b>16016</b>	<b>14376</b>	<b>580</b>	<b>2</b>	<b>20</b>	<b>0</b>

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	820	20,198	651	16,884



**Newark Police Department  
Weekly Traffic Report  
05/31/20-06/06/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	5998	2401	194	21
DUI	94	34	4	1
<b>TOTAL</b>	<b>6092</b>	<b>2435</b>	<b>198</b>	<b>22</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	1	0	0	0
Personal Injury	112	60	3	5
Property Damage <b>(Reportable)</b>	537	294	13	10
*Hit & Run	111	64	4	3
*Private Property	135	61	1	4
<b>TOTAL</b>	<b>650</b>	<b>354</b>	<b>16</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.