

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Friday of this week will mark four complete weeks where office staff has worked remotely and field staff operated under staff preservation shifts. Like the last three weeks, a majority of my time was spent working on coordination and response efforts. While we have not yet run out, maintaining an adequate supply of PPE continues to be a problem. Our purchasing team has spent a lot of time working to secure additional N95 masks, hand sanitizer, and cleaning supplies. We were fortunate to be able to receive over 1,100 ounces of hand sanitizer manufactured by Delaware's own Dogfish Head earlier this week. We are working to procure cloth facemasks for staff in light of the CDC recommendation late last week but have had limited success. In the interim, we are providing unused parks and recreation event t-shirts to staff so we can make our own.

Mayor Clifton, Deputy Mayor Markham, City Secretary Bensley and I participated in conference calls with the Governor on Monday and with Senator Coons on Thursday.

Mayor Clifton and I coordinated a COVID screening event with the State of Delaware for Newark's homeless that was held at the Newark Empowerment Center on Thursday afternoon. In addition to screening and testing for COVID, attendees were signed up for social services, received food, and where possible, were provided with temporary housing.

Chief Human Resources Officer:

I participated in a webinar on Friday, with attorneys from the National PELRA. The two and a half hour webinar focused on the FFCRA (Families First Coronavirus Relief Act) and provided clarification and legal response to the act. Overall the presentation was very informative and helped answer many of the questions I had regarding the Act and how it will be applied in Newark. The attorneys advised that this Act will be evolving as the pandemic continues. This week has been most of the same as the previous week. I have continued 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 Coronavirus-related items. I continued to review employee evaluations as they come in. I have begun spending time this week researching and putting together COVID-19 policies. I have reached out to my DELPELRA colleagues throughout the State to see what they have put together and we will all be sharing our policies with one another. Still working with labor attorney to finalize union contracts and discuss COVID-19 related items affecting collective bargaining agreements. 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.

Chief Communications Officer:

- Populated social media and the website with up to date educational information related to

COVID-19

- Organized Facebook Live with Mayor Clifton
- Scheduled interviews with essential staff for the Newark Post, took photos on staff in action for the article
- Creating “thank you” social media series for essential employees
- Contributed to the TNP newsletter
- Completed and printed resident letter
- Social media usage continues to increase. Facebook followers increased an additional 14%, page views are up 33%, post reach is up 40%. Twitter impressions increased 164% and we gained 149 new followers.

Newark’s first responders take precautions to stay safe during coronavirus outbreak:

https://www.newarkpostonline.com/news/newark-s-first-responders-take-precautions-to-stay-safe-during-coronavirus-outbreak/article_b0060585-a713-562f-b6b0-458d0aed8abd.html

Individuals, businesses cited for breaking emergency order:

<https://www.capegazette.com/article/individuals-businesses-cited-breaking-emergency-order/200499>

Graphic Design/Web Content:

- Created holiday recycling schedule graphic
- Designed Green Wednesday yard waste calendar for April and May
- Designed Facebook Live with Mayor Clifton graphic for social media
- Scheduled holiday recycling schedule InformMe
- Updated Code of Ordinances on City website
- Updated Customer Connect webpage
- Updated Emergency Alert on City website to reflect current City operations

Welcome Center/Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Adding/changing InformMe customer information
- Created document to track InformMe registrations for all call attendants to utilize
- Create and share content on Facebook and NextDoor

Assistant to the City Manager:

Like the last several weeks, Assistant to the City Manager Jeff Martindale spent most of his time attempting to locate and procure personal protective equipment (PPE) and disinfecting products for City staff and facilities, respectively. He also facilitated the pickup of over 1,100 ounces of hand sanitizer from Dogfish Head Brewing Company as well as began the procurement process for a sizable quantity of face masks for City staff.

Facilities Superintendent Dave Greenplate and Jeff Martindale also reviewed the list of applicants for the Facilities Maintenance Custodian position. Interviews will be held next week, with a hopeful start date for the selected candidate later in April.

Along with City Purchasing Assistant Cathy Trykowski, he also printed stickers for purchase orders encouraging vendors to sign up to receive POs via email. Since staff is working mostly remotely, it has been difficult to get POs out to vendors that are only signed up to receive mailed POs. By signing more vendors up for emailed POs, vendors will receive these documents quicker and the City will save money on postage.

Finally, as Acting Human Capital Manager, Mr. Martindale onboarded a returning PW&WR seasonal employee, answered employee benefit questions as needed, began signing staff up for ICMA-RC retirement appointments with our ICMA-RC representative, and worked with Chief Human Resources Officer Devan Hardin to begin writing a comprehensive COVID-19 personnel policy.

Local Government Management Fellow:

LGMF John Steponick helped facilitate the City's procurement of hand sanitizer from Dogfish Head, as well as helped the Human Resources and Communications teams on various COVID-19 related research. Additionally, Mr. Steponick touched base with PW&WR, Parks & Rec, and The Newark Partnership to go over long-term grant-related projects that recently fell by the wayside in the wake of the COVID-19 outbreak. Finally, Mr. Steponick began working with NPD to complete needed demographic research.

Facilities Maintenance:

The Facilities Maintenance team continued their efforts to disinfect City buildings as frequently as possible. They additionally continued work on electric closets on the first floor of City Hall, finished installing autoflushers for toilets and automatic paper towel dispensers in City bathrooms, began installing shelves and napkin dispensers near doors (so staff can open doors without touching handles directly), helped Summit Mechanical switch the HVAC system to cooling for the warmer season, and shampooed City Hall carpets to improve cleanliness.

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 from 4/2/20 until 4/8/20 due to COVID-19. Court staff continued to handle phone calls, payment plans, PBJ's and rescheduling court dates. Payment plans continue to be pushed out for 60 days.

Beginning the week of April 16, 2020, court will begin to accept Guilty Plea in Absentia forms for those defendants who are represented by an attorney. This will help alleviate the backlog that will occur when the court reopens in June.

Parking Ambassadors are handling all parking appeals online.

Terri participated in remote management meetings on 4/3, 4/6 and 4/8/20.

Activity or Project:

Payments

Description:

From 4/2/20 until 4/8/20 Alderman's Court collected a total of 104 parking payments of which 78 were paid online and 26 were mailed in to court. The court also collected criminal/traffic payments of which 85 were paid online and 14 were mailed in to court for a total of 99 criminal/traffic payments.

Status:	Completed
Expected Completion:	04-09-2020
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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul and Geena worked remotely this week.

Renee participated in remote management staff meetings on April 3, 6 and 8.

Renee participated in various coronavirus-related conference calls with State and Federal stakeholders on April 2, 6 and 8 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 worked with several staff members to troubleshoot GoToMeeting for future public meetings.

Time was spent working on follow up for the now postponed April 14, 2020 Council elections for Districts 3 and 5. Renee, Tara, Nichol and Rita completed and mailed follow up letters for 781 returned absentee affidavits (384 for District 3 and 397 for District 5). When compared to the 2018 Council elections, the number of absentee affidavits returned represents 78.3% of the number of people who voted in District 3 and 84.6% of the number of people who voted in District 5 that year. Renee also spent time working with City Solicitor Bilodeau on next steps for the postponed election and provided updates to the candidates and the Election Board. Tara spent significant time fielding election-related phone calls.

Tara spent time working on union-related items.

Tara and Samantha helped Rita with training in her new position.

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

- * Provided a response and closed an April 3 FOIA request for 2015 through 2019 employee sick waivers from M. Renae Price
- * Provided a response and closed an April 7 FOIA request for permits pertaining to a property outside of City limits from Mary Litson
- * Circulated to staff a April 7 FOIA request for 92-96 East Main Street pertaining to spills/fires/permits/COs/violations/site plans from Environmental Alliance

Regarding minutes, staff time was spent on the March 10 Conservation Advisory Commission (Nichol drafted) and March 23 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 4 discovery requests for upcoming Alderman's Court cases. 153 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 7 new lien certificate requests this week, which were sent to Finance for processing. 1 lien certificate was completed and sent to the requestor. 85 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 2-8 are below.

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

Recodification

Description:

Danielle spent time reviewing the final recodification proofs.

Status:	In-Progress
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Expected Completion:	06-30-2020
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Execution Status:	On Track
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Activity or Project:

Electronic Council Packets

Description:

Renee participated in a first look webinar with CivicClerk to preview Newark's new agenda management software on April 3. She worked with staff regarding permissions and logins for departments. Renee and Tara spent additional time reviewing the software on April 8.

Status:	In-Progress
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Expected Completion:	05-04-2020
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Execution Status:	On Track
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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews responded to an outage in Elan Friday afternoon to find a primary cable failed. It took less than an hour to reroute power to the 44 customers that were out.

The line crews started on rerouting the primary by the Hyatt. Some of the aerial by the hotel needs to go underground because of clearances.

The line crews supported the Elkton Road Project by cleaning up the pole area at the yard and working on road crossings at night.

The crews also installed a pad mount transformer at the 22 Benny Street Project.

The electricians help locate underground cable break in Elan with the fault locating system (thumper). The electricians disconnected and removed wiring to all the gates and ticket machines in all the parking lots. The electricians worked at the Green Mansion project and turned off flashing lights by the schools.

Engineering attended a webinar on underground distribution, worked on the Elkton Road Project, kept up with permits and project inquiries. Engineering also spent time looking for substation parts that need to be kept as spares.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

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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>

Activity or Project:

Coronavirus Information

Description:

At this time, the City of Newark is not adding late penalties or fees to any utility bills during this 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:	06-30-2020
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:

Information Technology Department

Notable Notes:
Applications Team:

Open Tickets from Previous Week - 59

Tickets Opened in the Last Week - 17

Tickets Closed in the Last Week - 26

Remaining Open Tickets – 50

1. Continued to assist users as needed with WFH issues.
2. Attended webex with Harris Computers Northstar on Meter Reading Estimates on 4/2.
3. Participated in CivicRec Configuration Q & A webex on 4/6.
4. Began stormwater import modification testing on 4/7.
5. Participated in CivicRec Accounting/Financial Extraction meeting on 4/7.
6. Status call with Paymentus regarding migration from Authorize.net to Paymentus platform with Tyler on 4/8, continued testing Cashiering.
7. Made modifications on CC6 regarding deposit requirements with existing customers on new accounts.
8. Continued working with Harris Northstar and Paymentus on the ability to make an online or IVR payment on a disconnected Electric account.
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 - 151

Tickets Opened in the Last Week - 57

Tickets Closed in the Last Week - 64

Remaining Open Tickets - 144

1. Down camera in lot 1 traced to cables being cut during gate removal.
2. Desk phone deployment is complete. Troubleshooting one issue.
3. Applied new licenses to SonicWalls.
4. Softphone distribution is complete.
5. Continuing to aid users in getting connected from remote locations.
6. Completed syslog server configuration.
7. Worked on and resolved support tickets for end users.

8. Actively responded to and resolved Secureworks alerts.

Pending:

1. The Ethernet/WiFi bridge for one call attendant's phone has been delivered. It will be tested over the weekend and available for pickup next week if it works as expected.
2. Preparing three laptops for to be used by the police remote academy attendance.
3. 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

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

Phase 3 Go Live
4/27/20 - Scheduled

Status:	In-Progress
Expected Completion:	04-27-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: attended several Skype meetings with managers and department staff on COVID-19 preparedness and updates; reviewing park signage design and proposals for sign replacements; met with Parks Staff about court closure procedures and other areas of concern for gathering in accordance with the Governor's mandate; working on potential grant opportunities for the State of Delaware Outdoor Recreation Parks and Trails grant and Waste Management Park Improvement grant; met with recreation staff concerning spring cancellations, postponements and rescheduling opportunities for activities, camps and events; conducted parks maintenance meeting to discuss upcoming work orders, projects and prioritizing work assignments; reviewed several sketch plans for comment on the project; met with Paula about COVID-19 expenses and work orders for tracking purposes.

Deputy Director: continued to work with recreation staff on deadlines for the summer activity guide, completed compilation of information and sent to Shelby to start formatting into the activity guide, started work on the data entry forms for input into the recreation registration software; worked with Shelby and Joe regarding updated signage and Facebook posts for additional closures of the skateparks in conjunction with the basketball and tennis courts, processed refunds for special event permits that were canceled and postponed dates for others; submitted information to the Office of Child Care Licensing for summer camp exemptions; worked with Sharon and Melinda regarding cancelation of the Memorial Day Parade and with Shelby to send out an Eblast to previous participants regarding the cancelation; worked on finalizing the arts and crafts and sports bids; worked with Kathy on fitness refunds; worked with Melinda to start on the Delaware Division of the Arts grant for 2021 and worked with her and Sharon on the adjustment form needed for this year's grant; conducted staff meeting; took part in conference call regarding the Rodney project status update; worked with Shelby and Kathy to start coding program refunds from canceled programs from COVID-19 to a specific project number and tracking refunds for Finance; sent update regarding programs and events to City Manager and Department Directors and helped with update for Mayor and City Council, continued to update employee listing and last day of employment for Marta; sent park signage information for quote to sign company; starting work on the estimate of total revenue loss; attended several conference calls with City management

throughout week and with parks and recreation staff.

Recreation Supervisor of Athletics: continues planning for summer programs and updating information in Excel for the summer brochure; postponed or cancelled all programs that were scheduled before May 15; completed United States Tennis Association (USTA) Safe play coaches/administrators training; booked Rittenhouse Camp field trips to Skyzone Trampoline Park for the summer; submitted purchase order for the summer camp after care rental van; preparing for ongoing Civic Rec registration software training; recruiting summer camp staff.

Recreation Supervisor of Community Events: finished rescheduling spring programs and activities; assigned the last Community Garden plot; attended Skype recreation staff meeting; cancelled the Newark Memorial Day Parade, contacted enrolled participants and committee members; submitted application for Camp REAL to Public Health Department; researching bands for the Spring Concert Series.

Coordinator of GWC and Volunteers: continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; completed information on refund totals March - May for George Wilson Center as well as a comparison to 2019; touched base with GWC Attendants pertaining to April's schedule; processed timesheets for staff; continued to work on items for summer programs including inputting into date book/scheduling and researching field trips; interviewed applicant for Camp GWC; continued notifying program participants, instructors, the Newark Senior Center and volunteers of canceled events and programs as well as information on refunds; followed up with instructors on creating online programs during this social distancing - at this time Abrakadoodle, Goju, History Stroll and Essential Oil instructors are working on videos to be sent to us; began working on Winter/Spring statistics of programs held prior to COVID-19 shut down; started preparing for 2020 pool season, pool bids will be sent out to companies the week of April 6; gathered potential documents and questions for an upcoming CivicRec registration software training; participated in conference calls with recreation staff.

Recreation Specialist: populated the potential Spring Concert Series performer spreadsheet and added in some potential additional bands; cancelled the Memorial Day Parade on the Facebook events calendar and radio/news websites ; started reviewing Delaware Division of the Arts Grant 2020 submission; completed Facebook Posts for Where's June reveal on Tuesday, Where's June on Thursday; emailed all the summer camp volunteers just with a 'hey we don't know what's going to happen right now but we'll keep you updated' message.

Parks Superintendent: met with resident and arborist contractor concerning a bee hive in tree trunk cavity behind residence in Redd Park, re-installed snow fencing on west end of skate spot at Phillips Park twice, assigned field staff daily and assisted as needed, met with staff on daily updates and to review safety procedures, cleaned with sanitizing wipes all door knobs/switches/garage door openers/ bathroom handles/thermostat control buttons daily in Parks Building as well as wiping down used vehicles daily and placed two extra trash cans in Rittenhouse Park for trout season which opened on Tuesday.

Parks/Horticulture Staff: started mowing horticulture areas, weeding beds at City Hall, did trash removal throughout park system as needed, did interior bed maintenance at City Hall and dragged/scarified all ballfields.

Parks Superintendent: Crew removed two large down trees off trail at Redd Park, removed basketball goals, dropped tennis nets, caution taped entrances, added signage explaining closed due to virus was added throughout the park system, Phillips and Handloff skate parks were caution taped off as well as snow fence across courts with closed signage, weed control at park sites and horticulture sites, mowed and trimmed in park areas, Park Supervisor attended many meeting via Skype.

Activity or Project:

Summer Activity Guide

Description:

We're gearing up for a summer full of activities and programs in our summer activity guide. Registration will begin on April 20 for residents and April 24 for non-residents. Join the Newark Parks and Recreation Department in keeping kids active and outdoors when school is out. We offer camps for all ages, abilities and interest levels including cooking, sports, theater, crafts and more! There is plenty for the adults to do this summer as well including art, dance, pottery, fitness classes and so much more! Summer Activity Guide will be available at www.newarkde.gov/play starting April 20.

Status:	Started
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Expected Completion:	04-20-2020
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Execution Status:	On Track
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Activity or Project:

Description:

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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:

Planning and Development Department

Notable Notes:

Code Enforcement:

Interior framing is ongoing at UD's Whitney Athletic Center at 625 South College Avenue; exterior work on the roof and underground utilities is progressing. Work continues at the apartment building at 211 Haines Street; the apartments are drywalled and trim, doors, kitchens, and bathrooms are being installed. Site work is ongoing at 211 South Main Street; water service

to the building site has been installed and footer and foundations are scheduled to begin this week. Interior work continues at UD's Worriow Hall, drywall and ceilings are being installed throughout the building, and exterior structures are ongoing. Meetings are ongoing with regard to the building design and placement on the lot for the Fintech Building; permits for this project will be phased to allow augured piles and foundations to begin as soon as possible.

The foundation is complete for the Chase Bank building at 700 Newark Shopping Center, work has started on steel erection, and framing will begin in the next week. Construction has begun on the Tropical Smoothie Café tenant fit out at 622 Newark Shopping Center. The contractor for the Newark Senior Living facility at 924 Barksdale Road has ceased construction until May 1, due to coronavirus concerns; the site has been stabilized. Construction activities have resumed at Warner Hall, demolition activities are starting at 321 Hillside Road, and demolition work has been completed at the former Rodney dormitory site.

Work continues at the site of Campus Walk II on New London Road. Siding is continuing on Building 1 at three-quarters complete; common walks and steps are three-quarters complete on Buildings 1 and 2; and, work continues on the stormwater pond.

Parking:

Parking kiosk locations were selected for the north side of Main Street, completing area selection of the new parking units. Staff continued regular contact with parking vendors and preparation for kiosk installation with ITS. Maintenance removal of old ParkingSoft off-street equipment occurred in Lots 1 and 3. In Lot 3, this was necessary to make room for the crane that is part of the Hyatt Hotel construction.

Staff continued to participate on regular COVID-19 update meetings with management, Planning Department, and internally with the Parking Division. With direction from CWA and management, spoke to part-time Parking Ambassadors and moved them to furloughed status, directing them to temporary unemployment. Mask-making literature was provided to staff and recommended that all staff wear masks, per a CDC suggestion. Calls continue to be monitored and re-directed to appropriate departments when necessary. Staff worked on organization of parking files in SharePoint and backup of files saved locally on computers during COVID-19. Payroll hours and work codes were verified during COVID-19.

Staff worked with purchasing on numerous outstanding purchase requests/orders; continued learning through webinars and education tools (T2, CivicPlus, Genetec, etc.); reviewed parking aging reports and outstanding balances from the Finance Department; picked-up and monitored mail from post office and delivered it to City Hall; and, prepared for Lot Permit Renewals and increase in Residential Permitting. Staff is also up-to-date with online parking appeals and is in contact with Alderman's Court on appeals that go beyond the online process.

Planning/Land Use:

The Planning Commission met remotely via GoToMeeting on April 7. At the meeting, the Commission recommended approval of the amendments to the 2018 International Energy Code (7-0).

Planning and Development Director Mary Ellen Gray continued to spend a good portion of her

time responding to the COVID-19 pandemic and continuing to work with City management and staff on working from home and in the field while keeping Planning and Development Department City services moving forward and keeping our staff, the citizens of Newark, the contractors and building trades we engage with every day, safe. In this regard, Director Gray worked on the following activities:

- 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.
- Performed tests and training with staff and Planning Commission on the GoToMeeting software to get ready for the virtual April 7, 2020 Planning Commission meeting.
- Performed tests on Microsoft Teams virtual meeting platform in anticipation of the virtual meeting of the Transportation Improvement District Subcommittee on April 8, 2020.
- Worked with staff on trouble-shooting incoming phone calls to ensure that phone calls are received and processed in a timely manner.

Director Gray worked on the April 7 Planning Commission meeting and related issues. The first virtual meeting of the Planning Commission went smoothly. This was due in large part to staff doing up-front work and getting familiar with the GoToMeeting software with the able assistance of IT and City Secretary Renee Bensley and working with the Planning Commissioners beforehand, which included conducting numerous practice sessions with staff, then with the Chair and Vice Chair, and then having two practice sessions with the Planning Commission at large. In addition, the Planning Commissioners who did not have headsets/earbuds were supplied with a set, which was a team effort whereby IT secured the headsets/earbuds and Planning and Property Maintenance staff delivered them to the homes of the Planning Commissioners. At the April 7 meeting, the Planning Commission recommended approval of revisions to proposed amendments to the 2018 International Energy Conservation Code with recommended changes. The first reading to Council is April 27, 2020.

Along with Planners Mike Fortner and Tom Fruehstorfer, Director Gray had a Skype meeting with Councilman Stu Markham regarding a 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 City website and social media.

Director Gray lead a Skype call with UD Institute for Public Administration (IPA) intern, A'lece Moore, GIS Technician Jay Hodny, and Planners Mike Fortner and Tom Fruehstorfer to discuss progress on the Economic Development project that we're working on with the UD IPA. A'lece is working on an inventory of the existing businesses and updating it with real estate and related information to be portrayed in a GIS format. Also discussed was the next step which is to develop elements for an Economic Development website which includes demographic information, commercially zoned properties, business license information, as well as how to open up a business in Newark. Many of these elements have previously been created but now need to be updated and put in an electronic format in a website.

Director Gray worked on the Transportation Improvement District project and related issues. The regular monthly meeting of the TID Committee was held on April 8 in a virtual format utilizing the MicroSoft Teams platform organized by our AECOM contractor working with us on this project. The meeting went well and members of the TID Committee were virtually engaged. The meeting focused on the recommendations for service standards. This discussion will continue at the next meeting along with a discussion on future conditions analysis scheduled on May 13, 2020 at 1:30 p.m. This meeting will also be a virtual meeting. More information on the TID Committee can be found at our TID website: <https://newarkde.gov/1127/Transportation-Improvement-District-Comm>.

Also this week, Director Gray participated in a Women's Leadership seminar on April 3 titled Engaging with others in Times of Crisis; worked on administrative and managerial tasks and issues; and, worked with Code Enforcement Manager Stephanie Petersen on enforcement cases and related issues.

Planner Mike Fortner completed the future land use projections for the Transportation Improvement District (TID) and submitted the data to DelDOT for use in their modeling for the TID. The model will be reviewed by the TID Working Committee at their May meeting. On April 7, Mike attended the Planning Commission meeting via GoToMeeting. On April 8, Mike attended the Transportation Improvement District Workgroup meeting via MS Teams application. Mike created promotional information for the public regarding the "Planning Area 7" Workshop that will be held on April 30.

The Planning and Development Department received an application for an indoor recreation facility to be located at 111 Sandy Drive. The use will require a Council-approved special use permit.

The following was completed this week:

- 8 Deed Transfer Affidavits
- 17 Building Permit Reviews

Land Use Projects Currently Under Review:

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

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

October 27, 2017.

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

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

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019. Revised plans were received by the Planning and Development Department on May 1, 2019. Staff comments were forwarded to the applicant on August 23, 2019.

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

132-138 East Main Street, Parcel IDs 1802000126, 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear

of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 2019. A SAC meeting was held on October 16, 2019. The Planning and Development Department received revised plans on December 20, 2019. 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.

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

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

1 North Twin Lakes Boulevard, Parcel ID 1805400022 (PR#19-06-02): The Planning and Development Department received plans for a major subdivision at 1 North Twin Lakes Boulevard on June 14, 2019. The plan proposes to replace the currently-approved 12-unit subdivision plan with a new 24-unit townhome-style apartment subdivision plan. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 20, 2019. A SAC meeting took place on September 24, 2019. 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 March 24, 2020, Newark Police were dispatched to a car dealership in the 200 block of East Cleveland Avenue after the dealership found that all four rims and tires had been stolen overnight from a new car parked in their parking lot. Four days later, on March 28, 2020, Newark Police were dispatched to the same car dealership after the dealership found that all four rims and tires had been stolen overnight from a car parked in their parking lot. During this theft, damage was also caused to the vehicle when it dropped to the ground after the theft. Through video surveillance, officers were able to identify a possible suspect vehicle involved in the thefts. Further investigation revealed that the tires and rims were being sold on Facebook. Officers were able to link the suspect vehicle to the person selling the tires on Facebook. On April 2, 2020, the suspect vehicle was located, occupied, in an industrial park in Delaware State Police jurisdiction just south of Newark. Both occupants of the vehicle were taken into custody without incident by DSP and turned over to Newark PD. The suspects were identified as Jeremy Johnson, 34, and Jaime Marshall, 36. Both suspects are from Elkton, MD. Marshall was found to be prohibited from having contact with Johnson from a prior and unrelated incident. The suspects were transported to Newark Police headquarters where they were charged with Theft Over \$1,500 (2 counts), Conspiracy Second Degree, Criminal Mischief (Johnson only) and Breach of Release (Marshall only).
- On April 3, 2020 at approximately 1817 hours, Cpl. Golden was dispatched to the area of Elkton Road and Interchange Blvd. for a report of two males removing copper wire from the construction site along the roadway and loading it into the bed of their truck. Upon arrival in the area, Cpl. Golden observed a vehicle matching the suspect vehicle description traveling northbound on S. College Avenue at Christina Parkway, and a vehicle stop was initiated. As Cpl. Golden approached the vehicle, he observed two rolls of copper wire in the back of the truck. Upon further investigation, they were arrested for theft and were released pending later court dates.

Animal Control:

- On April 3, 2020, Animal Control Officer Vickers responded to the 700 block of Bent Lane for a fox kit (baby) tangled in a sporting goods goal net in the backyard of the residence. The netting was tightly around the young fox's neck and its back leg. She carefully cut the animal free using scissors. She then transported him to the Delaware wildlife rehabilitator where he is recovering. When the baby fox is old enough, he will be released back into the wild. (Pictures of the fox below.)

Auxiliary Services Division:

- Capt. Van Campen has been exploring various grant opportunities and has begun to craft a Federal Bureau of Justice Grant directly related to COVID-19.

Administration Division:

- The new police recruits continue to prepare for the upcoming police academy.
- NPD continues dissemination of important information to the public via our social media channels.

Criminal Investigations Division:

- Detectives continue to work on several criminal investigations.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:

04-09-2020

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:

Fleet maintenance staff has increased stock on critical parts above normal levels due to the COVID-19 pandemic. One example is the availability of tires. Goodyear has shut down a portion of their manufacturing and using stock to fill orders. The additional tires we ordered took five days to arrive at the garage, up from typical same day service.

The City's contractor, Albert G. Cipolloni & Sons, has mobilized to the Fairfield area to begin the work on the Handicapped Ramp project as part of the ADA Transition Plan. The crews will remove the existing ramps, replace with ADA compliant ramps and the come back to asphalt patch in front of the curbs, along with any seed and mulch restoration. Notices to the surrounding properties are being hand delivered. The project is focused in the Fairfield and Fairfield Crest neighborhoods.

Due to several rain days this week, the contractor at Rodney will be hauling soil away from the site on Friday, April 10 and Saturday, April 11, during regular work hours.

Activity or Project:

Water Main Replacement - Baylor Drive/Dallam Road

Description:

Our contractor (Reybold Construction) continues to make good progress with the installation of the new 10” water main along Baylor Drive. They are approximately 80 feet from the Baylor/Dallam Road intersection. In the coming weeks they will continue through the intersection and head east on Dallam Road to the Radcliff Drive intersection, which would complete the installation of water main under this contract. Once the 10” main is installed and tested, the crews will drop back to move domestic water services to the new main and start restoration of sidewalk, driveway, and front yards impacted by this work. The restoration work on Wilson and Sypherd Road is almost complete with only driveway restoration and some topsoil, seed and mulching of yards still required. We are confident that the timing of the yard restoration will be ideal for quick germination and grass growth.

Status:	In-Progress
Expected Completion:	05-31-2020
Execution Status:	On Track

Activity or Project:

Main Street Improvements (DelDOT)

Description:

A-Del Construction continues road reconstruction on Phase 6 and utility adjustments in Phase 4 of the project. Beginning April 9, the contractor will move west to Phase 9 (South College Avenue to South Main Street) to begin utility adjustments in this area. In an effort to expedite final paving of these phases, the contractor will be completing the utility adjustments and road reconstruction at the Center Street intersection, the intersection will be closed to through traffic starting today, April 9th through the end of the day of Friday, April 10th. The tentative schedule is to have crews begin final paving efforts of Phase 4 and 6 as early as the week of April 13.

Status:	In-Progress
Expected Completion:	08-31-2020
Execution Status:	On Track

Activity or Project:

South Well Field Water Treatment Plant Upgrades

Description:

Our contractor, Corrado American, has mobilized and installed site perimeter erosion controls at the plant as part of the planned South Well Field Water Treatment Plant Upgrades project. They are tentatively scheduled to begin utility disconnections and demolition of structures by Monday, April 20th. City staff will be working closely with the contractor and our consultant (AECOM) to hit our anticipated substantial completion date of November 2020. Notices of the planned work has been sent to all residents, mostly outside of City limits, within 1,000 feet of the plant.

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

Digital Records Project New Documents Created – April 2-8

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	57	7,750	Administration Correspondence Binders
Fred	192	3,293	PWWR Inspection Reports
Ana (PT)	0	0	Working remotely on modifications
Rita (PT)	17	653	Miscellaneous Current Files
Total	266	11,696	

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 03/29/20-04/04/20

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	3	0	0	1	0
Rape	3	1	0	0	2	0
Unlaw. Sexual Contact	1	2	0	0	0	0
Robbery	3	4	0	4	8	0
- Commercial Robberies	1	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	8	5	1	7	3	0
Burglary	25	7	1	53	43	0
- Commercial Burglaries	1	1	1	0	41	0
- Residential Burglaries	18	6	0	40	2	0
- Other Burglaries	6	0	0	13	0	0
Theft	131	120	17	158	73	5
Theft/Auto	14	17	0	3	1	0
Arson	0	0	0	0	0	0
All Other	37	49	2	53	43	0
TOTAL PART I	222	208	21	278	174	5
<u>PART II OFFENSES</u>						
Other Assaults	76	75	3	36	69	3
Rec. Stolen Property	0	0	0	4	2	1
Criminal Michief	26	29	1	29	26	1
Weapons	8	6	0	23	13	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	36	20	0	65	18	0
Drugs	55	18	0	79	25	0
Noise/Disorderly Premise	164	144	5	61	46	4
Disorderly Conduct	36	34	3	33	30	0
Trespass	66	71	2	34	19	0
All Other	98	64	9	116	88	9
TOTAL PART II	565	461	23	480	336	18
<u>MISCELLANEOUS:</u>						
Alarm	38	40	0	0	0	0
Animal Control	138	115	11	1	20	5
Recovered Property	53	60	2	0	0	0
Service	9537	8928	445	0	0	0
Suspicious Per/Veh	116	127	11	0	0	0
TOTAL MISC.	9882	9270	469	1	20	5

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	929	12,408	518	11,291



**Newark Police Department
Weekly Traffic Report
03/29/20-04/04/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	3347	2302	539	10
DUI	56	29	3	0
TOTAL	3403	2331	542	10

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	62	51	3	0
Property Damage (Reportable)	314	227	9	6
*Hit & Run	75	50	3	1
*Private Property	86	44	3	1
TOTAL	377	278	12	6

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.