

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week we held a short-format Council meeting where we discussed the Green Building Code Workgroup's recommended code changes and had a mid-year water and sewer rate discussion. I held several staff meetings to coordinate operations. Mayor Clifton, Deputy Mayor Markham, Secretary Bensley and I participated in a call with New Castle County on Monday to discuss Cares Act reimbursement and another call with the Governor on Tuesday. On Wednesday, Mayor Clifton and I participated in a call with the Mayors of Wilmington and Middletown to discuss NCC's proposed plan for Cares Act reimbursement. I coordinated a call between the Newark Landlord Association and the Newark Police Department to discuss student move-out procedures. I continue to spend time working with the Finance Director on budgetary issues and am working to identify additional areas where we can reduce expenses.

The remainder of the week was spent on general administrative and personnel related items.

Chief Communications Officer:

- Prepared press release and survey to choose name for new park.
- Worked with UD to update the guide for off-campus living.
- Working with John Steponick and Energage to submit the City as one of Delaware's top workplaces.
- Social media engagement still increases. Facebook page increased again in followers, likes and page views. Twitter added 33 new followers.

Newark business owners voice frustrations over coronavirus shutdown:

https://www.newarkpostonline.com/news/newark-business-owners-voice-frustrations-over-coronavirus-shutdown/article_e9487d3b-6bf4-598b-b4f6-f79640822325.html

Newark police cite 12 for party that violated coronavirus restrictions:

https://www.newarkpostonline.com/news/newark-police-cite-12-for-party-that-violated-coronavirus-restrictions/article_ae2c2bd3-bcfe-5bf0-b1fe-a44d88fdde37.html

Conservation Corner: Informal survey reveals Newarkers' sustainability goals:

https://www.newarkpostonline.com/features/conservation-corner-informal-survey-reveals-newarkers-sustainability-goals/article_c8ea46bd-e315-587e-b5d6-9e4a9f2e9c60.html

Newark to resume bulk trash pickup June 16: https://www.newarkpostonline.com/news/newark-to-resume-bulk-trash-pickup-june-16/article_1fcbb342-246a-5075-be34-73b31c8240a3.html

Rodney stormwater pond begins to take shape: https://www.newarkpostonline.com/news/rodney-stormwater-pond-begins-to-take-shape/article_ca8f3ae5-8f63-56f0-9691-f62b28abf34c.html

Pandemic forces changes to annual UDon't Need It program:

https://www.newarkpostonline.com/news/pandemic-forces-changes-to-annual-udon-t-need-it-program/article_171399dd-c8e8-578b-9985-aaceff626ca2.html

Welcome Center/Communications Assistant:

- Completed the “New Temporary Normal During COVID-19 #ShelterinPlace #WorkFromHome” webinar
- 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
- Create and share content on Facebook and NextDoor

Chief Human Resources Officer:

The AFSCME 3919 contract has finally been signed by all parties and will be available online shortly. The AFSCME 1670 contract is on the May 11 City Council agenda for vote. The contract will be effective from 2020 through 2024. Working on updates to the Intranet and website related to HR. Spent a lot of time getting caught up on housekeeping items that have been on hold for last few months including retiree benefits, paperwork and reporting.

Assistant to the City Manager/Acting Human Capital Manager:

Assistant to the City Manager Jeff Martindale again spent a good portion of the week attempting to procure PPE for City staff. Through coordination with New Castle County, he was able to secure a large number of disposable masks, hand sanitizer, and thermometers. He also coordinated with a Newark resident to put the City on a regular schedule to receive stitched cloth masks for the foreseeable future.

Mr. Martindale additionally scheduled a meeting between Seiberlich Trane and staff to review the scope of services associated with RFP 19-01 (Pre-Qualification and Selection of ESCO for Energy Savings Performance Contracting of HVAC Upgrades) ahead of presentations made to City Council on May 26 and June 8.

Along with Purchasing Assistant Cathy Trykowski and Safety Committee Chairperson Ryan Straub, Mr. Martindale scheduled a remote Safety Committee meeting for Friday, May 15.

As Acting HCM, Mr. Martindale processed HR-related invoices for May, sent various emails to staff, worked on putting together a new internal website for staff related to Wellness and Benefits, and continued training with Chief Human Resources Officer Devan Hardin.

Facilities Maintenance:

Facilities continued their disinfecting regiment throughout all City buildings. They additionally worked on shelving units for the Municipal Center gymnasium, restructured the paper storage in the Municipal Center’s basement, replaced various lightbulbs, and painted the new electric closets in City Hall.

Local Government Management Fellow:

LGMF John Steponick registered the City for The News Journal's Top Workplaces program, as well as researched policies related to gym use restrictions due to the COVID-19 outbreak and began compiling a "cheat sheet" for his replacement in the Fall of 2020 or Spring of 2021.

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 remains closed to the public but staff continues to answer phone calls, process PBJ's, process parking and criminal/traffic payments, and process plea by mails.

Parking Ambassadors are handling all parking appeals online.

Terri participated in remote management meetings on 4/30/20 and 5/4/20.

Activity or Project:

Payments

Description:

Alderman's Court collected a total of 10 parking payments which were all paid online. The court also collected 26 criminal/traffic payments which were all paid online.

Status:

Completed

Expected Completion:

05-07-2020

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 the remote management staff meetings on April 30 and May 4.

Staff finalized and posted the May 11 Council packet on May 4. Packets were delivered to Council members on May 5. 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/6515>.

Renee participated in a coronavirus-related conference call with County stakeholders on May 4 and State stakeholders on May 5 with Mayor Clifton, Deputy Mayor Markham and City Manager Coleman.

Paul and Renee staffed the May 4 Council meeting. Follow up was completed by staff throughout the week.

Nichol finalized and posted the May 12 Conservation Advisory Commission meeting agenda on May 5. Details on how to access the CAC meeting via the GoToMeeting platform can be found on the City website here: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6518>.

Nichol finalized and posted the May 21 Board of Adjustment meeting agenda on May 5. Details on how to access the BOA meeting via the GoToMeeting platform can be found on the City website here: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6521>. Nichol also completed packets for the board members and drafted the direct mail notices and address list. Tara completed and sent the direct mailing.

Renee provided GoToMeeting test meetings for several presenters for upcoming Council meetings

on May 5.

Renee participating in a meeting to plan the 2021 budget hearing schedule with City Manager Coleman and Finance Director Del Grande on May 6.

Renee spent time scheduling items for upcoming Council agendas.

Renee drafted the May 18 Council agenda.

Renee received comments from the developer, finalized the subdivision agreement and drafted the resolution for 1 North Twin Lakes Boulevard. This major subdivision is scheduled for public hearing at the May 11 Council meeting.

Renee drafted the newspaper and direct mail notices and Tara completed the mailing for a special use permit for Monster Mode Athletics. The special use permit for a commercial indoor recreation facility at 111 Sandy Drive is scheduled for public hearing at the May 26 Council meeting.

Renee spent time working with City Manager Coleman, City Solicitor Bilodeau and Planning and Development Director Gray regarding public meetings related to Planning Area 7.

Time was spent working on follow up for the postponed 2020 Council elections for Districts 3 and 5. As of April 29, 399 absentee affidavits have been returned for District 3 and 418 for District 5. When compared to the 2018 Council elections, the number of absentee affidavits returned represents 82.6% of the number of people who voted in District 3 and 89.1% of the number of people who voted in District 5 that year. Tara spent time working on absentee ballot mailing preparations in anticipation of the rescheduled election.

Tara spent time working on union-related items.

Tara reviewed several building permits for approval.

Nichol continued working with Board of Adjustment and Conservation Advisory Commission members to ensure they can access GoToMeeting for their May meetings.

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

- * Provided a response and closed a March 11 FOIA request for 230 East Main Street
- * Provided documents and closed a May 1 FOIA request for written public comments submitted for Planning Area 7 at the March Council meeting from Max Walton
- * Provided a response and closed a May 4 FOIA request for ROW, construction or as-built plans for Old Harmony Road from CPA Survey

Regarding minutes, staff time was spent on the April 27 Council (Nichol drafting) minutes. Several sets of Council Executive Session and the May 4 Council minutes are currently in the queue.

No discovery requests were fulfilled for upcoming Alderman's Court cases. 178 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. Danielle also completed the reconciliation of case files to determine if they were still pending and files were updated. In total, 157 case files were determined to have been dispositioned and destroyed and electronic files were created for 105 case files that are still pending.

The office received 4 new lien certificate requests this week, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. 110 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Samantha and Ana worked on a report outlining issues with TCM.

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 April 30-May 6 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track

Activity or Project:

Recodification

Description:

Renee worked with Municode and Danielle to clarify some questions raised during Danielle's earlier review of the recodification proofs. Danielle spent time clarifying whether comments from previous submissions have been incorporated in the current set of proofs.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews were busy at the Green Mansion Project. During a scheduled shutdown, the line crews removed a pad mount transformer that was interfering with the new hotel and used it to replace another transformer in the same parking lot that was leaking.

The line crews also worked Thursday and Friday on storm damage caused by high winds.

The electricians started checking capacitors and inspected substations. They also repaired a bathroom fan at the warehouse and assisted with the Green Mansion shutdown.

Engineering worked on the Fintech and Newark Senior Living Projects, the Chase and Fulton Bank Projects, and lighting poles for Lot 1 and East Main Street. Engineering also attended a virtual seminar on Lockout and Tagout Procedures.

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

Finance Department

Notable Notes:

Finance Director Del Grande and the Accounting team has worked with Moody's Investor Service over the past month in regards to their annual issuer coment. Overall, the inpartial review by Moody's was positive. Please see the attached comment in order to view the full comments.

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

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

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

Activity or Project:

Coronavirus Information

Description:

On Monday, May 4, City staff attended a conference call with the County regarding CARES Act funding for the City. Per attached document, the City has been allotted \$1,150,000 of the \$5,000,000 the County Executive has earmarked for municipalities. Funds can only go towards expenses incurred by the City for Corona-related expenses.

Status:	In-Progress
Expected Completion:	12-30-2020
Execution Status:	On Track

Activity or Project:

Accounting

Description:

- Meeting with Audit Partner and Audit Manager to discuss status of audit and CAFR timeline
- Meeting with Parks 5/7 to discuss CIP projects/grants
- Final audit fieldwork began remotely on Monday, March 23 – continue to complete pending auditor requests as well as additional requests and work on CAFR
- Completed quarterly grant reports
- Reviewed 22 permit applications
- Processed 6 lien certificates
- Continued work on EFT Vendor project to switch vendors receiving printed checks to EFT
- Worked on budget timeline and budget set up
- Reviewed and followed up on pending insurance claims and calls

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Payments & Utility Billing (PUB)

Description:

Last week, over 900 calls were made to our customers with past-due balances on their accounts to remind them that City Hall is still open and accepting utility payments. These phone calls have added a significant amount of call volume this week. We will have the actual numbers to report next week.

April 27-May 3:

Since March 1, pre-Covid-19, we have added 462 new Customer Connect accounts, and increased our automatic payment customers by 108, which is positive to show that more customers are looking to pay automatically vs by mail.

On the other end, the number of customers who pay by phone have begun to decline since March 13. Our monthly average payments of approximately 1100, dropped to 874 for the month of April.

Stats for the week of 5/3:

- Customer Calls/answered: 267/259. All but one member of PUBs is working from home.
- Service level 93.3% Service levels are high with staff working remotely
- Average call time: 5:05
- Longest hold: 9:53
- Payments processed: 3,646
- Active Customer Connect Accounts: 6436
- o Customers signed up, not on pre-authorized payments: 4093
- o Budget Billing: 256
- o Echeck/PAP Customers: 1189 (includes budget billing)
- o Credit Card PAP Customers: 1154 (includes budget billing)

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Tickets from Previous Week - 65

Tickets Opened in the Last Week - 25

Tickets Closed in the Last Week - 20

Remaining Open Tickets – 70

1. Webex session with Harris to discuss mCare 6 UAT on 5/1.
2. Skype call with Harris to discuss first Stormwater Import process in LIVE on 5/4.
3. Attended Harris Webex session Using an Electronics Payment Platform as a Community Outreach during COVID-19 on 5/6.
4. Continued working on mCare 6 UAT.
5. Continued working with Harris on resolving outstanding tickets.

6. Continued working with Tyler on resolving outstanding tickets.
7. Worked on and resolved support tickets for end users.
8. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Waiting for Electric staff to test the work order kits and templates before promoting to LIVE.
3. Gatekeeper upgrade has stalled pending a resolution with communication errors on a specific gatekeeper.

Infrastructure Team:

Open Tickets from Previous Week - 123

Tickets Opened in the Last Week - 39

Tickets Closed in the Last Week - 55

Remaining Open Tickets - 107

1. Producing telephone usage reports for management.
2. Discussed AeroHive upgrade with the police department.
3. Scheduled AeroHive upgrade to begin on Tuesday the 12th.
4. Met with SecureWorks regarding our use of their products.
5. Internal meeting regarding Tyler's request for direct access to one of our internal servers.
6. Worked on and resolved support tickets for end users.
7. Actively responded to and resolved Secureworks alerts.

Pending:

1. Working with Tyler to resolve access issues.
2. Developing a new knowledge base intranet page.
3. Follow up with SecureWorks scheduled for Tuesday the 12th.
4. 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 - Completed

Phase 4 End User Acceptance Testing

4/28/20-5/22/20 - In Progress

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:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Attended a meeting about staffing and timesheet coding for union group 1670; met with recreation staff about planning with potential new health regulations set for the by the State in mind; reviewed material from the CDC field guide that is designed to provide camp directors and staff with a practical guide and tool kit to implement specific recommendations provided by the CDC in relation to risk reduction at camps; prepared presentation of Landscape Screening and Treatment Ordinance to the Planning Commission; conducted Parks Supervisors' meeting to discuss upcoming park projects and work orders; met with recreation staff about summer camps, activities and potential schedule.

Deputy Director: Conducted meeting with recreation staff to discuss changes/ideas for summer camps regarding possible new mandates from federal and state authorities, discussed alternatives to current protocols for cleaning, staff training, arts and craft supply usage, drop off/pick up, lunch/snack time, staff/child ratios, social distancing, daily schedules, field trips, school usage, etc., waiting on Center for Disease Control guidance to be published and State of Delaware Public Health mandates to make final determinations, diligently working to provide fun and safe opportunities for kids to participate in camps this summer; continue to work with Melinda on creating a letter for parents and staff to advise them of our plans for the summer; continue to listen to trainings/webinars regarding changes to summer camps; worked with Shelby and Joe on updating signs for playgrounds and trails including social distancing guidelines; continued to send

applications received for summer camp staff to recreation staff; worked with Rich, Daina and Debi K. on how to include time from other city staff working with the parks department within the Munis work order system; worked with Joe, Jayme and Shelby on posts and PSA for cancelation of Liberty Day and with Sharon to contact vendors, contractors, UD, DeIDOT and Aetna staff regarding the cancelation; spoke with the Office of Child Care Licensing representative regarding exemptions for summer camps and received them accordingly; working on invoices from Sunbelt; held conference call with recreation staff to work on additional information for the facilities section of the new recreation software; conducted staff meeting; set up zoom meeting with Parks and Recreation agencies across the state to discuss planning for summer camps with them; attended conference calls with City management and with parks and recreation staff.

Recreation Supervisor of Athletics: Preparing for ongoing Civic Rec registration software training, worked collaboratively with other staff on entering facility information; recruiting summer camp staff, participated in meetings and researched contingency plans for summer camps, sent out new background check forms just released by the state to summer camp contracted instructors; completed program statistics for before and after care for January-March 2020.

Recreation Supervisor of Community Events: Receiving and reviewing information from potential summer staff; attended virtual meetings and work sessions for Civic Rec; checked on things at the community garden and disinfected commonly touched areas, such as the lock, gate, and water spigot and hose nozzles; preparing themes and activities for Camp R.E.A.L.; notified vendors and contractors about 4th of July celebration cancellation; brainstorming 4th of July community projects/initiatives; fielding responses from 4th of July vendors and letting Kathy know when refunds or credits need to be processed.

Coordinator of GWC and Volunteers: 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; continued to work with summer staff on finalizing plans for summer camp procedures; continued to work on finalizing employee contracts and paperwork; attended Skype meetings with recreation staff; coordinated with Terrarium Therapy instructors and Essential Oil instructors on offering virtual programs to accommodate the stay-at-home order; completed a letter of recommendation for a previous staff member; continued recruiting for summer staff especially lifeguards; continued brainstorming potential procedures for rentals (drive-through showers/parties), aquatics and summer camps once Stay-at-Home order is lifted.

Recreation Specialist: Watched the NRPA Social Media Webinar; creating COVID-19 guidance for handling all aspects of camp, standards camp-wide for handling group sizes, check in/out, arts/crafts, lunch/snack, cleaning/disinfecting and communicable disease plan will be incorporated; researching multiple web sources and other state guidelines in preparation for whatever Delaware adopts; creating a letter for parents of registered campers to send out by May 15 letting them know what our status is, what they can expect, what we are doing to prepare for camp; creating a letter for staff/volunteers, similar to the parent letter, but with some more specifics; completed a volunteer verification of hours for an Adopt-a-Park student volunteer, took supplies to Tom Zaleski for a volunteer doing cleanup next week.

Parks Supervisor: Continued the mowing cycle throughout park system, lost two days of mowing due to rain and muddy conditions; emptied trash cans throughout parks; placed trail directional signs at the Newark Reservoir; completed tree work at Coleman Park and Redd Park; checked on the HVAC work being done at the George Wilson Center; acquired new through flow piece

decking from State Parks to repair the foot bridge in Redd Park; completed timesheets and Munis coding for parks staff; attended several Skype meetings with Joe to discuss work orders and projects.

Activity or Project:

Trail Signage

Description:

Signage has been placed along the Reservoir Trail for all users to go the same direction around the upper trail and along the Hall and Pomeroy Trail for users to stay right. This was done to help alleviate congestion along the trail and for the safety of trail users for safe distancing.

Status:	Started
Expected Completion:	05-01-2020
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:

Planning and Development Department

Notable Notes:

Code Enforcement:

The following was completed by Property Maintenance this week:

- 15 Inspections
- 18 Response to Complaints
- 22 Citation Issued
- 5 Violations Issued

Parking:

Parking management held a walkthrough with I.T.S. regarding kiosk placement, grounding, and programming on May 5. The City of Newark was tentatively approved for parking kiosk installation the week of May 18. Twenty-seven kiosks are set to be installed that week. Prior to

the walkthrough, staff worked with the Public Works and Water Resources Department to ensure the required concrete pads, grounding rods, and ADA-compliant curb cuts were completed. Staff also worked with the City Manager's Office to ensure that I.T.S. had an essential vendor letter allowing them to drive through the State of Delaware and ensured I.T.S. personnel understood that a mask must be worn during the walkthrough. I.P.S. smart meter deactivation was completed in areas that were approved for kiosks.

Parking staff worked with landlords and management groups on move-in/move-out preparations, maintenance team organization, guidelines for tenant loading/unloading, logistics of furniture/garbage removal, and supplying "UDon't Need It?" information. The Parking Maintenance team continued working as seasonal Parks and Rec employees to keep City costs down. Testing of cognifor forms continued for the Residential Parking Program which, if successful, will speed up the sign-up and renewal process for patrons. "Divider" placement on the front desk of the Parking Office was discussed with Facilities management which will be needed once employees return to work in the office. Staff worked with Purchasing on multiple purchase orders for subscription items and worked towards lowering those costs during COVID-19. Staff reviewed the Subdivision Advisory Committee request for a land-use proposal at 132 East Main Street. Parking management reviewed the Ownership Audit Report and notified Planning and Development that the report provided information that would be useful in managing the Residential Parking Permit Program. SharePoint clean-up and reorganization continued, and staff is up-to-date on CivicPlus inquiries and online parking appeals. Weekly COVID-19 meetings with management, Planning and Development, and Parking continued.

Planning/Land Use:

At their meeting on May 5, the Planning Commission took the following actions:

- Recommended approval (6-0) of the rezoning of 19 Amstel Avenue from RS (one-family detached residential) to RM (multi-family dwellings-garden apartments)
- Recommended approval (6-0) of an ordinance to add "fraternity and sorority" classification as a new Special Use Permit under RM and RA zoning
- Tabled an ordinance to amend Chapter 32 Appendix XXV-Landscape Screening and Treatment until the June 2020 Planning Commission meeting

The Transportation Improvement District Committee has scheduled a virtual meeting for Wednesday, May 13, 1:30-3:00 p.m. using Microsoft Teams. Details on how to join the virtual meeting are available on page 2 of the meeting agenda - <https://newarkde.gov/Archive.aspx?AMID=93&Type=&ADID=>.

The City of Newark will be receiving additional CDBG funds under the CDBG Cares Act approved by Congress. These funds can be used to provide temporary housing, assist in preventing homelessness, and provide services that address physical health needs of residents. Staff will work with New Castle County and local non-profit service providers to develop a strategy for serving Newark residents.

The Planning and Development Department received a special use permit application for Monster Mode CrossFit to open a gym at 111 Sandy Drive. Planner Mike Fortner is developing the report to Council. The date for a Council hearing is set for May 26, 2020.

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.

Director Gray spent a good bit of time focused on preparing for and participating in the May 5, 2020 Planning Commission agenda and related issues. The agenda and related materials can be found at this link – <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6512>.

Director Gray worked with staff on preparing documents for the May 11, 2020 Council meeting. Planning-related issues on the agenda are the major subdivision to construct 24 three-bedroom townhouse apartment units located at 1 North Twin Lakes Boulevard – <https://newarkde.gov/DocumentCenter/View/13665/8A>. Another Planning related issue on the May 11, 2020 Council agenda is a budget amendment for the Community Development Block Grant Program allocation through the CARES Act. While staff has general direction of how this money can be spent, they are still awaiting more specific guidance from New Castle County. Staff is hopeful they will receive this guidance before Monday's meeting – <https://newarkde.gov/DocumentCenter/View/13661/5B>.

Director Gray worked on issues related to the Rental Housing Workgroup, including a conference call with the Rental Housing Workgroup team and reviewing documents and preparing for the upcoming Council presentation scheduled for May 18, 2020. An email was sent out to the Rental Housing Workgroup last week and another one this week for feedback on the suggested changes to three of the draft recommendations per the discussion and feedback from Council at the February 3, 2020 Council meeting and a prioritization schedule for implementation of the policy recommendations. More information can be found on the Rental Housing Workgroup webpage – <https://newarkde.gov/1118/Rental-Housing-Workgroup>.

Director Gray worked with Delaware APA Chapter Executive Board members and staff from the New Castle County Land Use Department on grant opportunity that is being targeted for developing training for young planners in New Castle County and establishing a Young Planners Board in New Castle County. The intent of this effort is to utilize funds to partner with New Castle County and others to develop a model that can be replicated in other jurisdictions throughout the state to get young people involved in civic activity and planning, including the City of Newark. The project objective is to create a new platform for youth engagement in New Castle County's 2022 Comprehensive Plan update that can serve as a program model for institutionalized youth participatory planning in the County, throughout Delaware, and nationwide.

Director Gray participated in her Mid-Career Manager's Institute Class where they utilized the response to COVID-19 as a case study for what is working well, and lessons learned thus far. It is most helpful to engage with others across the country to see and learn from others during this time.

Also this week, Director Gray worked on the next steps for processing the Request for Professional Services Proposals with staff; worked on administrative and managerial related issues; worked on plan review and related issues; and, worked on enforcement-related issues with the Code Enforcement team.

On May 1, Planner Mike Fortner attended the RFP workgroup meeting to review proposals for

planning services. On May 5, Mike presented his reports to the Planning Commission on the rezoning of 19 Amstel Drive (location of the KA Order fraternity house) and for an ordinance change to allow fraternities and sororities in RM and RA zoning districts with a special use permit. Also on May 5, Mike Fortner was a guest lecturer for a University of Delaware public policy course, where Mike talked about the career path for local government administrators and the planning profession, as well as discussed planning topics such as housing, transportation, land use, and sustainability. On May 6, Mike attended a meeting with the consultant for the Rental Housing Work Group.

The following was also completed this week:

- 2 Deed Transfer Affidavits
- 35 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. Staff comments were forwarded to the applicant on April 15, 2020. The Planning and Development Department received revised plans on May 1, 2020.

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

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

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 has been scheduled for public hearing at the May 11, 2020 City Council meeting.

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 will be placed on an upcoming City Council agenda.

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:

Auxiliary Services Division:

- Newark Police Department received notification they were awarded a Delaware Criminal Justice Council grant to support technology/criminal surveillance equipment.

Administration Division:

- The on-line CALEA assessment is ongoing this month and Cpl. Walker is communicating

with the assessor via email to make sure everything is in order.

- Lt. Rubin and other members of the SB168: Driver Education on Traffic Stop Procedures Project were awarded the DeIDOT Team Award for 2019 and were nominated for the Governor's Team Excellence Award for their work on a legislatively mandated project to incorporate traffic stop procedures into the DMV Driver's Manual and driver's education classes.

Patrol Division:

- On April 30, 2020 at approximately 2:00 p.m., officers were directing traffic on Capitol Trail where a tree had fallen causing the closure of the roadway. While outside of his vehicle directing traffic, an officer observed a vehicle strike his police vehicle which was parked with its lights activated to alert drivers of the closure. The driver fled the scene in his vehicle, however, as he approached additional police officers at the other end of the closure, he abandoned his vehicle and fled on foot. He was apprehended after a short foot chase. The motorist was charged with Disregarding a police officer's signal, leaving the scene of a collision, driving while suspended and other traffic charges. He was also charged with failure to obey the emergency order declared by the governor.
- On May 2, 2020 at approximately 6:30 p.m., officers responded to a residence in the 100 block of East Park Place for a report of a loud gathering. When officers arrived, they observed a party with 12 persons in attendance and in violation of the governor's order. The subjects were all charged for violating the order and those that were University of Delaware students were referred to the Office of Student Conduct for administrative sanctions.
- On May 6, 2020 at approximately 4:15 a.m., officers responded to the area of Tantallon Court for report of persons rummaging through a vehicle. When officers arrived, they located four juveniles who were attempting to remove items from vehicles. The juveniles had arrived at the location in a vehicle reported stolen out of New Castle County Police jurisdiction. All four juveniles were taken into custody and the investigation is ongoing at the time of this report.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	05-07-2020
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:

Reminder that UDon't Need It? (UDNI) will begin next week with some significant changes from previous years. We will continue to accept goods from landlords and tenants; however, there will be no donations or sale of items in light of the COVID-19 pandemic. The site will be open weekdays from 7:30 a.m. to 2:30 p.m. It will also be open on Saturday, May 30 and Sunday, May 31.

Effective Wednesday, May 6, PW&WR will resume weekly yard waste collections. Residents should place city-issued carts at the curb with the lids closed. No man made products of any kind allowed – If it didn't grow, it doesn't go! Yard waste outside of carts will not be collected. If two carts are necessary, the city-issued trash container may be used as long as it is free of trash and clearly labeled.

Effective Tuesday, June 16th, PW&WR will resume scheduled bulk collection throughout the City. Four items may be scheduled per collection for no charge. Acceptable items include appliances, furniture and other items too large for a refuse container. Hazardous materials are not accepted. Scheduling details will be released in the coming week. For bulk item self-disposal options prior to June 16th, please call 302.366.7000.

A-Del has completed paving of the north side of Main Street and has switched to the south side for utility adjustments on valve boxes, manhole, catch basins, etc. Utility adjustments will take approximately one more week and will be followed by milling and pavement prep work. Paving of the south side will take approximately one week. The contractor will need to move back to the north side of Main Street to address a few issues with the initial paving work prior to final striping operations. Based on the current schedule and daily production, we anticipate Main Street improvements being complete by mid-June with only a handful of punch list items to be addressed.

Activity or Project:

Rodney Excavation

Description:

The contractor will complete the excavation of the pond this week. Minor cleanup and stabilization will take place over the next week. The contract for park and pond construction is currently out for bid with bids due at the end of the month. A June Council meeting is targeted for award of the contract.

Status:	Near Completion
----------------	-----------------

Expected Completion:	05-31-2020
-----------------------------	------------

Execution Status:	On Track
--------------------------	----------

Activity or Project:

Elkton Road Improvements

Description:

PW&WR attended the pre-construction meeting for the Elkton Road – MD Line to Casho Mill Road project. In addition to the road improvements and multi-use path and pedestrian bridge, the project requires relocation of City water, sewer, and electric infrastructure. For additional information on the project use the following DelDOT project link:

<https://deldot.gov/projects/index.shtml?dc=details&projectNumber=T201504401>.

Notice to proceed will be issued to the contractor (Diamond Materials, LLC) on June 1, 2020 with construction starting shortly afterwards. PW&WR will provide additional information regarding the Elkton Road project as it becomes available.

Status:	Started
Expected Completion:	12-31-2020
Execution Status:	On Track

Activity or Project:

Water Main Replacement - Dallam Road

Description:

Reybold has completed all water service switch overs on Tufts Lane and Baylor Drive. They have begun exploratory excavation for the additional water main work planned on Dallam Road, between Baylor Drive and Radcliffe Drive. The water main install on Dallam is scheduled to begin next week and all affected residents have been notified with hand delivered notices.

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

Digital Records Project New Documents Created – April 30-May 6

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	89	9,669	Administration Correspondence Files
Fred	120	2,894	PWWR Traffic Committee Files
Ana (PT)	0	0	Working remotely on modifications
Total	209	12,563	

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		
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.



COVID-19 RESPONSE



CARES Act Discussion with Municipalities

County Executive Matt Meyer

May 4, 2020



CARES Act Overview

- CARES Act funding is restricted to **only** be expended in 2020 (by December 30) for COVID-19 related expenses incurred between March 1, 2020 and December 30, 2020
- CARES Act money **cannot** be used for any expenses that were previously budgeted or to replace lost revenue.
- Treasury Guidance provides some examples of what are eligible and ineligible expenses; guidance is supplemented by DOJ opinions
- Requires NCC to certify that all funds will be expended in compliance with federal law
- There is still uncertainty, as regulations may continue to evolve
- NCC is collaborating with state on overall approach to expenditures

NCC's Principles



COVID-19 RESPONSE

- Eliminate the virus from our communities and mitigate the risk of a second wave, including enhancing our ability to respond to another crisis
- Assist the most vulnerable among us, from a health and economic perspective
- Put our county back to work



Initial Proposed Allocations



COVID-19 RESPONSE

- **\$5 Million to support municipalities in New Castle County** – New Castle County will reimburse municipalities for their non-budgeted COVID-19 expenses. Funding will be available proportionate to population and will adjust as needs evolve
- **\$1 Million to support Volunteer Fire Companies** - New Castle County will reimburse volunteer fire companies for non-budgeted COVID-19 expenses, with similar process to municipalities
- **\$10,000 Hero's Pay** – New Castle County will provide hazard pay to first responders, including all first responders at County and Municipal governments and full-time fire company first responders



Allocations by Municipality

(Draft)

Municipality	Allocation
Wilmington	\$2,400,000
Newark	\$1,150,000
Middletown	\$770,000
Elsmere	\$204,000
New Castle	\$188,000
Townsend	\$87,700
Delaware City	\$62,300
Bellefonte	\$40,700
Newport	\$35,100
Arden	\$15,100
Odessa	\$12,400
Ardentown	\$9,100
Ardencroft	\$7,400

Hero's Pay (draft)



COVID-19 RESPONSE

- NCC will provide block grants to municipalities based on the number of first responders
- Distributions will be made monthly based on the following criteria:
 - Municipalities will certify how many fulltime employees meet the definition of first responder and qualify for this hazard pay
 - During the month
 - And
 - Were in active service status and not on any type of paid or unpaid leave unless such leave was a result of COVID –19
- Since each municipality is different, we will work with you and with the County Auditor on specifics





Certification

- New Castle County has certified to the Department of Treasury that all funds will be expended in alignment with the guidance of the CARES Act
- The Inspector General will hold NCC accountable, with NCC being required to reimburse the Treasury for any improper expenditures
- NCC will require Municipalities similarly certify:
 - Funds will be used in alignment with federal law
 - Records will be retained for a period of seven years
 - There will be an extensive audit of all records conducted locally and then, potentially, by the federal government, as well

Reimbursement Process



COVID-19 RESPONSE

- Introducing an ordinance to County Council to enable spending
- Municipalities (and fire companies) will be able to submit receipts online for review and payment
 - If there are expenses you plan to incur and wish to submit them in advance (say for needed equipment), that will be an option as well
- Pending County Council approval on 5/12, the online submission process will be available the week of 5/18
- All CARES Act spending will be visible via an online checkbook
- Information and application links will be on **caresact.nccde.org**



Other Spending

- PPE- Given high demand for PPE across jurisdictions, likely more efficient to coordinate purchases
 - We hope multi-state compact announced yesterday will be helpful
 - Kenny Dunn is NCC's PPE distribution point of contact.
 - Please share with us any PPE needs that you have and we will work with you to help you get the equipment you need.

- In addition to this reimbursement process for municipalities and fire companies, we are creating committees to review proposals that align with our three principles. We welcome municipal involvement in these committees and will be reaching out with more details soon.



COVID-19 RESPONSE

Questions?

Point of Contact for Municipalities: Brian Boyle

General Questions: email cares@newcastlede.gov

Website: Caresact.nccde.org



NEWARK POLICE DEPARTMENT

WEEK 04/26/20-05/02/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	4	0	0	1	0
Rape	3	1	0	1	2	0
Unlaw. Sexual Contact	2	2	0	0	0	0
Robbery	4	5	0	5	8	0
- Commercial Robberies	2	0	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	3	0	1	7	0
Assault/Aggravated	12	6	0	9	5	0
Burglary	27	11	0	56	43	0
- Commercial Burglaries	1	1	0	0	41	0
- Residential Burglaries	20	10	0	43	2	0
- Other Burglaries	6	0	0	13	0	0
Theft	164	150	12	173	77	1
Theft/Auto	15	22	0	3	3	0
Arson	0	0	0	0	0	0
All Other	45	62	3	57	43	0
TOTAL PART I	272	263	15	304	182	1
<u>PART II OFFENSES</u>						
Other Assaults	100	89	6	49	74	0
Rec. Stolen Property	0	0	0	4	2	0
Criminal Michief	35	39	3	30	30	0
Weapons	10	6	0	30	13	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	56	20	0	86	21	1
Drugs	69	21	1	102	26	1
Noise/Disorderly Premise	252	175	13	87	56	6
Disorderly Conduct	52	46	4	45	33	0
Trespass	81	96	6	42	20	0
All Other	128	82	5	152	94	2
TOTAL PART II	783	574	38	627	369	10
<u>MISCELLANEOUS:</u>						
Alarm	47	49	4	0	0	0
Animal Control	185	151	13	1	20	0
Recovered Property	71	74	2	0	0	0
Service	12226	11134	568	0	0	0
Suspicious Per/Veh	166	162	10	0	0	0
TOTAL MISC.	12695	11570	597	1	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	845	16,000	671	13,809



**Newark Police Department
Weekly Traffic Report
04/26/20-05/02/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	4605	2334	271	21
DUI	72	31	7	1
TOTAL	4677	2365	278	22

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	85	52	8	0
Property Damage (Reportable)	420	250	31	9
*Hit & Run	89	52	1	0
*Private Property	107	50	5	2
TOTAL	506	302	39	9

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.