

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

I prepared for and attended the City Council meeting on Monday night. There were a handful of follow-up items coming out of the meeting which I worked with staff on throughout the week. The primary follow-up item was preparation of an ordinance to codify changes to Chapter 13 regarding a property tax incentive program and to make changes to our current parking charge holiday in coordination with UD's reopening starting in June.

Director Del Grande and I continued to discuss the 2021 budget process and analyze financial impacts from COVID-19. The announcement by UD that they would begin reopening the campus to research on June 1 was a positive development. This should help bring back some utility demand from campus. UD also announced that they will make an announcement on their plan for the fall semester by mid-July.

The Governor announced this week that they are now operating with a June 1 target date for when phase 1 of the formal reopening will begin. In the meantime, the Governor has announced several specific changes to loosen restrictions on pools, beaches, retail, farmer's markets, and consumer retail like barbers and salons. These are also welcome changes that will help restore some economic activity for our businesses.

Caitlin Olsen coordinated a call with the finance team at UD for Director Del Grande and I to be able to discuss options for reducing the credit card charges associated with UD using credit cards to pay their utility bills. There were several hurdles discussed but we are optimistic that we will be able to mitigate at least some of the expense via a handful of options that are available to us. Discussions will be ongoing.

We are putting a hold on the electric rate study that is underway to allow us to get a better picture of the electric landscape on the backside of the COVID economic impact. There is a good chance that our electric load and demand patterns will be different now than we had originally forecast, and we don't want to overestimate future loads.

We held a team meeting on the HVAC performance contract project this week to discuss the ESCO's preliminary recommendations. We will have a handful of follow-up meetings next week where we will include subject matter experts from staff on a variety of items before we finalize a recommendation to bring to Council. It is our current desire to have this item on the June 15th Council meeting for consideration.

The remainder of the week was spent on COVID-19 coordination, general administrative tasks, and personnel items.

Chief Human Resources Officer:

At the May 11 meeting, Council unanimously approved the AFSCME Local 1670 Union contract. The contract will be in effect from January 1, 2020 (retroactively) through December 31, 2024. The contract has been signed and is posted on our website along with the other union contracts. You can see them all by clicking <https://newarkde.gov/556/Labor-Contracts>.

The HR Office is in the process of getting together the Employee Healthcare Committee in the coming weeks to discuss healthcare plan design and other healthcare related items. The Committee is comprised of representatives from all union groups as well as management staff. The Committee meets as needed but typically once a year around June 1. Officially submitted the 2019-2020 DVHT Wellness Grant application this week. We are requesting a reimbursement in the amount of \$32,584 out of the available grant fund of \$34,384. The City used the monies to purchase a last round of Varidesks as part of a retrofit for standing desks and to make updates to the City Hall gym and create a new gym space at the Public Works Maintenance Yard. Many thanks to all staff who participated in making the gym project a reality including the Employee Engagement and Wellness Committee, City Manager's Office, Police Department, Electric Department and Facilities Maintenance staff. Looking forward to getting it up and running again! Work continues on updates to the Employee Intranet "Benefits and Wellness" page. Jeff Martindale and I are working with IT and Communications to create a more user friendly way for employees to access forms, policies, benefits and wellness info. We are also working on making updates to the HR page on the City website. Continue to work on housekeeping items including general correspondence with employees and retirees, signing paperwork and other tasks that may come up.

Assistant to the City Manager/Acting Human Capital Manager:

Assistant to the City Manager Jeff Martindale continued his procurement of personal protective equipment (PPE) for City staff. Numerous residents have also offered to sew cloth masks for staff, which is greatly appreciated. He will also pick up a supply of masks from the Office of Drinking Water on Friday, May 15. In coordination with Parks & Rec Deputy Director Paula Martinson-Ennis and City Secretary Renee Bensley, Mr. Martindale started designated PPE supplies for City summer camps and for City elections.

Along with Finance Director David Del Grande and City Manager Tom Coleman, Mr. Martindale met virtually with the Seiberlich Trane team completing the HVAC and energy efficiencies project for the City. The Trane team is finalizing their proposal, which is now slated to be presented to City Council on June 15.

Mr. Martindale continued to train with Chief Human Resources Officer Devan Hardin on HR responsibilities associated with the Human Capital Manager role. He also completed a rough draft for the City's internal Employee Benefits & Wellness web page.

Finally, he released addendum #1 for Contract 20-03 (Rodney Complex—Park and Stormwater Facilities) with the PW&WR team. The bid opening for this contract will be held on May 26.

Facilities Maintenance:

The Facilities team painted the 1st floor of City Hall near the Parks & Recreation offices and Alderman's Court. They also reorganized storage areas in the City Hall basement, reviewed the

Trane team's HVAC work at the George Wilson Center, and continued their continual disinfecting and cleaning initiatives.

Local Government Management Fellow:

LGMF John Steponick met with Don Simcox and Chief Communications Officer Jayme Gravell to discuss Newark's potential inclusion in The News Journal's Top Workplaces Program. He also watched several webinars related to returning to work from the COVID-19 shutdown and took notes for the HR team. He also put together notes for his replacement so they are able to pick up where he left off in the Fall.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court remained closed to the public but court staff continued to answer phone calls, process PBJ sentences, reset payment plans and rescheduled court dates. As the reopening of court to the public does not appear to be happening in June, court dates are being rescheduled to August. The court processed three Plea in Absentias this week.

This week I participated in conversations with the state courts about the reopening of the courts. State courts are remaining closed until June 13th and then will consider reopening in three phases. Phase 3 will be reopening to the public. Also discussed was handling pleas through Zoom sessions and the possibility of getting free Zoom licensing.

Parking Ambassadors handled all appeals online.

Activity or Project:

Payments

Description:

From 5/7/20 to 5/13/20 Alderman's Court collected a total of 21 parking payments of which 13 were paid online and 8 were mailed in to court. Court also collected 37 criminal/traffic payments of which 6 were mailed in and 31 were paid online.

Status:	Completed
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Expected Completion:	05-14-2020
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Execution Status:	Completed
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Activity or Project:
Description:

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

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

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul and Geena worked remotely this week.

Renee participated in the remote management staff meetings on May 7 and 11.

Staff finalized and posted the May 18 Council packet on May 11. Packets were delivered to Council members on May 12. 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/6527>.

Paul and Renee staffed the May 11 Council meeting. Follow up was completed by staff throughout the week.

Renee participated in a coronavirus-related conference call with County stakeholders on May 4

and State stakeholders on May 12 with Mayor Clifton, Deputy Mayor Markham and City Manager Coleman.

Nichol staffed the May 12 Conservation Advisory Commission meeting. The CAC heard presentations from Joe Spadafino about the tree ordinance, Jeff Martindale about the Solar Efficiencies Project, and Will Hurd about the Green Building Work Group Final Presentation. They also discussed potential NET members, rescheduled the September meeting to September 15 so as not to conflict with the September 8 Council meeting, determined the article schedule for the Conservation Corner and discussed some members' concerns about the proposed Planning Area 7.

Renee spent time scheduling items for upcoming Council agendas.

Renee drafted the May 26 Council agenda.

Time was spent working on the postponed 2020 Council elections for Districts 3 and 5. Renee spent time working with the Department of Elections to find a new date for the election and get updated voter lists, contacting potential polling places, working with the Board of Elections members and researching information to be able to present a path forward to Council at the May 26 Council meeting. Tara spent time working on absentee ballot mailing preparations and processing returned undeliverable mail in anticipation of the rescheduled election.

Renee spent time working on COVID-19 related expense classification for the department.

Tara spent time working on union-related items.

Tara reviewed several building permits for approval.

Danielle spent time processing items for the Recorder of Deeds office.

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:

- * Circulated to staff a May 8 FOIA request for COs/permits/violations/spills/fire/date of construction pertaining to 400 Wollaston Avenue from Caitlin Rasche
- * Circulated to staff a May 8 FOIA request for COs/permits/violations/site plans/complaints pertaining to 27 North Chapel Street from Environmental Alliance
- * Circulated to staff a May 8 FOIA request for COs/permits/violations/site plans/complaints pertaining to 287 East Main Street from Environmental Alliance
- * Circulated to staff a May 11 FOIA request for COs/permits/violations/spills/fire/date of construction pertaining to 400 Wollaston Avenue from Tyler Kreh
- * Circulated to staff a May 12 FOIA request for applications and proposed cell towers from SBA Communication Corp.

Regarding minutes, staff time was spent on the April 27 Council (Nichol drafted; Renee edited - complete), May 4 Council (Nichol drafted) and May 11 Council (Nichol drafting) minutes. Several sets of Council Executive Session and the May 12 Conservation Advisory Commission minutes

are currently in the queue.

5 discovery requests were fulfilled for upcoming Alderman's Court cases. 183 discovery requests have been filled so far for 2020. There was no court calendar since Alderman's Court is not in session. 11 court calendars with 184 associated cases have been processed in 2020. There were no pleas by mail.

The office received 7 new lien certificate requests this week, which were sent to Finance for processing. 9 lien certificates were completed and sent to the requestor. 117 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Samantha and Ana worked with IT regarding 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 May 7-13 are below.

Status:	In-Progress
Expected Completion:	
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:

Electric Department

Notable Notes:

Two significant outages occurred on the same day this week. On Tuesday morning, while switching circuits for the Elkton Road Project, a 12kV substation breaker malfunctioned causing a 34kV recloser to trip. Because the crews were already on site, the circuits down were quickly switched over keeping the outages to a minimum. That night a bird caused an outage at the Kershaw Substation tripping off the West Main Substation for an hour.

The line crews pulled in underground primary at the Green Mansion/Hyatt Project.

The electricians continued surveying the capacitors on the overhead distribution system confirming proper operation of the switched and fixed banks.

Engineering and electricians worked on the malfunctioning breaker and evaluating the outage. Engineering attended an online seminar on Overhead Distribution Devices.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

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

All payments due to the City will not carry additional interest or penalty through June 15 unless modified by the Governor. 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 June 15 while we are under a state of emergency, unless modified by the Governor. 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.

5/12 – CM Coleman, Mr. Martindale and FD Del Grande met with representatives of Seiberlich Trane (remotely) for an energy conservation review meeting to discuss HVAC projects in City buildings, roof needs, lighting efficiencies, and potential solar projects on City assets.

5/13 – FD Del Grande attended the White House’s National COVID-19 Briefing Call with State, Local, and Tribal Officials.

5/15 – CM Coleman and FD Del Grande met with leadership from UD to discuss the possibility of UD moving to paying their utility bills by ACH. The discussion is still ongoing.

The Accounting team worked on updating the budget documents for department directors in order to begin the budget process for 2021. Discussed tentative budget calendar with the City Manager and City Secretary.

FD Del Grande has been spending the majority of his time reviewing utility data in order to determine the anticipated revenue loss from our utilities.

Activity or Project:

Accounting

Description:

- Final audit fieldwork began remotely on Monday, March 23 – continue to complete pending auditor requests as well as additional requests and work on CAFR
- Reviewed permit applications
- Processed lien certificates
- Continued work on EFT Vendor project to switch vendors receiving printed checks to EFT
- Continued work on budget set up
- Reviewed and followed up on pending insurance claims and calls

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

Activity or Project:

Payments & Utility Billing

Description:

Stats for the week of 5/10:

Call volume was up 36% from the previous week due to the City sending out phone calls to remind everyone that the City is still open and accepting utility payments. Pay-by-phone volume also increased from 231 payments last week to 342 payments this week.

- Customer Calls/answered: 349/364. All but one member of PUBs is working from home.
- Service level: 85.4% Service levels are high with staff working remotely, plus there were 100 more calls than the previous week.
- Average call time: 4:44
- Longest hold: 4:05
- Payments processed: 4,162
- Active Customer Connect Accounts: 6,484
- o Customers signed up, not on pre-authorized payments: 4,126
- o Budget Billing: 257
- o Echeck/PAP Customers: 1,198 (includes budget billing)
- o Credit Card PAP Customers: 1,160 (includes budget billing)

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

Activity or Project:

Description:

Status:	Not Started
Expected Completion:	
Execution Status:	On Track

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Tickets from Previous Week - 70

Tickets Opened in the Last Week - 22

Tickets Closed in the Last Week - 30

Remaining Open Tickets – 62

1. Skype meeting with Honeywell to discuss Gatekeeper upgrade progression on 5/8.
2. Teams meeting with B&V to discuss Air Rights parcel appeal process on 5/8.
3. Skype meeting with Paymentus to discuss progress with Tyler Cashiering on 5/8.
4. Meeting with PUB to discuss payment error issue on 5/11, then resolved issue.
5. Continued working on mCare 6 UAT.
6. Created additional workflow for requisitions and check requests that are over budget.
7. Created and ran a script that will show service types for move-in requests on CC6 upgrade.
8. Began working on an automated invoice workflow process in Tyler.
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. Waiting on Tyler development to assist with workflow on permitting payments.
4. Waiting on a script from Harris to begin UAT on CC6.4.

Infrastructure Team:

Open Tickets from Previous Week - 107

Tickets Opened in the Last Week - 58

Tickets Closed in the Last Week - 39

Remaining Open Tickets - 126

1. Producing telephone usage reports for management.
2. The first 2 AeroHive APs have been hung and lit up.
3. Built a replacement computer for the lobby kiosk.
4. Enabled policy to make the Windows App Store available.
5. Published the new knowledge base section on the intranet.
5. Follow up meeting with SecureWorks.
6. Requested quote from ABB for Tropos maintenance contract.
7. Worked on and resolved support tickets for end users.
8. Actively responded to and resolved Secureworks alerts.

Pending:

1. Working with Tyler to resolve access issues.
2. Completing the AeroHive configuration and hanging the remainder of the replacement APs.
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.

****Ask the vendor to push back the start date so it would not interfere with our student move-in/out, should have a revised start date next week****

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: Prepared information for the Landscape Screening and Treatment Ordinance meeting with the Conservation Advisory Commission; met with the Finance Director about Outdoor Recreation Parks and Trail Grant applications and potential matching funding; attended Parks and Recreation meeting with State agencies to discuss camp logistics and anticipated regulations for camp providers as a result of COVID-19 restrictions and regulations; met with Paula about parent letter to be sent out to individuals registered in our programs and camps about possible restrictions and policy changes; met with Parks Superintendent and Supervisors about upcoming work orders and essential work; along with Tom Z., met with the State of Delaware Botanist Bill McAvoy about updating the recommended tree list for the Landscape Screening and Treatment Ordinance; met with Recreation staff about summer staff training and potential logistics for new camp policies.

Deputy Director: Conducted another meeting with recreation staff to discuss changes/ideas for summer camps regarding possible new mandates from federal and state authorities, waiting on Center for Disease Control (CDC) 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; completed parent survey regarding summer camps to include with the letter Melinda is working on and worked with Shelby to create using Constant Contact and send specifically to all currently enrolled in summer camps; continued to work with Melinda on finishing the letter for parents, staff, volunteer and contracted staff to advise them on our plans for the summer; continue to listen to trainings/webinars regarding changes to summer

camps including update from the American Camp Association who is completing a field guide for camp organizations to use based on the CDC recommendations for camp operations; attended follow up facilities training with Civic Rec to answer any questions we had in the set up; researched possibility for conducting drive-in movie during the summer; continued to send applications received for summer camp staff to recreation staff; worked with Debi K. and Devan on coding hours for timesheets with new MOU requirements; worked with Jeff and Dave G. regarding availability of cleaning and disinfecting supplies to use at camps this summer; completed arts and craft supply orders for summer camps; attended call with Joe, Tom C. and Dave DG regarding potential grant funding opportunities; worked with Tyler on Downes After Care lottery and registration for those who were selected; conducted staff meeting; conducted zoom meeting with Parks and Recreation agencies across the state to discuss planning for summer camps with them and set up additional call for later in the month; continued to contact applicants for special event permits to refund those scheduled during stay at home mandates and review events for June to see if still scheduled; attended conference calls with City management and with parks and recreation staff.

Recreation Supervisor of Athletics: Participated in ongoing Civic Rec registration software training; recruiting summer camp staff, participated in meetings and researched contingency plans for summer camps, reviewed and submitted crafts supply order; the Downes After Care lottery was completed and everyone who registered has been contacted with payment information to secure their spot or information on the waiting list.

Recreation Supervisor of Community Events: Receiving and reviewing information from potential summer staff; attended virtual meetings and work sessions for Civic Rec; preparing themes, activities for Camp R.E.A.L.; brainstorming 4th of July community projects/initiatives; sat in on webinar on virtual programming and other ways to engage with the public with the City Parks Alliance; sent emails to contracted instructors to see how they felt about summer camps.

Coordinator of GWC and Volunteers: Participated in a follow up camp discussion with recreation staff on May 4 and staff meeting on May 7; participated in a Civic Rec facilities workshop on May 6; attended the following webinars on Impactful Activities to Maximize Online Staff Training and the virtual Town Hall meeting hosted by ACA and YMCA; conducted interviews with two potential candidates for Camp GWC; conducted a zoom call with camp staff to address some concerns about the upcoming camp season; planned a zoom staff meeting for camp staff for Wednesday, May 13; continued to work with summer staff on finalizing plans for summer camp procedures; 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; spoke with the Director and Deputy Director on some items for the George Wilson Center and pool updates; compared pool supply bids and began to create purchase orders for pool supplies which will be held until we have been given clearance to open pools; continued to coordinate with instructors to offer programs virtually to accommodate the stay-at-home order.

Recreation Specialist: Worked with IT to get the full version of Office on my laptop, tried to install the VOIP soft phone; retrieved supplies for a folk dance customer and left them on the back landing; attended Civic Rec additional training; attended two webinars, American Camp Association Camp Prep/Emergency Planning and the City Parks Alliance Maintaining our Connections – Engaging Staff and Residents; finished the parent letter and edited/commented on the associated survey regarding summer camps, finished the staff letter, and continued researching guidance for opening/operating summer camp and updating our general procedures regarding

COVID-19.

Parks Superintendent: Assigned field staff daily and assisted as needed, inspected one park area and developed work order as needed, met with volunteer adopting Devon Park and reviewed boundary lines, assisted Code Enforcement with three tree issues and Public Works with one, checked on newly planted plant materials throughout park system, put out signage along both Hall and Pomeroy Trails, did an IPM inspection of all roses throughout park system for rose sawfly, replaced missing/weathered "COVID-19" signs throughout park system as needed as well as installing new "Playground Closed" signs at four park areas, reviewed proposed recommended City of Newark planting list and commented as needed for Parks Director, met with resident concerning tree issue, handled issues with mowing contractor.

Parks/Horticulture: Staff continued mowing all horticulture sites and many park areas, checked both pools, dragged/scarified/sprayed all ballfields, completed work order at Alley Park, did interior bed maintenance at City Hall, completed fence repair at White Chapel Park, sprayed all horseshoe pits as needed, did tree removal/pruning several park sites, removed debris at end of "B" Street, sprayed all roses for rose sawfly throughout park system, deadheaded pots in front of entry to Atrium at City Hall and did trash removal throughout park system.

Activity or Project:

Summer Staff Training

Description:

Summer staff training via Zoom meeting will take place the week of June 8 with our camp counselors. The training will cover personnel policies, safety, activity coverage, bullying and more. An additional training will occur once restrictions are lifted and gathering is permissible to discuss camp logistics due to new regulations as a result of COVID-19.

Status:	Not Started
Expected Completion:	06-19-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

Work continues on the physical therapy office in Fairfield Shopping Center. At the Campus Walk II project on New London Road, the pond is complete except for landscaping and interior and exterior work is ongoing.

Footers and foundations are ongoing at 211 South Main Street; under slab sanitary and storm water piping has been installed. The apartment units have been substantially completed at 211 Haines Street, while site work and elevator work are ongoing. All the townhouse units at 22 Benny Street have been drywalled and work is in progress on exterior stairs and exterior finishes. The final Certificate of Occupancy has been issued for the project at 201 Discovery Boulevard. Construction trailers are being installed at the Fintech Building at STAR Campus; the perimeter of the construction area has been fenced; and, reviews of the augured piles, pile caps and exterior foundation walls are underway. Work continues at University of Delaware's Worilow Hall with interior drywall mostly complete and exterior stair tower work progressing. Interior and exterior work is ongoing at the Whitley Athletic Center at 625 South College Avenue; the press box utilities are being installed and tested. Equipment is onsite at College Square to start the site work and utility relocation.

Parking:

Parking management worked with the City Manager's Office, Finance, and Planning on language concerning upcoming amendments to return parking back to its normal operation, with exception to Main Street, where the goal is to allow a 15-minute pickup zone for restaurant patrons until the end of the Governor's Order. Final overhead maps were provided to I.T.S. for the kiosk project installation. I.P.S. deactivation was completed in areas where approved by I.T.S. for T2 Luke Cosmo installation. In all other areas, free programming was installed through meters through end of May. A request for dumpster placement from Tsionas Management was approved as well as an exemption for maintenance vehicles in Lot 2 in anticipation for move out. Expectation is that dumpsters will be placed in many lots for a longer period of time this year, as move out will be staggered. Parking management presented to Council on the Lot 1 repave by A-Del. The project was approved by Council 6-1 to repave the lot starting immediately, specifically while it is under a no-charge status. Staff began contacting prospective Lot 5 customers concerning parking permits for the Fall semester; customers will be invoiced through Munis and pay online.

Parking data has started to be pulled from ParkingSoft, the off-street equipment from Lots 1, 3, and 4, as it is being phased out. Data through the web portal will be inaccessible at the end of month due to closing out the account, so staff is pulling all necessary information for future comparisons with new equipment. Staff worked with the City Manager's Office, Finance, Planning, and Parkway Gravel on proposed changes to the Newark Parking Office. Parking management participated in the Municipal Planning Services RFP meeting on May 12, providing insight to bidders on department and division operations. Management also held meetings with consultant Kimley-Horn regarding Phase 1 of the Newark Downtown Parking project. Customer Service Representative Carol Massa reactivated InformMe and made necessary adjustments with Marta Pacheco of City Manager's Office. Customer Service Representative Ericka Morterud finished internal testing of the Cognitoforms for the Residential Parking Program. Parking staff

continued monitoring phone, email, website, and team platforms for customer service quality. Staff continued to work with the IT Division on hardware and software issues. SharePoint cleanup and reorganization are ongoing. Regular webinars continued with CivicPlus, T2, Passport, and Genetec. Regular COVID-19 meetings continued management, Planning Department, and Parking Division for pandemic and project updates.

Planning/Land Use:

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

Director Gray worked on preparing for and participating in the May 11, 2020 Council meeting. Planning related issues on this agenda included the FY 2020 Budget Amendment to Allocate Additional Community Development Block Grant Funds allocated to the City of Newark from the Federal Coronavirus Aid, Relief, and Economic Security Act – <https://newarkde.gov/DocumentCenter/View/13661/5B> – and the Major Subdivision of 7.653 acres to construct 24 three-bedroom townhouse apartment units located at 1 North Twin Lakes Boulevard – <https://newarkde.gov/DocumentCenter/View/13665/8A>. Both agenda items were approved by Council.

Director Gray prepared documents for the May 18, 2020 Council meeting, which included documents for the Rental Housing Workgroup presentation – <https://newarkde.gov/DocumentCenter/View/13682/2A>.

Director Gray continued work on the Request for Proposal for Planning Services. A Skype meeting was held with the three top-ranked firms to present the procedures, processes, and operations of the Department to the proposers per the procedure outlined in the Request for Proposal. The next step is the selection of vendor(s), development of documents for Council, and then presentation to Council on staff recommendations on May 26, 2020. This RFP is to bring much needed resources to the Planning and Development Department to help out initially with building plan and land use plan review and tracking and assist in administration and technical support related to the Transportation Improvement District Committee and the Rental Housing Workgroup.

Director Gray held a Skype meeting with the department's University of Delaware Institute of Public Affairs intern and staff to review progress on the Economic Development project.

Director Gray also held a Skype meeting with the Downtown Newark Parking project team and the consulting firm Kimley-Horn to review progress on this project. This call discussed initial recommendations from Kimley-Horn on parking management. A follow-up call on this issue and to discuss parking zoning code is scheduled for May 27, 2020.

Director Gray held a monthly meeting via Microsoft meetings with Planning Commission Chair Will Hurd on Planning Commission related issues.

Also this week, Director Gray worked on: parking related issues with the Parking team, Finance

Director David Del Grande, and City Manager Tom Coleman; Community Development Block Grant program related issues with Planner Mike Fortner; plan review and related issues with staff and land use applicants; enforcement related issues with the Code Enforcement team; June 2, 2020 Planning Commission agenda and related issues; and, administrative and managerial related issues.

On May 7, Planner Mike Fortner attended the New Castle County public hearing on the CDBG-CV. The City of Newark is 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. On May 3, Mike attended the Transportation Improvement District (TID) Working Group meeting and presented the completion of the Future Land Use projections.

Also this week, Mike completed the Boundary and Annexation Survey for the U.S. Census to ensure that the Census has the most accurate municipal boundary information. Mike also completed the Community Rating Service (CRS) recertification to FEMA. The CRS is part of Newark's participation in the National Flood Insurance Program that regulates area floodplain, or special flood hazard area (SFHA). Because of the City's participation in the CRS program, City residents qualify for low rates on their FEMA-required flood insurance. Lastly, Mike is developing the report to Council for the request from Monster Mode CrossFit for a special use permit to open a gym at 111 Sandy Drive; the date for a Council hearing is set for May 26, 2020.

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. The project has been scheduled for review and consideration by the Planning Commission at their June 2, 2020 meeting.

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

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

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). City Council subsequently approved the major subdivision at their meeting on May 11, 2020.

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

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

meeting took place on September 24, 2019. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. 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:

- The Bureau of Justice Assistance, Coronavirus Emergency Supplemental Funding (CESF) Program application was completed and is pending executive leadership review. The CESF supports the preparation, prevention and response to COVID-19.

Administration Division

- NPD Recruits began the Delaware State Police academy on Monday, May 11th. Initial training will be hosted online and all recruits will report to the academy at a later date.

Patrol:

- On May 7, 2020, at about 2015 hours, Newark Police were dispatched to a residence in the unit block of Benny Street for a report of a large gathering. Arriving officers found a group of approximately 15-20 people, some of whom fled upon police arrival. Officers detained the 12 persons who remained at the scene and charged each with violating Newark's ordinance prohibiting gatherings of more than 10 people during the state of emergency. Each of the subjects, all of whom were males, was issued a summons and released at the scene for a court appearance at a later date.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	05-14-2020
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:

CSX Railroad has reached out to DelDOT and the City of Newark to inform of traffic impacts from necessary rail repair they need to make in the City. They intend to close the crossings on North College and West Main/New London for as long as a week for each during the month of June. We are working with DelDOT to require the work to be completed early in June, while the Main Street work is ongoing. We will work with Communications to push out as much information as possible. Detour plans should be submitted in the next week.

Main Street Update: Utility adjustments on the south side of Main Street will be complete by end of business, Friday, 5/15. A-Del will begin milling and pavement preparation on Monday and Tuesday of next week. Paving of the main line from Library Avenue to the Deer Park is planned for Thursday, 5/21. The shoulder and intersections will be paved between 5/26 and 5/29. Final striping will follow behind paving operations. All dates are weather dependent.

PW&WR has been informed that West Chestnut Hill Road will be closed beginning May 27 for a continuation of bridge repairs not completed in 2019. The length of closure and detour details have not been finalized. We expect to have more information to share within the next week. We will share with Council any updates we get.

Activity or Project:

DelDOT Striping

Description:

DelDOT has informed PW&WR of an upcoming project for a long-term, temporary striping change adjacent to the City of Newark. The project consists of restriping the NB Lanes of SR896 from Old Baltimore Pike through the interchange with I95. The intent is to reduce the conflict and congestion on the ramp onto NB 896 (S. College) and the associated rear end, weave/sideswipe crashes. Departing the downstream signal at OBP, northbound 896 traffic is primarily destined for northbound 95, with only one lane needed across the bridge. By “dropping” one lane, the southbound 95 off-ramp comes into South College as a lane addition, as opposed to the current abrupt merge right atop Red Roof Inn/Friendly’s. Access to these businesses is still available from either lane.

The work is scheduled to take place in July/August 2020 and will take approximately two weeks to complete. Lane closures, lane shifts, and flaggers are expected, but no detours are planned at this time.

Status:	Not Started
Expected Completion:	08-31-2020
Execution Status:	On Track

Activity or Project:

2019 Annual Street Program

Description:

Grassbusters Landscaping is schedule to mobilize back into the City on June 1st to continue work on the 2019 Street Improvement Program. They will begin with curb work, followed by hot mix paving crews. The streets are tentatively planned to be paved in the following order: Hidden Valley Drive, Harvard Lane, Country Hills Drive, Winslow Road. PW&WR will begin notification to affected residents next week. All notices will be hand delivered and taped to front doors.

Status:	In-Progress
Expected Completion:	08-31-2020
Execution Status:	Behind Schedule

Activity or Project:

Rodney Complex Park and Pond Project

Description:

The City, through our consultants, has requested changes to the remediation plan based on recent testing of the groundwater at the Rodney site. The requests to change the Contaminated Materials Management Plan (CMMP) and Final Plan of Remedial Action (FPRA) both result from the absence of a contaminant of concern, dieldrin. The main benefit to the test results is the confidence that the site is clean and compliant with the FPRA, well ahead of schedule. Any changes to these plans require the 30-day comment period, which can be viewed at the following address:

<https://dnrec.alpha.delaware.gov/2020/05/10/amended-proposed-plan-of-remedial-action-for-the-former-rodney-dorm-complex-de-1658/>

An aerial photo of the project site from May 14 is attached.

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

SUPREME COURT OF DELAWARE

LISA A. DOLPH
Clerk

SUPREME COURT BUILDING
55 THE GREEN
DOVER DE 19901

DORIS J. ADKINS
Chief Deputy Clerk
DEBRA J. ZATLOKOVICZ
Senior Court Clerk
RENÉ A. WORRELL
Senior Court Clerk
ELIZABETH A. FELICIANO
Senior Court Clerk

(302) 739-4155
(302) 739-4156

May 14, 2020

Register in Chancery	New Castle County Kent County Sussex County
Prothonotary	New Castle County Kent County Sussex County
Court of Common Pleas	New Castle County Kent County Sussex County
Family Court	New Castle County Kent County Sussex County
State Law Library	New Castle County Kent County Sussex County
Chief Magistrate Justice of the Peace Court	
Board on Professional Responsibility	
Office of Disciplinary Counsel	
Board on the Unauthorized Practice of Law	
Board of Bar Examiners	

Commission on Continuing Legal Education

Lawyers' Fund for Client Protection

Administrative Office of the Courts

Attached is a copy of the Administrative Order No. 6 dated May 14, 2020, **IN
RE COVID-19 Precautionary Measures, Extension of Judicial Emergency.**

/s/ Lisa A. Dolph
Lisa A. Dolph
Clerk of the Supreme Court

cc: Honorable Collins J. Seitz, Jr.
Honorable Karen L. Valihura
Honorable James T. Vaughn, Jr.
Honorable Gary F. Traynor
Honorable Tamika R. Montgomery-Reeves
Honorable Jan R. Jurden
Honorable Andre Bouchard
Honorable Alex J. Smalls
Honorable Michael K. Newell
Honorable Kathleen M. Jennings
Honorable J. Brendan O'Neill
Gregory P. Williams, Esquire
Chair, Supreme Court Rules Committee
Gayle Lafferty, Esquire
State Court Administrator
Daniel F. Wolcott, Jr., Esquire
Delaware Code Revisor
Katherine Neikirk,
Senior Staff Attorney
Karlis Johnson,
Court Administrator
Charlene Wickman, Lexis/Nexis
Carolyn Meier, Lexis/Nexis
Elizabeth Pease, West Group

IN RE COVID-19 §
PRECAUTIONARY MEASURES §

On this 14th day of May 2020:

WHEREAS, in an order dated March 22, 2020, all courthouses and their administrative offices in the State of Delaware were closed to the public from March 23, 2020 until April 15, 2020 and certain deadlines that expired between March 23, 2020 and April 15, 2020 were extended until April 21, 2020;

WHEREAS, on March 22, 2020, Governor Carney ordered Delawareans to stay at home whenever possible and the closure of all non-essential businesses in Delaware until May 15, 2020 or until the public health threat of COVID-19 was eliminated;

WHEREAS, on April 14, 2020 the Chief Justice, in consultation with the other members of the Supreme Court, extended the judicial emergency through May 14, 2020, continued the closure of State courthouses and their administrative offices to the public through May 14, 2020, and extended certain deadlines that expired between March 23, 2020 and May 14, 2020 until June 1, 2020;

WHEREAS, on April 30, 2020, after Governor Carney modified his order declaring a State of Emergency to require that Delawareans wear a mask or face covering in public areas, the Chief Justice ordered Court staff, lawyers, litigants, jurors, contractors, vendors, and any other visitors to any court facility to wear a mask or face covering when in the common or public areas of court facilities if they could not maintain a 6-foot separation from other individuals;

WHEREAS, COVID-19 continues to pose a serious threat to public health, including the jurors, parties, witnesses, lawyers, judges, and court staff who would typically enter the courthouses and facilities of the Supreme Court, the Court of Chancery, the Superior Court, the Family Court, the Court of Common Pleas, and the Justice of the Peace Court;

WHEREAS, the judicial emergency that went into effect on March 16, 2020 and was extended on April 14, 2020 will be expiring;

WHEREAS, the Chief Justice, in consultation with the other members of the Supreme Court, has determined that extension of the judicial emergency is necessary and required by the Governor's May 8, 2020 extension of the State of Emergency in the State of Delaware; and

WHEREAS, the Chief Justice, in consultation with the Liaison Justice, other members of the Supreme Court, the Executive Director, Chair, and Vice Chair of the Board of Bar Examiners, has determined that the Delaware Bar Examination, presently scheduled to take place on July 27-July 29, 2020, must be rescheduled in light of the public health threat currently posed by COVID-19;

NOW, THEREFORE, IT IS ORDERED that:

1. Under the authority of 10 *Del. C.* § 2004, the judicial emergency for all State courts and their facilities in Delaware is extended for another 30 days through June 13, 2020, subject to further review.
2. In light of the threat COVID-19 poses to public health, all courts in the State are authorized, to the greatest extent possible under 10 *Del. C.* § 2008, to continue to utilize audiovisual devices at their facilities and remotely to conduct all proceedings (except for jury trials) for the duration of this order.
3. During the period of judicial emergency, all time requirements under the Speedy Trial Guidelines are tolled.
4. All State courthouses and their administrative offices shall remain closed to the public through June 13, 2020, or further order of the Chief Justice of the Supreme Court of Delaware. Access to the State courthouses is restricted to identified personnel and emergency and essential hearings and operations.
5. Each State court shall continue to have sufficient judicial officers and staff to hear emergency and essential matters in person or remotely through video or teleconferencing during the pendency of this Order.
6. Judicial branch personnel identified by the Presiding Judges of each court and the State Court Administrator, or their designees, shall continue to report to work as required. If an identified employee is unable to serve due to illness or has been excused consistent with applicable leave policies, a substitute shall be determined. Other judicial branch personnel shall continue not to report to the courthouses until further notice. Instead, other judicial branch personnel shall work remotely as directed by the Presiding Judge of each court, the State Court Administrator, or their designee.
7. Each courthouse shall continue to provide a method, such as a dropbox or mailing address, for attorneys and the public to fill out and file paper documents if electronic filing is not available to them. For such cases, the courts shall continue to provide, when practical, an email address for attorneys and the public to email paper documents which will be considered filed with the court when received.

8. Non-emergency and non-essential telephonic arguments, telephonic hearings or videoconferences shall continue to proceed at the discretion of each of the State courts. For all court proceedings conducted through June 13, 2020, when practical, the courts shall post on their websites the date and time of the hearing or proceeding, and when requested and permitted, provide reasonable access to media organizations.
9. Except as set forth in 10 *Del. C.* § 2007(c), deadlines in court rules or state or local statutes and ordinances applicable to the judiciary that expire between March 23, 2020 and June 13, 2020 are extended through July 1, 2020. Statutes of limitations and statutes of repose that would otherwise expire during the period between March 23, 2020 and June 13, 2020 are extended through July 1, 2020. Deadlines, statutes of limitations, and statutes of repose that are not set to expire between March 23, 2020 and June 13, 2020 are not extended or tolled by this order. Deadlines imposed by court order continue to remain in place but may be extended, consistent with court practices, for good cause shown, including a COVID-19 related cause. Notwithstanding the foregoing, each State court shall retain the discretion to require the prompt filing of public versions of documents initially filed under seal and, for good cause shown, to expedite proceedings.
10. The time periods for bringing an arrested person before a magistrate pursuant to 11 *Del. C.* § 1909 and for bringing a prisoner before a judge pursuant to 10 *Del. C.* § 6907 are extended not more than 7 days under § 2007(c). The time for taking a juvenile charged with a delinquent act before a court is extended not more than 2 days under § 2007(c).
11. The Family Court shall continue to have the authority, in its discretion, to extend emergency ex parte protection from abuse orders beyond 30 days, but not to exceed 45 days. Temporary injunctions and interim guardianships that would expire between March 23, 2020 and June 13, 2020 are hereby extended until July 1, 2020.
12. Administrative Order No. 3 regarding the suspension of any requirements for sworn declarations, verifications, certificates, statements, oaths, or affidavits in filings with the Supreme Court, the Court of Chancery, the Superior Court, the Family Court, the Court of Common Pleas, or the Justice of the Peace Court remains in effect.

13. Administrative Order No. 5 regarding the use of face masks/coverings in court facilities remains in effect.
14. The Delaware Bar Examination, originally scheduled to take place on July 27-July 29, 2020, is rescheduled to take place on September 9-September 11, 2020. Board of Bar Examiner Rule 5(b), which provides that the application fee is non-refundable, is modified to allow any applicant who chooses not to sit for the Delaware Bar Examination in September 2020 to receive a refund of their application fee.
15. The Clerk of the Court is directed to transmit forthwith a certified copy of this Order to the clerk of each trial court in each county.

BY THE CHIEF JUSTICE:

/s/ Collins J. Seitz, Jr.
Chief Justice

State of Delaware §
 § ss.
Kent County §

I, Lisa A. Dolph, Clerk of the Supreme Court of the State of Delaware, do hereby certify that the foregoing is a true and correct copy of the Administrative Order No. 6 dated May 14, 2020, IN RE COVID-19 Precautionary Measures Extension of Judicial Emergency, as remains on file and of record in said Court.

IN TESTIMONY WHEREOF,

I have hereunto set my hand and affixed the seal of said Court at Dover this 14th day of May, A.D. 2020.

/s/ Lisa A. Dolph
Lisa A. Dolph
Clerk of the Supreme Court

Digital Records Project New Documents Created – May 7-13

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	94	6,212	Administration Correspondence Files
Fred	236	1,097	PWWR Traffic Committee Files; Electric Work Order Attachments
Ana (PT)	0	0	Working remotely on modifications
Total	330	7,309	

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.

NEWARK POLICE DEPARTMENT

WEEK 05/03/20-05/09/20

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
- <i>Commercial Robberies</i>	2	0	0	4	0	0
- <i>Robberies with Known Suspects</i>	0	2	0	0	1	0
- <i>Attempted Robberies</i>	0	0	0	0	0	0
- <i>Other Robberies</i>	2	3	0	1	7	0
Assault/Aggravated	12	6	0	9	5	0
Burglary	28	12	1	56	43	0
- <i>Commercial Burglaries</i>	1	1	0	0	41	0
- <i>Residential Burglaries</i>	21	10	0	43	2	0
- <i>Other Burglaries</i>	6	1	1	13	0	0
Theft	169	160	10	174	79	2
Theft/Auto	16	23	1	3	4	1
Arson	0	0	0	0	0	0
All Other	47	65	3	58	43	0
TOTAL PART I	281	278	15	306	185	3
<u>PART II OFFENSES</u>						
Other Assaults	108	97	8	57	77	3
Rec. Stolen Property	0	0	0	4	3	1
Criminal Michief	40	39	0	30	31	1
Weapons	10	6	0	30	13	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	58	22	2	91	22	1
Drugs	75	22	1	112	26	0
Noise/Disorderly Premise	267	188	13	98	66	10
Disorderly Conduct	58	49	3	47	38	5
Trespass	90	98	2	43	25	5
All Other	136	85	3	162	95	1
TOTAL PART II	842	606	32	674	396	27
<u>MISCELLANEOUS:</u>						
Alarm	50	50	1	0	0	0
Animal Control	202	162	11	1	20	0
Recovered Property	74	75	1	0	0	0
Service	12832	11658	524	0	0	0
Suspicious Per/Veh	174	167	5	0	0	0
TOTAL MISC.	13332	12112	542	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	808	16,808	608	14,417



Newark Police Department
Weekly Traffic Report
05/03/20-05/09/20



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	4956	2338	351	4
DUI	79	31	7	0
TOTAL	5035	2369	358	4

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	87	52	2	0
Property Damage (Reportable)	446	258	26	8
*Hit & Run	93	53	4	1
*Private Property	114	51	7	1
TOTAL	534	310	28	8

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.

