

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

I was on vacation the week of June 29th and returned to the office on July 6th, so there was no weekly administrative report last week and this week's report will cover both weeks.

Monday was a regular Council meeting night and also the packet deadline for the 7/13 meeting, the last meeting before the election break. There are a number of staff driven items on the 7/13 agenda so much time was spent preparing for the meeting. We started budget meetings this week, with meetings being held for Parks and Recreation, Electric, Parking, CDBG, Code Enforcement, and Planning. As we are now moving into the heart of budget preparation season, staff will be spending a lot of time on budget prep for the next few months.

We are investigating software options for queue management at City Hall and are looking for an option that would allow residents and utility customers to schedule appointments with our departments and customer service staff ahead of time. Scheduled appointments will be very helpful for our elder community and residents with underlying health conditions that may otherwise feel unsafe visiting City Hall due to COVID concerns. We are looking for a queue management system that will allow visitors to wait outside or in their cars and they will receive a text message or app notification when it is their turn at the window.

The remainder of the week was spent catching up from vacation, general administrative tasks, and personnel related items.

Chief Communications Officer:

- Worked with TNP on a proposal for “Creative Spacers,” a public art project that commissions local artists to create adhesive vinyl stickers to mark six-foot distances
- Completed the Newark Downtown Parking Plan document to be added to the Planning webpage
- Met with the HR team to plan/organize the fall Wellness Fair
- Promoted Newark small businesses on social media during Independents Week
- Met with Recycle Coach about creating an appointment setting in the app to remind residents of pre-scheduled bulk collections
- Worked with the CAC on finalizing the language for their plastic straw education
- Assisted Mayor Clifton in issuing a statement about the perceived lack of transparency concerning the Newark Housing Authority’s participation in a reentry initiative
- Scheduled multiple social media posts for Census Week encouraging residents to complete their questionnaire
- Completed the 3CMA webinar “How to be More Inclusive in Municipalities: Community Engagement and Public Outreach”

Newark in the News:

A ‘great night’ in Newark: City celebrates end of Main Street construction project:  
[https://www.newarkpostonline.com/news/a-great-night-in-newark-city-celebrates-end-of-main-street-construction-project/article\\_c6a5ecb8-1910-51d6-860b-597fb31e843e.html](https://www.newarkpostonline.com/news/a-great-night-in-newark-city-celebrates-end-of-main-street-construction-project/article_c6a5ecb8-1910-51d6-860b-597fb31e843e.html)

Final phase of park construction to begin at former Rodney site:  
[https://www.newarkpostonline.com/news/final-phase-of-park-construction-to-begin-at-former-rodney-site/article\\_cedcbf36-ed34-5747-b46a-e529cdb63bc9.html](https://www.newarkpostonline.com/news/final-phase-of-park-construction-to-begin-at-former-rodney-site/article_cedcbf36-ed34-5747-b46a-e529cdb63bc9.html)

Newark comes out to celebrate the end of Main Street construction:  
<https://www.delawareonline.com/picture-gallery/news/2020/06/26/newark-comes-out-celebrate-end-main-street-construction/3261693001/>

Main Street Newark Project Completed: <https://news.delaware.gov/2020/06/26/main-street-newark-project-completed/>

Newark seeks to diversify city’s boards and commissions:  
[https://www.newarkpostonline.com/news/newark-seeks-to-diversify-city-s-boards-and-commissions/article\\_272ec87b-b9af-59db-a477-8e03e5c1a653.html](https://www.newarkpostonline.com/news/newark-seeks-to-diversify-city-s-boards-and-commissions/article_272ec87b-b9af-59db-a477-8e03e5c1a653.html)

Newark has been led almost exclusively by whites. Leaders are confronting that past:  
<https://www.delawareonline.com/story/news/local/2020/06/29/newark-begins-reckoning-lack-diversity-city-boards-commissions/3249304001/>

Newark approves plan to change lack of diversity in city leadership:  
<https://www.delawareonline.com/story/news/local/2020/06/30/newark-approves-initiative-diversify-members-city-boards-and-commissions/3284277001/>

10 things to know about the newly revamped Newark Main Street:  
[https://www.newarkpostonline.com/news/10-things-to-know-about-the-newly-revamped-newark-main-street/article\\_64706c45-bb09-5d1e-94fa-5451035f9256.html](https://www.newarkpostonline.com/news/10-things-to-know-about-the-newly-revamped-newark-main-street/article_64706c45-bb09-5d1e-94fa-5451035f9256.html)

Newark’s Parks on Draft outdoor beer garden returns next week:  
[https://www.newarkpostonline.com/news/newark-s-parks-on-draft-outdoor-beer-garden-returns-next-week/article\\_db039738-c0ad-50d3-b938-36b076846f46.html](https://www.newarkpostonline.com/news/newark-s-parks-on-draft-outdoor-beer-garden-returns-next-week/article_db039738-c0ad-50d3-b938-36b076846f46.html)

Conservation Corner: Invasive plants – what, why and how to help:  
[https://www.newarkpostonline.com/features/conservation-corner-invasive-plants---what-why-and-how-to-help/article\\_7dcd38a-59b2-5f36-83c8-729a0f44d970.html](https://www.newarkpostonline.com/features/conservation-corner-invasive-plants---what-why-and-how-to-help/article_7dcd38a-59b2-5f36-83c8-729a0f44d970.html)

Expansion adds 47 parking spaces to downtown Newark lot:  
[https://www.newarkpostonline.com/news/expansion-adds-47-parking-spaces-to-downtown-newark-lot/article\\_0575f9a3-e99e-5496-a0f1-ef087953e059.html](https://www.newarkpostonline.com/news/expansion-adds-47-parking-spaces-to-downtown-newark-lot/article_0575f9a3-e99e-5496-a0f1-ef087953e059.html)

Newark Election Guide 2020: Meet the city council candidates:  
[https://www.newarkpostonline.com/news/newark-election-guide-2020-meet-the-city-council-candidates/collection\\_4b4c2a25-637a-525d-8ad8-338565f1663e.html](https://www.newarkpostonline.com/news/newark-election-guide-2020-meet-the-city-council-candidates/collection_4b4c2a25-637a-525d-8ad8-338565f1663e.html)

For Newark, a rare Independence Day without fireworks:  
<https://www.newarkpostonline.com/news/for-newark-a-rare-independence-day-without->

[fireworks/article\\_f8333b33-9e2e-5b3f-919c-af45d925cc16.html](https://www.newarkpostonline.com/news/fireworks/article_f8333b33-9e2e-5b3f-919c-af45d925cc16.html)

Classroom arrest leads to lawsuit against UD and Newark Police:

<https://www.delawareonline.com/story/news/2020/07/06/classroom-arrest-leads-lawsuit-against-ud-and-newark-police/5367964002/>

Newarkers show off their creativity through house decorating initiative:

[https://www.newarkpostonline.com/news/newarkers-show-off-their-creativity-through-house-decorating-initiative/article\\_1fc32e34-95c8-553e-8c29-c8f0ffa837c7.html](https://www.newarkpostonline.com/news/newarkers-show-off-their-creativity-through-house-decorating-initiative/article_1fc32e34-95c8-553e-8c29-c8f0ffa837c7.html)

Newark planning drive-in movie night for July 18:

[https://www.newarkpostonline.com/news/newark-planning-drive-in-movie-night-for-july-18/article\\_f45a437b-948e-55f8-bb3f-df6f566afc1b.html](https://www.newarkpostonline.com/news/newark-planning-drive-in-movie-night-for-july-18/article_f45a437b-948e-55f8-bb3f-df6f566afc1b.html)

Coronavirus forces changes, but Rittenhouse Camp continues its decades-long tradition:

[https://www.newarkpostonline.com/news/coronavirus-forces-changes-but-rittenhouse-camp-continues-its-decades-long-tradition/article\\_54c4f26b-1ce6-5d91-8336-d592eb49bd6d.html](https://www.newarkpostonline.com/news/coronavirus-forces-changes-but-rittenhouse-camp-continues-its-decades-long-tradition/article_54c4f26b-1ce6-5d91-8336-d592eb49bd6d.html)

Welcome Center/Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Began the September newsletter
- Completed the “Lift Ideas Off the Screen” webinar
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Collecting photos for social media
- Distributed packets of Rust Rover to residents who had brown water

Facilities:

Work on fabricating and installing shielding around desks and work areas through the Municipal Building and parking office.

Install drink cup holders at water fountains where bubblers were removed. ADA requirement.

Disinfect Rittenhouse Park building each day.

Work on adapting schedules and assigning duties to take care of expanded workforce back in the buildings and park programs.

Custodial:

Normal duties.

Disinfecting and sanitizing.

Work on plans to provide services to expanded workforce.

#### Activity or Project:

#### Description:

#### Status:

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

### City Manager's Weekly Report

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court reopened to the public on 6/29/20. The first court date was on 6/30/20. Alderman's Court held four court sessions from 6/25/20 to 7/8/20. These sessions included arraignments, trials, and capias returns. Parking Ambassadors are still handling all appeals online; however, any walk-in appeals will be sent into the courtroom to see the Judge.

**Activity or Project:**

Court Sessions and Payments

**Description:**

From 6/29/20 to 7/8/20 Alderman's Court handled 17 arraignments, 57 trials and 27 capias returns. The court collected a total of 153 parking payments of which 114 were paid online and 39 were paid at court. The court also collected criminal/traffic payments of which 127 were paid online and 45 were paid at court for a total of 172 criminal/traffic payments.

|                             |            |
|-----------------------------|------------|
| <b>Status:</b>              | Completed  |
| <b>Expected Completion:</b> | 07-08-2020 |
| <b>Execution Status:</b>    | Completed  |

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

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

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

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul and Robert worked remotely over the last two weeks.

Staff finalized and posted the July 6 Council packet on June 29. Packets were delivered to Council members on June 30.

Paul, Renee and Tara staffed the June 29 Council meeting. Follow up was completed by staff throughout the week.

Renee participated in a coronavirus-related conference call with State stakeholders on June 30 with Mayor Clifton, Deputy Mayor Markham and Finance Director Del Grande.

Nichol drafted and posted the July 16 Board of Adjustment agenda on July 1. Agenda packets and direct mail notices were completed and sent on July 6. Details on how to access the Board of Adjustment meeting via the GoToMeeting platform can be found on the City website here: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6584>.

Renee participated in the remote management staff meeting on July 2.

Staff finalized and posted the July 13 Council packet on July 6. Packets were delivered to Council members on July 7. An addendum adding an executive session and an emergency ordinance was posted and sent to Council on July 8. Items 2B (June 22 Council minutes) and 2D (June 2 Planning Commission minutes) were posted and sent to Council on July 8. 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/6589>.

Paul and Renee staffed the July 6 Council meeting. Follow up was completed by staff throughout the week.

Nichol drafted and posted the July 14 Conservation Advisory Commission agenda on July 7. 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/6590>.

Extensive time was spent working on the rescheduled 2020 Council elections for Districts 3 and 5. Renee, Tara and Danielle spent significant time processing returned absentee ballots and absentee affidavits. Renee worked with the Department of Elections to finalize election details; with

Election Board members to finalize poll worker rosters and assignments; and with poll workers to determine best practices for dealing with absentee ballots in relation to voter lists for polling places. Tara worked to process returned mail to be able to submit that data to the Department of Elections to update voter registration lists. Staff is seeing an uptick in calls and emails with questions regarding the rescheduled City elections and various state elections that are approaching. The website was also updated with links to the candidate questionnaires published by the Newark Post. All updated information regarding the 2020 City Council election can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>. Additional information regarding absentee ballot requests, returns and comparisons to previous years' turnouts are below.

Renee worked to begin implementation of the approved Boards and Commissions Diversity Initiative. A demographic survey was sent to the current boards and commissions members requesting information on age, race, ethnicity, gender identity, sexual orientation and income to gather data to be reported back to Council. All vacant and expiring boards and commissions appointments through September 2020 were posted to the website. Information about opportunities to participate in the City's boards and commissions can be found on the City website here: <https://newarkde.gov/113/Boards-Committees-Commissions>

Danielle completed the direct mailing for a special use permit located at 614 South Twin Lakes Boulevard. This request for a home daycare was scheduled for public hearing at the July 13 Council meeting, but has been postponed.

Danielle completed the direct mailing for a special use permit located at 925 Rahway Drive. This request for a deck in the SHFA/OFD district is scheduled for public hearing at the July 13 Council meeting.

Renee spent time scheduling items for upcoming Council agendas and drafted the July 13 agenda.

Renee worked with Facilities staff and Legislative Department staff to evaluate and begin changes needed to work spaces in the department to facilitate staff's eventual return to the office.

Renee and Tara spent time researching items for Council and staff.

Tara spent time working on union-related items.

Danielle processed several items for the Recorder of Deeds office.

Tara reviewed several building permits.

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

- \* Provided a response and closed a June 5 FOIA request for data small cell sets installed on City owned light poles and/or traffic signals from Josh Lange
- \* Provided a response and closed a June 5 FOIA request for video footage pertaining to a vehicular accident at South Chapel Street and Delaware Avenue from Liberty Mutual
- \* Provided a partial response to a June 12 FOIA request for information related to the June 8 Planning Area 7 hearing from Barrett Edwards
- \* Provided a response and closed a June 18 FOIA request for COs/open permits/building and code violations pertaining to 399 New London Road Rite Aid from Melissa Jacques-Bibeault

- \* Provided a response and closed a June 24 FOIA request for COs/open zoning codes/building and fire violations/site plans from Dayshawn Burns
- \* Circulated to staff a June 25 FOIA request for any asbestos bulk sampling from 11/2015 to present pertaining to 103 Hillside Road Caesar Rodney Residence Hall
- \* Circulated to staff a July 1 FOIA request for historic property records/tax maps/building and code violations/permits/CO pertaining to 101 Johns F. Campbell Drive
- \* Circulated to staff a July 6 FOIA request for open and closed permits/violations/permits for outdoor seating pertaining to 801 South College Avenue

Regarding minutes, staff time was spent on the June 9 Conservation Advisory Commission (Tara edited - complete), June 10 Election Board (Tara drafting), June 15 Council (Tara drafted; Renee edited - complete), June 22 Council (Nichol drafted; Renee edited - complete) and July 29 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the July 6 Council minutes are currently in the queue.

13 discovery requests were fulfilled for upcoming Alderman's Court cases. 210 discovery requests have been filled so far for 2020. The July 16 court calendar was received and 20 case files were compiled for the Deputy City Solicitor. 13 court calendars with 213 associated cases have been processed in 2020. One plea by mail was processed.

The office received 18 new lien certificate requests this week, which were sent to Finance for processing. 20 lien certificates were completed and sent to the requestor. 176 lien certificates have been processed for 2020.

#### **Activity or Project:**

Digital Records Project

#### **Description:**

Samantha processed destruction notices for 47.6 boxes, which have been submitted to State Archives for approval.

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 document numbers for June 25-July 8 are below.

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

#### **Activity or Project:**

#### **Description:**

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

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

Electric Department

**Notable Notes:**

The infrared scan of the system revealed a hot spot that required immediate attention. The line crews fixed a 34kV switch that was glowing red hot the same day the infrared scan found it. Engineering and crews switched out the circuit near Wawa on Rt. 72 and made repairs.

The crews also had an emergency tree removal on Nottingham Road.

The line crews energized the feed for the new parts of the Sports Complex/Stadium Project, energized permanent service to 22 Benny Street, and removed the temporary construction service to 22 Benny Street.

The electricians escorted the infrared scanning contractor and the oil testing contractor throughout the system. They also worked on clearing up communication issues with a Kershaw relay and two new reclosers installed at the Stadium.

Engineering worked on pricing and design for the College Square Shopping Center, Hillside Road Project, Briar Creek North, and the Fulton Bank Project. Engineering compiled UD's monthly energy usage for June and attended a webinar on chainsaw safety sponsored by DEMEC and AMP.

**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:**

The City is working hard to reach out to our utility customers to help those in need of a payment arrangement to advise them of their options. If you are behind on your utility bills and need a payment arrangement, please contact the Payments and Utility Billing Division by calling 302-366-7000, option 2.

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>.

Contactless bill payment options:

- Make payments online by visiting <https://payments.newarkde.gov>. This landing page will guide you to the correct site to pay a bill issued by the City of Newark.
- Utility bills can also be paid 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. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment.
- Drop your utility bill check or money order into the dropbox at City Hall.

Finance staffing. The Payments & Utility Billing Division now had two out of four Customer Service Representatives working full-time in the office. Accounting has all staff working at least two days/week in the office. Remaining staff is working remotely.

**Activity or Project:**

Payments &amp; Utility Billing (PUB)

**Description:**

Aside from normal customer business, PUB staff has been working on:

- Internal cross-training.
- SOP updates.
- UAT Testing of the forthcoming Customer Connect 6 upgrade.
- Updating Stormwater database process.

Stats for the week ending of 7/05: Call volume was up 31% (388 vs. 297), which is around the normal amount of calls received on an average week.

- Customer Calls/answered: 361/388. There are now two customer service representatives working full-time in the office. Remaining staff are working from home.
- Average call time: 4:21
- Longest hold: 3:25
- Payments processed: 2,526

- Pay by phone payments: 175
- Active Customer Connect Accounts: 6,948
- Customers signed up, not on pre-authorized payments: 4,480
- Budget Billing: 265
- Echeck/PAP Customers: 1,256 (includes budget billing)
- Credit Card PAP Customers: 1,212 (includes budget billing)

|                             |             |
|-----------------------------|-------------|
| <b>Status:</b>              | In-Progress |
| <b>Expected Completion:</b> | 12-31-2020  |
| <b>Execution Status:</b>    | On Track    |

**Activity or Project:**

2021 Budget

**Description:**

Staff is working with departments on their 2021 budget requests.

CIP due 6/12

OPEX due 6/19

CM Coleman, Director Del Grande and the Budget Team held internal budget workshops with Parks and Recreation, Court, Electric and Planning this week.

|                             |             |
|-----------------------------|-------------|
| <b>Status:</b>              | In-Progress |
| <b>Expected Completion:</b> | 12-15-2020  |
| <b>Execution Status:</b>    | On Track    |

**Activity or Project:**

Accounting

**Description:**

- Munis upgrade will be performed on Saturday
- Finalized and submitted CAFR to the GFOA for Award consideration
- Payroll quarterly reconciliations
- Payroll processing – early timesheets schedule due to Munis upgrade 7/11 and potential for issues
- Real estate tax bill processing week of 7/6, anticipated mailing of bills week of 7/13 (dependent on Munis upgrade issues)
- Staff returned to office on a rotating basis beginning 7/7

|                             |             |
|-----------------------------|-------------|
| <b>Status:</b>              | In-Progress |
| <b>Expected Completion:</b> | 12-31-2020  |
| <b>Execution Status:</b>    | On Track    |

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

Information Technology Department

**Notable Notes:**

Applications Team:

Open Support Tickets from Previous Week - 76

Open Project Tickets from Previous Week - 18  
 Tickets Opened in the Last Two Weeks - 66  
 Tickets Closed in the Last Two Weeks - 64  
 Remaining Open Support Tickets - 77  
 Remaining Open Project Tickets - 19

1. Project status call for mCare 6 with vendor on 6/25.
2. GoToMeeting with Paymentus regarding conversion of Tyler credit card processing on 6/26.
3. Upgraded Harris Northstar Live Environment on 6/29.
4. Created Welcome to Tyler Hub guides for end users.
5. Created Miscellaneous Receipts process guide for end users.
6. Worked with Tyler throughout the last few weeks prepping for go live on 7/11.
7. Attended Parks & Recreation budget hearing on 7/8.
8. Attended Judicial budget hearing on 7/8.
8. Worked on and resolved support tickets for end users.
9. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Waiting for Electric staff to test the work order kits and templates before promoting to LIVE.
3. Waiting on delivery date for new kiosk.
4. Waiting for Planning to decide path forward regarding online permit payments.

Infrastructure Team:

Open Support Tickets from Previous Week - 70  
 Open Project Tickets from Previous Week - 21  
 Tickets Opened in the Last Two Weeks - 106  
 Tickets Closed in the Last Two Weeks - 127  
 Remaining Open Support Tickets - 47  
 Remaining Open Project Tickets - 23

1. Arranged a vendor demo and management review of WaveTec queue management system.
2. Worked with PD to prepare in car laptops to support AXON Fleet cameras.
3. Deployed Chromium based Microsoft Edge.
4. Packaged the Munis client for automated distribution.
5. Resolved Gatekeeper issues that were preventing communications.
6. Worked with Electric to prepare for SCADA training.
7. Continued WFH support.
8. Worked on and resolved support tickets for end users.
9. Actively responded to and resolved Secureworks alerts.

Pending:

1. Continuing to monitor GateKeeper 2.
2. Planning to install the new access point at GWC.
3. Preparing to manually update Munis client to support the planned upgrade.

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**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.

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

Phase 1 Kick Off (Definition & Planning)

2/28/20 - Completed

Phase 2 Software Installation

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

Phase 3 Remote End User Training and Configuration

(Updated to Remote vs. Onsite)

4/6/20-4/24/20 - Completed

Phase 4 End User Acceptance Testing

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

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

6/3/20 - 6/19/20 - Completed

Phase 5 Go Live

7/20/20-7/24/20 - Scheduled

|                             |                 |
|-----------------------------|-----------------|
| <b>Status:</b>              | Near Completion |
| <b>Expected Completion:</b> | 07-20-2020      |
| <b>Execution Status:</b>    | On Track        |

**Activity or Project:**

Munis 2019.1 Upgrade (Applications Team)

**Description:**

Description:

Phase 1 Software Upgrade TEST Environment

Completed

Phase 2 Kick Off (Definition & Planning)

5/21/20 - Completed

Phase 3 End User Acceptance Testing

5/26/20-6/05/20 - Completed

Phase 4 Vendor Issue Remediation

6/08/20 - 6/19/20 - In Progress

\*One issue remaining to be resolved post go live by 7/15

Phase 5 End User Acceptance Re-Testing of Identified Issues

6/22/20-6/26/20 - Completed

Phase 6 City Led HUB Training

6/29/20-7/9/20 - Completed  
 Provided document handouts

Phase 7 Go Live  
 7/11/20 - Scheduled

|                             |                 |
|-----------------------------|-----------------|
| <b>Status:</b>              | Near Completion |
| <b>Expected Completion:</b> | 07-11-2020      |
| <b>Execution Status:</b>    | On Track        |

#### Activity or Project:

#### Description:

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

### City Manager's Weekly Report

#### Department:

Parks and Recreation Department

#### Notable Notes:

Director: Completed several plan reviews for subdivisions; conducted parks maintenance meeting to discuss upcoming projects and work orders; completed mailing to residents of White Clay Drive notifying them of the hydraulic analysis results associated with the White Clay Creek Bridge installation and special use permit meeting dates for the Planning Commission and Council; assisted Tyler with the organization of Parks on Draft; prepared for Landscape Screening and Treatment Ordinance draft update Council presentation; prepared for the Parks and Recreation 2020 budget meeting with the Finance Department; met with the recreation staff about upcoming programs and events and COVID guidelines per those activities; worked on updating the recommended planting list for developers and landscape architects that will also include a list of invasive species, native and non-native plants.

Deputy Director: Worked with Shelby and Joe on updated signs for the reopening of the playground areas in the parks; contacted supply companies regarding status of camp supplies and equipment ordered; continued to work with Sharon on the outdoor movie night and worked with Shelby on the marketing and social media information for it; worked with Sharon on creating a Virtual Campout program for the July Parks and Recreation month; worked with Chrissy and HR regarding posting the GWC attendant positions; worked with Tyler on tennis grant information; worked to get staff and volunteers shirts ordered and in for camp; completed July PSA's; worked with Melinda to start creating activities and vendor information in the Civic Rec registration software; worked with Sharon and Chrissy on finalizing fitness information for the fall; worked with Finance and Kathy on reimbursements for camp staff for required background fingerprinting; updated facility information in the Civic Rec registration software; worked with Shelby for Parks on Draft banner and pool signs for reopening, and updating the website and Facebook page with links and banners for July Parks and Recreation month activities; worked with Shelby to send out a reminder Eblast about fireworks being canceled prior to July 4 weekend; reminded Recreation Supervisors about timelines for fall program information and scheduling; reviewed monthly credit

card statements and approved for payment; worked with Melinda to check in supplies received and signed off paperwork from orders; continued to work with financial assistance registrants on upcoming payments for camps; continued to work with Shelby and Kathy on updates to the summer activity guide for Max Galaxy and on the website; continued to work with state criminal history office regarding background checks for summer camp staff; continued to submit Child Protection registry forms as received from staff; continued to send applications received for summer camp staff to recreation staff; conducted weekly staff meeting; continued to process applications for special event permits for later in the year.

Recreation Supervisor of Athletics: Rittenhouse Camp began and was held all week with no rain days and 30 campers, it went well overall and still felt like camp even with all the precautions in place; session II began 6/29 and has 66 children, campers are staying within their group of 15 campers or less; adult softball league began Tuesday, 6/30 with four teams participating; working to try and get adult volleyball going, not sure if we will have enough teams still interested; working on preparations for Parks on Draft scheduled July 9-12; working to get tennis lessons going, ordered supplies.

Recreation Supervisor of Community Events: Preparing items and working with staff for the start of Camp R.E.A.L., held camp specific training and organizing days; created and worked on virtual events for July, created route for the Festival of Fun House and Yard Decorating Tour (4 participants), added recipe links for the Picnic Perfect Recipe Sharing, designed the Virtual Campout and created posts for use in July; working with Paula to coordinate and set up the Outdoor Movie Night, which is scheduled for July 18, the event is sold out with 50 vehicles registered; registrations for Community Day continue to come in and are being processed.

Coordinator of GWC and Volunteers: Camp GWC began on June 22 with a total of 20 campers, the theme was To Infinity & Beyond complete with a walking field trip to White Clay Creek State Park and a Disney Trivia Show for a Friday Treat; the second week of camp began on June 29 with a total of 22 campers, the theme was Party in the USA complete with a walking field trip to White Clay Creek State Park and a carnival for a Friday Treat; worked with the summer camp director to adjust staff schedules and procedures for camp as needed; sent camp forms to parents for upcoming weeks; continued to finalize information for Fall programs; continued to finalize and update staff schedules for the George Wilson Center based on current rentals scheduled; finalized and sent updated guidelines for renting the George Wilson Center within Phase II of reopening; gave all updated rates/regulations to our administrative staff for updating on the website and in the summer activity guide; completed a purchase order for pool chemicals and supplies for the opening of Dickey Park Pool scheduled for Tuesday, July 14; met with the new Head Lifeguard and Parks crew member to go over vacuuming and testing chemicals for the pool on July 1; created signage for social distancing procedures and updated pool hours for the 2020 season; contacted the Newark Police Department to request an AED for Dickey Park pool; attended weekly staff meetings; attended the start of the National Day of Hydration Newark Reservoir Tour on June 23 in which we had a total of 5 participants attend; continued to make adjustments for other programs as well including updated program descriptions for upcoming theater camps, essential oils programs, watercolor programs and upcoming Newark History Lecture scheduled for July 11; updated waiver forms for the George Wilson Center, pool permission slips and volunteer sign in sheets; continued to work with the IT Division to resolve connections issues with the desktop and laptop at the George Wilson Center; continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; continued to communicate and schedule appointments with potential renters as well.

Recreation Specialist: Sent a new schedule to one volunteer, took care of updating spreadsheets, organizing waivers, etc., emailed camp directors volunteer names/contact information for next two weeks, sent reminder email to next week volunteers – what to bring, time to report, etc., sent health screening to volunteers starting July 13th at Camp GWC; continued purging Before and After School Care 2019-2020 files, continued prepping 2020-2021 files based off current rosters; posted July Home Decorating event and the Recipe Sharing Event on the Newark Post calendar; posted Parks on Draft events on City Website Calendar and on Newark Post calendar; posted Take Your Dog to Work Day on Facebook and asked for pictures of pups and got huge engagement; entered basic information for over 50 programs and events in the new recreation registration software Civic Rec, started entering vendor information for events, added in pictures for some parks and events.

Parks Superintendent: Inspected two park areas and developed work orders as needed, assigned field staff daily and assisted as needed, met with fencing contractor concerning fence line replacement at Dickey Park, met with resident concerning trail issue within Redd Park, met with CAC representative concerning possible project later this year within the Valley Stream area near Church Road, coordinated with contractor for watering of plant material in Redd Park that was installed for the reforestation planting last fall, coordinating for tennis court cleaning at Fairfield Crest Park with tennis court contractor.

Parks/Horticulture Staff: Continue mowing operations, did bed maintenance at West Chestnut Hill Road and 896 island, prepared pool at Dickey Park for opening, completed tree pruning on two trees along Hall Trail, completed punch list for Camp REAL, did interior bed maintenance at City Hall, sprayed for weed control on sidewalk/gutter areas along Casho Mill Road/Church Road/Stafford Park/six foot stretch along Barksdale Road, prepared both ballfields at Handloff Park for league play, removed large downed limb from Hall Trail, picked up pool supplies and placed in pump house at Dickey Park and did trash removal throughout park system.

#### **Activity or Project:**

Dickey Park Pool Opening

#### **Description:**

Dickey Park pool will be open on Tuesday, July 14 with the capacity set for 18 people (30 is usual capacity) in the pool enclosure to accommodate Phase 2 COVID-19 restrictions. The pool will be open Tuesday-Saturday 12:30-5:00. The George Wilson Center pool will remain closed due to Covid restrictions associated with shared restroom and program areas, Camp GWC is also at the location.

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| <b>Status:</b>              | Not Started     |
| <b>Expected Completion:</b> | 07-14-2020      |
| <b>Execution Status:</b>    | Behind Schedule |

#### **Activity or Project:**

#### **Description:**

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

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

Planning and Development Department

**Notable Notes:****Code Enforcement:**

The Code Enforcement Division continues to be very active. Permit activity continues to be steady and in pace with activity of the previous year. There were 104 permits processed for the period with 58 permits issued, 17 permits ready for payment, and 29 Certificates of Completion issued. The Division received 54 new permit applications. The administrative staff fielded 84 Code Enforcement Division calls and 40 calls for other departments. They report that activity at the Codes window in City Hall has been brisk.

The Code Enforcement Manager is presently working in the office 2-3 days per week and working remotely the remainder of the time. She continues to work on permitting and business issues and is developing a permit fee comparison report to determine if we are in line with similar cities as to what we charge for permit fees.

The Certificate of Completion and 24 Certificates of Occupancy have been issued for 211 Haines Street. Work on the augured piles for the Fintech Building at STAR Campus will be completed this week. Structural steel erection is mostly complete at 211 South Main Street and the floor and roof decking installation is ongoing. The interiors are mostly complete at the townhouse project at 22 Benny Street and the storm water system installation is ongoing. Interior drywall work and systems installation is progressing at the Whitney Athletic Center at 625 South College Avenue; exterior finishes are being installed. Interior work is progressing and elevator installation is ongoing at UD's Worrilow Hall. A pre-construction meeting for site work and PW approvals is scheduled for this week at College Square. Final approvals have been approved at 77 East Delaware Avenue. Certificates of Occupancy have been received and are in review for all departments for the Campus Walk II project on New London Road. Construction has been paused at the Hyatt Hotel project at 92 and 96 East Main Street. The microscope room framing continues at BPI. As-builts have been received for Bloom Energy and elevator inspections and PWWP approval is pending. The construction permit application is in review for 401 Bellevue Road and the demo permit is pending. A meeting to review plans for Drake Lab is scheduled for July 10.

Property Maintenance Inspectors condemned a drug house on Old Capitol Trail, with the Newark Police Department. Inspectors met with the management company of a house on Madison Drive, also with Newark Police. Two houses on Madison Drive were cited for renting without a rental permit.



Property Maintenance also completed the following this week:

- 20 Inspections
- 23 Response to Complaints
- 5 Citations Issued
- 13 Violations Issued

#### Parking:

Parking was no-charge on July 3 and July 4 for the Independence Day holiday. Kiosks had signage affixed informing them of the free parking status. Passport was programmed to inform of the free parking and not accept payment. IPS Meters were programmed so the digital display showed parking was free. Parking staff returned at 1:00 p.m. on Sunday, July 5. Lot 1 has reopened after the mill and repave with multiple lot improvements, specifically in overall total parking and at the exit. Lot 3 was opened to the public, put up signage, installed kiosk, and landscaping improvements. Staff helped run the Return to Main Street event on Thursday, June 25. Ambassadors helped to clear the street and direct people where to park in parking lots. A kiosk was hit by a vehicle over the weekend. Staff removed the kiosk and started the damage assessment and insurance claim. A new kiosk will be put in its place.

The Parking Office has completed the fit for internal safety measures to reduce risk of COVID-19 spread. Employees are to notify management if there are any further safety concerns or if things could be done better as we get a better understanding of the virus spread. Regular COVID-19 meetings continued with Planning and Development and the Parking Division. COVID-19 safety webinars also continued. Staff continued to manage phones, radio, emails, and chats during alternating work-from-home schedules. Staff continued to clean vehicles, office surfaces, and work from home when they can. Parking Management attended the AFSCME 1670 Career Ladder discussion; topics included putting together a safety guide/test and building department specific tests for career advancement. The Parking Budget was completed for Finance in anticipation of 2021 Budget Hearings. Staff worked with Planning and Development regarding proposed plans for a land-use project at 132-138 East Main Street. The July 2020 Parking Ambassador schedule was completed. Parking Ambassador staff is back to their regular schedule with shift staggering to ensure minimal overlap time in the office. The Parking Manager Emergency Day-Time schedule for July 2020 was completed. Managers will assist full-time staff with giving out backlogged residential and municipal lot permits.

#### Planning/Land Use:

At their meeting on July 7, 2020, the Planning Commission took the following actions:

- Recommended approval of a special use permit for construction of a bicycle and pedestrian bridge in the flood plain at 109 Paper Mill Road
- Approved/adopted Planning Commission Bylaws
- Discussed the 2021 Planning Commission Work Plan
- Discussed Planning Commission training

The Planning and Development Department received an application for a special use permit for a fraternity/sorority house at 19 Amstel Avenue. The application is set to be on the August 24 Council agenda.

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 and now transitioning back into the office.

Director Gray participated in Zoom meeting with New Castle County regarding CDBG COVID CARES Act funding. This was focused on administration of the program when the funds are approved to be spent, which is still pending.

Director Gray prepared for and participated in July 6, 2020 Council meeting and worked on documents, plans, and related issues and participated in the July 7, 2020 Planning Commission meeting. She also worked on documents and related issues regarding the July 13, 2020 City Council meeting this week.

Director Gray participated in a National American Planning Association virtual town hall meeting regarding a policy guide that the group is developing on climate change.

Director Gray worked on Unicity and related issues including requirements for Unicity buses in a COVID-19 world and worked with staff on potential revised routes. The City is moving forward with having a barrier system installed on the Unicity buses. The cost of installation will be covered under the CARES COVID CDBG funding. Given that bus organizations throughout the country are seeking to put in these types of systems, the installation timeline is unknown at this point, but this system needs to be in place before Unicity can start running again.

Also this week, Director Gray worked on: reviewing land use plans, working with staff and applicants on land use plans and related issues; Code Enforcement, permitting and related issues; 2021 budget and related issues; and, administrative and managerial related issues.

On June 29 and June 30, Planner Mike Fortner attended New Castle County Technical Assistance Trainings for the Community Development Block Grant (CDBG) Program's COVID funds and 46th Year CDBG Program. On July 8, Mike attended the Transportation Improvement District Committee meeting, where the Committee reviewed the preliminary traffic models developed by DelDOT. Also this week, Mike completed the report on the special use permit for 925 Rahway Drive to construct an uncovered deck in the Special Flood Hazard Area (SFHA). The application will be reviewed at the July 13 Council meeting. Another application for an in-home day care was pulled from the agenda because it was determined that the applicant needed a variance. Additionally, Mike developed a "Plan for Planning" for the Planning Commission's review for the upcoming Comp Plan review – PLAN V 2.0.

The following was also completed this week:

- 16 Deed Transfer Affidavits
- 45 Building Permit Reviews
- 3 Certificates of Completion/Occupancy

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of

the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017. The Board of Adjustment granted variances regarding area regulations and area requirements on June 21, 2018.

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

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

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

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

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

132-138 East Main Street, Parcel IDs 1802000126, 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 2019. A SAC meeting was held on October 16, 2019. The Planning and Development Department received revised plans on December 20, 2019. The revised plans propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. A SAC meeting was held on January 15, 2020. Staff comments were forwarded to the applicant on April 15, 2020. The Planning and Development Department received revised plans on May 1, 2020. The project has been scheduled for review and consideration by the Planning Commission at their June 2, 2020 meeting. The project was withdrawn from the June 2, 2020 Planning Commission agenda and will be reviewed at a future meeting. The Planning and Development Department received revised plans on June 12, 2020. The project was discussed with City operating departments at a SAC meeting held on June 17, 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. The project was discussed with City operating departments at a SAC meeting held on June 17, 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. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 080470039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project has been placed on the June 8, 2020 City Council agenda for second reading and public hearing. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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.

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

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#### **Activity or Project:**

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#### **Description:**

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#### **Status:**

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### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

- At last week's City Council meeting, it was observed that some Council members may not be aware of all the services the Newark Police Department has access to, specifically in assisting the public with special needs individuals. When dealing with individuals facing mental health issues, NPD officers have 24-hour access to mental health professionals from the Crisis Intervention Team, a part of the Division of Health and Human Services. After assessing a situation, the CIT members may respond directly to a scene to meet with the officer and person needing assistance, may arrange for a follow-up meeting, or may offer immediate services and assistance.
- Council also discussed possible difficulty of police officers dealing with homelessness, long standing neighbor disputes, and what advice to give citizens who may observe someone in the early stage of mental illness. NPD hosts monthly "HUB" meetings to deal with these complicated issues. The meetings are attended by representatives from NPD, Division of Aging, Newark Housing Authority, Mobile Crisis, Juvenile Mobile Crisis, FBI Victim Services, UDPD, the school district, as well as several other agencies. During these meetings complex issues are discussed to take a multi-disciplinary approach to addressing these concerns. Officers have access to these agencies and resources daily.
- NPD officers have participated in city and regional "task forces" to discuss how to best assist the homeless population.
- Next month, Chief Tiernan will address City Council to review and outline the services and agencies, NPD partners with to aid all community members.

**Auxiliary Services Division:**

- Mobile Video recorders (in-car cameras) installation has been completed on all NPD Field Operations Bureau vehicles. Additionally, all interview rooms throughout the department have been upgraded with the new technology. Capt. Van Campen will begin training officers on the

new system in the coming weeks.

#### Administration Division:

- Members of the Administration Unit covered the road for firearms training on June 30th.

#### Criminal Investigations Division:

- Detective Gerasimov is following up on an assault that occurred on Haines Street in the area of Continental Avenue on June 26, 2020 at 10:09 p.m. Victims reported more than six suspects exited a truck and began to assault them. Two male victims were transported to an area hospital with non-life-threatening injuries and a female victim, who was struck in the face, refused medical treatment. Anyone with information regarding this incident should contact Det. Gerasimov at tgerasimov@newark.de.us or (302) 366-7100 ext. 3474.
- Det. Anderson is investigating two vehicle thefts, an attempted vehicle theft, and a theft from a vehicle that occurred on 6/29/2020 and 6/30/2020 in different locations throughout the City. The thefts are believed to be related. Anyone with information about these incidents should contact Det. Anderson by email at wanderson@newark.de.us or by phone at (302) 366-7100 ext. 3469.
- In May 2020, Newark Police received tips about possible drug dealing activity at a residence on Donna Drive in Newark. Members of the Newark Police Street Crimes Unit began to investigate the tips. Following a two-month investigation, a search warrant was executed at the Donna Drive residence on July 7, 2020. During the search, officers located more than two- and one-half pounds of marijuana packaged for sale, along with prescription pills and marijuana edibles. In addition, officers located ammunition for a shotgun. The resident, Cornelius Jones Jr., 25, was taken into custody without incident. Jones is a person prohibited from possessing a firearm or ammunition. This arrest was also a breach of a condition of release from a separate and unrelated case. Jones was transported to Newark Police headquarters where he was charged with Possession of Ammunition by a Person Prohibited, Possession with Intent to Deliver Marijuana, Possession of Marijuana in a Tier 1 Quantity, Possession of a Controlled Substance, Possession of Drug Paraphernalia, Breach of Release (2 counts). Jones appeared before Justice of the Peace Court #2 by video and was ordered to be held in default of \$23,400 cash bail. Jones was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.

#### Special Operations Unit:

- During the week of June 29th, Sgt. D'Elia attended an online implicit bias instructor recertification course. Sgt. D'Elia is one of four NPD Implicit Bias trainers that helps in providing yearly training to all NPD officers.
- Sgt. D'Elia and M/Cpl. Fountain hosted the quarterly Police Athletic League board meeting to discuss PAL status, upcoming projects and the mobile event trailer.

#### Traffic Unit:

- Traffic officers will be increasing enforcement on Capitol Trail in the area of Trout Stream Drive due to recent complaints of subjects riding ATV's near that location.
- The speed sign will be moved to a different location in the City later this week to be determined using citizen complaints and suggestions.

#### Patrol Division:

- On June 29, 2020, at about 2319 hours, Newark Police responded to the unit block of Madison Drive for a report of shots fired. Officers contacted residents in the area who reported hearing arguing in the area between two houses. Officers located shell casings between the residences. Witnesses described seeing two black males running from the scene. One male was

described as 18-20 years of age, 5'10" and wearing a blue hooded sweatshirt and blue pants. He was armed with a handgun. The second male was described as 5'10" and wearing a tan coat and black hooded sweatshirt.

**Activity or Project:**

N/A

**Description:**

N/A

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| <b>Status:</b>              | Completed  |
| <b>Expected Completion:</b> | 07-09-2020 |
| <b>Execution Status:</b>    | Completed  |

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

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| <b>Expected Completion:</b> |  |
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### City Manager's Weekly Report

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

Our water crew has repaired the water main break near Timothy's at the White Clay Creek. This was a challenging repair due to the location, age of the pipe, and the difficulty getting water to our downtown zone with this creek crossing closed off. The installation of a new valve on the south side of the creek isolated the break and will assist on any future maintenance work on the crossing, while maintaining service to all customers. This was a great team effort between our management and field staff.

We have been informed that CSX does not plan to complete the track improvements that were scheduled for this summer, which would have closed North College and West Main/New London for a week each. We will be notified when the project is scheduled at some time in the future. We do not anticipate this to happen in 2020.

One of the five filter units at our Curtis Water Treatment Plant is out of service and will restrict the amount of water that we can produce. We have removed the filter media and plan a comprehensive



inspection next week. The inspection will tell what the magnitude of the repair will be and whether we can complete the repairs in house.

**Activity or Project:**

South Well Field WTP Upgrades

**Description:**

The contractor completed the roof of the underground storage tank, which will serve as the floor and foundation for the building. Concrete pads were poured this week to hold the air strippers. Over the next few weeks, the block building should start and underground utilities will be stubbed to make room for the crew to begin the above ground storage tank install. Photo of the concrete pour attached.

|                             |             |
|-----------------------------|-------------|
| <b>Status:</b>              | In-Progress |
| <b>Expected Completion:</b> | 12-31-2020  |
| <b>Execution Status:</b>    | On Track    |

**Activity or Project:**

Annual Street Improvement Program

**Description:**

Concrete curb, sidewalk, and ramp work is currently underway on Winslow Road and Harvard Lane. Paving on the remaining roads was scheduled to begin this week; however, the contractor is held on a state paving job and expects to be moving into Newark on July 20 or 27.

|                             |                 |
|-----------------------------|-----------------|
| <b>Status:</b>              | Near Completion |
| <b>Expected Completion:</b> | 09-30-2020      |
| <b>Execution Status:</b>    | Behind Schedule |

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

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

Absentee Ballot Update – As of July 8, 2020

| District | Affidavits Returned | Ballots Mailed | Ballots Returned | % Ballots Returned | % of 2018 Council turnout | % of 2019 Mayor turnout | % of 2013 Mayor turnout |
|----------|---------------------|----------------|------------------|--------------------|---------------------------|-------------------------|-------------------------|
| 3        | 582                 | 582            | 246              | 42.27%             | 120.25%                   | 95.41%                  | 70.29%                  |
| 5        | 560                 | 560            | 319              | 56.96%             | 119.4%                    | 99.12%                  | 79.89%                  |

Number of votes in previous races

| District | 2018 Council | 2019 Mayor | 2013 Mayor |
|----------|--------------|------------|------------|
| 3        | 484          | 610        | 828        |
| 5        | 469          | 565        | 701        |

# Digital Records Project New Documents Created – June 25-July 8

| Name     | # of Documents | # of Pages | Types                                                                                               |
|----------|----------------|------------|-----------------------------------------------------------------------------------------------------|
| Samantha | 0              | 0          | Working remotely on modifications                                                                   |
| Sandy    | 139            | 15,032     | Administration Correspondence Files/Administrative Weekly Reports/Cash Receipts/PUBS Postal Records |
| Fred     | 500            | 1,271      | PWWR Traffic Committee Files/PWWR Plans/Work Order Attachments                                      |
| Ana (PT) | 5              | 18         | Working remotely on modifications                                                                   |
| Total    | 644            | 16,321     |                                                                                                     |

## Monthly Year-Over-Year New Document Page Totals

| Month     | 2019    | 2020   | Change +/- |
|-----------|---------|--------|------------|
| January   | 51,476  | 16,760 | -34,760    |
| February  | 23,706  | 27,129 | +3,423     |
| March     | 32,064  | 43,248 | +11,184    |
| April     | 36,965  | 50,610 | +13,645    |
| May       | 62,286  | 36,576 | -25,710    |
| June      | 69,471  | 38,161 | -31,310    |
| 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 06/28/20-07/04/20

INVESTIGATIONS

CRIMINAL CHARGES

|                                 | 2019<br>TO<br><u>DATE</u> | 2020<br>TO<br><u>DATE</u> | THIS<br>WEEK<br><u>2020</u> | 2019<br>TO<br><u>DATE</u> | 2020<br>TO<br><u>DATE</u> | THIS<br>WEEK<br><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                          | 1                         | 5                         | 0                           | 0                         | 3                         | 0                           |
| Rape                            | 5                         | 1                         | 0                           | 2                         | 2                         | 0                           |
| Unlaw. Sexual Contact           | 2                         | 2                         | 0                           | 0                         | 2                         | 0                           |
| Robbery                         | 9                         | 9                         | 0                           | 6                         | 24                        | 0                           |
| - Commercial Robberies          | 6                         | 1                         | 0                           | 4                         | 0                         | 0                           |
| - Robberies with Known Suspects | 0                         | 2                         | 0                           | 1                         | 1                         | 0                           |
| - Attempted Robberies           | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| - Other Robberies               | 3                         | 6                         | 0                           | 1                         | 23                        | 0                           |
| Assault/Aggravated              | 16                        | 12                        | 1                           | 14                        | 9                         | 0                           |
| Burglary                        | 40                        | 17                        | 1                           | 75                        | 63                        | 0                           |
| - Commercial Burglaries         | 5                         | 4                         | 0                           | 7                         | 42                        | 0                           |
| - Residential Burglaries        | 27                        | 11                        | 1                           | 49                        | 14                        | 0                           |
| - Other Burglaries              | 8                         | 2                         | 0                           | 19                        | 7                         | 0                           |
| Theft                           | 282                       | 222                       | 13                          | 220                       | 96                        | 1                           |
| Theft/Auto                      | 25                        | 31                        | 4                           | 5                         | 5                         | 0                           |
| Arson                           | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| All Other                       | 64                        | 91                        | 3                           | 75                        | 58                        | 0                           |
| TOTAL PART I                    | 444                       | 390                       | 22                          | 397                       | 262                       | 1                           |
| <u>PART II OFFENSES</u>         |                           |                           |                             |                           |                           |                             |
| Other Assaults                  | 145                       | 145                       | 5                           | 90                        | 118                       | 2                           |
| Rec. Stolen Property            | 0                         | 1                         | 0                           | 6                         | 5                         | 0                           |
| Criminal Michief                | 74                        | 62                        | 0                           | 52                        | 37                        | 1                           |
| Weapons                         | 12                        | 7                         | 0                           | 39                        | 18                        | 0                           |
| Other Sex Offenses              | 0                         | 0                         | 0                           | 0                         | 0                         | 0                           |
| Alcohol                         | 70                        | 24                        | 0                           | 112                       | 27                        | 0                           |
| Drugs                           | 105                       | 28                        | 0                           | 147                       | 45                        | 0                           |
| Noise/Disorderly Premise        | 349                       | 293                       | 14                          | 122                       | 102                       | 0                           |
| Disorderly Conduct              | 85                        | 70                        | 5                           | 67                        | 45                        | 2                           |
| Trespass                        | 128                       | 142                       | 7                           | 54                        | 25                        | 0                           |
| All Other                       | 184                       | 145                       | 4                           | 222                       | 131                       | 3                           |
| TOTAL PART II                   | 1152                      | 917                       | 35                          | 911                       | 553                       | 8                           |
| <u>MISCELLANEOUS:</u>           |                           |                           |                             |                           |                           |                             |
| Alarm                           | 83                        | 75                        | 4                           | 0                         | 0                         | 0                           |
| Animal Control                  | 308                       | 246                       | 9                           | 2                         | 20                        | 0                           |
| Recovered Property              | 118                       | 93                        | 2                           | 0                         | 0                         | 0                           |
| Service                         | 17920                     | 16132                     | 565                         | 0                         | 0                         | 0                           |
| Suspicious Per/Veh              | 247                       | 230                       | 10                          | 0                         | 0                         | 0                           |
| TOTAL MISC.                     | 18676                     | 16776                     | 590                         | 2                         | 20                        | 0                           |

|             |                             |                           |                             |                           |
|-------------|-----------------------------|---------------------------|-----------------------------|---------------------------|
|             | THIS<br>WEEK<br><u>2019</u> | 2019<br>TO<br><u>DATE</u> | THIS<br>WEEK<br><u>2020</u> | 2020<br>TO<br><u>DATE</u> |
| TOTAL CALLS | 843                         | 23,438                    | 684                         | 19,654                    |



Newark Police Department  
Weekly Traffic Report  
06/28/20-07/04/20



| TRAFFIC<br>SUMMONSES | 2019<br>YTD | 2020<br>YTD | THIS<br>WEEK<br>2019 | THIS<br>WEEK<br>2020 |
|----------------------|-------------|-------------|----------------------|----------------------|
| Moving/Non-Moving    | 6594        | 2614        | 153                  | 63                   |
| DUI                  | 106         | 40          | 2                    | 3                    |
| TOTAL                | 6700        | 2654        | 155                  | 66                   |

\*Included in the total collision numbers

| TRAFFIC COLLISIONS                     |            |            |           |           |
|----------------------------------------|------------|------------|-----------|-----------|
| <b>Fatal</b>                           | 1          | 0          | 0         | 0         |
| Personal Injury                        | 133        | 67         | 4         | 2         |
| Property Damage<br><b>(Reportable)</b> | 601        | 346        | 13        | 11        |
| *Hit & Run                             | 131        | 75         | 4         | 3         |
| *Private Property                      | 156        | 74         | 5         | 3         |
| <b>TOTAL</b>                           | <b>735</b> | <b>413</b> | <b>17</b> | <b>13</b> |

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.



