

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

This week was again dominated by our response to the Coronavirus pandemic. We are focusing our efforts on being able to protect and maintain critical services like police, 911, electric, water, sewer, and refuse collection, along with the staff that supports those roles. Starting Friday the 13th, we have most of our office staff working remotely and inspection staff reporting directly to the field. Beginning Monday the 16th, we will begin operating our non-police field functions at reduced staffing levels, with roughly half of staff from each department in on each day and the other half on-call, rotating throughout the week. We have also temporarily halted walk-in service at City Hall and Alderman's Court on Friday the 13th while we work on plans to safely accept walk-in service again, hopefully next week. These are some of the many actions we are taking as part of our social distancing effort which seems to be the most effective means of preventing the spread of the virus based on results from other areas.

In addition to the above, we have made changes to many other aspects of our operations, many of which are listed below:

1. We have cancelled all events and meetings except City Council and Planning Commission through the end of April. This includes all parks events and rentals at the GWC. We are notifying those who had reservations now and will work to reschedule them for after May.
2. We are now scheduling all court dates for after June and rescheduling all dates already scheduled for March and April for after June 1. This is based on changes made at JP Court that we are copying.
3. We are holding off on scheduling the FEMA floodplain meeting until things calm down, likely May at this point. We are likely still going to move forward with outreach and some new, positive information we have received from DNREC which will be helpful to our residents who may want to appeal (it's free in some instances).
4. The Governor just declared a state of emergency that allowed an exemption for state meetings to be held via teleconference. Mayor Clifton has contacted them to see if we can operate using the same configuration. We are researching whether our systems can meet the requirements from the executive order. We are working to have an answer to that ASAP.
5. We know of several nearby schools which have closed as of Friday, NCCL and all Maryland schools. I expect we will see more close shortly.
6. We are quarantining employees who are returning from vacations in areas with known cases. They will not be able to return to the office for 14 day from the date they return.
7. We are in contact with UD regarding ongoing UniCity operations. If UD suspends bus service, we will suspend UniCity.
8. Christina School District has banned UD students from their buildings, which has affected our after-school care program. Parks is working to maintain staffing coverage for this critical service. If the school closes, we will end after-school coverage and our spring break camps.
9. We have suspended bulk refuse collection and green Wednesday to allow for adequate staff availability for rotating shifts on trash and recycling. We anticipate providing green Wednesday collection again in the near future, likely on an every other week basis unless things change

between now and then.

10. Facilities staff have adjusted their regular duties to focus on disinfection.

I appreciate everyone's patience and understanding during this difficult time.

Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale presented a staff recommendation to City Council regarding beginning HVAC and energy savings contracting work at the George Wilson Center, which Council approved. On Tuesday, Mr. Martindale attended the Conservation Advisory Commission to discuss the forthcoming resolution recommendation to Council regarding plastic straw use within City limits as well as a plan to put together another CAC recommendation to Council pertaining to all single-use plastics.

On Thursday, Mr. Martindale presented the Newark Safety Manual to the City's field employees and outlined where the document is available for their reading and reference. The remainder of the week was spent addressing the ongoing and growing spread of COVID-19 by coordinating with the City's Facilities Maintenance team to increase cleaning/disinfecting efforts in municipal buildings.

Facilities Maintenance:

As outlined above, the Facilities Maintenance team amended their work schedule this week to allow for a greater amount of cleaning throughout the workday. All facilities staff, both custodial and carpentry, are now focused primarily on disinfecting city areas.

The carpentry staff also repaired a damaged wall at the GWC, ordered automatic flushers for toilets and automatic hand towel dispensers for bathrooms, sanded and added a new coat to the walls in the Municipal Center gym, and modified the City Manager's conference room table.

Local Government Management Fellow:

LGMF John Steponick made edits to the Safety Manual to address staff's comments, attended his first City Council meeting to receive direction on Parks on Draft planning, met with Joe Charma to discuss the sculpture garden project and funding options as well as the Newark Public Art Plan, and completed COVID-19 research at the request of the City Manager.

Communications:

Attended the NCCo Public Safety Awards where Dave Tynan was presented a commendation for his response to the apartment fire in July 2019

Completed the 3CMA webinar: Are You Ready for the 2020 Census Count Starting This Month?

Helped LEAD360 and Mayor Clifton with the Jefferson Awards presentation

Attended the TNP Economic Enhancement Committee meeting

Prepared documents for the SharePoint folder for staff to use while performing the IT

infrastructure test

Prepared and posted multiple updates regarding city operations on social media, the website and OptiSigns

In the process of completing FAQs for staff to review regarding best safety practices in relation to coronavirus

Drafted letters for Parks & Rec to share with program registrants announcing the cancelation of upcoming events

---

**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 held three court sessions from 3/5/20 to 3/11/20. These sessions included arraignments, trials, capias returns, video hearings and prisoners transported. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals.

The bailiffs have been scheduled for their first requalifications for the year on 4/25/20.

---

**Activity or Project:**

Court Sessions

**Description:**

From 3/5/20 to 3/11/20 Alderman's Court handled 35 arraignments, 47 trials, 15 capias returns, 3 video hearings and 2 prisoners transported for trials. The court collected a total of 286 parking payments of which 270 were paid online and 16 were paid at court. The court also collected

criminal/traffic payments of which 161 were paid online and 56 were paid at court for a total of 217 criminal/ traffic payments.

<b>Status:</b>	Completed
----------------	-----------

<b>Expected Completion:</b>	03-11-2020
-----------------------------	------------

<b>Execution Status:</b>	Completed
--------------------------	-----------

**Activity or Project:**

**Description:**

<b>Status:</b>	
----------------	--

<b>Expected Completion:</b>	
-----------------------------	--

<b>Execution Status:</b>	
--------------------------	--

**Activity or Project:**

**Description:**

<b>Status:</b>	
----------------	--

<b>Expected Completion:</b>	
-----------------------------	--

<b>Execution Status:</b>	
--------------------------	--

### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on March 9 for Council. Geena was in the office on March 6.

Renee attended the management staff meeting on March 5 where the upcoming Council agenda was reviewed.

Danielle attended week one of the UD IPA Municipal Clerks Institute on March 6. Topics included cybersecurity, facilitating effective meetings and managing bosses. This is year one of a three year program.

Staff finalized and posted the agenda and packet for the March 16 Council meeting on March 9.

Paul, Renee and Tara staffed the Council meeting on March 9. Follow up from the meeting was completed throughout the week.

Renee attended a Coronavirus planning meeting for management staff on March 10.

Nichol staffed the March 10 Conservation Advisory Commission meeting. The CAC chose to write a letter of collaboration with UD for an NSF Grant, received presentations on the Sustainability Plan and Green Building Code updates and approved their 2019 annual report to Council.

Renee drafted the agenda for the March 23 Council meeting.

Renee worked to schedule agenda items for upcoming Council meetings. Council meetings are now being booked into July of 2020.

Renee drafted, forwarded to staff for comments, received comments back from staff and forwarded to the developer for comments the subdivision agreement for the project to construct two five-bedroom townhouses between three existing four-bedroom houses located at 118, 126 and 130 New London Road. This Comprehensive Development Plan amendment and minor subdivision with site plan approval are scheduled for the March 23 Council meeting.

Renee and Tara spent time working on preparations for the April 14, 2020 Council elections for Districts 3 and 5. Letters were sent to all poll workers confirming their assignments and training information. Sanitation supplies to be used to clean voting machines between each voter have been secured. Absentee ballots are now available. Five absentee ballots (all for District 5) have been requested with one returned. Information regarding the election, including filed candidates, can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Nichol drafted the direction sheet for the March 2 Council meeting.

Tara worked on plan reviews.

Tara spent time updated the procedures manuals for staff.

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

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

- \* Circulated to staff a March 6th FOIA request for residential properties in Newark which have had their water utilities turned off and not turned back on from 01/01/2020 through 03/01/2020 from Alex and Sarah Homes
- \* Circulated to staff a March 9th FOIA request for COs/permits/violations/complaints/site plans/spills for 137 East Main Street from Envalliance
- \* Provided a response and closed a March 10th FOIA request for a property outside of City limits from Partner Engineering and Science, Inc.

Regarding minutes, staff time was spent on the December 9 Council Executive Session (Renee drafted - complete), February 25 Election Board (Tara drafting), March 2 (Nichol drafted) and March 9 (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the March 10 Conservation Advisory Commission minutes are currently in the queue.

Danielle fulfilled 5 discovery requests for upcoming Alderman's Court cases. 115 discovery requests have been filled so far for 2020. The court calendar for March 19 was received and the 21 cases were prepared for the Deputy City Solicitor. 11 court calendars with 184 associated cases have been processed in 2020. One plea by mail was processed.

The office received 4 new lien certificate requests this week, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. 62 lien certificates have been processed for 2020.

**Activity or Project:**

Digital Records Project

**Description:**

Samantha conducted TCM training for the Parking Division.

Samantha completed and sent February's monthly reports to each department.

Students from the Networks Program with the Christina School District worked on March 11 and will be working on document preparation for the Division once a week for the school year. This work provides job skills training for the students as well as helps to streamline the processing of documents for the Division and increase the Division's productivity at no cost to the City.

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

The scanned documents numbers for March 5-11 are below.

<b>Status:</b>	In-Progress
----------------	-------------

<b>Expected Completion:</b>	
-----------------------------	--

<b>Execution Status:</b>	On Track
--------------------------	----------

**Activity or Project:**

Staff Recruitment

**Description:**

Renee, Tara and Chief Human Resources Officer Devan Hardin conducted interviews for the part-time Secretary position on March 5 and 6. Renee spent time checking references and a conditional offer was extended to the successful candidate. The candidate has accepted and has a tentative start date of March 30.

<b>Status:</b>	Near Completion
----------------	-----------------

<b>Expected Completion:</b>	03-30-2020
-----------------------------	------------

<b>Execution Status:</b>	On Track
--------------------------	----------

**Activity or Project:**

Recodification

**Description:**

Renee spent time reviewing the new set of proofs for the recodification project.

<b>Status:</b>	Near Completion
----------------	-----------------

<b>Expected Completion:</b>	06-22-2020
-----------------------------	------------

<b>Execution Status:</b>	On Track
--------------------------	----------

### City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

The line crews supported the work on Elkton Road by switching circuits and working on issues that were not in the contractor's scope of work. The crews also transferred facilities to a new Verizon pole on New London Road and replaced a failed service on Fiske Lane.

The electricians upgraded some of the parking lot lights at the Green Mansion to LED in preparation for a voltage change due to the project. The electricians worked on Police Station alarms, the Pomeroy Trail lights, and various park lighting.

Engineering kept working on issues with the Elkton Road pole relocation project and met with developers of the Green Mansion Project on transformer relocations and parking lot lighting reconfiguration.

**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:**

Over the next few weeks, the Payment and Utility Billing section will be significantly short-staffed. We apologize in advance for any increased hold times, or lines at our customer service windows. Just a reminder that most services offered by PUBs are available through our website.

The City's website was updated in February 2020 to provide one location where customers can go to make payments. To access the site directly, please refer to this link:

<https://newarkde.gov/payments>

At the March 9 Council meeting, City Council approved the recommendation by staff to extend electric's revenue stabilization rate of  $-.01206$  through March 14, 2021. This extends the existing RSA credit on the electric bills by 5%. This equates to a direct return to our customers of \$3.4 million over the next 12 months. Council also agreed to move \$3,070,000 to the Electric Rate Stabilization Reserve to guard against future impacts on the City's electric rate on our customers. <https://newarkde.gov/DocumentCenter/View/13473/5B>

This past week, Director Del Grande has been working with the City Manager's office and the Finance/IT staff to ensure staff has all the tools needed to perform their duties remotely if necessary. Finance/IT have been providing support to other departments to ensure that our forward-facing departments have the tools/resources they need to remain operational and effective.

On March 11, CM Coleman, DC Farrall, and Director Del Grande attended the Local Service Task Force meeting at the New Castle County Government Center.

---

**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:**

Information Technology Department

**Notable Notes:**

**Applications Team:**

Open Tickets from Previous Week - 75

Tickets Opened in the Last Week - 34

Tickets Closed in the Last Week - 42

Remaining Open Tickets – 67

1. Progress call with Paymentus to discuss conversion of Tyler Munis from Authorize.net to Paymentus platform on 3/5.
2. Testing Paymentus integration with Tyler Citizen Self Service.
3. Assisted Harris with connectivity for installation of mCare6 application.
4. Worked on and resolved support tickets for end users.
5. Created reports for users as requested.

**Pending:**

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.

**Infrastructure Team:**

Open Tickets from Previous Week - 115

Tickets Opened in the Last Week - 51

Tickets Closed in the Last Week - 58

Remaining Open Tickets - 108

1. Created a new Admin SharePoint page for information related to emergency preparedness.
2. Created several short “How To” documents focused on remote work.
3. Validated all our remote access technology and rebooted the firewalls.
4. Imaged and delivered several laptops in advance of the WFH test.
5. Met with PD to initiate their move to SharePoint document storage.
6. Created new conference room object in Exchange for the teleconference bridge.
7. Received new master lease agreement from Dell.
8. Day of IT support activities for the WFH test.
9. Worked on and resolved support tickets for end users.
10. Actively responded to and resolved Secureworks alerts.

**Pending: (many activities were paused this week to prepare for the WFH test)**

1. Evaluating SSL/TLS vulnerabilities for remediation (Ongoing).
2. Troubleshooting Meetingroom 365 application on Samsung Tablets. Application orientation is incorrect on the tablet that is mounted in portrait. Expected to be complete 3/20.
3. Preparing leased hardware to be returned to Dell. Expected to be complete 3/31.
4. Scheduling initial AeroHive deployment. Expected to be complete 4/17.
5. Standby procedures are being established for after-hours support. Expected to be complete 3/20.
6. Building new ArcGIS Servers. Expected to be complete 3/13.

**Activity or Project:**

mCare 6 Project (Applications Team)

**Description:**

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

**Phase 1 Kick Off (Definition & Planning)**

2/28/20 - Completed

**Phase 2 Software Installation**

3/9/20 - 3/13/20 - In Progress

**Phase 3 Onsite End User Training and Configuration**

4/6/20-4/24/20 - Scheduled

**Phase 4 End User Acceptance Testing**

4/28/20-5/22/20 - Scheduled

**Phase 5 Go Live**

6/1/20-6/5/20 - Scheduled

<b>Status:</b>	Started
<b>Expected Completion:</b>	06-01-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

Stormwater Distribution Modification (Applications Team)

**Description:**

This project will modify the existing stormwater import process, identifying one to many accounts (one parcel to many utility accounts) thus eliminating an existing manual process.

**Phase 1 Import Modification**

3/16/20-3/27/20 - Scheduled

**Phase 2 Client Led End User Acceptance Testing**

3/25/20-3/30/20 - Scheduled

**Phase 3 Go Live**

3/31/20 - Scheduled

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	04-01-2020
<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:**

Planning and Development Department

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

On March 6, Property Maintenance Inspectors implemented safety precautions to reduce exposure to the COVID-19 virus. On March 9, inspectors completed a re-inspection of College Park Sweep. On March 10, inspectors met with the owner and the tenants of a residence on Beverly Road who were arrested and charged with “unruly gathering.” On March 11, in preparation for Saint Patrick’s Day, inspectors visited the local bars and restaurants serving alcohol with the Newark Police Department and Division of Alcohol/Tobacco enforcement to speak with all managers about expectations for upcoming special events and good practices throughout the year.

Also completed by Property Maintenance this week:

- 34 Inspections
- 15 Response to Complaints
- 12 Citations Issued
- 9 Violations Issued

**Parking:**

Parking management met with maintenance staff at the warehouse to go over spring cleaning and records management in preparation for spring equipment and supplies. Office staff met with the Planning Department to discuss COVID-19 readiness and possible work-from-home scenarios; laptops were tested in preparation for that scenario. Office staff participated in Tyler Content Manager training with Records Management Coordinator Samantha Corson. Office staff attended Front Desk Safety & Security training hosted by the Safety Committee. Notices were distributed for vehicles behind Del Pez and Dairy Queen in preparation from the Lot 3 redesign in anticipation of the next phase of the Hyatt Hotel construction. Further information was provided to Finance and insurance in regard to the Lot 4 booth accident from August 2019. Information was provided to the City Manager’s Office in regard to Lot 3 per-space average revenue. Mapping was completed for Main Street kiosks.

**Planning/Land Use:**

The following was completed this week:

- 3 Deed Transfer Affidavits
- 46 Building Permit Reviews
- 1 Certificate 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.

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

1105 Elkton Road, Royal Farms, Parcel ID 1100400013 (PR#18-07-01): A sketch plan was received by the Planning and Development Department on July 20, 2018 for the property located at 1105 Elkton Road. The plan proposes an annexation, rezoning, and minor subdivision to demolish the existing buildings at the site and construct a Royal Farms gas station, car wash, and

convenience store. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on July 23, 2018. A SAC meeting was held on August 27, 2018. SAC comments were forwarded to the applicant on October 22, 2018.

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

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

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

1 North Twin Lakes Boulevard, Parcel ID 1805400022 (PR#19-06-02): The Planning and Development Department received plans for a major subdivision at 1 North Twin Lakes Boulevard on June 14, 2019. The plan proposes to replace the currently-approved 12-unit subdivision plan with a new 24-unit townhome-style apartment subdivision plan. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 20, 2019. A SAC meeting took place on September 24, 2019. Staff comments were forwarded to the applicant on January 27, 2020. This project has been placed on the agenda for the March 3, 2020 Planning Commission meeting. Staff comments were forwarded to the applicant on February 25, 2020. At their meeting on March 3, 2020, the Planning Commission recommended approval of the major subdivision (6-1). The project will be scheduled for an upcoming Council agenda.

118, 126, and 130 New London Road, Parcel IDs 1801300124, 1801300123, 1801300197 (PR#19-07-01): On July 3, 2019, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, minor subdivision, and site plan approval for 118, 126, and 130 New London Road. The plan proposes to convert the three existing residential dwellings into townhome apartments by modifying the shell of the existing dwellings and adding two new townhome units between the existing dwellings. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 17, 2019. Staff comments were sent to the

applicant's representative on November 5, 2019. 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 Comprehensive Development Plan amendment (5-0) and minor subdivision with site plan approval (5-0). The project has been placed on the City Council agenda for February 24, 2020 (first reading) and March 23, 2020 (second reading).

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:**

- During the regular bi-weekly police command staff meeting, plans and potential issues regarding the coronavirus were discussed.

## Auxiliary Services Division

- On March 6, 2020, members of the S.W.A.T. initiated a State of Delaware Search and Seizure warrant in support of a criminal investigation.
- On March 9, 2020, a grant was submitted through the COPS program in support of personnel costs.
- On March 10, 2020, the police department presented a State of Delaware SLEAF grant application in support of training. The application was awarded by the committee.

## Administration Division

- M/Cpl. Saunders was transferred to the Administration Unit and will be assigned as the second SRO in the Newark High School through June of 2020.

## Criminal Investigations Division

- Detectives are working on several on-going criminal investigations.

## Special Enforcement Division

- The Traffic Unit will begin to utilize the police motorcycles with the improved weather

conditions. The motorcycles allow for more efficient traffic enforcement operations and increased efficiency when responding to traffic situations.

- During the week, traffic enforcement activities will focus on several areas including Delaware Avenue and Capitol Trail.
- A speed survey device remains on East Chestnut Hill Road collecting traffic data to ascertain if additional enforcement efforts are warranted.
- On March 9, 2020, the Traffic Unit attended a State Fire Police monthly meeting in Port Penn.
- On March 10, 2020, the Special Operations Unit (SOU) met with residents and the landlord of a home in the 400 block of Beverly Road due to recent and habitual issues at the residence. Code Enforcement also attended the meeting which focused on expectations for appropriate behavior and ceasing criminal activity associated with loud and large gatherings.
- On March 11, 2020, SOU officers, along with the Delaware Division of Alcohol and Tobacco Enforcement (DATE) met with the owners of a local tavern to discuss recent issues at the establishment including two bouncers involved in an assault and an intoxicated bartender found passed out on the sidewalk outside the establishment.
- On March 12, 2020, SOU officers, along with Code Enforcement met with the landlord and residents of two homes in the unit block of North Chapel Street due to ongoing problems at the two homes. Expectations on behavior and ceasing criminal activity associated with loud gatherings were discussed.
- On March 13, 2020, the unit will attend the 60th Anniversary community event at McDonald's on Main Street.
- During the week, the unit, again accompanied by DATE and Code Enforcement, will conduct an annual restaurant walk around in advance of St. Patrick's Day weekend. Officers will set expectations for restaurants on conduct, rules, capacity and other common issues. The unit will also conduct Cops in Shops enforcement and order maintenance enforcement throughout the weekend.
- On March 5, 2020, Animal Control Officer Donna Vickers responded to Lumbrook Park for a stray black and white Pit Bull Terrier type dog roaming the park. Upon her arrival, she was advised the dog had been barking and growling at people as they were walking in the park. She located the animal next to the playground. As she approached the dog it came running towards her barking and growling in an aggressive manor. The dog was successfully captured without incident and transported to Brandywine Valley S.P.C.A.

#### Patrol Division

- On March 6, 2020 at approximately 5:14 p.m., officers responded to North College Avenue for the report of a vehicle being struck by a train. Upon arrival, officers found that the driver had not been injured and only a single vehicle was involved. Through investigation it was determined that the driver of the vehicle stopped on the railroad tracks in traffic and was inside the vehicle when it was struck. As officers conducted interviews, it was learned that the victim's vehicle was stopped on the railroad tracks in traffic when the gate arms activated and went down. The driver failed to remove her vehicle fully from the path of the train and the front of her vehicle was struck. The driver was issued a traffic summons for stopping on the railroad tracks while traffic is obstructed.
- On March 9, 2020, officers responded to the Newark Free Library, for a report of a disorderly subject refusing to leave. Upon arrival, officers contacted library staff, who advised that a subject in the computer area was following around a woman and child and taking pictures of them making them feel very uncomfortable. Staff asked the male to leave at least two times and he refused to do so. When officers arrived, they contacted the subject, and asked him to leave due

to his behavior and at the request of the library staff. The subject refused and began to yell in the building. When officers attempted to take him into custody, he resisted arrest and proceeded to fight with officers. After a struggle, he was taken into custody and charged with resisting arrest with force or violence, offensive touching of law enforcement, harassment, disorderly conduct and trespass. One officer sustained a minor injury.

- On March 9, 2020, officers were contacted by the of Forsyth County Sheriff's Department (GA) regarding a subject who was wanted for felony arrest warrants who was living in Newark. Officers responded to the provided address and took the suspect into custody for the active Georgia warrant for aggravated child molestation. The subject is currently being held at the Howard R. Young Correctional Facility as an out of state fugitive, awaiting extradition to Georgia.

---

**Activity or Project:**

**Description:**

<b>Status:</b>	
----------------	--

<b>Expected Completion:</b>	
-----------------------------	--

<b>Execution Status:</b>	
--------------------------	--

---

**Activity or Project:**

**Description:**

<b>Status:</b>	
----------------	--

<b>Expected Completion:</b>	
-----------------------------	--

<b>Execution Status:</b>	
--------------------------	--

---

**Activity or Project:**

**Description:**

<b>Status:</b>	
----------------	--

<b>Expected Completion:</b>	
-----------------------------	--

<b>Execution Status:</b>	
--------------------------	--

---

**City Manager's Weekly Report**

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

Staff has spent a significant amount of time this past week preparing for the possibility of staffing changes, service modifications, and the ability for as many staff as possible to work from home. All of those able have tested the equipment in their homes and confirmed the connectivity prior to it being mandatory. While we do expect to have some services unavailable for a time, we are confident that the core services will continue with little to no interruption. Please view any changes on our website, social media, and through our InformMe notification system.

Staff met with a group of coastal Delaware leaders to discuss our path to getting a stormwater utility established in Newark. Many of these small communities are struggling with the potential for becoming a regulated MS4 through the NPDES program, which Newark has had in place since

2003.

We have received the final report from our Annual Dam Inspection at the Newark Reservoir. The report details an inspection performed in the fall of 2019 and notes some minor maintenance needs which will be addressed by our crews in the near future. Several long-term items will also be addressed through a future CIP project. The overall condition is reported as fair per the National Dam Safety Review Board standards and no immediate repairs are needed at this time.

With the current concerns for cleanliness related to the Coronavirus, we have decided to suspend all planned water system work that would result in a boil water advisory. Any emergent work would be noticed directly to those affected.

---

**Activity or Project:**

Water Main Replacement

**Description:**

Our contractor has made the final connections on Wilson and Sypherd. The restoration in that area has begun; however, the weather will dictate how quickly it progresses. Work on Tufts Lane has begun, and they will continue to move through that area and complete all work that does not require a boil water advisory.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	03-31-2020
<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:**

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

---

Digital Records Project New Documents Created – March 5-11

Name	# of Documents	# of Pages	Types
Samantha	148	2,553	Court Documents/Inspection Reports
Sandy	97	5,033	Personnel Files/A/P Batch Invoices/PUBS Daily Cash Receipts and Returned Mail
Fred	48	5,889	PWWR Inspection Reports
Ana (PT)	177	1,099	Court Documents
Sharon (PT)	15	187	Miscellaneous Current Files
Total	485	14,761	

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		
April	36,965		
May	62,286		
June	69,471		
July	45,789		
August	64,117		
September	60,329		
October	52,886		
November	19,198		
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals\*

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

\*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

\*\*Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.

NEWARK POLICE DEPARTMENT

WEEK 03/01/20-03/07/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO DATE	2020 TO DATE	THIS WEEK 2020	2019 TO DATE	2020 TO DATE	THIS WEEK 2020
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	3	0	0	1	0
Rape	3	1	1	0	0	0
Unlaw. Sexual Contact	1	2	0	0	0	0
Robbery	3	3	0	4	7	0
- Commercial Robberies	1	0	0	3	0	0
- Robberies with Known Suspects	0	1	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	2	0	1	7	0
Assault/Aggravated	6	2	0	6	1	0
Burglary	21	5	1	46	12	0
- Commercial Burglaries	1	0	0	0	10	0
- Residential Burglaries	16	5	1	38	2	0
- Other Burglaries	4	0	0	8	0	0
Theft	100	86	13	110	44	3
Theft/Auto	11	12	1	3	0	0
Arson	0	0	0	0	0	0
All Other	26	40	2	42	26	1
<b>TOTAL PART I</b>	<b>171</b>	<b>154</b>	<b>18</b>	<b>211</b>	<b>91</b>	<b>4</b>
<u>PART II OFFENSES</u>						
Other Assaults	48	57	5	20	46	0
Rec. Stolen Property	0	0	0	3	1	1
Criminal Michief	17	23	5	23	24	1
Weapons	5	5	3	16	7	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	19	15	2	43	11	2
Drugs	40	16	2	70	20	1
Noise/Disorderly Premise	112	93	8	45	39	3
Disorderly Conduct	25	22	3	20	22	2
Trespass	51	55	8	29	17	2
All Other	67	47	4	75	64	4
<b>TOTAL PART II</b>	<b>384</b>	<b>333</b>	<b>40</b>	<b>344</b>	<b>251</b>	<b>17</b>
<u>MISCELLANEOUS:</u>						
Alarm	24	30	6	0	0	0
Animal Control	83	88	9	1	15	0
Recovered Property	33	47	1	0	0	0
Service	6692	6812	633	0	0	0
Suspicious Per/Veh	85	84	8	0	0	0
<b>TOTAL MISC.</b>	<b>6917</b>	<b>7061</b>	<b>657</b>	<b>1</b>	<b>15</b>	<b>0</b>

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	913	8,675	918	8,760



**Newark Police Department  
Weekly Traffic Report  
03/01/20-03/07/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	1971	2052	201	268
DUI	44	26	7	5
<b>TOTAL</b>	<b>2015</b>	<b>2078</b>	<b>208</b>	<b>273</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	1	0	0	0
Personal Injury	46	44	3	6
Property Damage <b>(Reportable)</b>	240	178	33	26
*Hit & Run	61	38	9	5
*Private Property	57	36	9	5
<b>TOTAL</b>	<b>287</b>	<b>222</b>	<b>36</b>	<b>32</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.