

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

This week was again largely dedicated to the COVID-19, and I spent the majority of my time participating in both internal and external conference calls, coordinating our response efforts. Mayor Clifton, City Secretary Bensley, and I participated in two calls with the Governor and his staff. I spent time preparing information for Monday night's executive session and Council meeting. I participated in a number of calls with Solicitor Bilodeau and staff on a variety of legal issues. I also performed a preliminary review of a draft lease agreement for Lot 3 East with 96 East Main Street. I held a call with our lobbyist to discuss the City's needs in Dover. The remainder of my time was spent on personnel and general administrative related tasks.

Chief Communications Officer:

- Continue to share information on the website, Channel 22, social media and InformMe about operational changes, community safety, etc.
- Completed the park naming survey and compiled a final list. A total of 618 names were submitted.
- Working with Parks on messaging for playground/park safety.
- Completed three additional PRSA webinars on the subject of communicating with internal and external stakeholders in the time of COVID-19.
- Composed four press releases.
- The open rate for our Constant Contact emails increased by 32%.
- Facebook page likes increased 28% since last week, followers increased 55% since last week, post reach increased 70% since last week and post engagement increased 99%.
- Twitter gained 123 followers and impressions increased 161%.

Photo gallery: Coronavirus shutdown means closed businesses, nearly empty streets in Newark:  
[https://www.newarkpostonline.com/news/photo-gallery-coronavirus-shutdown-means-closed-businesses-nearly-empty-streets/collection\\_864f458c-3a16-5423-a49c-b65f61a6a951.html](https://www.newarkpostonline.com/news/photo-gallery-coronavirus-shutdown-means-closed-businesses-nearly-empty-streets/collection_864f458c-3a16-5423-a49c-b65f61a6a951.html)

24 more apartments planned for Elkton Road community:

[https://www.newarkpostonline.com/news/more-apartments-planned-for-elkton-road-community/article\\_9bdcec43-384e-5737-afd7-0446095c65b2.html](https://www.newarkpostonline.com/news/more-apartments-planned-for-elkton-road-community/article_9bdcec43-384e-5737-afd7-0446095c65b2.html)

Demolition of Dickinson dorms is set to begin:

[https://www.newarkpostonline.com/news/demolition-of-dickinson-dorms-is-set-to-begin/article\\_ea7bb8ad-52b8-5158-9051-37402b8ac8f2.html](https://www.newarkpostonline.com/news/demolition-of-dickinson-dorms-is-set-to-begin/article_ea7bb8ad-52b8-5158-9051-37402b8ac8f2.html)

Newark's City Council adjusts to virtual meetings:

[https://www.newarkpostonline.com/news/newark-city-council-adjusts-to-virtual-meetings/article\\_ad770d99-a782-5835-9358-5e61bde50ad4.html](https://www.newarkpostonline.com/news/newark-city-council-adjusts-to-virtual-meetings/article_ad770d99-a782-5835-9358-5e61bde50ad4.html)

Coronavirus in Delaware: toilets, hand-washing stations coming for Wilmington's homeless during pandemic: <https://www.delawareonline.com/story/news/2020/03/20/wilmingtons->

[homeless-get-sanitation-stations-during-coronavirus/2887197001/](https://www.newarkpostonline.com/news/newark-provides-homeless-population-with-portable-restrooms-hand-washing-stations/article_e8910241-58a8-59b5-8dc6-d21ae2218cdd.html)

Amid outbreak, Newark considers an all-absentee vote. But is it legal?

<https://www.delawareonline.com/story/news/2020/03/24/amid-outbreak-newark-considers-all-absentee-vote-but-legal/2904655001>/[https://www.newarkpostonline.com/news/newark-city-council-adjusts-to-virtual-meetings/article\\_ad770d99-a782-5835-9358-5e61bde50ad4.html](https://www.newarkpostonline.com/news/newark-city-council-adjusts-to-virtual-meetings/article_ad770d99-a782-5835-9358-5e61bde50ad4.html)

Newark provides homeless population with portable restrooms, hand-washing stations:

[https://www.newarkpostonline.com/news/newark-provides-homeless-population-with-portable-restrooms-hand-washing-stations/article\\_e8910241-58a8-59b5-8dc6-d21ae2218cdd.html](https://www.newarkpostonline.com/news/newark-provides-homeless-population-with-portable-restrooms-hand-washing-stations/article_e8910241-58a8-59b5-8dc6-d21ae2218cdd.html)

City of Newark issues tips for reaching city hall during coronavirus shutdown:

[https://www.newarkpostonline.com/news/city-of-newark-issues-tips-for-reaching-city-hall-during/article\\_f050bb39-8497-5817-80db-0fcb8cfd433c.html](https://www.newarkpostonline.com/news/city-of-newark-issues-tips-for-reaching-city-hall-during/article_f050bb39-8497-5817-80db-0fcb8cfd433c.html)

Newark parks remain open during coronavirus pandemic:

[https://www.newarkpostonline.com/news/newark-parks-remain-open-during-coronavirus-pandemic/article\\_e6aa3f07-5cca-553c-974f-6f5b7bb51c64.html](https://www.newarkpostonline.com/news/newark-parks-remain-open-during-coronavirus-pandemic/article_e6aa3f07-5cca-553c-974f-6f5b7bb51c64.html)

Coronavirus Q&A: What's going to be open? Closed? Can I leave my house?

<https://www.delawareonline.com/story/news/coronavirus-in-delaware/2020/03/23/coronavirus-whats-open-whats-closed-delaware-coronavirus-essential-businesses-gov-carney-facebook/2897364001/>

Newark's municipal election postponed by governor's mandate:

[https://www.newarkpostonline.com/news/newark-s-municipal-election-postponed-by-governor-s-mandate/article\\_778c05ca-9514-5e77-ae77-41e703f417ff.html](https://www.newarkpostonline.com/news/newark-s-municipal-election-postponed-by-governor-s-mandate/article_778c05ca-9514-5e77-ae77-41e703f417ff.html)

Council OKs plan for New London Road townhouses:

[https://www.newarkpostonline.com/news/council-oks-plan-for-new-london-road-townhouses/article\\_41e09f46-c46e-5fec-b776-7d117e5d760c.html](https://www.newarkpostonline.com/news/council-oks-plan-for-new-london-road-townhouses/article_41e09f46-c46e-5fec-b776-7d117e5d760c.html)

Web Content/Design:

- Created RFP livestream event
- Designed the following graphics for TV 22
  - o "Delivery, takeout and drive through only"
  - o "Law enforcement dispersal of gatherings"
  - o "All gatherings shall not exceed 10 attendees"
  - o "Social distancing in public parks and trails"
  - o "Stay connected with InformMe"
  - o "Emergency ordinance approval"
- Posted the following information to TV22 news slides
  - o Spanish language COVID-19 information
  - o COVID-19 self-monitoring information
  - o General COVID-19 information: What is it? How is it spread? Who is at risk? Symptoms. How is it treated and prevented?
    - o Division of Public Health contact information
    - o Food distribution sites
    - o All COVID-19 Related Changes to City of Newark Operations

- Posted “City Council Approves Emergency Ordinance in Response to COVID-19 Outbreak” press release to website
- Posted “COVID-19 Related Changes to City of Newark Operations” press release to website
- Posted “Governor Carney Calls for Newarkers to Stay at Home” press release to website
- Posted new, temporary telephone extensions for departments to City website
- Scheduled InformMe regarding COVID-19 Related Changes to City of Newark Operations
- Scheduled InformMe regarding playground, basketball and tennis court closures
- Updated Alderman’s Court webpage regarding COVID-19 impact
- Updated Parks and Recreation employment links on City website
- Updated “Report a Concern” administrator accounts updated to department secretaries rather than department directors
- Upgraded TV 22 software for livestreaming capabilities

#### Welcome Center/Communications Assistant:

- First and foremost, I answer and direct all incoming calls and visitors to the correct departments. This week, we averaged many, many, many calls per day in the Welcome Center. This week’s theme was the Coronavirus.
- I have started the May newsletter.
- I am logging the Miss Utility tickets for Electric and Public Works including letting the locators know of emergencies when they occur.
- I continue to edit copy from other departments for the communications team.
- I have been adding/changing InformMe customers information, selling DART cards, and assisting customers who need meter yokes, pay bulk pick-ups, or have trash fines for Public Works.
- I continue to develop, edit and post social media copy for Facebook and NextDoor.
- I am still working on the “press release” for Tom Zaleski for his bamboo eradication project grant.
- Continue to work on everything related to the Coronavirus to keep City residents educated and informed.
- I am taking three PRSA webinars related to communications during the COVID-19 period.

#### Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale switched the delivery location for the Municipal Center to the Maintenance Yard to ensure deliveries are received by staff. He also decided not to renew a Pitney Bowes postage meter lease and instead switched the City to a contracted metering service through Mailroom Systems. He also put together spreadsheets pertaining to who in the City should receive pandemic-related essential personnel status and who is in City Hall at any given time. Mr. Martindale also posted an addendum for Contract 20-01 (Lot #1 expansion) and purchased a scanner so the Purchasing Division can scan invoices remotely.

Mr. Martindale is now also temporarily acting in the Human Capital Manager role. In this capacity, he worked to get out a job posting for a part-time custodial position, added new hires to our email system, onboarded a new part-time custodian and a full-time Customer Service Representative, and conducted research on new labor relations legislation.

#### Facilities Maintenance:

Facilities Maintenance continued their cleaning across all City buildings. This took up the majority

of staff's time. They also began work to construct an electric closet on the first floor of City Hall, began installing auto-flushers on City toilets and automatic towel dispensers in City bathrooms, and met with fencing and gutter contractors.

**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 continues to remain closed to the public. All arraignments and trials are being rescheduled until June 2020. Staff continues to be available by phone to process PBJ's, clear capiases, reschedule payment plans and to answer any questions.

Parking Ambassadors are working online to handle any parking appeals.

**Activity or Project:**

Payments

**Description:**

From 3/19/20 to 3/25/20 Alderman's Court collected a total of 170 parking payments of which 119 were paid online and 51 were paid by mail. The court also collected criminal/traffic payments of which 144 were paid online and 13 were paid by mail for a total of 157 criminal/traffic payments.

**Status:**

Completed

**Expected Completion:**

03-26-2020

**Execution Status:**

Completed

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

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on March 23 for Council.

Renee participated in a GoToMeeting training webinar on March 19 and conducted testing on March 20 and 21 in order to use the platform for the March 23 Council meeting.

Renee participated in remote management staff meetings on March 20, 23 and 25.

Renee participated in coronavirus-related conference calls with the Governor's office on March 23 with Mayor Clifton and City Manager Coleman and March 24 with Mayor Clifton and City Solicitor Bilodeau.

Paul and Renee staffed the Council meeting on March 23. Items missing from the agenda packet were forwarded to Council on March 21. Follow up from the meeting was completed throughout the week.

The vast majority of this week's time was spent working on preparations for the now postponed April 14, 2020 Council elections for Districts 3 and 5. Renee, Tara, Danielle and Nichol worked to prepare letters for every registered voter in Districts 3 and 5 to send them absentee ballot affidavits, which were mailed on March 20. Voters who returned the affidavit prior to cancellation will receive a follow up letter regarding the election cancellation. Renee also spent time working with City Solicitor Bilodeau, City Manager Coleman and Election Board members on next steps for the postponed election. Tara spent significant time fielding election-related phone calls.

Tara spent time working on union-related items.

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

\* Provided documents and closed a February 27 FOIA request for inspections pertaining to 311

Chapel Street/141 South Chapel Street/52 Benny Street/25 Benny Street/205 Haines Street from Vincent Jackson

\* Provided documents and closed February 27 and March 3 FOIA requests for violations/lienable items/open permits pertaining to 819 Elkton Road, both from Brian Frederick Funk, Esq.

\* Provided a response and closed a March 4 FOIA request for permits/violations pertaining to Victoria Mews from Robin Billy

\* Provided documents and closed a March 9 FOIA request for permits/COs/spills/hazards reports/site plans pertaining to 137 East Main Street from Environmental Alliance

\* Provided a response and closed a March 12 FOIA request for violations/lienable items/open permits pertaining to 220 Whitherspoon Lane from Brian Funk, Esq.

Regarding minutes, staff time was spent on the March 2 Council (Renee edited - complete), March 9 Council (Renee edited - complete) and March 16 Council (Nichol drafted) minutes. Several sets of Council Executive Session minutes, the March 10 Conservation Advisory Commission and March 23 Council minutes are currently in the queue.

Danielle fulfilled 7 discovery requests for upcoming Alderman's Court cases. 143 discovery requests have been filled so far for 2020. There was no court calendar since Alderman's Court is not in session. 11 court calendars with 184 associated cases have been processed in 2020. Danielle spent time reconciling 112 case files for pending cases in Alderman's Court. Two pleas by mail were processed.

The office received 3 new lien certificate requests this week, which were sent to Finance for processing. 2 lien certificates were completed and sent to the requestor. 70 lien certificates have been processed for 2020.

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**Activity or Project:**

Digital Records Project

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**Description:**

Remaining Records Division staff who were working in the Municipal Building were relocated to their homes on March 23 and will be working remotely for the remainder of time the Municipal Building is closed.

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 19-25 are below.

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

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**Activity or Project:**

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**Description:**

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**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>	

### City Manager's Weekly Report

<b>Department:</b>	Electric Department
<b>Notable Notes:</b>	
<p>The line crews deenergized primary conductors for tree removal in Nottingham Green and removed a dangerous tree threatening primary feeders on Alexandria Drive.</p> <p>The line crews also removed grounds, reenergized Sandy Brae Substation, and checked phasing at all new riser locations after contractor completed underground splicing to new poles for the DelDOT project.</p> <p>Engineering and electricians repaired a breaker at Sandy Brae Substation and diagnosed a meter issue at the new train station.</p> <p>Engineering worked on the submission for Briarcreek lots 21A and 21B (511 &amp; 513 Valley Road) and submitted comments to Public Works.</p> <p>Engineering had a conference call regarding Dickinson Dorm and STAR Campus FINTECH temporary services.</p> <p>Engineering had a conference call with SCADA developer to go over the GIS configuration and review the proposed graphics for Kershaw Substation.</p> <p>Engineering attended conference calls on impact fees and the monthly Subdivision Advisory Committee meeting.</p>	
<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>	

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

Finance Department

**Notable Notes:**

For the next two months, the Payment and Utility Billing section will be short-staffed. We currently have one customer service representative in the office, handling the processing of daily payments, and coordinating with our billing team to assist in the printing of the monthly utility bills. The remainder of the PUB office is working remotely. The office is closed to the public, but the PUB office is fully operational. We apologize in advance for any increased hold times. Just a reminder that most services offered by PUBs are available through our website.

PUB Customer Service Representatives can be reached by dialing the City's main line at (302) 366-7000, then selecting one of the following extensions: 7140, 7141 or 7142. The Accounting office can be reached at 7610. Our goal is to have the old phone system back up and operational by early next week.

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>

The City will unquestionably recognize a loss in revenue as a direct result of the COVID-19 virus. The unknown at this point is what will be the magnitude of that loss. The revenue numbers contained in the 2020 budget were based off conservative activity, across all budget lines, but did not take into consideration the potential of a national emergency occurring. Any revenue lines associated with "people activity" will suffer. Lodging tax, real estate transfer tax, parking, court fees, parks and recreation programs, etc. will all suffer some level of loss. It's too early to say if some of this activity, primarily real estate transfer tax, could rebound after the summer to make up for some of the loss. Newark carries a financial reserve of about 50-60 days in order to insulate us from downturns in the economy. At this time, there may be some relief to the City from the State and Federal agencies to cover some of our Covid-related expenses, but it does not appear that we will receive any assistance for any loss in revenue. As we progress, we will have a firmer estimate on the economic impact to the City. In the meantime, the City has taken steps to mitigate some of the revenue loss. However, it will not be sufficient to cover the expected loss in utility sales, increase in delinquent accounts, and added expense to the City incurred to continue operate during the COVID-19 pandemic.

**Activity or Project:**

Accounting

**Description:**



- Final audit fieldwork began remotely on Monday, March 23 – all finance team members are assisting in finalizing reconciliations and adjustments.
- Auditors requested four invoice samples for utility AR. Staff worked on providing invoices and documentation supporting AR testing for the auditors.
- Staff is finalizing all year-end fixed asset work .
- Finalized 2% across-the-board CWA contractual increases. Retro pay from beginning of the year is still pending as it is a manual process.
- Payroll completed, most of which was performed remotely with the cooperation of the departments submitting timesheets electronically and directors documenting their review and approval via email. Final steps were done in the office on 3/25/20.
- Worked on AP invoice workflow solution to allow remote approvals by directors and finance.
- Staff completed AP invoice entry remotely and completed check processing in the office on 3/26/20.
- Worked on a solution to daily balancing of Harris and Munis cash receipts processing. Will move to a weekly processing for Munis miscellaneous cash receipts to keep office visits to a minimum. Daily Harris balancing will still be performed but remote solution has been devised with PUB's sending summary journals to finance.
- Finalized pension catch up for two police officers who have reached their max with HR.
- Worked on issues regarding AFSCME state of emergency comp time (payroll code 120).
- Assisted other departments as needed – mainly HR and purchasing.
- Finalized insurance renewal and requested Certificates of Insurance.
- Met with finance team on 3/23, 3/24, 3/26 and 3/27 to coordinate work and update on any relevant information provided by City Manager and Finance Director.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2020
<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>	

### City Manager's Weekly Report

**Department:**

Information Technology Department

**Notable Notes:**

**Applications Team:**

Open Tickets from Previous Week - 73

Tickets Opened in the Last Week - 69

Tickets Closed in the Last Week - 57

Remaining Open Tickets – 85

1. Continued to assist users as needed with WFH issues.
2. Conference call with Harris to finalize mCare 6 training remotely, re-arranged training schedules on 3/19.
3. Conference call to discuss changes to the Stormwater Import Modification project on 3/19.
4. Participated in CivicRec Configuration training webex on 3/23.
5. Conference calls to discuss Stormwater project scope on 3/24 & 3/25.
6. Configured a new employment application for Parks and Recreation in Munis.
7. Configured work order kits and templates for Electric estimating purposes in Munis.
8. Tested configuration changes to address Compass issues.
9. Working with vendor to continue upgrades on the gatekeepers.
10. Worked on and resolved support tickets for end users.
11. 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 - 129

Tickets Opened in the Last Week - 80

Tickets Closed in the Last Week - 88

Remaining Open Tickets - 121

1. Remote deskphones have been tested successfully.
2. Softphone is working with the exception of softphone to softphone calls.
3. Built 2 new VMs to be used by remote auditors.
4. Created a new knowledge base that will be available to our user base once populated.
5. Continuing to aid users in getting connected from remote locations.
6. Worked on and resolved support tickets for end users.
7. Actively responded to and resolved Secureworks alerts.

**Pending:**

1. Deskphone deployment continues.
2. Softphone distribution has started and will continue next week.
3. Adding users to the GoToMeeting admin console.

**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 &amp; 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 - 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
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<b>Expected Completion:</b>	06-01-2020
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

Stormwater Distribution Modification (Applications Team)

**Description:**

**\*\*MODIFIED SCHEDULE\*\***

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

Phase 1 Import Modification  
3/16/20-4/3/20 - In Progress

Phase 2 Client Led End User Acceptance Testing  
4/6/20-4/10/20 - Scheduled

Phase 3 Go Live  
4/27/20 - Scheduled

<b>Status:</b>	Started
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<b>Expected Completion:</b>	04-27-2020
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: attended several conference calls with City management throughout week and with parks and recreation staff; worked with parks staff on scheduling and upcoming work orders; work with IT on getting equipment and phones for staff to work from home, thank you IT; worked on action plan social media information on COVID-19 as it pertains to park usage and social distancing; met with public works, City Manager and Devan about field staff requirements and personnel policy for Coronavirus State of Emergency; met with parks staff about standard operating procedures adjustments for cleaning and safety from coronavirus; attended initial kick off call with Civic Rec along with recreation staff, IT and Finance for the new recreation registration software program; prepared memo to Council for support of a grant for funding for the removal of Dam #4 located next to the Paper Mill Road Bridge; along with Deputy Director, met with recreation staff about cancelled rentals and programs and mapping a path forward for upcoming programs and staying active on social media.

Deputy Director: worked with Shelby and sent to recreation staff new social media guidelines moving forward for now; worked with Shelby on annual report; completed review of invoices for portable toilets and sent to contractor for completion; attended call with New Castle County regarding a partnership for a fall flag football programs; continued to work with recreation staff on deadlines for the summer activity guide, several changes being made due to program cancelations; continued working with recreation staff on cancelation of programs along with rentals and programs at the George Wilson Center due to the coronavirus; worked with Shelby on updated e-blast with information about usage of parks; completed initial kick off call with Civic Rec along with recreation staff, IT and Finance for the new recreation registration software program and set up ADFS and ArcGIS with IT and Civic Rec; attended several conference calls with City management throughout week and with parks and recreation staff; worked on sports equipment bids for supplies needed; coordinated drop off of portable toilets and handwashing stations for two Main Street parking lots; worked with organizers of special events to reschedule to later dates; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: worked exclusively from home this week, no major tech issues for me; participated in conference call for our new registration system; participated in conference call with Deputy Director and staff from New Castle County regarding a partnership for a fall flag football program; continued postponing or cancelling programs and meetings, issuing refunds; gathered and submitted timesheets; sent out bid requests for the summer camp van and the December New York City bus trip; planning for summer programs and updating information in Excel for the summer brochure; contacting applicants regarding summer camp jobs

Recreation Supervisor of Community Events: contacted community gardeners and provided a time for key pick up for those that had not yet gotten keys; made arrangements with a yoga instructor to make a short video that can be posted on Facebook to help keep her class and others engaged, while we are unable to offer classes; participated in virtual kick off meeting for CivicRec registration software; participated in several conference call department meetings; processed timesheets for staff and instructors.

Coordinator of GWC and Volunteers: continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; continued

notifying program participants, instructors, the Newark Senior Center and volunteers of canceled events and programs; continued speaking with instructors to finalize information for summer programs; continued communication with potential summer staff and set up Skype Interviews for the week of March 23; participated in several conference calls with recreation staff; participated in an online kick off call for the new registration software; processed timesheets for staff and instructors.

Recreation Specialist: reached out to before/after care staff regarding their current availability for April, if schools return as planned; started compiling information to post on Facebook about our parks/amenities; responded to volunteer applications/questions regarding service; updated radio/newspaper sites with our Egg Hunt cancellation and Spring Clean out postponement/new date.

Parks Superintendent reviewed two proposed development plans and commended as needed, continued studying for CPSI school/test for when course is rescheduled later this year, talked with several residents concerning green waste pick up and tree/park issues, continued working on seasonal employee returns, co-coordinated daily assignments for field staff, followed up on deliveries for Park's Department, worked on designs for annual plantings at selected bed areas throughout park system and doing cost estimate, reviewed safety manual, reviewed tree survey plan for development on Barksdale Road and commented as needed and conducted park inspections.

Parks Supervisor: coordinated daily assignments for field staff and assisted as needed, met with resident concerning tree related issue and checked on delivery for Parks Department at City Yard.

Parks/Horticulture Staff: continued on work orders as assigned, continued pruning roses at several horticulture areas, did trash removal throughout park system as needed, started on bridge decking replacement in Phillips Park, continued on weed control in bed areas/play equipment safety surface areas and on ballfields throughout park system, did interior bed maintenance at City Hall, continued on perennial cut backs, replaced seasonal plantings in pots at City Hall atrium entrance and removed salt box off 1430, cleaned it and placed into storage at Olan Thomas.

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### **Activity or Project:**

Newark Park Playground and Court Area Closures

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### **Description:**

Newark Park Playground and Court Area Closures due to COVID-19 are as follows:

- Tennis courts are closed except parks with single court areas.
- Basketball courts at Handloff Park, Dickey Park, Folk Park, Kells Park, Phillips Park, White Chapel Park, Fairfield Park, and Lumbrook Park have been closed.
- All playground equipment in parks remain closed.

Studies have shown that the virus can stay on surfaces for several days. The park equipment is not disinfected.

Families are welcome to utilize our parks, trails and play in the park. Please follow CDC guidelines at all times. Limit the size of your gatherings and do not engage in sports and activities that require physical contact.

Observe CDC's social distancing guidelines of 6 feet from other individuals at all times. Warn other users of your presence as you approach and step aside to allow ample room to pass.

<b>Status:</b>	Started
<b>Expected Completion:</b>	05-31-2020
<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>	

**City Manager's Weekly Report**

**Department:**

Planning and Development Department

**Notable Notes:**

Code Enforcement:

Code Enforcement Manager Stephanie Petersen worked on the following COVID-19 emergency activities: worked with staff to prepare for working remotely by assessing equipment and software needs; coordinated with the IT Division to fulfill the staffs needs for working remotely; worked with IT to resolve connectivity issues; developed procedure for permit processing; ensured all employees had an emergency timesheet on file with the Finance Department; developed office time schedule for staff to minimize exposure to other staff members; established contact with project managers of all large construction projects in the City to review their measures to minimize exposure to ensure the safety of Code Enforcement Inspectors; established policy for suspending interior residential inspections; reviewed time sheets ensuring proper pay codes were used for emergency; continued to minimize office time for all Code Enforcement staff; had calls temporarily transferred to her phone during phone system transition to minimize unanswered calls; and, established communication with Code Enforcement staff to relay information received from City administration.

As part of normal code enforcement operations, Code Enforcement Manager Petersen worked with inspectors to resolve field issues; coordinated with administrative and property maintenance staff for business license verification procedure; fielded online complaints and assigned as necessary; participated in online software demo; and developed policy for change of contractor.

Exterior finishes and site work are ongoing at 22 Benny Street; interior inspections have started. Work is progressing on the interior framing and systems at UD's Whitney Athletic Center at 625 South College Avenue; exterior brick is being installed. The drywall of interior spaces is in progress at Worrihow Hall. Interior drywall is ongoing, and the exterior stair tower is under construction on the Life Science Building addition at 77 East Delaware Avenue. Interior drywall and systems installation is ongoing at 211 Haines Street. Site work has started on the mixed-use building at 211 South Main Street. Structural steel has been set and roof decking installation is underway at the UD Library Annex addition at 405 Wyoming Road.

Fire Marshal Dave Tynan responded to 1 Easton Court in regards to a broken sprinkler line, with no evacuations made and dry system for parking garage down; conducted daily plan reviews and site reviews on new and existing projects such as Chemours, BPI, Whitney Center, Haines Street, Hyatt Hotel, Fulton Bank and various other projects; and, continued work updating Fire Code revisions in Munis. Business License meetings and updates are ongoing at a snail's pace and Fire Safety Registration Inspections have been suspended until further notice.

From an emergency management perspective, Fire Marshal Tynan is actively working with City Manager's Office during this emergency operation incident; actively meeting with UD and NCC and DEMA on COVID 19 updates and planning; and, actively reviewing the EOP Plan and adding a Pandemic Annex with current concepts and plans being updated. EOP update emails have been sent to department heads rough draft submissions. COOP Plan questionnaires and survey assistance with department directors is in progress. A Training Matrix has been made and updates will be sent out to those in need of ICS Training. EOC operations with UD for home games is ongoing. Meetings were held with Parks and Recreation for an upcoming event (EOP) and a meeting was conducted with NCOEM, UDOEM, NOEM and the American Red Cross to go over our shelter plan.

Property Maintenance Inspectors responded to eight complaints this week.

#### Parking:

Parking maintenance painted arrows in Lot 3 to reverse the direction of traffic. The lot entrance is now between DQ and Pachamama. The old entrance between M&T Bank and Caffe Gelato is now an exit. This is in preparation for the Center Street closure due to Hyatt Hotel construction. Portable toilets and handwashing stations were installed in Lots 1 and 4 with a social media blast regarding installation. Units were placed in visible areas away from frequented buildings to ensure homeless persons have a place to sanitize during business shutdowns. Mark outs were completed for the T2 kiosk installation on Haines Street and Lot 4; photos were taken and an overview map created for the Public Works and Water Resources Department and Miss Utility. Changes were made to 'Report a Concern' whereby parking employees now directly receive concerns, respond, and manage the parking queue.

Parking staff continued regular COVID-19 meetings with City management, Planning Department, and Parking Division. Parking Attendants/Managers were notified they are eligible and should apply for unemployment compensation. The last shift worked was verified for unemployment compensation inquiries. Parking Ambassadors and maintenance staff have been notified to not return to work until further notice; full-time staff is on call. Employees received new cell phones and set up voicemail in anticipation of taking calls through the main City phone tree while working remotely to maintain social distancing. Updates were provided to parking

staff, police, and cleaning crews regarding access to the Main Street Galleria. Essential personnel memos were recorded, printed, and distributed. A parking report was submitted to the City Manager's Office in regard to response to COVID-19. Staff submitted a purchase requisition and placed the order for License Plate Example vinyl stickers meant for the T2 multi-space kiosks. Paperwork and deposit final batches were completed from office and parking booth fees collected. Prep work and review was completed for changes to the parking webpage. The Parking Appeal audit was completed. Multiple courses and webinars have been scheduled by staff through T2 University. Timesheets were submitted, a more challenging job under work-from-home.

#### Planning/Land Use:

The Planning Commission is scheduled to meet remotely via GoToMeeting on Tuesday, April 7, 2020. Items on the agenda include:

- Amendments to the 2018 International Energy Conservation Code
- Ordinance to amend Chapter 32 Appendix XXV-Landscape Screening and Treatment

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

- Set up a drop box in the Municipal Building lobby for the dropping off of building permits and land use applications and in the process of finalizing the instructions and posting of additional information on the building application process on the Code Enforcement website as well as on the drop box in the lobby. Since the installation of the drop box, we have been able to effectively process incoming building permits.
- Developed a remote process for Deed Transfer Affidavits – known as a Buyer's Affidavit – which are required whenever a property is bought/sold in Newark. Instructions are posted on the drop box in the lobby and will soon be posted on the Planning and Development website under Buyer's Affidavit. We have been successful in completing all of the affidavits that have come into our office since transitioning to working remotely.
- Continued to work on the Community Development Block Grant program activities while working remotely.
- Developed a work schedule to minimize the number of people in the office and to maintain social distancing for staff that, although working remotely and in the field, have a need to come into the office periodically.
- Developed a regular virtual meeting schedule to keep everyone informed utilizing software such as Skype for Business and Microsoft Teams as well as cell phones and text to keep in constant (albeit distant) contact and communication.
- Worked on getting up to speed on virtual meeting platforms to enable virtual meetings.
- Due to the fabulous work of the IT Division, the Planning and Development Department staff is now processing incoming calls from home.

Director Gray prepared for and participated in the March 23 City Council virtual meeting.

Director Gray had a conference call with UD Transportation Services and Planner Tom Fruehstorfer to discuss Unicity. While Unicity is on hold until May 15 due to the COVID-19



pandemic (Unicity runs on the same schedule that UD buses run) as well as the meeting with City Council to discuss some improvements to Unicity (installation of security cameras, utilizing a kneeling bus, and GPS/phone app), staff is continuing to work to improve Unicity during this time. This includes modifying the bus route(s) to make them more efficient, installing bus stops, and exploring a pilot program over the summer where the City can borrow one of UD's kneeling buses for a discreet period of time. In addition to testing the kneeling bus system, these buses also have the security camera system and GPS/phone application so these can be tested as well.

Director Gray participated in a conference call with the Transportation Improvement District (TID) team on debriefing on the March 11 TID Committee meeting and planning for the next regularly scheduled meeting on April 8, 2020 at 1:30 p.m. where the committee is working on moving forward and having this be a virtual meeting.

Director Gray worked on the April 7 Planning Commission meeting and related issues. This meeting will be virtual utilizing the same GoToMeeting platform that the City Council utilized in their March 23 meeting.

Director Gray continued to work on plan review and related activities.

On March 19, Planner Mike Fortner attended, through GoToMeetings, the WILMAPCO Technical Advisory Committee meeting. On March 25, Mike participated in, through MS Teams, the Transportation Improvement District meeting with the consultants at AECOM and DelDOT. Also this week, Mike has distributed draft ordinance language for the proposed ordinance to permit Fraternities and Sororities to the Subdivision Advisory Committee.

The following was completed this week:

- 7 Deed Transfer Affidavits
- 41 Building Permit Reviews

Land Use Projects Currently Under Review:

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

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

46 Welsh Tract Road, Parcel IDs 1100900033, 1100900059 (PR#17-11-03): On November 16,

2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

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

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

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

132-138 East Main Street, Parcel IDs 1802000126, 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7,

2018. SAC comments were forwarded to the applicant on January 17, 2019. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 2019. A SAC meeting was held on October 16, 2019. The Planning and Development Department received revised plans on December 20, 2019. The revised plans propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. A SAC meeting was held on January 15, 2020.

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

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

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

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). At their meeting on March 23, 2020, Council approved the Comprehensive Development plan amendment and minor subdivision with site plan approval.

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, 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 City Council agenda for March 23, 2020 (first reading) and April 27, 2020 (second reading).

532 and 540 Old Barksdale Road, Parcel IDs 1802500134, 1802500135, 1802500347 (PR#19-10-01): The Planning and Development Department received plans for an administrative subdivision at 532 and 540 Old Barksdale Road on October 8, 2019. The applicant is requesting the administrative subdivision to combine three parcels into one parcel, with ownership of the proposed one parcel being retained by the applicant. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019. No objections have been received from adjacent property owners.

1089, 1091, and 0 Elkton Road and 2001 Patriot Way, Parcel IDs 1100400022, 1803800032, 1803800033, 1803800046 (PR#19-10-04): On October 25, 2019, the Planning and Development Department received plans for the administrative subdivision of 1089 Elkton Road, 1091 Elkton Road, 0 Elkton Road, and 2001 Patriot Way. The plan proposes to combine the tax parcels via an administrative subdivision with ownership to be retained by Newark Charter School. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 25, 2019. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on February 13, 2020. No objections have been received from adjacent property owners.

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**Activity or Project:**

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**Description:**

<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:**

Police Department

**Notable Notes:**

- We continue to maintain police coverage during the COVID-19 pandemic. All police officers, communications officers and civilian staff are doing an outstanding job of continuing to provide public safety coverage to the city.
- Officers responded to a home on a report of a birthday party that had more than 10 people present. Upon speaking with the homeowner, she believed under the State directive, she was permitted to have up to 50 people attend. When informed of the City of Newark's ordinance, the homeowner asked her guests to leave.
- Officers responded to a report of a business that was operating in violation of the State directive. The owner thought he was exempt. Our officers conferred with the State Attorney General's Office and the owner was informed he could not operate.

**Patrol:**

- On March 18, 2020 at approximately 1242 hours, Newark Police responded to a residence in the unit block of Plymouth Drive for a report of an attempted theft of a package. Arriving officers contacted the resident, who advised that a package had just been delivered to his residence. The package was addressed to the resident, but the resident had not ordered the package. A short time later, a male, who was not known to the resident, knocked on the door asking for the package. The male stated that the package must have been mistakenly delivered to the wrong address. The resident became suspicious and called Newark Police. The male then fled from the residence. Newark Police arrived on scene, located the male in the neighborhood and took him into custody without incident. Further investigation determined that the package contained a cellular phone which had been ordered in the resident's name. Unknown to the resident, the male suspect had placed a note on the resident's door asking the delivery driver to leave the package on the front step. The male suspect is known to have been working with another male, who has not yet been identified, to facilitate this theft. The male was identified as Kalil Aponte Lluberes, 19, of Philadelphia, PA. He was transported to Newark Police headquarters where he was charged with identity theft, attempted theft, conspiracy and criminal trespass 3rd. Aponte Lluberes appeared before Justice of the Peace Court #2 by video and was released on \$15,500 unsecured bail.
- On March 22, 2020 at approximately 1518 hours, Newark Police responded to the 700 block of South Twin Lakes Boulevard for a report of a suspicious vehicle. Arriving officers contacted the two male occupants of the vehicle. The officers detected an odor of marijuana emanating from

the vehicle and conducted a search of the vehicle. During the search, the officers located a 9 mm handgun, accessible to the driver, in a bag in the rear seat. The driver, Brendon Poulson, 22, of Wilmington, was taken into custody without incident. A small quantity of marijuana was found in his possession. The passenger was not charged. Poulson was transported to Newark Police headquarters where he was charged with Carrying a Concealed Deadly Weapon (Firearm) and Possession of Marijuana. Poulson appeared before Justice of the Peace Court #11 by video and was released on \$2,510 unsecured bail.

**Administration Division:**

- The NPD PIO staff has been disseminating information related to the COVID-19 pandemic.
- Administration Unit staff continues to work on mandatory CALEA annual reports and policy updates.

**Criminal Investigations Division:**

- Victim Services Coordinator Melissa Pennachi advised that Crime Victims' Rights Week is still on for the week of April 19th. A 5K run/walk fundraiser previously scheduled for 4/21/20 is being rescheduled and the annual Crime Victims' Rights Week tribute is on hold for now. We are determining way to virtually recognize the week and will likely host a Call to Action Day for providers to say how they will/can support victims of crime.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	03-26-2020
<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:**

Public Works and Water Resources Department

**Notable Notes:**

The PW&WR office team is adapting well to working from home and the field staff has made the transition to a split shift with good results. Regular communication with management has helped ease the transition and has resulted in some unexpected efficiencies. A note was sent to the engineers, contractors and developers earlier this week to explain what they can expect during this time and to lay out some guidelines from DNREC should work stop on a site for any reason. A copy of the letter is attached.

PW&WR staff has been in contact with several surrounding utilities including Suez Water, New Castle County Public Works (Sewer/Stormwater), and New Castle Municipal Services Corporation (City of New Castle Water and Electric). Each of these utilities is taking similar actions to protect assets and workforce during the COVID-19 response. These relationships are mutually beneficial not only from a logistics and information sharing perspective, but from a services prospective. We have several interconnections with Suez Water should the need for water purchases arise and both NCC and MSC have field staff that would be available for emergency maintenance. We have also contacted several of our utility contractors to gauge their capabilities during this time. We have received a positive response that they are ready and willing should we need their services.

Our refuse team is working to get all of the trash collected from the student rental areas. Many homes were vacated when UD cancelled classes, leaving full bins for potentially months before being pulled to the curb. We are working with Code Enforcement and landlords to make sure we get them pulled out, emptied, and returned to the house to avoid any odor or rodent issues.

Yard Waste Collection: After assessing our operations over the last two weeks and in light of the outreach from many residents, yard waste will be collected EVERY OTHER WEDNESDAY BEGINNING APRIL 1. Should circumstances change with our operations and staff, we will communicate any changes to the schedule. Please be sure that all material is inside of the cart with the lid closed. Material outside of the bin will not be picked up. Please see our social media feeds and the website for more details.

DelDOT's striping contractor plans to move into Newark on Monday, March 30 to finish N. College/Hillside/Cleveland and Welsh Tract/896. These areas have been recently patched and were awaiting final striping when the weather turned last fall. They expect to complete all work in 2-3 days.

**Activity or Project:**

Main Street Improvements - DelDOT

**Description:**

In an effort to minimize the impacts from the Main Street Improvements project once business gets back to normal in Newark, DelDOT, the City, and A-Del Construction have been reviewing various scenarios to advance the construction work while students are off-campus.

Starting on Thursday, March 26, A-Del will extend the current Main Street right lane closure so that the lane will be closed from Washington Street to S. College Avenue.

Driveways and entrances will remain open (there may be short periods of time where flagging operations will be used for access. Advance notification will be given.)

On-street parking within the work zone will be prohibited. Please note that there is currently free parking in the City's municipal lots throughout the Main Street corridor.

Extending the lane closure allows the contractor to complete prep work for the final overlay (adjusting manholes, gas and water valves, drainage inlets, and placing asphalt levelling course) in the previously completed phases while the roadway reconstruction is being performed in Phase 6. Once the crew is finished on the east end of the project, the lane closure will be extended from South College Avenue down to South Main Street.

The goal is to have all of the adjustment and levelling work in Phases 4, 7, and 9 completed around the same time as the Phase 6 reconstruction work so that the final overlay can begin in the closed lane right after Phase 6 is done. The final overlay for the right lane will be done during daytime hours (originally scheduled for night time). There are temperature requirements for asphalt placement, so allowing the overlay to occur during the day means the paving operation can start earlier in the year because of warmer daytime temperatures.

All of the above will occur as long as there are not additional restrictions put in place by the Governor that affect construction activities. Because the current situation is still fluid, we have not made a determination as to how we will phase the Main Street left lane completion. Details will be provided for that phase at a later date.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	06-30-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

Rodney - Mass Excavation

**Description:**

The contractor, Corrado American, has begun to mobilize equipment to the site and installing perimeter erosion and sediment controls around the site. With good weather, they will begin moving soil on Monday, March 30. The soil is being taken to the former CitiSteel site in Claymont to be used to backfill an existing excavation.

<b>Status:</b>	Started
<b>Expected Completion:</b>	05-31-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

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



Digital Records Project New Documents Created – March 19-25

Name	# of Documents	# of Pages	Types
Samantha	4	6	Working remotely on modifications
Sandy	235	880	Personnel Files/Postal Records; Working remotely on modifications
Fred	16	1,309	PWWR Inspection Reports
Ana (PT)	77	407	Court Documents; Working remotely on modifications
Total	332	2,602	

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 03/15/20-03/21/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	3	0	0	1	0
Rape	3	1	0	0	2	2
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	7	2	0	6	2	1
Burglary	24	6	0	52	43	0
- Commercial Burglaries	1	0	0	0	41	0
- Residential Burglaries	17	6	0	39	2	0
- Other Burglaries	6	0	0	13	0	0
Theft	119	96	3	155	68	4
Theft/Auto	11	14	2	3	1	1
Arson	0	0	0	0	0	0
All Other	33	45	4	47	43	1
<b>TOTAL PART I</b>	<b>201</b>	<b>172</b>	<b>9</b>	<b>267</b>	<b>167</b>	<b>9</b>
<u>PART II OFFENSES</u>						
Other Assaults	66	68	3	35	62	7
Rec. Stolen Property	0	0	0	4	1	0
Criminal Michief	20	28	3	28	25	0
Weapons	8	5	0	18	10	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	33	20	0	59	18	5
Drugs	47	18	0	74	21	0
Noise/Disorderly Premise	150	130	6	58	41	2
Disorderly Conduct	32	29	3	32	29	6
Trespass	63	62	4	33	19	2
All Other	82	54	4	103	74	5
<b>TOTAL PART II</b>	<b>501</b>	<b>414</b>	<b>23</b>	<b>444</b>	<b>300</b>	<b>29</b>
<u>MISCELLANEOUS:</u>						
Alarm	31	39	8	0	0	0
Animal Control	110	99	4	1	15	0
Recovered Property	41	56	4	0	0	0
Service	8080	8055	560	0	0	0
Suspicious Per/Veh	105	109	10	0	0	0
<b>TOTAL MISC.</b>	<b>8367</b>	<b>8358</b>	<b>586</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	873	10,532	640	10,275



**Newark Police Department  
Weekly Traffic Report  
03/15/20-03/21/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	2532	2285	281	17
DUI	53	29	6	1
<b>TOTAL</b>	<b>2585</b>	<b>2314</b>	<b>287</b>	<b>18</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	1	0	0	0
Personal Injury	57	51	5	3
Property Damage <b>(Reportable)</b>	285	209	21	7
*Hit & Run	70	47	5	3
*Private Property	75	42	9	2
<b>TOTAL</b>	<b>343</b>	<b>260</b>	<b>26</b>	<b>10</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.



**PUBLIC WORKS & WATER RESOURCES**  
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711  
302.366.7000 · Fax 302.366.7160 · www.newarkde.gov

March 24, 2020

**PUBLIC WORKS AND WATER RESOURCES**  
**COVID-19 IMPACT TO CONSTRUCTION ACTIVITIES AND PLAN REVIEWS**

Dear Contractors, Developers, and Engineers,

As the global response to the coronavirus (COVID-19) continues to evolve on a state and local level, the City of Newark Public Works and Water Resources (PWWR) Department and the other operating departments within the City of Newark are working to ensure the continuity of service to engineers, developers, and contractors working on active and proposed projects.

Beginning March 16, 2020 our staff transitioned primarily to a work-from-home and vehicle environment. It took a great deal of effort to make these changes while continuing to provide plan review and inspection services. Our inspection staff and engineers who are still on-site with you or your contractors remain dedicated to providing inspection services and construction site guidance as needed. We ask that contractors who plan to continue working, take it upon themselves to ensure a safe work environment for themselves as well as our field staff by following Center for Disease Control and Prevention (CDC) guidance on how to protect yourself and others from COVID-19 transmission.

Our engineering division continues to review construction plans and process permits in the order they are received and as promptly as possible. We ask that you please be patient with us as the current circumstances may result in slower than usual plan and permit turnarounds as our department is not currently functioning at regular staffing capacity.

We recognize that the COVID-19 virus may have an adverse impact on labor and availability of material for some projects and could cause active construction sites to cease activities. DNREC's Sediment and Stormwater Program has provided clear guidance on how these projects should be managed and as the Delegated Agency, the department is obligated to share this information and ensure compliance with the Delaware Sediment and Stormwater Regulations. The following summarizes DNREC guidance as it relates to active construction sites.

**Permit Holders and Responsible Parties (Owners and Contractors)**

If owners and operators of construction sites need to suspend operations, they should institute the following:

- Owners have responsibilities under the NPDES Special Conditions for Storm Water Discharges Associated with Construction Activities ([Construction General Permit](#)) to conduct weekly self-inspections of the construction site and to maintain sediment and stormwater controls in working order.

- Weekly self-inspections, including documentation of those inspections, should continue until a directive is made that prevents personnel from accessing construction sites.
- Owners and operators should prepare for a possible long-term shutdown of their construction sites by maintaining all construction site stormwater controls to full working order:
  - Ensure all perimeter controls are in place and functioning. Remove accumulated sediment from behind silt fence and compost filter logs.
  - Excavate accumulated sediment from sediment traps and sediment basins to restore the full storage volume. Excavate accumulated sediment from forebays.
  - Maintain inlet protection devices. Remove accumulated sediment from inlet protection Types IP-2 and IP-3.
  - Empty and cover dumpsters. Securely store all potential sources of pollution in a location where they will not come in contact with stormwater.
- Once areas of active construction have been suspended, they are likely to remain undisturbed for a period of 14 days or more. Temporary stabilization is critical. All disturbed areas on site should have temporary stabilization applied prior to any site shutdown.

Sincerely,

A handwritten signature in blue ink that reads "Ethan J. Robinson". The signature is written in a cursive, flowing style.

Ethan J. Robinson  
Deputy Director, Public Works and Water Resources

cc: Tim Filasky, Public Works & Water Resources Director