

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

In a normal year, this past Wednesday we would have celebrated Administrative Professional's Day to celebrate our administrative professionals and everything they do to help keep the office, and by extension the City, moving smoothly ahead. Unfortunately, we were unable to have our normal luncheon for them, but I wanted to take some time to again recognize them for their hard work and dedication and to thank them for their continued service to the City.

COVID-19 continued to dominate the week again this week but I am starting to be able to spend more time working on regular projects. I participated in a handful of planning calls related to the Emerson Bridge. I also participated in two conference calls related to Parking: one with M&T Bank related to our lease of Lot 3 and the second with parking and finance to discuss modifications to the parking office lease agreement. Tuesday evening, we had the first online meeting of The Newark Partnership's Board which went surprisingly well. I provided information in response to a constituent email related to DEMEC and Senator McDowell's proposed renewable portfolio standards (RPS) and community solar bill.

We continued to hold bi-weekly management coordination conference calls and I held two Administrative Department staff calls. Director Del Grande and I prepared a memo to Council outlining the current forecast for financial impacts from COVID-19 which we will be discussing at the Council meeting on Monday the 27th. I spent a lot of time this week working with the union presidents from ASFCME 1670 and 3919, and Chief Human Resources Officer Hardin, while we worked out compromise deals to help the City control personnel costs during the state of emergency. Both unions were willing to step up to the plate and I am grateful for their cooperation. We were also able to finalize the 1670 contract which was then ratified by the 1670 membership and will be coming to Council for approval in early May.

Mayor Clifton, Deputy Mayor Markham, City Secretary Bensley and I participated in another call with the Governor. Finance Director Del Grande and I also sat in on a call hosted by the White House for State, Local and Tribal leaders where the COVID response and reopening of the economy were discussed.

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

Chief Communications Officer:

- Began conversations about a potential partnership with TNP, Chesapeake Publishing and UD (Student Life and Economic Development) on an annual publication. This publication would have three sections (residents, students, business) and would replace the welcome packets distributed at City Hall.
- Had a meeting with Granicus, a digital communications company offering a tool that will help residents stay informed with COVID-19 related changes in local government. The tool is free

for 60 days and another call is scheduled for next week about possible next steps.

- Worked with PW&WR and UD on finalizing plans for UDon't Need It?.
- Live-streamed the contract opening for Municipal Lot 1.
- Sent additional information to Recycle Coach to keep residents informed of schedule changes. Also had to provide updated routes for some neighborhoods that were receiving inaccurate pick-up reminders.
- Populated social media, TV22 and the website with up-t- date educational information related to COVID-19, city operations, etc.
- Social media engagement still increases. Twitter gained another 65 followers, mentions are up 6% and tweet impressions are up 14%. Facebook activity has decreased since last week, but we still had an average post reach of 10,235.

City of Newark in the News:

A socially distanced 'I do': After coronavirus upends wedding plans, couple takes vows in Newark park: [https://www.newarkpostonline.com/news/a-socially-distanced-i-do-after-coronavirus-upends-wedding-plans-couple-takes-vows-in-newark/article\\_5542878c-d0e9-56b7-88b6-c4fc1ace3aea.html](https://www.newarkpostonline.com/news/a-socially-distanced-i-do-after-coronavirus-upends-wedding-plans-couple-takes-vows-in-newark/article_5542878c-d0e9-56b7-88b6-c4fc1ace3aea.html)

Crew begins demolishing Dickinson dorms to make way for apartments, townhouses: [https://www.newarkpostonline.com/news/crew-begins-demolishing-dickinson-dorms-to-make-way-for-apartments-townhouses/article\\_631a1231-4e66-54e3-8f4e-a72db0b1d8f7.html](https://www.newarkpostonline.com/news/crew-begins-demolishing-dickinson-dorms-to-make-way-for-apartments-townhouses/article_631a1231-4e66-54e3-8f4e-a72db0b1d8f7.html)

If you live here, you can shop here: Police in Newark, Delaware say shoppers should stay in their own state: <https://baltimore.cbslocal.com/2020/04/17/coronavirus-newark-delaware-police-say-shoppers-should-stay-in-their-state/>

Creative Design/Web Content:

- Completed Special Enforcement Division section of NPD annual report
- Created "Building Permits & Inspections" button for payments and services portal
- Designed UDNI 2020 postcards
- Posted City Manager's letter to resident online at Newarkde.gov/news
- Updated alarm permit application City website to be a fillable PDF
- Updated Request Tracker users.
- Updated Livestream event for Contract 20-01: Municipal Parking Lot #1 Expansion

Welcome Center/Communications Assistant:

- Completed the PR News Online "Communicating about COVID-19 – Navigating a New and Uncertain Crisis" webinar
- Completed the PRSA "Social Media and Effective Reputation Management in a Time of COVID-19" webinar
- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PW&WR Departments
- Began the June newsletter
- Edit copy from various departments
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor

Assistant to the City Manager/Acting Human Capital Manager:

Assistant to the City Manager Jeff Martindale's week was again dominated by Coronavirus topics - PPE procurement, setting up virtual contract bid openings for City Contracts, and establishing updated work schedules for the City's custodial staff.

Along with City Purchasing Assistant Cathy Trykowski, Mr. Martindale held a bid opening via livestream for Contract 20-01 (Municipal Parking Lot #1 Expansion), which the City feels went successfully. Additionally, he advertised Contract 20-03 (Rodney Complex - Park and Stormwater Facilities) in The News Journal and posted the contract on the City's website ([www.newarkde.gov/bids](http://www.newarkde.gov/bids)).

#### Facilities Maintenance:

The Facilities Maintenance staff replaced a broken faucet and supply valve in Building #1 at the Maintenance Yard, finished shampooing carpets in the Municipal Center, investigated a toilet replacement at the George Wilson Center, began filling in a gap in concrete stairs by the entrance to the Alderman's Court, and continued their cleaning of all City buildings.

#### Chief Human Resources Officer:

I continue to transition Human Capital Manager duties to Jeff Martindale who is currently in the Acting role. We have phone meetings daily to go over any questions and collaborate on projects assigned to HR by the City Manager. This week I have continued assistance and guidance to all department directors and employees regarding COVID-19 related items. I continue to work on putting together COVID-19 policies. I am still receiving feedback from my DELPELRA colleagues throughout the State. I have been working with AFSCME union groups to finalize union contracts and discuss COVID-19 related items affecting collective bargaining agreements. City Manager Coleman and I have held conference calls this week with Department Directors and union leadership to discuss the effects of COVID-19 State of Emergency and discussed solutions for the future. We are currently working to finalize a memorandum of understanding with both AFSCME unions to address the State of Emergency time they receive in their contracts. Both groups have worked with the City to come up with an amicable solution. I continue to be in the office 1-2 days per week to sign paperwork and provide assistance to those who need items in the office. Acting Human Capital Manager Jeff Martindale and I are working on updates to the Personnel page to the City website as well as other housekeeping items involving updates to benefits forms, policies, job classifications and a new and improved employee portal for wellness and benefits resources. I also processed a death benefit for a retiree who passed away and provided pension calculations for a pending retirement.

#### Activity or Project:

##### Description:

##### Status:

##### Expected Completion:

##### Execution Status:

#### Activity or Project:

##### 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:**

Alderman's Court

**Notable Notes:**

Alderman's Court remained closed to the public but staff continued to handle phone calls, process PBJ dispositions, plea by mails, and payment plans. Payment plans are still being pushed out until June. All court dates have been rescheduled until June and July.

Parking Ambassadors are handling all parking appeals online.

Terri participated in remote management meetings on 4/16 and 4/20/20.

**Activity or Project:**

Payments

**Description:**

From 4/16/20 until 4/22/20 Alderman's Court collected a total of 33 parking payments of which 31 were paid online and 2 were mailed to court. The court also collected criminal/traffic payments of which 31 were paid online and 4 were mailed to court for a total of 35 criminal/traffic payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	04-23-2020
<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>	
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<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul and Geena worked remotely this week.

Renee participated in the remote management staff meetings on April 16 and 20.

Staff finalized and posted the April 27 Council packet on April 20. Packets were delivered to Council members on April 21. Details on how to access the Council meeting via the GoToMeeting platform can be found on the City website here:

<https://newarkde.gov/ArchiveCenter/ViewFile/Item/6506>.

Renee participated in a coronavirus-related conference call with State stakeholders on April 22 with Mayor Clifton, Deputy Mayor Markham and City Manager Coleman.

Renee spent time reworking the upcoming Council agendas due to recent item postponements by Council and the Planning Commission.

Renee drafted the May 4 Council agenda.

Renee drafted and circulated to staff for comment the subdivision agreement for 1 North Twin Lakes Boulevard. Renee also prepared the newspaper ads and direct mail notices for the public hearing. This major subdivision is scheduled for public hearing at the May 11 Council meeting.

Renee spent time working on a letter to Newark's Federal and State representatives regarding the effect of the COVID-19 economic downturn on City revenues.

Renee worked with Finance staff to determine how this year's Court of Assessment Appeals will function with the restrictions in place for COVID-19.

Time was spent working on follow up for the now postponed April 14, 2020 Council elections for Districts 3 and 5. Renee emailed additional follow up letters for returned absentee affidavits. As of April 22, 399 absentee affidavits have been returned for District 3 and 416 for District 5. When compared to the 2018 Council elections, the number of absentee affidavits returned represents 82.4% of the number of people who voted in District 3 and 88.7% of the number of people who voted in District 5 that year. Nichol spent time reviewing the absentee ballot requests returned to ensure all have been captured in anticipation of using them for the rescheduled election.

Tara spent time working on union-related items.

Danielle spent time processing items to be recorded with the New Castle County Recorder of Deeds office.

Regarding minutes, staff time was spent on the March 23 Council (Renee edited - complete) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 8 discovery requests for upcoming Alderman's Court cases. 172 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 processed one plea by mail.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 3 lien certificates were completed and sent to the requestor. 101 lien certificates have been processed for 2020.

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**Activity or Project:**

Digital Records Project

**Description:**

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 April 16-22 are below.

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

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**Activity or Project:**

Recodification

**Description:**

Danielle spent time reviewing the final recodification proofs.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	06-22-2020
<b>Execution Status:</b>	On Track

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**Activity or Project:**

Electronic Council Packets

**Description:**

After consultation with City Manager Coleman, it has been decided that the launch of the electronic Council packets will be postponed until after the new Council is sworn in and the Council meetings are no longer being conducted virtually. Renee will continue to work on the implementation of the software until that time.

<b>Status:</b>	Hold
<b>Expected Completion:</b>	
<b>Execution Status:</b>	On Track

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## City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

The line crews continued rerouting the aerial lines at the yard to make clearance for the new warehouse. The line crews also installed longer streetlight arms and set a new pole with a light on Woodlawn Avenue near Capitol Trail.

The line crews pulled in the primary to the transformer at 22 Benny Street and continued supporting the Elkton Road Project by grounding, switching, and notifying customers of outages.

The electricians reworked the metering for WFSF at Suburban Plaza as part of the Elkton Road Project. The electricians also assisted IT in setting up new cameras for City trails.

Engineering attended a webinar on surge arrestors and another on safety. Engineering worked on Newark Senior Living project on Barksdale Road and on several UD projects, including the new additions at the stadium and Drake Hall, and how to feed the UD pump station on New London Road while the Towers are demolished.

**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:**

Finance Department

**Notable Notes:**

Worked with Code Enforcement to make the process of paying citations online more efficient. Citations can now be referenced using either a bill number or a parcel number on our website. In addition, Code Enforcement will now be running the billing process daily vs. weekly in order to close the lag time between when a violation is issued, and when that violation can be paid through our website. The link to make a payment for code violations is:  
<https://selfserve.cityofnewarkde.us/MSS/citizens/GeneralBilling/Default.aspx>.

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

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

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

Prepared estimated revenue impact on the City based on the state of emergency being lifted on 5/15, 6/15 and 12/31. Memo can be found here:  
<https://newarkde.gov/DocumentCenter/View/13605/5C>.

4/22 - Finance Director Del Grande attended the White House's National COVID-19 Briefing with State, Local and Tribal Officials.

4/23 – Finance Director Del Grande attended a teleconference with the DEMEC Audit Committee, for which he is a member.

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### **Activity or Project:**

Coronavirus Information

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### **Description:**

The Finance Department reviewed the budget, working with our department directors identified areas where adjustments can be made in order to offset some of the anticipated revenue loss that they City will encounter during this state of emergency. Recent information provided from the US Treasury indicate that funding from the CARES Act cannot be used to offset the City's revenue loss. While the City has incurred additional expenses, the lack of revenue coming into the City is the bigger concern for us at the moment. All CARES Act funding that the City would have access to, will come directly from New Castle County's \$322.8 million allocation. We are looking for additional direction on how and when these funds will be allocated from the County to Newark to help provide some assistance to our residents and businesses.

Newark carries a financial reserve of about 50-60 days in order to insulate us from downturns in the economy, without impacting our bond rating and the ability to provide services. The steps we have taken to mitigate our revenue loss 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.

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

**Activity or Project:**

Accounting

**Description:**

- Meeting with City Manager and other department directors 4/20
- Meetings Tuesday, 4/21 and Thursday, 4/23 related to emergency comp time accrual
- Summer activity guide meeting 4/22 with Parks and Recreation
- Final audit fieldwork began remotely on Monday, March 23 – continue to complete pending auditor requests as well as additional requests and Jim began work on Fund statements for the CAFR
- Review and approve quarterly 941's
- Completed quarterly grant reports
- Completed January financials Wednesday, 4/22
- Reviewed 18 permit applications – 15 new and 3 previously denied (and remain denied)
- Processed 3 lien certificates
- Submitted March Utility Tax to State
- Began EFT Vendor project to switch vendors receiving printed checks to EFT
- Reviewed and followed up on pending insurance claims and calls
- Processed and invoiced open work orders in conjunction with the Electric Department
- Request for Check (RFC) approvals continued to be high this week as a result of Parks refunds and AP invoices
- Worked on Munis and Harris balancing
- Processed payroll
- Finalizing retro pay for CWA due to new contract – to be paid next week

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

**Activity or Project:**

Payments & Utility Billing (PUB)

**Description:**

Aside from normal duties, PUB staff spent a good amount of time in training this week.

- 4/20/20 - mCare6 On-site end user training from 8:30-11:30 a.m., administrative role and set up. - mCare6 – End User Training 1:00–4:30 p.m.
- 4/20/20 – staff training, reviewed scenarios, moves, red flags, and continual usage.
- 4/21/20 – mCare6 FSR training 8:30–11:30 a.m.
- 4/21/20 – Spent 1.25 hrs. scenario training
- 4/21/20 – Worked on SOP manual
- 4/21/20 – PUBs Check-in meeting, payment arrangement tracking, call volumes increased this week, mCare6 dispatch training scheduled for tomorrow.
- 4/22/20 – mCare6 FSR training for water department 8:30-11:30 a.m., 1-4 p.m. mCare 6

dispatch

- 4/23/20 – 8:30–11:20 a.m. mCare6 Office/Approving Service Orders

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

### City Manager's Weekly Report

**Department:**

Information Technology Department

**Notable Notes:**

Applications Team:

Open Tickets from Previous Week - 47

Tickets Opened in the Last Week - 32

Tickets Closed in the Last Week - 31

Remaining Open Tickets – 48

1. Status call with Paymentus regarding migration from Authorize.net to Paymentus platform with Tyler on 4/17, coordinating a meeting between Tyler and Paymentus for Cashiering portion.
2. Participated in mCare 6 Administration training on 4/20.
3. Upgraded Customer Connect TEST environment to 6.4 on 4/20.
4. Stormwater Distribution Modification installed in LIVE on 4/20.
5. Updated Connexo LIVE environment with latest patch on 4/21.
6. Participated in mCare 6 Field Service and Dispatch Operations training on 4/21 & 4/22.
7. Updated Citizen Self Service General Billing search criteria to include Parcel Number on 4/22.
8. Participated in mCare 6 Service Order and Dispatch Operations training on 4/23.
9. Worked on and resolved support tickets for end users.
10. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Waiting for Electric staff to test the work order kits and templates before promoting to LIVE.
3. Firmware upgrade on gatekeepers scheduled for the week of 4/27.
4. Stormwater import modification go live scheduled for 4/27.

Infrastructure Team:

Open Tickets from Previous Week - 134

Tickets Opened in the Last Week - 45

Tickets Closed in the Last Week - 51

Remaining Open Tickets - 128

1. Troubleshooting telephone issues.
2. Completed Cradlepoint updates.
3. Continuing to produce telephone usage reports for management.
4. Completed configuration of camera and network gear for James Hall Trail.

5. Worked on and resolved support tickets for end users.
6. Actively responded to and resolved Secureworks alerts.

**Pending:**

1. ARC GIS Enterprise install is scheduled for Monday.
2. Working with Dell on lease turnover.
3. Configuring Always On VPN to replace Direct Access - Will hold deployment until the current emergency is resolved.

**Activity or Project:**

mCare 6 Project (Applications Team)

**Description:**

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

Phase 1 Kick Off (Definition & Planning)

2/28/20 - Completed

Phase 2 Software Installation

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

Phase 3 Remote End User Training and Configuration

(Updated to Remote vs. Onsite)

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

Phase 4 End User Acceptance Testing

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

Phase 5 Go Live

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

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

**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 - Completed

Phase 2 Client Led End User Acceptance Testing

4/6/20-4/10/20 - Completed

Phase 3 Go Live  
4/27/20 - Scheduled

<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	04-27-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: attended Skype management meeting for City COVID-19 updates and procedures; attended City Manager's Skype meeting with Directors for department updates; attended Skype meeting with the City Manager and Directors about Local 1670 and 3919 union employees schedules, staffing and essential work; conducted recreation staff meeting to discuss activities, events and potential schedule adjustments for camps and programs as a result of COVID-19 restrictions; met with Tim Filasky, Dave Greenplate and Tevebaugh Architecture about precast restroom installation at Preston's Playground/Reservoir; along with Tom Z. attended a GoToMeeting with Johnson, Mirmiran & Thompson, Inc. about the Rodney project meadow plantings and required maintenance of the area; attended the Subdivision Advisory Committee meeting conducted by Mary Ellen and the Planning Department; conducted park maintenance meeting to discuss essential work and work orders for the upcoming week; working on grant applications for the Outdoor Recreation Parks and Trail grant program.

Deputy Director: sent applications received for summer camp staff to recreation staff along with webinar information regarding programming during the coronavirus; worked with Shelby to get the final draft summer activity guide to the staff to review for corrections/changes and then consolidated the changes for Shelby and Kathy to update prior to going live on April 20; held conference call with recreation staff to work on inputting information into the new recreation software program Civic Rec in preparation for our continued training, worked together to consolidate information and questions needed for programs and events; worked with Tyler and Shelby on creating information flyer for Before and After School registration and new lottery system for After Care at Downes; talked with and shared ideas with recreation staff regarding summer camps and what possible changes/additions to the protocols for the camps; created spreadsheet for contracted summer staff so all the information was in one file; completed estimations for revenue losses through summer due to COVID-19 for Finance; spoke with Jill and Debi K. regarding the set-up of information in Munis for the accounts so the Financial Export of information with Civic Rec will work; sent information to Chrissy regarding possible ideas for pool operation moving forward with coronavirus; continued working on finalizing scheduled for summer staff orientation tentatively scheduled for early June; discussed with Melinda updates for

the camp staff handbooks and information to send to parents in advance of camps starting, parent and staff handbooks for the Before and After Care and including nature/plants information for social media; worked with Sharon to continue to try and confirm bands for the Spring Concert Series for June and spoke about options for July 4th if canceled; conducted staff meeting; attended conference calls with City management throughout week and with parks and recreation staff.

Recreation Supervisor of Athletics: preparing for ongoing Civic Rec registration software training, entered registration prompts together with other office staff; recruiting summer camp staff, held phone interview; proofed summer brochure and worked on finalizing program details with instructors; finalized details for the 2020-2021 Downes After Care registration lottery, the information was included in the summer brochure and sent out via email on Monday, 4/20; submitted Purchase of Care attendance information online for childcare reimbursement from the state; working on ideas for possible postponement of the June Parks on Draft.

Recreation Supervisor of Community Events: worked on contacting potential performers for the Spring Concert Series; worked on updating staff and contractor information in the shared folder; attended conference call and helped in entering prompt questions into the new registration software Civic Rec; attended Skype and Zoom meetings; spoke with the fireworks contractor about options if July 4th celebration is cancelled; reviewed the summer brochure for corrections; posted a spring crossword puzzle and links to some yoga videos from our instructor, Val, on the Parks and Recreation Facebook page; continuing to post updates and information on the Newark Community Garden's Facebook page; worked on brainstorming some cost saving items.

Coordinator of GWC and Volunteers: continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; updated the cancelation report with details for the revenue/refund totals; participated in a Civic Rec configuration meeting with recreation staff and worked on items for implementation; participated in a Zoom meeting and staff meeting; reviewed a webinar offered by the City Parks Alliance "Programming While Social Distancing: Creative Strategies to Engage Communities" and worked with recreation staff to introduce some of the strategies for our Social Media platforms; took pictures to be included in social media posts for "National Look Up in the Sky Day" and advertisement for a new Wildlife Habitat Program that will be offered in the summer; processed invoice/timesheets for the Newark Senior Center for programs held January – March; completed a check request for Abrakadoodle Instructors that created a video for our social media to advertise their upcoming camps and programs; coordinated with a group (small family of 4) to volunteer removing litter from various parks; checked in/updated instructors of summer programs one final time before the summer brochure release on April 20; input all programs and events into George Wilson Center date book/calendar to ensure no scheduling conflicts; began brainstorming potential procedures for rentals (drive-through showers/parties) and aquatics once state of emergency order is lifted. Volunteer Hours: 4 volunteers devoted 4 hours removing litter from the Pomeroy Trail.

Recreation Specialist: worked on updating the description of organization and description of project for the Delaware Division of the Arts grant; proofed summer brochure and sent corrections; watched the Coronavirus for Camps webinar; attended group call and helped with entering Civic Rec prompt questions for the new registration software; started editing Healthy Camp Starts at Home information to send to parents prior to camps starting.

Parks Superintendent: reviewed mitigation planting plan with Parks Director, assigned field staff daily and assisted as needed, laid out plant material for installation by horticulture crew for

planting at McDonald's Circle and at City Hall, assisted both Public Works and Code Enforcement on tree issues, watered new plant material at Parks Maintenance Facility until planted, followed up on resident request about damage to wood footbridge in Redd Park on green trail, replaced caution tape as needed at several play areas throughout park system, continued working on bee issue in Redd Park at play area, took photos of several park shelters for Deputy Director of Parks as requested and inspected development for release of landscape surety bond and commented as needed.

Parks Supervisor: cleared fallen trees in Lumbrook and Fairfield Parks, continued mowing and trash removal throughout park system, attended several skype meetings with the Director and Deputy Director about staff work orders, essential work and coverage.

Parks/Horticulture Staff: continue mowing throughout park system, continue on trash removal at all park/horticulture areas, planted new plant materials at McDonald's Circle and City Hall, continued on weed control in horticulture areas and did equipment maintenance on Jacobsen mowing unit.

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**Activity or Project:**

New Registration Software System

**Description:**

Staff training and data entry has begun for our new registration software system Civic Plus. The system will be able to meet our current software needs more efficiently and provide a better customer experience for our customers. The system will go live in August.

<b>Status:</b>	Started
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<b>Expected Completion:</b>	08-24-2020
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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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**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:**

Planning and Development Department

**Notable Notes:**

#### Code Enforcement:

Building permits were issued for the townhouses at 90, 92, 94, and 96 East Cleveland Avenue. Exterior renovations continue at the old bank building in Fairfield Shopping Center and a building permit for tenant fit-out for a physical therapy office will be issued for the location. Work continues at the Campus Walk II project on New London Road.

#### Parking:

Staff completed a further extension of programming for complimentary parking during the COVID-19 pandemic. IPS meters will continue to show a digital display of the no-charge status, signage will remain on machines through the state of emergency, and the Passport mobile application has been programmed for complimentary parking through May 15 with an optional extension if necessary. Parking staff continued working with Public Works and Water Resources, ITS, and T2 concerning kiosk installation. Mark-outs are down and Miss Utility has been notified to survey the site prior to pad creation and grounding rod installation. Regular drive-throughs continued of parking lots and on-street parking to ensure cleanliness and security. The Parking Office is receiving inquiries on lot and residential parking availability for July-December.

The entire Parking team participated in multiple webinars focused on position and industry learning, safety, parking finances, and how to manage stress in difficult situation. Some of these webinars included the T2 Municipal Parking Roundtable, ICMA-RC market volatility, T2 Community COVID-19 webinar, CivicPlus Managing through Crisis, Genetec ConnectDX Security Conference (multiple webinars on safety and security), and Smarking COVID-19 Parking Impact and Recovery through COVID-19. Work continued on SharePoint reorganization and clean-up. Staff performed research into an online form to post on the City website for Parking Application in lieu of direct email to parking team, with an emphasis on Typeform. Carol Massa Skyped with the IT Division to develop a Munis report showing parking payments made at PUBS and worked with IT on a Dell update for a laptop. Customer service staff continued to monitor Microsoft Teams (internal), email, cell phones, and VOIP phones. Staff participated in a teleconference with the City Manager's Office and M&T Bank regarding Lot 3 plans and upcoming changes and a teleconference with the City Manager's Office and Finance regarding the Parking Office lease agreement. Financial information on 2020 budget reductions was provided to Finance for presentation to City Council. Regular meetings occurred with management, Planning and Development, and Parking throughout the week to keep everyone updated through COVID-19. Regular communication continued with parking attendants, ambassadors, managers, and maintenance.

#### Planning/Land Use:

The Planning and Development Department is scheduled to meet remotely via GoToMeeting on Tuesday, May 5 at 7:00 p.m. The meeting will be available for viewing via computer, tablet, or smartphone by using the following link - <https://global.gotomeeting.com/join/434199021>. The public can also dial in by phone using the number (786) 535-3211 and access code 434-199-021. Items on the agenda for May 5 include:

- Zoning designation of 19 Amstel Avenue from RS (one-family detached residential) to RM (multi-family dwellings-garden apartments)
- Ordinance to add "fraternity and sorority" classification as a new Special Use Permit under RM and RA zoning

- Ordinance to amend Chapter 32 Appendix XXV-Landscape Screening and Treatment
- Discussion of topics for Planning Commission training

The Planning and Development Department received a special use permit application for Monster Mode CrossFit to open a gym at 111 Sandy Drive. The application has been distributed to City departments. The date for a Council hearing is still being determined.

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

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

Director Gray held the monthly Delaware American Planning Association Executive Board meeting. Topics discussed included: what the National APA organization is doing to help planners throughout the country manage and respond to the COVID-19 pandemic as well as how the Delaware APA Chapter can be of assistance in this regard; the APA National organization has converted their national conference to a virtual one to be held from April 29-May 1, 2020; a guest speaker from the National APA Board of Directors spoke on their activities; elections of Delaware APA Board positions; potential grant opportunities; and transitioning our planned one-day conference scheduled for October 29, 2020 to a virtual one.

Director Gray participated in a virtual meeting of the American Planning Association Chapter President's Council meeting. This was in place of a dinner meeting that was planned with all the Presidents of the State Chapters that was scheduled to be held in conjunction with the APA National meeting. As President of the Delaware APA, Director Gray represented Delaware in this meeting which was a good opportunity to network with other Presidents throughout the nation in the planning field and how they can help and support each other. Their next virtual meeting is scheduled on April 24, 2020 which will be a business meeting.

Director Gray participated in a conference call with members of the Delaware APA Chapter Executive Board members to discuss a grant opportunity that is being targeted for developing training for young planners in New Castle County.

Director Gray participated in a webinar sponsored by the State Chapter of the ICMA and the IPA Fellows Institute regarding the COVID-19 response titled "Continuing Local Government in Time of Crisis" and how they can learn from each other on what works and doesn't work in this time.

Director Gray worked with Planning and Development Department Land Use staff and City Secretary Renee Bensley on the postponement of the April 30, 2020 virtual public meeting to discuss the proposed amendment to the Comprehensive Plan V to add Planning Area 7 as well as a community meeting to be sponsored by Councilman Markham to discuss the proposed subdivision and annexation project known as Milford Run. The Milford Run project was heard by the

Planning Commission on February 4, 2020 where the Planning Commission recommended approval to the Council. A future meeting date has not yet been set.

Director Gray worked on rescheduling the Green Building Code hearing to Council. The proposed revisions to the amendments to the 2018 International Energy Conservation Code will be discussed at the May 4, 2020 Council meeting for input and discussion by Council. The first and second readings to Council will be scheduled for a later time in July 2020. In the meanwhile, the proposed revisions will be distributed to the same list of developers and builders that had been sent the notice for the February 6, 2020 public workshop on this topic to ascertain their input and feedback on the proposed revisions to the amendments to the 2018 International Energy Conservation Code.

Director Gray participated in the Delaware Prosperity Partnership (DPP) bi-monthly meeting, albeit virtually, where the activities of the DPP are shared as well as those of the municipalities and business-related entities such as the Chambers of Commerce regarding economic development. This meeting included an update on the stimulus bills and featured a webinar given by Dean Whitaker titled “The Future of Work”. Using the COVID-19 pandemic as a backdrop, Mr. Whitaker gave a thought-provoking presentation where he talked about the need to shift one’s linear driven mindset of how we think about the present to an exponential way of thinking about the future of how we work and to think about the drivers of trends that will shape how we work in the future. This paradigm comports with how planners think so it was helpful to see this perspective shared from an economic development and business perspective.

Director Gray participated in a virtual meeting with the Transportation Improvement District (TID) team where the group discussed the outcome of the April 8, 2020 TID Committee meeting and the upcoming May 13, 2020 TID Committee meeting. The May 13, 2020 meeting will be a virtual meeting and will focus on the future conditions analysis and continued discussion on service standards. The meeting materials will be distributed a week before the meeting. Further information can be found on the website <https://newarkde.gov/1127/Transportation-Improvement-District-Comm>.

Director Gray participated in a virtual meeting with the Rental Housing Workgroup team where the group discussed the upcoming presentation of the recommendations to the Council scheduled on May 18, 2020. Due to the COVID-19 pandemic, the March 12, 2020 Rental Housing Workgroup meeting was cancelled. Per the discussion at the February 3, 2020 Council meeting, a couple of tweaks were made to the draft recommendations as well as a suggested implementation matrix was developed. The consultant will be sending these out to the Rental Housing Workgroup for their review and comment prior to the May 18, 2020 Council presentation. Further information can be found on the website <https://newarkde.gov/1118/Rental-Housing-Workgroup>.

Director Gray participated in the Delaware Prosperity Partnership (DPP) weekly status update on the COVID-19 response regarding businesses in Delaware. The DPP will be sending out another survey to businesses to monitor the impact of the COVID-19 pandemic on businesses in Delaware. Highlights of the previous survey which was conducted March 31 - April 3 included: responses from 419 employers; 46% respondents had 5 or less employees; a third of these companies indicated that they have had staffing decreases - 13% of their workforce (1,700) have been laid off – 40-60% of businesses have reduced staff; 50% of these layoffs are in the Accommodation and Food services industry; 37% respondents have closed their businesses; for businesses that were still open they were operating at reduced capacity – the supply chains seem to be relatively

intact; on average respondents indicated that they could survive a slowdown/closure for about 12 weeks – median response was 8 weeks; 22% of respondents have applied to banks for bridge financing; and 27% have applied for the Small Business Association Economic Disaster Loan.

Director Gray worked with Planner Mike Fortner on the Community Development Building Block Grant (CDBG) program related issues. In addition to managing the current CDBG program, additional funds have been allocated to the CDBG program through the CARES Act, however, we don't yet have specific guidance on how this money can be spent. We are working with New Castle County and related entities on ascertaining clear guidance.

Also this week, Director Gray worked on: administrative and managerial related issues; the May 5, 2020 Planning Commission agenda and related issues; plan review and related issues; and, enforcement related issues with the Code Enforcement Team.

City Planner Mike Fortner is completing reports on the rezoning of 19 Amstel Drive (location of the KA Order fraternity house) and for an ordinance change to allow fraternities and sororities in RM and RA zoning districts with a special use permit approved by Council. Mike is also organizing a meeting with staff members, including Newark Police, the City Solicitor, and Code Enforcement, to develop a tool to track compliance of fraternities and sororities approved under the new ordinance to assist Council in determining grounds for suspension. This tool will be modeled on the current policy the Police use for monitoring compliance with restaurants selling alcohol. On April 16, Mike attended virtual meetings for WILMAPCO Technical Advisory Committee and BikeNewark. On April 22, Mike attended virtual planning meetings for the Transportation Improvement District and the Rental Housing Study.

The following was completed this week:

- 10 Deed Transfer Affidavits
- 22 Building Permit Reviews

Land Use Projects Currently Under Review:

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

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

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

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

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

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

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

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

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

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

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

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

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 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:**

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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:**

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**Status:**

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

### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

- Police officers and non-sworn staff continue to serve while dealing with the COVID-19 pandemic. Officers have responded to eight (8) reported drug overdoses between March 15th and April 21st, as well as many welfare checks.
- On April 18th, detectives arrested four subjects in reference to a home invasion that occurred on April 13th, at a residence in the unit block of New London Avenue. The following subjects were arrested: Aaron Locke, Cameron Gordon, Nicholas Lane, and Maurice Wilson. They were all charged with the following: Robbery 1st (4 counts), Home Invasion, Wearing disguise during the commission of a felony, Conspiracy 2nd, Assault 3rd (3 counts), Theft under \$1,500, and Littering. Locke, Lane, and Wilson were all released on \$52,210.00 unsecured bond. Gordon was committed to Howard R. Young Correctional Institution in default of \$52,210.00 secured bond. This is another example of the outstanding work performed by our Criminal Investigation Division.
- The police department was requested to remind travelers from out of state entering Delaware, under certain circumstances, they are required to self-quarantine for 14 days. As of April 21st, the reminder posting on Facebook has generated over 70,000 “views” and 487 comments. On average, a Facebook posting by NPD has 3,000 “views”.

**Auxiliary Services Division:**

- Efforts have focused toward grant reports including crafting a Bureau of Justice (BJA) grant application related to COVID-19 expenses and response.

**Administration Division:**

- The Administrative Division continues to work on CALEA, training, and crime analysis, in addition to being available to support officers working in the field.

**Criminal Investigations Division:**

- The week of April 19th was National Crime Victims’ Rights Week. Daily virtual events and announcements were made to recognize the week with agencies across the state participating. April is Sexual Assault Awareness Month and Denim Day is being held on April 26th this year ([www.denimdayinfo.org](http://www.denimdayinfo.org)). Denim Day is a time to raise awareness about sexual assault by wearing jeans as a visible and peaceful way to protest the misconceptions that surround sexual violence. The root of this day of activism began after a ruling by the Italian Supreme Court where a rape conviction was overturned because the justices felt that since the victim was wearing tight jeans she must have helped the person who raped her remove her jeans, thereby implying consent. The following day, the women in the Italian Parliament came to work wearing jeans in solidarity with the victim. This campaign was then started 21 years ago with an annual Denim Day to fall during Sexual Assault Awareness month.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	04-23-2020
<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 Public Works and Water Resources Department would like to acknowledge and thank our Administrative Professionals, Andrea and Lisa, as well as the rest of the City's administrative staff, for the work that they do. The often thankless tasks they perform each day keep the City running and enable us to keep our Commitment to Service Excellence.

The bid package and plan set for the final contract at the Rodney Site are now out to bid. This contract covers the final pond and park construction. Bids are due in late May and scheduled for hearing before Council in June.

Bulk refuse collection continues to be on hold during the COVID-19 pandemic. Staff is currently evaluating crew availability to allow us to resume a modified bulk refuse item collection. Details of any change will be advertised in advance of any service change.

**Activity or Project:**

South Well Field Water Treatment Plant Upgrades

**Description:**

Demolition crews have been on the site over the past week to disconnect power, remove motors and other salvageable materials. The first building came down on Thursday. We were able to get some good aerial drone footage to document the progress. Demolition will continue over the next few weeks.

<b>Status:</b>	Started
<b>Expected Completion:</b>	12-31-2020
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
Water Main Replacement - Baylor Drive	
<b>Description:</b>	
<p>The City's contractor, Reybold Construction, has completed the water main install on Baylor Drive up to Dallam Road. The crew will now circle back to complete the service switchovers to the new main and begin restoration on the sidewalks and driveways. The hope is to get good germination on the grass areas this spring. The crews will then complete the balance of the work along Dallam Road.</p>	
<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	05-31-2020
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

Digital Records Project New Documents Created – April 16-22

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	74	10,019	Administration Correspondence Binders
Fred	118	1,899	Electric Work Order Attachments/PWWR Correspondence Files
Ana (PT)	0	0	Working remotely on modifications
Total	192	11,918	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706	27,129	+3,423
March	32,064	43,248	+11,184
April	36,965		
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 04/12/20-04/18/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	4	0	0	1	0
Rape	3	1	0	0	2	0
Unlaw. Sexual Contact	1	2	0	0	0	0
Robbery	4	5	1	4	8	0
- Commercial Robberies	2	0	0	3	0	0
- Robberies with Known Suspects	0	2	0	0	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	3	1	1	7	0
Assault/Aggravated	10	5	0	7	3	0
Burglary	26	10	2	53	43	0
- Commercial Burglaries	1	1	0	0	41	0
- Residential Burglaries	19	9	2	40	2	0
- Other Burglaries	6	0	0	13	0	0
Theft	143	134	6	170	75	0
Theft/Auto	15	21	2	3	2	1
Arson	0	0	0	0	0	0
All Other	40	55	3	53	43	0
<b>TOTAL PART I</b>	<b>242</b>	<b>237</b>	<b>14</b>	<b>290</b>	<b>177</b>	<b>1</b>
<u>PART II OFFENSES</u>						
Other Assaults	88	79	2	40	71	2
Rec. Stolen Property	0	0	0	4	2	0
Criminal Michief	32	32	1	29	27	1
Weapons	9	6	0	23	13	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	51	20	0	79	19	0
Drugs	64	19	1	88	25	0
Noise/Disorderly Premise	197	155	4	72	50	0
Disorderly Conduct	45	40	3	39	31	1
Trespass	71	85	5	38	19	0
All Other	115	72	4	135	90	1
<b>TOTAL PART II</b>	<b>672</b>	<b>508</b>	<b>20</b>	<b>547</b>	<b>347</b>	<b>5</b>
<u>MISCELLANEOUS:</u>						
Alarm	43	43	1	0	0	0
Animal Control	155	132	14	1	20	0
Recovered Property	63	69	6	0	0	0
Service	10945	9999	500	0	0	0
Suspicious Per/Veh	139	145	10	0	0	0
<b>TOTAL MISC.</b>	<b>11345</b>	<b>10388</b>	<b>531</b>	<b>1</b>	<b>20</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	951	14,296	573	12,506



**Newark Police Department  
Weekly Traffic Report  
04/12/20-04/18/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	4074	2312	349	3
DUI	61	30	4	1
<b>TOTAL</b>	<b>4135</b>	<b>2342</b>	<b>353</b>	<b>4</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	1	0	0	0
Personal Injury	73	52	7	0
Property Damage <b>(Reportable)</b>	359	238	25	5
*Hit & Run	83	51	4	0
*Private Property	94	48	4	2
<b>TOTAL</b>	<b>433</b>	<b>290</b>	<b>32</b>	<b>5</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.