

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

Monday evening, we reconvened regular Council meetings, so I spent time on Monday preparing for this and next week's meetings. On Tuesday, we participated in another call with the Governor's office to discuss the Coronavirus response. We finalized negotiations with our two AFSCME unions. The 1670 contract has been placed on an upcoming Council agenda for formal ratification. Director Del Grande and I participated in a call with the FOP and police leadership to discuss a proposal for fleet reconfiguration to help address several issues we are facing: continuity of operations, vehicle availability, and recruitment. I completed what is hopefully the final review and comment on a parking lot lease associated with the Green Mansion. I completed a review of the draft community solar and renewable portfolio standards bill being introduced by Senator McDowell and Representative Osienski. On Thursday evening, I attended a virtual town hall put on by the Lieutenant Governor for local businesses in the greater Newark area to discuss reopening of businesses.

The remainder of the week was spent of general coronavirus coordination, administrative tasks, and personnel related items.

Chief Communications Officer:

- Completed the UD webinar “Communicating with Constituents During Crisis”
- Printed and mailed the PW&WR letter to all landlords regarding this year’s UDon’t Need It? schedule and guidelines
- Sent press release regarding fireworks cancelation
- Completed the PRSA webinar “Managing Communications in a Time of Crisis: Learnings From the Impact of COVID-19”
- Working on communications plans for notifying residents of upcoming PW&WR schedule changes and UDNI
- Social media engagement still increases. Facebook page followers saw a 65% increase since last week and engagement increased 50%. Twitter added 47 new followers.

A new normal: Newark adopts new procedures for city employees during pandemic:

[https://www.newarkpostonline.com/news/a-new-normal-newark-adopts-new-procedures-for-city-employees-during-pandemic/article\\_692831be-adc1-57c2-8d10-9d19d7620e05.html](https://www.newarkpostonline.com/news/a-new-normal-newark-adopts-new-procedures-for-city-employees-during-pandemic/article_692831be-adc1-57c2-8d10-9d19d7620e05.html)

Aetna, NPD receive personal protective equipment from county: [https://www.newarkpostonline.com/news/aetna-npd-receive-personal-protective-equipment-from-county/article\\_d9782780-7af9-5e1d-ac83-c7fbf140868b.html](https://www.newarkpostonline.com/news/aetna-npd-receive-personal-protective-equipment-from-county/article_d9782780-7af9-5e1d-ac83-c7fbf140868b.html)

How will local leaders across Delaware respond to big budget gaps in wake of coronavirus?

<https://www.delawareonline.com/story/news/2020/04/23/local-leaders-across-delaware-face-hard-decisions-wake-coronavirus/5151138002/>

Newark cancels Independence Day fireworks due to coronavirus:

[https://www.newarkpostonline.com/news/newark-cancels-independence-day-fireworks-due-to-coronavirus/article\\_1bb3ea2b-0089-5178-b608-627cb5a444ec.html](https://www.newarkpostonline.com/news/newark-cancels-independence-day-fireworks-due-to-coronavirus/article_1bb3ea2b-0089-5178-b608-627cb5a444ec.html)

Newarkers gather at reservoir to watch Blue Angels, Thunderbirds flyover:

[https://www.newarkpostonline.com/news/newarkers-gather-at-reservoir-to-watch-blue-angels-thunderbirds-flyover/collection\\_21ebf9b3-2181-52f5-9eb4-dd0b9fedd4c3.html](https://www.newarkpostonline.com/news/newarkers-gather-at-reservoir-to-watch-blue-angels-thunderbirds-flyover/collection_21ebf9b3-2181-52f5-9eb4-dd0b9fedd4c3.html)

Newark Police Department mourns death of retired K-9: [https://www.newarkpostonline.com/news/newark-police-department-mourns-death-of-retired-k-9/article\\_3508989b-7bf2-5663-bcee-8effb3635eaf.html](https://www.newarkpostonline.com/news/newark-police-department-mourns-death-of-retired-k-9/article_3508989b-7bf2-5663-bcee-8effb3635eaf.html)

Retired Newark Police K9 (Kody) Passes Away: <http://firststateupdate.com/2020/04/retired-newark-police-k9-kody-passes-away/>

Newark cancels July 4 fireworks over coronavirus concerns: [https://www.wdel.com/news/newark-cancels-july-4-fireworks-over-coronavirus-concerns/article\\_f0edb156-8b10-11ea-b749-53cd0e15dc81.html?fbclid=IwAR3XdHlomp2HDqjw12G76oIx-2OoBpyE7yquMrZYT57a2cvruEugPK2RSpg#utm\\_campaign=blox&utm\\_source=facebook&utm\\_medium=social](https://www.wdel.com/news/newark-cancels-july-4-fireworks-over-coronavirus-concerns/article_f0edb156-8b10-11ea-b749-53cd0e15dc81.html?fbclid=IwAR3XdHlomp2HDqjw12G76oIx-2OoBpyE7yquMrZYT57a2cvruEugPK2RSpg#utm_campaign=blox&utm_source=facebook&utm_medium=social)

High wind bringing down trees and power lines in Newark: [https://www.newarkpostonline.com/news/high-wind-bringing-down-trees-and-power-lines-in-newark/article\\_bbec5630-f1ab-598b-8ba9-51e1ebaca53a.html](https://www.newarkpostonline.com/news/high-wind-bringing-down-trees-and-power-lines-in-newark/article_bbec5630-f1ab-598b-8ba9-51e1ebaca53a.html)

Planners start axing summer events like July 4 fireworks over uncertainty around coronavirus: <https://www.delawareonline.com/story/news/coronavirus-in-delaware/2020/04/30/delaware-planners-cancel-beloved-summer-rituals-coronavirus-continues/3047043001/>

The police experience in a post-pandemic Newark: <http://udreview.com/the-police-experience-in-a-post-pandemic-newark/>

Welcome Center/Communications Assistant:

- Completed the “Change Management: What Agency Leaders are Doing to Navigate the New Normal” webinar
- Completed the “Managing Communications in a Time of Crisis: Learnings from the Impact of COVID-19” webinar
- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PW&WR Departments
- Completed June newsletter
- Edit copy from various departments
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor

Creative Design/Web Content:

- Made user experience updates to ‘Board of Adjustment Instructions for Notice of Appeal’ fillable PDF for City Secretary’s office
- Made additional revisions to UDNI post card
- Placed UDNI ad on the PW&WR homepage, and moved UDNI page to the top of PW&WR website menu
- Posted ad for student move requests on the Newark News section for PUBS
- Posted City of “Newark Cancels Liberty Day Celebration and Fireworks Display” press release to Newark News
- Updated TV 22 Schedule to include Governor Carney’s face covering in public settings requirement and an PSA on face covering hygiene
- Updated UDon't Need It? schedule and COVID-19 rules on the City website: [newarkde.gov/UDNI](http://newarkde.gov/UDNI)

Chief Human Resources Officer:

The AFSCME 1670 contract is on the May 11 City Council agenda for vote. The contract will be effective from 2020 through 2024. Members of the management team worked together with the leadership in both AFSCME 3919 and AFSCME 1670 to create memorandum of understanding to address accruals of State of Emergency compensatory time. The AFSCME members worked with the City team to come up with solutions. The memorandums were signed by both parties and went into effect on Monday, April 27.

Due to the Governor’s 13th Amendment requiring the use of masks in public places, the HR team worked with the City Manager Tom Coleman in putting together a policy for employees. The policy will be provided to all employees and will go into effect May 1st. Spent time assisting employees and supervisors/managers on COVID-

19 related questions.

Finalizing our wellness grant application to submit for reimbursement, hopefully by the end of this week. Our health insurance provider presented the City with a wellness grant in the amount of \$34,384 to be used for wellness initiatives at the City. To date, the City has used \$32,551 towards Varidesk (standing desks) and modifications to our existing City gym. This included updated equipment such as treadmills, ellipticals, smith machine, rowing machine, TRX, medicine balls and yoga mats. (Please see attached of gym before, proposed and after). During the renovations of the gym, most of the old equipment was relocated to a space in at the Public Works facility where it is being used by employees. The existing gym underwent a facelift during the renovation with a deep clean, fresh paint and updated electrical. Many thanks to our electric and facilities staff, Jeff Martindale, Master Corporal Will Smith and the members of the Employee Engagement and Wellness Committee.

Spent time getting caught up on housekeeping items that have been on hold since the start of COVID-19.

Assistant to the City Manager/Acting Human Capital Manager:

Assistant to the City Manager Jeff Martindale worked with Chief Human Resources Officer Devan Hardin to finalize an employee facemask use policy in the wake of Governor Carney’s thirteenth modification to his State of Emergency declaration. Mr. Martindale also procured another supply of cloth facemasks for staff to comply with the thirteenth modification.

Mr. Martindale also reviewed RFP 20-01 (Municipal Planning Services). With Planning Director Mary Ellen Gray, he put together a review committee for the RFP consisting of staff members from Planning, Parking, Code Enforcement, and Administration. The review committee will meet via conference call Friday, May 1 to discuss next steps with the review process.

Finally, along with NPD Captain Mike Van Campen, IT Infrastructure Manager James Reazor, PSAP & Police Records Manager Brian Cannon, and Facilities Superintendent Dave Greenplate, Mr. Martindale held a virtual meeting with representatives from Advantech Inc. regarding a merger of the City Hall and Police Department badge access systems.

Facilities Maintenance:

The facilities maintenance staff continued to disinfect all City buildings frequently. They additionally finished pouring concrete in a stairwell dropdown near Alderman’s Court, completed painting electrical closets in City Hall, addressed emergency PD HVAC issues and a broken pump in the Municipal Center (Summit Mechanical will be called out for more permanent fixes), and began making shelves for the City Hall fitness center for personal belongings. Facilities Superintendent Dave Greenplate also drew plans for future office space modifications.

<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:**

Alderman's Court

**Notable Notes:**

Alderman's Court remained closed to the public but staff continued to handle phone calls, process payments, reschedule payment plans, enter dispositions for pleas and enter PBJ dispositions. Judge Hatfield entered dispositions for five plea in absentias this week.

Parking Ambassadors are handling all parking appeals online.

Terri participated in remote management meetings on 4/23/20 and 4/27/20. Terri also participated in a remote training for the new kiosk on 4/29/20.

**Activity or Project:**

Payments

**Description:**

From 4/23/20 to 4/29/20 Alderman's Court collected a total of 21 parking payments of which 18 were paid online and 3 were mailed in to court. Court also collected criminal/traffic payments of which 47 were paid online and 5 were paid by mail for a total of 52 criminal/traffic payments.

<b>Status:</b>	Completed
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<b>Expected Completion:</b>	04-30-2020
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<b>Execution Status:</b>	Completed
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**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 and Geena worked remotely this week.

Renee participated in the remote management staff meetings on April 23 and 27.

Tara participated in a UD IPA webinar on communication strategies during the pandemic on April 24.

Staff finalized and posted the May 4 Council packet on April 27. Packets were delivered to Council members on April 28. 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/6509>.

Paul and Renee staffed the April 27 Council meeting. Follow up was completed by staff throughout the week.

Renee participated in a coronavirus-related conference call with State stakeholders on April 28 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 and the addition of new Council meetings approved at the April 27 Council meeting.

Renee drafted the May 11 Council agenda.

Renee received comments from staff and sent the subdivision agreement for 1 North Twin Lakes Boulevard to the developer for comment. Tara completed and sent the direct mail notices for the public hearing. This major subdivision is scheduled for public hearing at the May 11 Council meeting.

Renee spent time researching items for staff.

Time was spent working on follow up for the now postponed April 14, 2020 Council elections for Districts 3 and 5. Nichol completed the review of the absentee ballot requests returned to ensure all have been captured in anticipation of using them for the rescheduled election. As of April 29, 399 absentee affidavits have been returned for District 3 and 418 for District 5. When compared to the 2018 Council elections, the number of absentee affidavits returned represents 82.6% of the number of people who voted in District 3 and 89.1% of the number of people who voted in District 5 that year. Renee and Tara spent time working on absentee ballot mailing preparations in anticipation of 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.

Nichol spent time working with Board of Adjustment and Conservation Advisory Commission members to see if they could access GoToMeeting to determine whether the groups could have May meetings.

Nichol spent time researching potential Ethics Code updates and changes.

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

- \* Provided a documents and closed an April 7 FOIA request for permits/COs/spills/violations/site plans pertaining to 92 and 96 East Main Street from Environmental Alliance
- \* Provided a response and closed an April 23 FOIA request for a property outside of City limits from Mary Litson
- \* Provided a response and closed an April 23 FOIA request for all records/data collected pertaining to traffic stops involving out of state license plates pursuant to the Governor's State of Emergency order from Michael Tracey

Regarding minutes, staff time was spent on the April 27 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 6 discovery requests for upcoming Alderman's Court cases. 178 discovery requests have been filled so far for 2020. There was no court calendar since Alderman's Court is not in session. 11 court calendars with 184 associated cases have been processed in 2020. There were no pleas by mail. Danielle also reconciled 57 case files to determine if they were still pending and files were updated.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 14 lien certificates were completed and sent to the requestor. 106 lien certificates have been processed for 2020.

**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 23-29 are below.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

Recodification

**Description:**

Danielle completed her review of the final recodification proofs and submitted questions to Renee for review.

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

Electric Department

**Notable Notes:**

The line crews worked in the early morning on a scheduled outage to Christina Mill Apartments as part of the Elkton Road Project. While a contractor moved the primary cables to a new pole, the line crews switched around the three phases, one at a time, to keep the outages to a minimum.

The crews covered the lines at the United Methodist Church, raised wires at 7 Old Casho Mill Road, and energized Endless Nails at the Park N Shop Shopping Center.

The line crews also help the electricians install a camera at the Wyoming Road Substation.

The electricians worked on the Lot 1 lights and performed the monthly spill prevention check of all the substations.

Engineering worked with the designers of the Newark Senior Living Project to fine tune the electric service infrastructure. Engineering gathered field information for UD projects, the new bank at Newark Shopping Center, and the new building at the Park N Shop. Engineering also attend a webinar on new software modules that could potentially integrate into the smart meter system for better control and predictive analysis of outages.

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

Finance Department

**Notable Notes:**

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

All payments due to the City will not carry additional interest or penalty through 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.

**Activity or Project:**

Coronavirus Information

**Description:**

04/28 - County Executive Meyer announced receipt of \$322.8 million to New Castle County from the CARES Act.

- Restricted on how the funds are to be funded.
- Joined the Delaware COVID19 Antifraud Coalition, who are setting up rules and guidelines.
- County website created: [www.caresact.nccde.org](http://www.caresact.nccde.org) - transparency.
- NCC/State are collaborating to work quickly, deploying funds fairly, regardless of jurisdiction, working to get resources to those who need it the most.

- CE has a committee of citizens across the county to help determine where the resources should be used.
- Working off three principles which include: 1) Eliminate virus, 2) Assisting most vulnerable among us, 3) Put the County back to work.
- Expanding to increase testing, includes every paramedic, first responders, both virus and antibody.
- \$5 million to support municipalities to reimburse for non-budgeted Covid items
  - o Based on population
  - o Can be adjusted down the road
  - o Based on CARES Act
- \$1 million to support volunteer fire companies and BLS
  - o Non-budgeted Covid items
  - o To be distributed proportionately
- \$10,000 Heroes Pay to first responders
  - o Calling it Hazard pay
  - o County and Municipalities, subject to legal review
  - o Includes full-time fire company first responders
- Allocation process is subject to legal review

04/29 – Director Del Grande attended the National COVID-19 Briefing Call with State, Local, and Tribal Officials. The meeting lasted over an hour and did not contain much more information than what was already available. Some abridged notes are:

- 30 states have announced plans to reopen their states
- 5.4 million samples tested as of Tuesday nationally
- Stimulus checks
  - o Revamped website for stimulus checks.  
<https://www.irs.gov/coronavirus/get-my-payment>
    - Enter bank information to get a direct payment if you haven't received a refund in the past two years.

Doing so, will get stimulus check to the recipient sooner. The Fed will also be issuing debit cards in some situations.

Manual checks are starting to go out.

- o Paycheck protection program (PPP)
  - Kicked off 10:30 Monday
  - Already processed \$50 billion in loans
  - Over 5000 lenders across the nation
  - Website: [Sba.gov/paycheckprotection](http://Sba.gov/paycheckprotection)
- o Lists all the lenders able to process the loans
  - Number of FAQ's to get the information out
  - Processing in the first two days was slowed down, so the small and medium-sized lenders had access to the funds
  - \$60 Billion set aside for small lenders
  - Follow SBA's twitter page for up to date information
  - Gave out more loans in 14 days, than they have in 14 years

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

**Activity or Project:**

Accounting

**Description:**

- Meetings 4/27 related to emergency comp time accrual
- Finance team meetings 4/28
- Staff attended CPE webinar 4/29
- Staff attended DEMA/FEMA training
- Final audit fieldwork began remotely on Monday, March 23 – continue to complete pending auditor requests

as well as additional requests and Jim completed first draft of Fund statements for the CAFR

- Completed quarterly grant reports
- Reviewed 18 permit applications – 15 new – none approved - and 3 previously denied (and remain denied)
- Processed 14 lien certificates
- Submitted permit certificates to NCC
- Working on 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
- Call volume has increased over the past week
- Request for check (RFC) approvals continued to be high this week as a result of Parks refunds and AP invoices
- Completed AP invoice entry
- Worked on Munis and Harris balancing
- Completed CWA retro payroll, process CR
- Worked on March bank reconciliations
- Assisted other departments as needed – mainly HR and purchasing

<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:**

Processed over 2,900 payments for the week. Pay by phone numbers declined from last week. We will be watching to see if this number continues to fall. This is an indication of increases in delinquent accounts to follow. It could also be due to the timing in our billing cycles.

Customers who now have a Customer Connect account to view their utility information is 6,384.

There are 2,320 customers registered to have their utility bills automatically deducted each month, an increase of 12 from last week.

- Handled calls received during the week.
- Worked on training new Customer Service Representative.
- We have only received seven phone calls inquiring about payment arrangements to pay past-due utility bills due to COVID-19.
- Worked on move-in/move-out preparation.
- Worked on stormwater software upgrade.
- Tested MCare system.
- Continued to work on updating SOP's for the PUB Division.

<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 - 48

Tickets Opened in the Last Week - 30

Tickets Closed in the Last Week - 23

Remaining Open Tickets – 65\*

\*Note: 10 tickets transferred from Infrastructure to Applications

1. Provided updated configuration information to Paymentus for Tyler Cashiering after webex session with Tyler on 4/23.
2. Ticket review with Systems and Security Administrator to transfer tickets from Infrastructure team to Applications team on 4/24.
3. Honeywell began gatekeeper upgrades on 4/27, should be completed by 5/1.
4. Participated in Compass, meter data management, demos for Electric Voltage, Load Loss and Blink Analysis on 4/27.
5. Webex session with Harris to verify integration between Compass and mCare 6 on 4/29.
6. FaceTime call with our kiosk vendor to review the new kiosk for Court on 4/29.
7. Worked on and resolved support tickets for end users.
8. 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.

Infrastructure Team:

Open Tickets from Previous Week - 128

Tickets Opened in the Last Week - 64

Tickets Closed in the Last Week - 59

Remaining Open Tickets - 123\*

\*Note: 10 tickets transferred from Infrastructure to Applications

1. Producing telephone usage reports for management.
2. Produced a project plan for the AeroHive refresh including timeline.
3. Continuing to aid users in getting connected from remote locations.
4. Met with Advantech regarding physical security and access control.
5. ARC GIS has been updated.
6. Worked on and resolved support tickets for end users.
7. Actively responded to and resolved Secureworks alerts.

Pending:

1. Reviewing asset and inventory control processes.
2. Producing home based network troubleshooting guide.
3. Working with Dell on lease turnover.
4. Configuring Always On VPN to replace Direct Access - Will hold deployment until the current emergency is resolved.

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**Activity or Project:**

mCare 6 Project (Applications Team)

**Description:**

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

Phase 1 Kick Off (Definition & Planning)

2/28/20 - Completed

Phase 2 Software Installation

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

Phase 3 Remote End User Training and Configuration

(Updated to Remote vs. Onsite)

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

Phase 4 End User Acceptance Testing  
4/28/20-5/22/20 - In Progress

Phase 5 Go Live  
6/1/20-6/5/20 - Scheduled

<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\*\***

First import in LIVE environment will be on Friday May 1st.

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 - Completed

<b>Status:</b>	Completed
<b>Expected Completion:</b>	04-27-2020
<b>Execution Status:</b>	Completed

**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: Finalized the tree ordinance memo for the Planning Commission in preparation for their next meeting; attended conference calls with City management throughout week and with parks and recreation staff; discussed refunds and upcoming registration procedures with the Finance Department; worked with Paula and Shelby about social media updates and upcoming posts; met with the parks staff to discuss the upcoming work schedule and essential work and work orders; spoke to the part-time staff about layoffs and thanked them for their hard work and dedication, we look forward to their return; reviewed and discussed several subdivision plans with Planning and Public Works Departments; along with Paula, met with the recreation staff about potential Camp policy and procedures for meeting health guidelines due to COVID-19 restrictions; worked with Paula and Shelby to discuss additional signage along the Reservoir Trail and court areas; discussed with Jason and Tim F. additional staffing for the Parks Division that will be provided by Public Works.

Deputy Director: Attended facilities training with recreation staff for new recreation registration software, worked on inputting all the park locations and descriptions into the new software, updated the policies and procedures for the Wilson Center rentals and park pavilion rentals in the new software and included the liability waiver; worked with Kyle and Shelby to update the website to include refund/credit information; updated May PSA's; attended training for the new credit card system for the recreation registration software; inquired with the school district about the use of the school facilities for the summer; worked with Shelby on updating all the links and posting the information on social media and sending out the Eblast for the summer activity guide and corrections as needed; held telephone conference with Joe, Dave and Jill regarding summer camp registration and the plans being made for any changes necessary for the camps to be held; reached out to New Castle County, Kent County, State Parks and the City of Milford regarding their plans for summer camps, coordinating a group discussion regarding this; worked with Trevor to get information for the CAFR report; worked with Shelby and Joe on the directional signs for the trail at the Newark Reservoir and ordered them; worked with Kathy to provide a report to Finance on refunds processed for all programs that had been canceled; worked with recreation staff to get flyer request to Shelby to start creating for upcoming programs and camps; scheduled a meeting with recreation staff to discuss changes/ideas for summer camps regarding possible new mandates; reminded staff about summer contracts deadlines; worked with Shelby on summer camp staff advertisement and published through social media and weekly Eblast; sent applications received for summer camp staff to recreation staff along with webinar information on social media and staying current; scheduled conference call with recreation staff to work on inputting facility information into the new recreation software program in preparation for our continued training; continued working on finalizing schedule for summer staff orientation tentatively scheduled for early June; worked with Melinda on information for Kids to Parks Day in May; 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, entering facility information; recruiting summer camp staff; the 2020-2021 Downes Aftercare registration lottery began, we have 60+ signed up and the lottery continues through noon on May 6; the June Parks on Draft has been postponed, we are hoping to have the July event; viewed webinars related to summer programming; submitted NFL flag youth league application and completed background check; followed up and sent out contracts and background check forms to camp contractors; familiarizing myself with the Microsoft Teams app in hopes to utilize it for improved internal communications.

Recreation Supervisor of Community Events: Attended weekly recreation staff meeting and brief meeting with the director; sent emails to past camp staff; contacted new camp applicants with interview questions; found a replacement instructor for the first session of WalkFit; sent contact forms/emails to several groups regarding the Spring Concert Series for June; attended training for Civic Rec facilities training; working on and researching options for social distancing during summer camps; completing contracts for summer programs.

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 cancellation report that was created that details the revenue/refund totals; reviewed the summer brochure and made corrections to programs as needed; worked with summer staff to create a video to promote recruitment of staff; participated in a CivicRec facilities training on April 20; attended Skype meetings with recreation staff on April 23 and April 24; reviewed two webinars for program planning moving forward offered with the City Parks Alliance; highlighted Earth Day and Earth Week on social media; continued coordinating volunteers interested in removing litter from parks and roadways who were unable to participate in the canceled Spring Community Clean Up originally scheduled for Saturday, April 25; continued brainstorming potential procedures for rentals (drive-through showers/parties), aquatics and summer camps once Stay-at-Home order is lifted. Volunteer Hours: 2 volunteers devoted 2 hours removing litter from the James Hall Trail.

Recreation Specialist: Attended Civic Rec facilities training; researched allergy/medical action plans for summer camps; worked with Chrissy on Earth Day social media postings; delivered supplies to Municipal Building for a family of 5 to clean up a park; created new Facebook posts; continued to work on Delaware Division of the Arts Grant for next year's submission; continued to work on Summer Camp Staff Manual, Communicable Disease Plan, and Emergency Plans; watched "Strategies for reducing communicable disease at camp" on American Camp Association website; watched webinar on Planning for Summer and Beyond.

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/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.

Parks Supervisor: Trash all parks and horticulture areas, mowing throughout park system, continued weed control in parks and horticulture sites, cleaned storm drains in park areas, cleared downed trees and fallen debris from parks and open space areas.

**Activity or Project:**

Summer Camp Discussion

**Description:**

Conducted meeting with recreation staff to discuss changes/ideas for summer camps regarding possible new mandates from federal and state authorities. Discussed alternatives to current protocols for cleaning, staff training, arts and craft supply usage, drop off/pick up, lunch/snack time, staff/child ratios, social distancing, daily schedules, field trips, school usage, etc. Waiting on Center for Disease Control guidance to be published and State of Delaware Public Health mandates to make final determinations. Diligently working to provide fun and safe opportunities for kids to participate in camps this summer.

**Status:**

Started

**Expected Completion:**

06-30-2020

**Execution Status:**

On Track

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Planning and Development Department

**Notable Notes:**

Code Enforcement:

Work is ongoing at the Campus Walk II project on New London Road. The exterior inspection and underground plumbing inspections are complete for the physical therapy office in Fairfield Shopping Center.

Property Maintenance Inspectors ensured the clean-up of a massive trash pile outside a dumpster on Courtney Street; met with a contractor to review the clean-up of a row home on East Cleveland Avenue; confirmed the lawn-mowing and clean-up of furniture and trash piled on the side of a house on East Park Place; and, discussed with a contractor the tenant clean-up of all trash for a property on East Cleveland Avenue, which will be re-inspected by Property Maintenance.

Also completed by Property Maintenance this week:

- 17 Inspections
- 24 Response to Complaints
- 1 Citation Issued
- 8 Violations Issued

Parking:

With assistance from the Public Works and Water Resources Department, 80% of kiosk locations have been approved by Miss Utility and concrete pads/grounding rods installed at these locations in preparation for physical kiosk inspection and installation. Staff held a discussion on Amendment to Section 20-114 passed by Council and how it will affect operations in the future. An internal discussion was had by staff about moving to appointment-based permit pick-up upon return to the office. Staff continued webinars and online learning from CivicPlus, T2, Genetec, Passport, etc., and participated in the T2 Municipal Roundtable: Engaging Front Line Staff discussion on April 24. Parking exemption calls from residents, while currently unnecessary, continue to be received and recorded for those residents who have vendors that need to come to their home to perform work. SharePoint clean-up and reorganization continues and online parking appeals are up-to-date.

Parking worked with Acting Human Capital Manager Jeff Martindale to create an 'Essential Vendor Form' for future visits from out-of-state vendors that need to do inspections, in this case specifically for I.T.S. Kiosk Inspection. Parking maintenance staff is now assisting in the Parks and Recreation Department to keep costs down on part-time, seasonal employees. Regular parking lot drive-throughs and talks with business owners downtown continued. Residential parking permits are being issued digitally through TypeForm and GoogleDocs. Participation in COVID-19 managers' meetings, Planning and Development meetings, and Parking meetings continued. Timesheet modifications with change to AFSCME contract and employee compensation during COVID-19 were reviewed.

Planning/Land Use:

The Planning Commission 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

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 COVID19 pandemic and related issues including the updates to the Governor's Emergency Declarations.

Director Gray participated in a virtual American Planning Association Chapter President's Council business meeting. The CPC is a part of the APA whose mission is to strengthen planning and communities by advocating and meeting the needs of chapters in the development of leadership, policies, programs, and resources. As

Delaware Chapter President, Ms. Gray represents Delaware on this Council. Items discussed included: APA update focusing on the COVID-19 response; CPC draft work plan; CPC equity, diversity, inclusion task force; professional development; and, CPC awards recognition. Participating in these meetings is a good way to network with planning leaders throughout the Country as well as work on professional development.

Director Gray prepared for and participated in April 27 Council meeting. Council approved the ordinance amending Chapter 27, Subdivisions, and Chapter 32, Zoning, Code of the City of Newark to increase land use application, plan review and public works and water resources fees by 10%. The ordinance requires that these fees are reviewed every two years. The last review was done in 2016 and the fees were revised by Council on February 13, 2017. The 10% figure was determined by utilizing the Consumer Price Index and the Employment Cost Index which has increased 10% since 2016.

Director Gray worked on reviewing documents for the Rental Housing Workgroup. There will be a presentation to Council on May 18. An email was sent out to the Rental Housing Workgroup last week for feedback on the suggested changes to three of the draft recommendations per the discussion and feedback from Council at the February 3, 2020 Council meeting and a prioritization schedule for implementation of the policy recommendations. More information can be found on the Rental Housing Workgroup webpage: <https://newarkde.gov/1118/Rental-Housing-Workgroup> .

Director Gray participated in two conference calls with members of the Delaware APA Chapter Executive Board to discuss a grant opportunity that is being targeted for developing training for young planners in New Castle County and establishing a Young Planners Board in New Castle County. The intent of this effort is to utilize funds to partner with New Castle County and others to develop a model that can be replicated in other jurisdictions throughout the state to get young people involved in civic activity and planning, including the City of Newark.

Director Gray participated in a virtual American Planning Association National Conference. This conference was scheduled to occur last week in Houston, Texas. However due to the COVID-19 pandemic, this meeting was cancelled, and the APA pivoted to a virtual conference. Topics discussed included: legal issues and public engagement issues regarding virtual public meetings; planning and disaster recovery; micro-transit; and policy options for affordable housing.

Director Gray worked with Planner Mike Fortner on Community Development 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. Staff is working with New Castle County and related entities on ascertaining clear guidance.

Director Gray worked with Planning Land Use Division staff on Unicity, working on new bus routes as well as working to retrofit busses to protect drivers and passengers in response to COVID-19 when Unicity is up and running.

Director Gray worked on the May 5, 2020 Planning Commission agenda and related issues. The agenda and related materials can be found here: <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6512> .

Also this week, Director Gray worked on preparing documents for the May 11, 2020 Council meeting; worked on documents related to the May 4, 2020 Council meeting and related issues; worked on administrative and managerial related issues; worked on plan review and related issues; and, worked on enforcement related issues with the Code Enforcement team.

Planner Mike Fortner completed 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 held a meeting with staff members, including 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 model the current policy the Police use for monitoring compliance with restaurants selling alcohol.

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 has been set for May 26, 2020.

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.

The following was also completed this week:

- 6 Deed Transfer Affidavits
- 20 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, 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.

<b>Activity or Project:</b>
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<b>Description:</b>
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<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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<b>Activity or Project:</b>
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<b>Description:</b>
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<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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<b>Activity or Project:</b>
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<b>Description:</b>
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<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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<b>City Manager's Weekly Report</b>
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<b>Department:</b>
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Police Department

**Notable Notes:**

Administration Division:

- The Administration Division continues to push out updates and information to the public about COVID-19 via the NPD Public Information website.

Criminal Investigations Division:

- Detectives are investigating a residential burglary, trespass, and theft from a vehicle that occurred in the early morning hours of April 26, 2020 in the unit block of Cochran Way. During the burglary, personal property was taken. During the trespass, the garage of a residence was entered, and items were moved around, but nothing was reported missing at the time of the report. Neither the residence that was entered, nor the vehicles involved were locked. The suspect, who was observed on surveillance footage, was a black female wearing a gray hoody and maroon sweatpants. Anyone with information regarding this incident should contact Det. Keld at pkeld@newark.de.us or (302) 366-7100 x 3106.
- Detectives are investigating another burglary that occurred at a residence in the 100 block of West Main Street between April 21, 2020 at 8:30 p.m. and April 22, 2020 at 8:30 a.m. The victim reported the suspect may have entered the house through an unlocked window and then removed property from within. Anyone with information regarding this incident should contact Det. Gerasimov at tgerasimov@newark.de.us or (302) 366-7100 x 3474.
- Last week, National Crime Victims' Rights Week was recognized across the State of Delaware. To see statewide recognition, please visit the Delaware Victims' Rights Task Force Facebook page at [www.facebook.com/delVRTF](http://www.facebook.com/delVRTF).

Patrol Division:

- On April 25, 2020, officers responded to the 200 building of Terrace Drive for a report of an unauthorized use of a motor vehicle. The victim reported that her boyfriend took her 2018 Toyota Corolla without her consent and has not returned the vehicle to her. Following an investigation, warrants were obtained for the suspect and the vehicle was entered into the computer system as stolen. The current location of the suspect and vehicle are unknown.
- On April 25, 2020, officers responded to the 800 block of South College Avenue for a report of a suspicious person who was involved in a shoplifting incident at a local market the previous day. Responding officers located two individuals, one of whom matched the description of the shoplifter. During contact with the individuals, one attempted to flee on foot but was quickly apprehended following a brief foot chase. The first suspect was confirmed to have committed the shoplifting and was charged with shoplifting while the second suspect was charged with resisting arrest.

**Activity or Project:**

N/A

**Description:**

N/A

<b>Status:</b>	Completed
<b>Expected Completion:</b>	04-30-2020
<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:**

Effective Wednesday, May 6, PW&WR will resume weekly yard waste collections. Residents should place city-issued carts at the curb with the lids closed. No man made products of any kind allowed – If it didn't grow, it doesn't go! Yard waste outside of carts will not be collected. If two carts are necessary, the city-issued trash container may be used as long as it is free of trash and clearly labeled.

Effective Tuesday, June 16th, PW&WR will resume scheduled bulk collection throughout the City. Four items may be scheduled per collection for no charge. Acceptable items include appliances, furniture and other items too large for a refuse container. Hazardous materials are not accepted. Scheduling details will be released in the coming week. For bulk item self-disposal options prior to June 16th, please call 302.366.7000.

Staff has been working with Finance Director Del Grande and City Manager Coleman to identify projects and expenses that can be reviewed in light of the current COVID-19 situation.

**Activity or Project:**  
South Well Field Water Treatment Plant Upgrades

**Description:**  
Demolition of the existing water tanks continues, with one of the two tanks to be completely removed by the end of this week. The contractor will then move to the second tank, expected to be completed in the next two weeks. Air monitoring is being conducted during the demolition phase, with results provided to the City on a daily basis.

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

**Activity or Project:**  
Main Street Improvements

**Description:**  
A-Del has begun paving the north side of Main Street this week. The right lane from approximately Library Avenue to New London Avenue has been paved. Paving of the shoulder and parking stalls is partially complete with approximately half the shoulder/stalls on the north side remaining unpaved. Rain has impacted paving production this week so A-Del has elected to work the weekend to continue paving the shoulder parking stalls, and intersection tie-ins. Assuming all goes well this weekend, we expect to swap the work area to the south side (left lane) on Tuesday to begin utility adjustments. Adjustments will begin May 5th and take approximately 1-2 weeks to complete. Overlay of the south side is still tentatively scheduled for the week of May 18th.

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

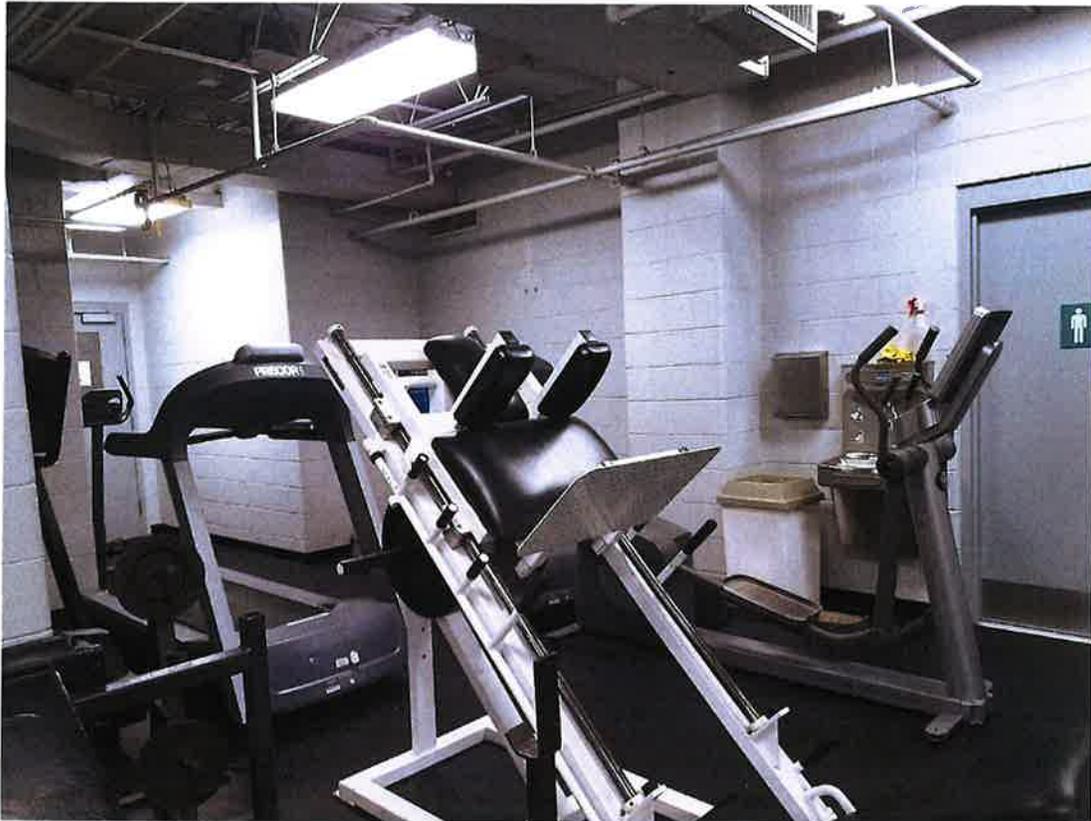
**Activity or Project:**  
Rodney Park and Pond - Excavation

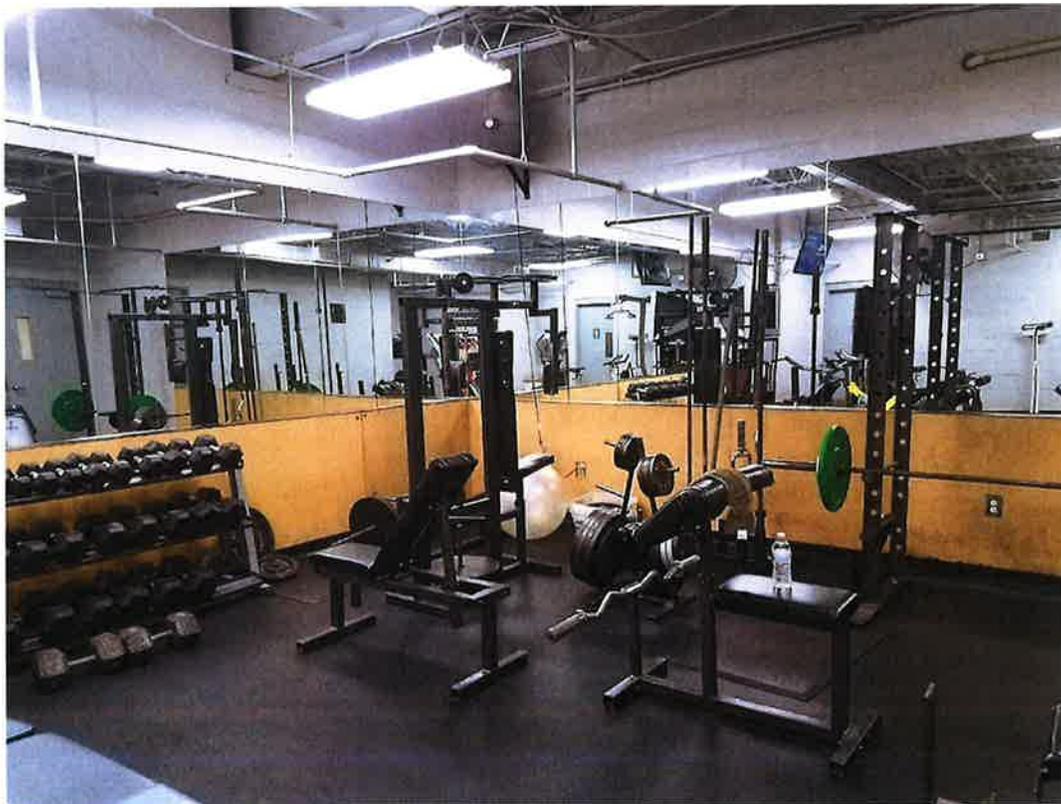
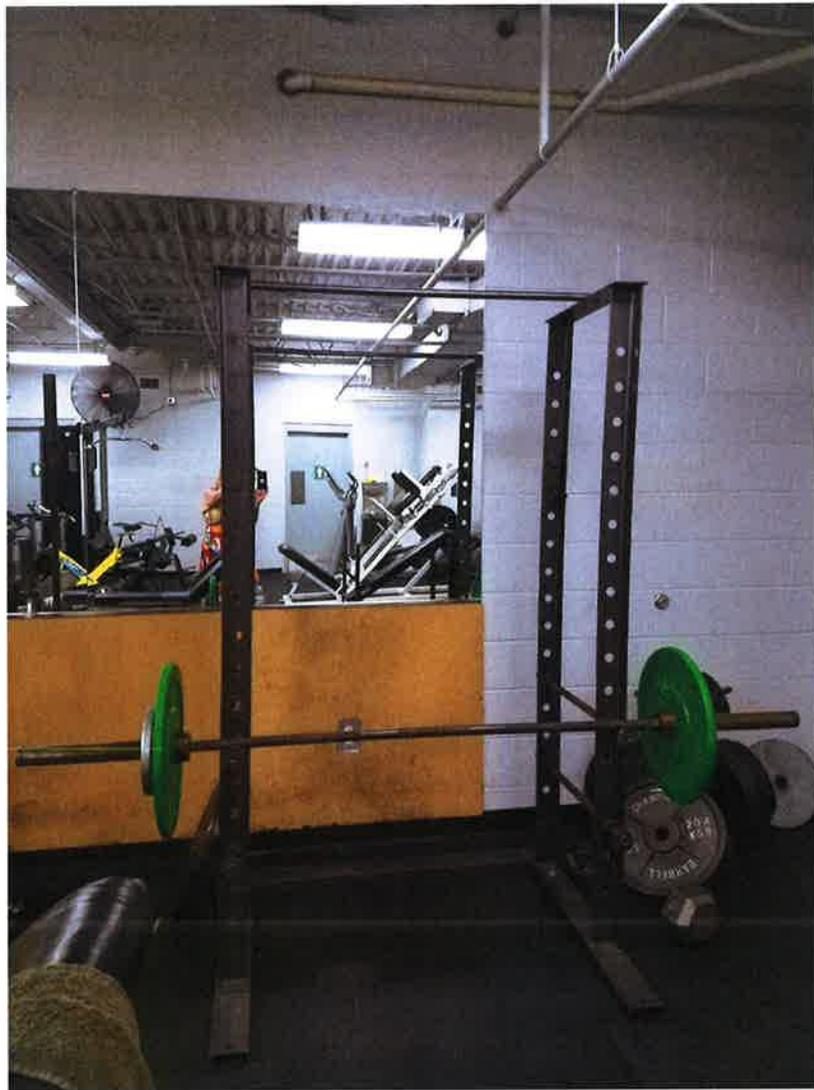
**Description:**  
Our contractor, Corrado American, continues to take advantage of the light traffic in the area to remove the soil from the site and dispose of it in Claymont. The weather has been a bit wet over the last week, but they are taking

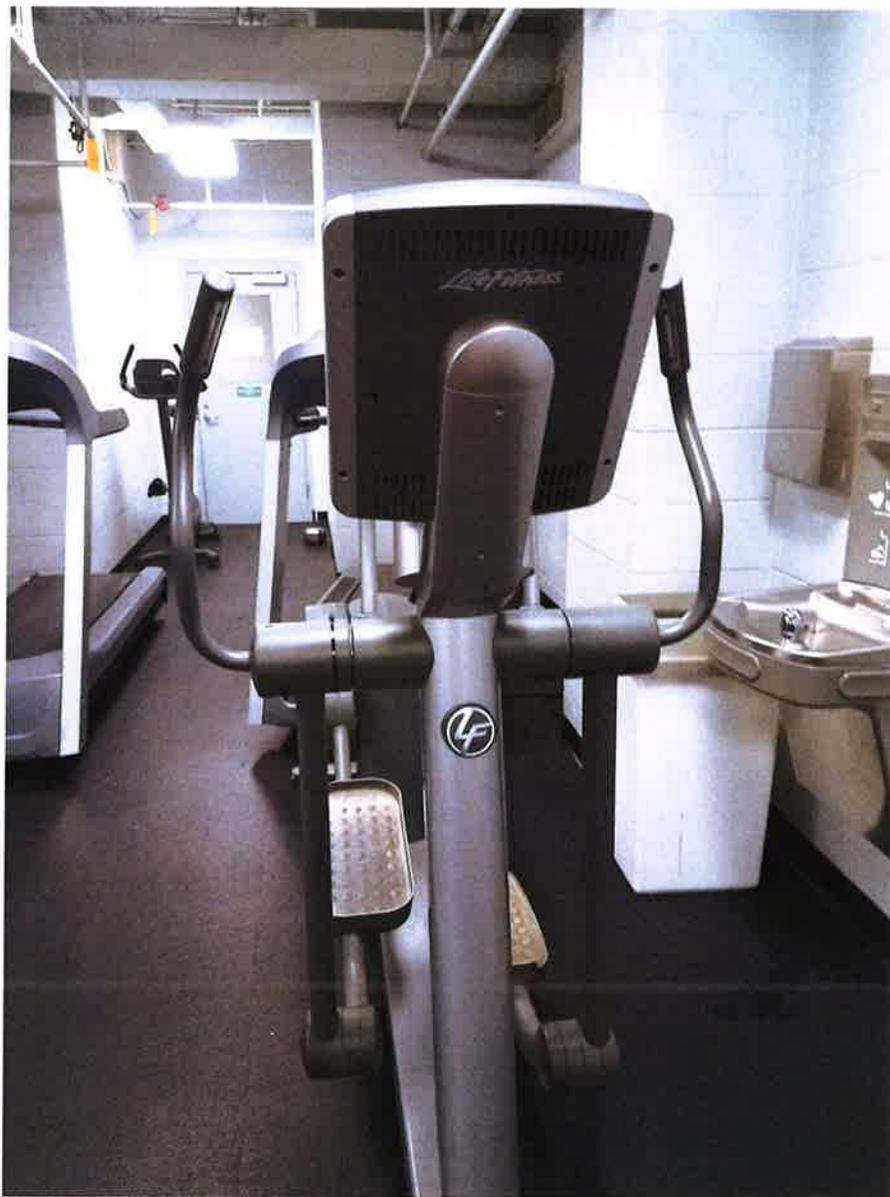
advantage of the good days. The shape of the pond is becoming more evident each day and we are looking to complete the work within the next two weeks.

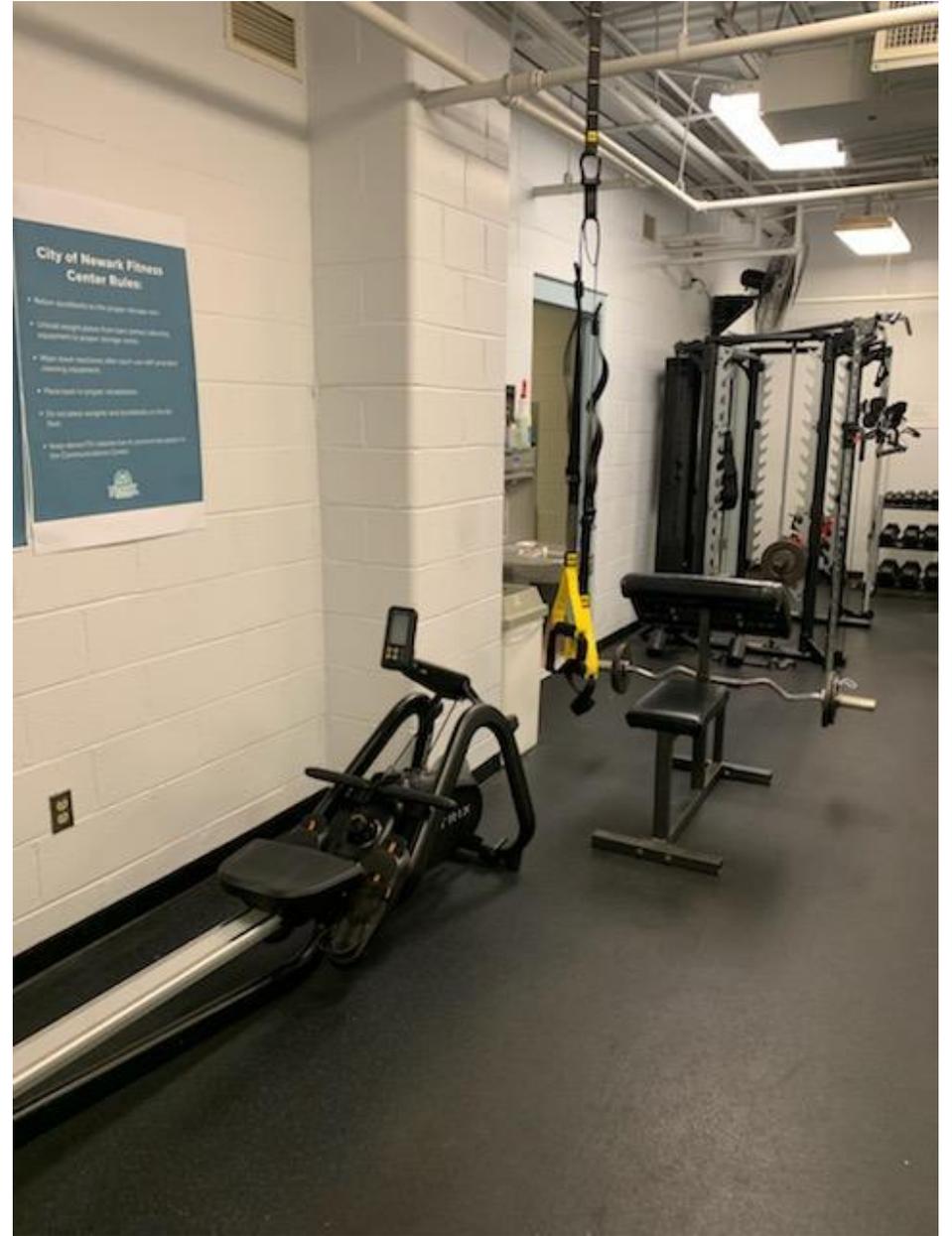
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	05-30-2020
<b>Execution Status:</b>	On Track

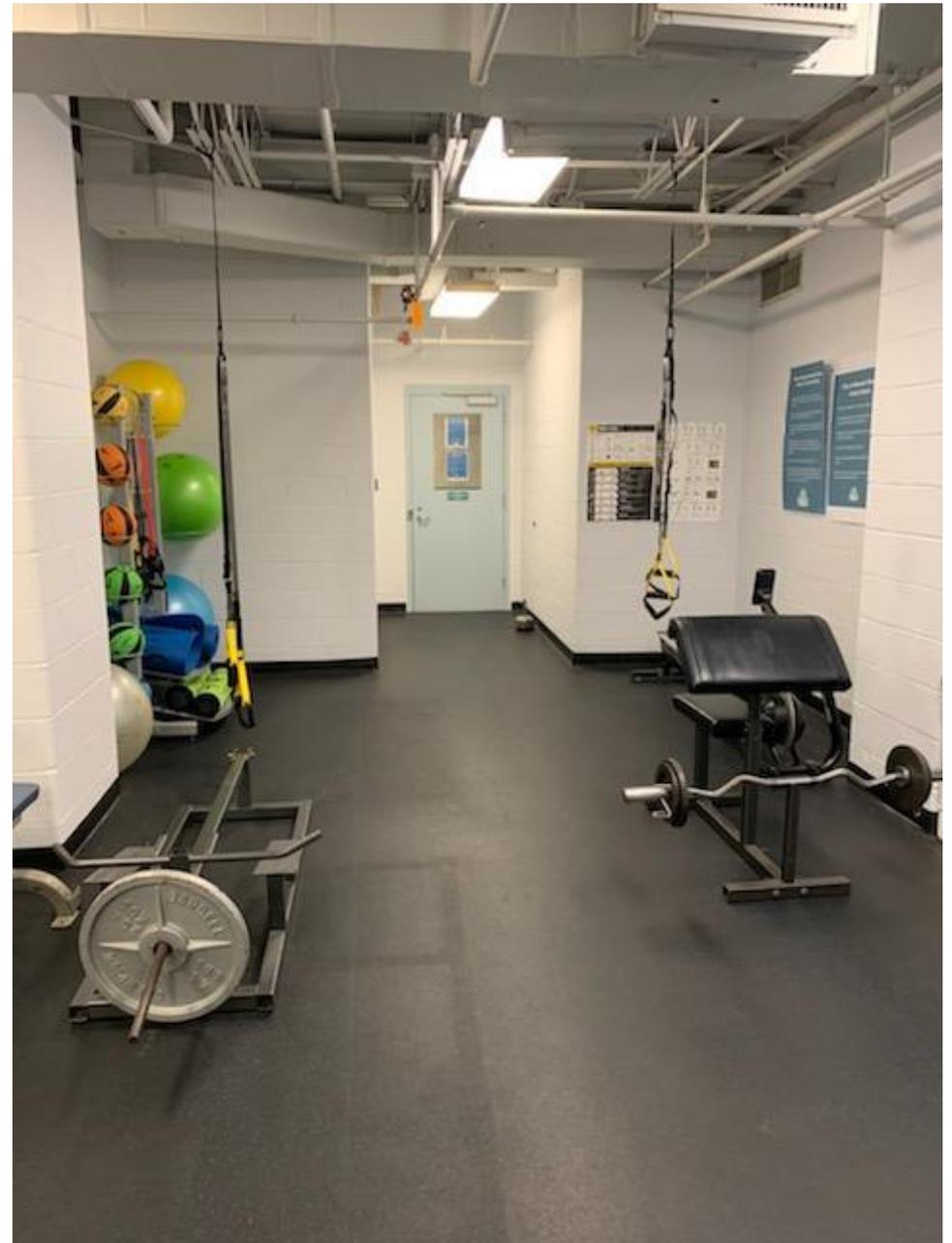
Current Condition of Fitness Center

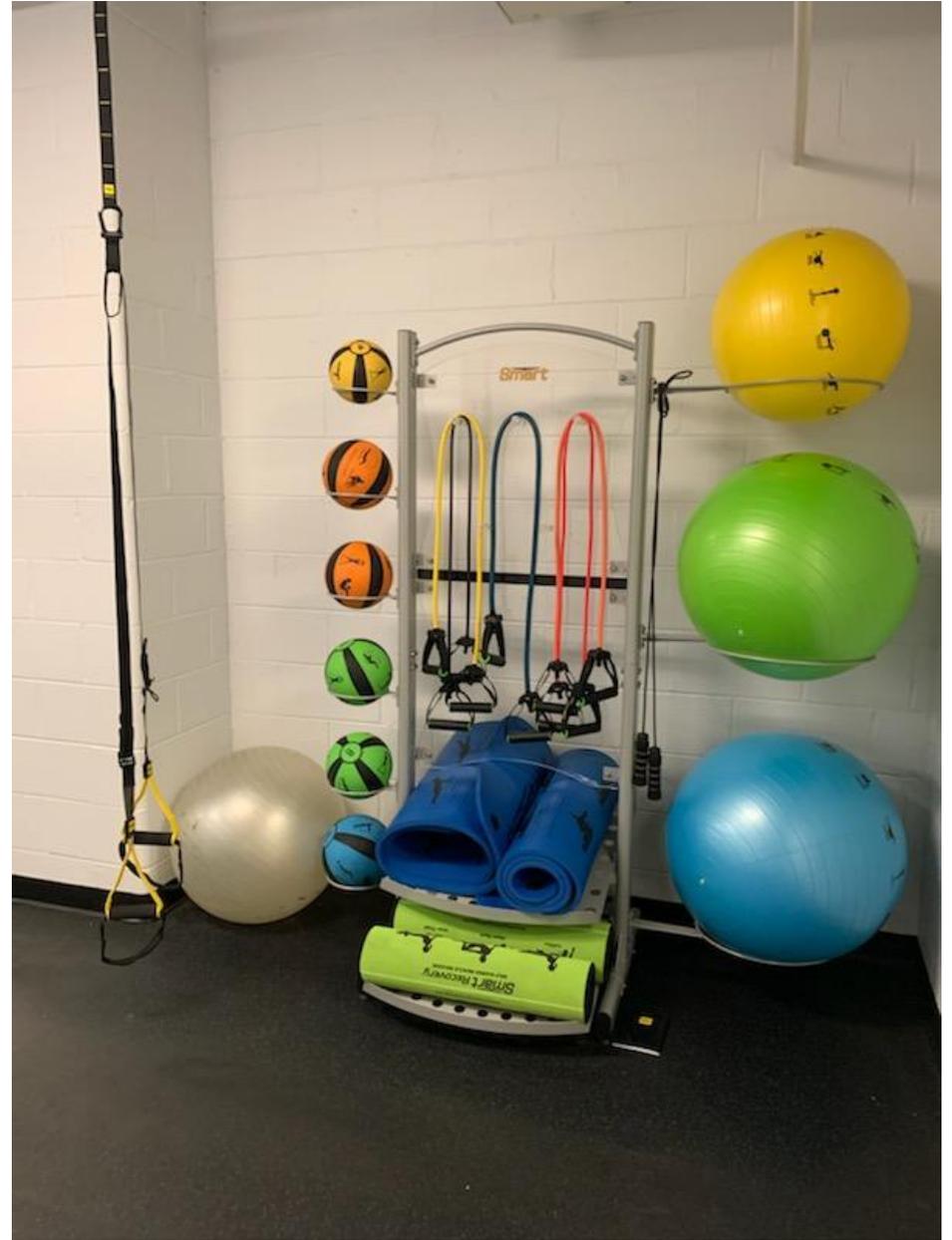












Digital Records Project New Documents Created – April 23-29

Name	# of Documents	# of Pages	Types
Samantha	90	1,070	Planning & Development Agendas/Minutes
Sandy	72	8,477	Administration Correspondence Files
Fred	11	2,320	PWWR Traffic Committee Files
Ana (PT)	0	0	Working remotely on modifications
Total	173	11,867	

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 04/19/20-04/25/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO DATE	2020 TO DATE	THIS WEEK 2020	2019 TO DATE	2020 TO DATE	THIS WEEK 2020
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	4	0	0	1	0
Rape	3	1	0	0	2	0
Unlaw. Sexual Contact	1	2	0	0	0	0
Robbery	4	5	0	5	8	0
- Commercial Robberies	2	0	0	4	0	0
- Robberies with Known Suspects	0	2	0	0	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	3	0	1	7	0
Assault/Aggravated	11	6	1	7	5	2
Burglary	25	11	1	54	43	0
- Commercial Burglaries	1	1	0	0	41	0
- Residential Burglaries	18	10	1	41	2	0
- Other Burglaries	6	0	0	13	0	0
Theft	155	138	4	172	76	1
Theft/Auto	15	22	1	3	3	1
Arson	0	0	0	0	0	0
All Other	41	59	4	55	43	0
<b>TOTAL PART I</b>	<b>255</b>	<b>248</b>	<b>11</b>	<b>296</b>	<b>181</b>	<b>4</b>
<u>PART II OFFENSES</u>						
Other Assaults	94	83	4	47	74	3
Rec. Stolen Property	0	0	0	4	2	0
Criminal Michief	33	36	4	30	30	3
Weapons	9	6	0	28	13	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	54	20	0	80	20	1
Drugs	67	20	1	96	25	0
Noise/Disorderly Premise	230	162	7	85	50	0
Disorderly Conduct	46	42	2	42	33	2
Trespass	77	90	5	38	20	1
All Other	122	77	5	147	92	2
<b>TOTAL PART II</b>	<b>732</b>	<b>536</b>	<b>28</b>	<b>597</b>	<b>359</b>	<b>12</b>
<u>MISCELLANEOUS:</u>						
Alarm	46	45	2	0	0	0
Animal Control	171	138	6	1	20	0
Recovered Property	69	72	3	0	0	0
Service	11586	10566	567	0	0	0
Suspicious Per/Veh	154	152	7	0	0	0
<b>TOTAL MISC.</b>	<b>12026</b>	<b>10973</b>	<b>585</b>	<b>1</b>	<b>20</b>	<b>0</b>

	THIS WEEK 2019	2019 TO DATE	THIS WEEK 2020	2020 TO DATE
TOTAL CALLS	859	15,155	632	13,138



**Newark Police Department  
Weekly Traffic Report  
04/19/20-04/25/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	4334	2313	260	1
DUI	65	30	4	0
<b>TOTAL</b>	<b>4399</b>	<b>2343</b>	<b>264</b>	<b>1</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	1	0	0	0
Personal Injury	77	52	4	0
Property Damage <b>(Reportable)</b>	389	241	30	3
*Hit & Run	88	52	5	1
*Private Property	102	48	8	0
<b>TOTAL</b>	<b>467</b>	<b>293</b>	<b>34</b>	<b>3</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.