

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

In light of the Governor's Phase 1 reopening guidelines which were recently issued, staff met this week to develop a plan to begin restoration of walk-in services. We anticipate there will be a phase-in of walk-in capacity as we maintain compliance with the Governor's recommendations. I expect we will make an announcement with dates and details within the next two weeks.

The Governor announced that they will be allowing expanded restaurant patio spaces via a special application process that will be revealed on May 22nd, effective June 1st. Our Planning and Development Department is coordinating with our other operating departments to formalize the application and review process to help facilitate the process.

Monday evening, we held a short format Council meeting where Council approved the suspension of the RSA giveback program. Staff has worked to configure the billing system to reflect that change effective June 1st. DEMEC held a special board meeting on Monday to discuss COVID impacts to business and other associated items. I spent time reviewing and approving packet items for the May 26th Council meeting. I held a number of staff calls on a variety of topics including code enforcement complaints, the Emerson Bridge, SAC meetings, staff meetings, and office reorganization to meet social distancing requirements. The remainder of the week was spent on general administrative and personnel related tasks.

Chief Communications Officer:

- Met with PW&WR and reps from Recycle Coach to schedule the fall audit and create a social media campaign to increase app downloads
- Met with Kimley-Horn about the Downtown Parking Plan project
- Working with CAC to develop a plan to inform the community about their plastic straw initiative
- Continue to promote different city and state-wide initiatives on social media: fire safety, park naming contest, Phase 1 re-opening, traffic and construction updates, 2020 census
- Social media is still growing: Twitter gained 33 new followers since last week (side note: Roy Orbison Jr. started following us) and Facebook earned 18 new followers and engagement increased 17% since last week.

Meeting planned to discuss annexations near Paper Mill Road:

[https://www.newarkpostonline.com/news/meeting-planned-to-discuss-annexations-near-paper-mill-road/article\\_e09bbfc2-0f77-586c-b3a4-56da7dfcf4c7.html](https://www.newarkpostonline.com/news/meeting-planned-to-discuss-annexations-near-paper-mill-road/article_e09bbfc2-0f77-586c-b3a4-56da7dfcf4c7.html)

West Chestnut Hill Road to close for six weeks: [https://www.newarkpostonline.com/news/west-chestnut-hill-road-to-close-for-six-weeks/article\\_07cc0457-8b42-5b34-b837-572d656b4ea7.html](https://www.newarkpostonline.com/news/west-chestnut-hill-road-to-close-for-six-weeks/article_07cc0457-8b42-5b34-b837-572d656b4ea7.html)

Newark Police warn residents after second string of vehicle burglaries in Abbotsford:

[https://www.newarkpostonline.com/news/newark-police-warn-residents-after-second-string-of-vehicle-burglaries-in-abbotsford/article\\_d5f04d41-78b5-5df2-ab8b-97f7913c6985.html](https://www.newarkpostonline.com/news/newark-police-warn-residents-after-second-string-of-vehicle-burglaries-in-abbotsford/article_d5f04d41-78b5-5df2-ab8b-97f7913c6985.html)

Newark announces finalists for Rodney site's new name: residents encouraged to vote for their favorite: [https://www.newarkpostonline.com/news/newark-announces-finalists-for-rodney-sites-new-name-residents-encouraged-to-vote-for-their-favorite/article\\_f51e6336-88a9-5694-a8d3-77d34ea59f40.html](https://www.newarkpostonline.com/news/newark-announces-finalists-for-rodney-sites-new-name-residents-encouraged-to-vote-for-their-favorite/article_f51e6336-88a9-5694-a8d3-77d34ea59f40.html)

Honoring the fallen: a tour of Newark's war memorials:  
[https://www.newarkpostonline.com/news/honoring-the-fallen-a-tour-of-newarks-war-memorials/article\\_1e544b1f-07ff-5921-a328-589b88f34133.html](https://www.newarkpostonline.com/news/honoring-the-fallen-a-tour-of-newarks-war-memorials/article_1e544b1f-07ff-5921-a328-589b88f34133.html)

Safety procedures in the city and state, and for move-out: <http://udreview.com/safety-procedures-in-the-city-and-state-and-for-move-out/>

Staying ahead of the curve: Newark Mayor Clifton on city governance during the pandemic:  
<http://udreview.com/staying-ahead-of-the-curve-newark-mayor-clifton-on-city-governance-during-the-pandemic/>

Welcome Center/Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Began July newsletter
- Log Miss Utility tickets for Electric and PWWR Departments
- Edit copy from various departments
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor

Web Content/Creative Design:

- Created a Form Center account on the City website for Ericka Morterud
- Created Livestream event for Bid Opening: Contract 20-03 (Rodney Complex – Park and Stormwater Facilities)
- Designed Plastic Straw educational poster
- Designed 3 fire safety graphics for social media
- Designed UD Student Move Out graphic for social media
- Edits made to NPD annual report
- Edits made to AFSCME contracts for Devan
- Scheduled Memorial Day refuse collection InformMe notification and Newark News Flash
- Scheduled weekly public notices via InformMe
- Updated PW&WR applications on City website due to fee changes
- Updated “Get Directions” link on City website footer with Google maps

Chief Human Resources Officer:

This week involved getting back into more normal HR functions and getting caught up on items that have gone on the back burner to tend to COVID-19 related items. I continue to work with Jeff Martindale on learning more HR functions and benefits administration. We also continue to work on updates to our employee benefits information, forms and resources. There is a lot of clean up that needs to be completed as polices and laws continue to change.

The HR office has scheduled a meeting of the Employee Healthcare Committee in the coming weeks to discuss healthcare plan design and other healthcare related items. I had submitted the 2019-2020 DVHT Wellness Grant application on Wednesday of last week. We requested a reimbursement in the amount of \$32,584 for the purchase of Varidesks and updates to our City gym. On Friday morning, I received an email from DVHT Wellness Team confirming they received the grant and that it was approved and we should receive the reimbursement within the month. They stated in the email that our grant submission was one of the best they had seen and it was perfectly presented. They praised the City for their hard work and dedication to employee wellness. I wanted to thank Jeff Martindale for his assistance with helping to put the grant together, he provided the information that was needed/required to approve the grant. Definitely a team effort!

Assistant to the City Manager/Acting Human Capital Manager:

Assistant to the City Manager Jeff Martindale worked along with Facilities Superintendent Dave Greenplate to determine estimated Operations and Maintenance Savings associated with the Seiberlich Trane HVAC and Energy Efficiencies Project.

Mr. Martindale also attended two virtual meetings with the DeLea Founders Insurance Trust (DFIT) and PMA Companies—the monthly DFIT Safety meeting and a PMA proposal for new wellness data program for the City.

Finally, Mr. Martindale scheduled another personal protective equipment (PPE) pickup at the New Castle County Complex to procure gear for City and NPD staff. Through the Purchasing Division's efforts, assistance from NCC, and some donations from Newark residents, the City is fully stocked on all needed PPE.

Facilities Maintenance:

The Facilities team continued their constant disinfecting efforts around City facilities, painting on the 1st floor of City Hall, and cabinet installation in the Electric Director's office. They additionally investigated the source of an ongoing leak issue above the men's locker room in the Police Department and will be working with a local contractor to fix the problem soon. Finally, Facilities installed napkin shelves near doorways in NPD as well as personal item shelves and a towel cabinet in the NPD gym.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

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

### City Manager's Weekly Report

**Department:**  
Alderman's Court

**Notable Notes:**

Alderman's Court remained closed to the public from 5/14/20 to 5/20/20. Court staff rescheduled all arraignments and trials for June as the court will remain closed until at least 6/13/20. Staff included paperwork for not guilty pleas and PBJ requests. Staff continues to do payment plans and PBJ's by mail and phone.

Parking Ambassadors are handling all parking appeals online.

Bailiffs are in the process of rescheduling their firearms requalifications.

Terri participated in two remote management meetings on 5/14/20 and 5/18/20.

**Activity or Project:**  
Payments

**Description:**  
From 5/14/20 to 5/20/20 Alderman's Court collected a total of 16 parking payments of which 11 were paid online and 5 were mailed to court. The court also collected criminal/traffic fines of which 21 were paid online and 6 were mailed to court for a total of 27 crimina/traffic payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	05-21-2020
<b>Execution Status:</b>	Completed

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul and Geena worked remotely this week.

Renee participated in the remote management staff meetings on May 14 and 18.

Paul and Renee staffed the May 18 Council meeting. Follow up was completed by staff throughout the week.

Staff finalized and posted the May 26 Council packet on May 19. Packets were delivered to Council members on May 20. 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/6537>.

Renee participated in a coronavirus-related conference call with State stakeholders on May 19 with Mayor Clifton, Deputy Mayor Markham and City Manager Coleman.

Renee attended a webinar on Delaware FOIA During COVID-19 hosted by UD IPA on May 20.

Renee spent time scheduling items for upcoming Council agendas.

Renee drafted several items for the May 26 Council agenda, including four bills and a memo.

Renee drafted the June 1 Council agenda.

Renee completed the newspaper and direct mail notices and mailing lists for the Planning Area 7 Comprehensive Plan amendment. This amendment adding a new Planning Area northeast of the existing City limits made up of 38 properties is scheduled for public hearing and consideration at the June 8 Council meeting.

Renee completed the newspaper and direct mail notices and mailing lists for the Comprehensive Plan amendment, annexation, rezoning and major subdivision for Milford Run located at 734 Paper Mill Road and 5 and 11 Possum Hollow Road. This 10 lot single-family home subdivision is scheduled for public hearing and consideration at the June 8 Council meeting.

Time was spent working on rescheduling the 2020 Council elections for Districts 3 and 5. Renee spent time confirming prospective polling places, working with Assistant to the Manager Martindale to secure personal protective equipment for poll workers, working on a path forward to present for Council's consideration at their May 26 meeting and updating Election Board members and candidates. The proposal can be found here:  
<https://newarkde.gov/DocumentCenter/View/13735/5A>. Tara spent time working on absentee

ballot mailing preparations and processing returned undeliverable mail in anticipation of the rescheduled election. Staff is also starting to see an uptick in calls and emails with questions regarding the various state elections that are approaching.

Tara spent time working on union-related items.

Tara reviewed several building permits for approval.

Danielle spent time processing items for the Recorder of Deeds office.

Nichol continued working with Board of Adjustment members to ensure they can access GoToMeeting for their May meetings.

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

- \* Provided a response and closed a May 12 FOIA request for applications for proposed new cell towers in general and 15 Innovation Way from SBA Communications
- \* Circulated to staff a May 15 FOIA request for all contest entries submitted for the naming of Rodney Park from Josh Shannon
- \* Circulated to staff a May 15 FOIA request for a list of address pertaining to any code violations and order to vacate starting March 15 to present from Matt Netsch
- \* Circulated to staff a May 19 FOIA request for all invoices for dog waste bags from 2018 to current from Zero Waste Inc.
- \* Circulated to staff a May 20 FOIA request UST/AST/permits/date of construction/storage tank installation date/spills/violations/well septic information/monitoring well information from EBI Consulting

Regarding minutes, staff time was spent on the May 4 Council (Renee edited - complete), May 11 Council (Nichol drafted; Renee editing), May 12 Conservation Advisory Commission (Danielle drafting) and May 18 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

2 discovery requests were fulfilled for upcoming Alderman's Court cases. 185 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.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 6 lien certificates were completed and sent to the requestor. 125 lien certificates have been processed for 2020.

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**Activity or Project:**

Digital Records Project

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**Description:**

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

The scanned documents numbers for May 14-20 are below.

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

Electric Department

**Notable Notes:**

The line crews switched around circuits and reworked traffic signal power at Interchange Blvd. for the Elkton Road Project. The crews assisted Bloom Energy with a suspected supply problem that was eventually deemed an internal issue. They also started installing the transformer for Chase Bank at the Newark Shopping Center.

The electricians worked at the police firing range on Rt. 9, where they ran circuits and conduits for a new ammo bunker. They also worked on air conditioning motors at City Hall, troubleshot and changed batteries in two reclosers, and replaced a fan motor at the yard and a wall pack at the police station.

Engineering worked with an electrician fixing issues with the 12kV breaker that failed to trip last week causing outages. Timing on the 34kV breaker and the reclosers were checked because they also did not perform as expected. No mechanical problems were found, but the programming is being evaluated to ascertain if coordination issues exist.

Engineering also designed and completed a fault study for a new service to SAFStor on Bellevue Road.

**Activity or Project:**

**Description:**

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

Finance Department

**Notable Notes:**

Effective June 1, the revenue stabilization credit for the City's electric utility will be set to \$0.0000. Previously, the rate was set at -\$0.01206 per kWh. This adjustment will prevent the need to recover an additional \$2.5 million through electric rates beginning on March 15, 2021. <https://newarkde.gov/DocumentCenter/View/13683/2B>

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 June 15 unless modified by the Governor. 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 June 15 while we are under a state of emergency, unless modified by the Governor. 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.

Payment & Utility Billing group processed 655 move orders since 5/1/2020, 287 move-in orders/368 move-out orders.

05/18 – Director Del Grande and City Manager Coleman attended a Zoom meeting with the DEMEC senior management and Board of Directors.

05/19 – Director Del Grande attended New Castle County Council Executive Committee meeting.

05/19 – Director Del Grande met with UD to discuss electric service at the University Courtyard Apartments.

05/20 – Director Del Grande attended New Castle County’s Audit Committee meeting to listen in on the discussion regarding impact fees.

05/20 – CM Coleman, CHRO Hardin, Deputy Director Hollander and Director Del Grande had a meeting with DT Investments to discuss the performance of the City’s pension and OPEB accounts.

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**Activity or Project:**

Coronavirus Information

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**Description:**

Data is slowly coming back to us to review the impact on our utilities over the past few weeks, and I wanted to provide some high-level information to you as to why the RSA rate needs to be adjusted.

- The City’s April electric bill from DEMEC, who supplies the City’s power was 18% below our budgeted expectations and were the lowest on record going back to 2004. We initially estimated electric sales would be down about 10% during each month of the state of emergency, but preliminary information is suggesting that the lack of electric sales will be larger than initially anticipated, largely driven by a reduction in electric sales to the University. UD’s electric purchases in April were 27% below what they purchased in April of 2019.

- Further comparing April 2020 to April 2019, the City’s electric load for the month is down 19% overall, with our residential accounts remaining level, industrial accounts down 6%, and commercial accounts down 25%.

- Our delinquent accounts are beginning to grow. The Payments and Utility Billing (PUB) division made an additional 200 calls (over 900 total) to our customers to gently remind them that the City is still open for business, and that we are ready to work with anyone who requires a payment arrangement. These 200 additional calls reflected a 29% increase over the amount of calls we generally make this time of year.

- In addition, the state of emergency currently requires us to not disrupt electric service to our residential customers, and requests for payment arrangements have been slow from our impacted customers. We have only received 24 inquiries for payment arrangements, with four of them coming from our non-residential accounts. These 24 inquires only yielded 9 actual arrangements, which tells us that our customers are aware they are behind, but not necessarily ready to commit to a payment arrangement with us for various reasons.

- On a positive note, our total number of customers using our automatic bill-pay system continues to slowly increase week over week.

Due to the aforementioned, all of our utility estimates for 2020 are not looking promising. Even as the governor slowly reverses the restrictions set in the state of emergency, it will still take some time before the City sees dramatic changes to the numbers we have experienced this past month.

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<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-30-2020
<b>Execution Status:</b>	On Track

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**Activity or Project:**

## Accounting

**Description:**

- Kick off meeting for Munis upgrade 5/21
- Audit fieldwork began remotely on Monday, March 23 – continue to complete pending auditor requests as well as additional requests and work on CAFR
- Completed Utility Tax report for State
- Reviewed 37 new permit applications
- Processed 9 lien certificates
- Processed and invoiced open WO's in conjunction with the Electric Department
- Continued the EFT Vendor project
- Completed AP invoice entry
- Worked on Munis and Harris balancing
- Staff completed two payrolls this week – regular payroll and management retro pay for 2%
- March bank reconciliations
- Team worked on finalizing April month end work

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

Payments &amp; Utility Billing

**Description:**

Stats for the week of 5/17: Call volume was up 16% (421) from the previous week due to the City sending out phone calls to remind everyone that the City is still open and accepting utility payments.

- Customer Calls/answered: 406/421. All but one member of PUBs is working from home.
- Service level: 91.4% Service levels are high with staff working remotely, plus there were 57 more calls than the previous week.
- Average call time: 4:31
- Longest hold: 2:33
- Payments processed: 5,212
- Pay by phone payments: 237
- Active Customer Connect Accounts: 6,517
- Customers signed up, not on pre-authorized payments: 4,141
- Budget Billing: 260
- Echeck/PAP Customers: 1,206 (includes budget billing)
- Credit Card PAP Customers: 1,170 (includes budget billing)

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	12-31-2020
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<b>Execution Status:</b>	On Track
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**City Manager's Weekly Report****Department:**

Information Technology Department

**Notable Notes:**

**Applications Team:**

Open Tickets from Previous Week - 62

Tickets Opened in the Last Week - 28

Tickets Closed in the Last Week - 32

Remaining Open Tickets – 58

1. Skype meeting with Harris to discuss change in project timeline on 5/14.
2. Skype meeting with Parking Division to discuss online parking permit application and payment on 5/19.
3. Webex with Paymentus and Infrastructure team to discuss integration with Tyler Cashiering on 5/20.
4. Continued working on mCare 6 UAT.
5. Honeywell to continue gatekeeper upgrade process.
6. Continued working on an automated invoice workflow process in Tyler.
7. Created user acceptance testing plan for Munis 2019.1 upgrade.
8. Creating various user guides for different processes.
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. Waiting on Tyler development to assist with workflow on permitting payments.
4. Waiting on a script from Harris to begin UAT on CC6.4.
5. Waiting on delivery date for new kiosk.

**Infrastructure Team:**

Open Tickets from Previous Week - 126

Tickets Opened in the Last Week - 37

Tickets Closed in the Last Week - 35

Remaining Open Tickets - 128

1. Producing telephone usage reports for management.
2. The replacement phase of the AeroHive project is complete.
3. Installed the lobby Kiosk replacement.
4. Published the new knowledge base section on the intranet.
5. Enabled new RADIUS server.
6. Met with Tyler to resolve access issue.
7. Worked on and resolved support tickets for end users.
8. Actively responded to and resolved Secureworks alerts.

**Pending:**

1. Building hotel workstations for CS windows.
2. Scheduling AeroHive expansion with Electric.

**Activity or Project:**

mCare 6 Project (Applications Team)

**Description:**

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

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

Phase 1 Kick Off (Definition & Planning)

2/28/20 - Completed

Phase 2 Software Installation

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

Phase 3 Remote End User Training and Configuration

(Updated to Remote vs. Onsite)

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

Phase 4 End User Acceptance Testing

4/28/20-5/22/20 - In Progress

Phase 5 Go Live

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

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	07-20-2020
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

Munis 2019.1 Upgrade (Applications Team)

**Description:**

Phase 1 Software Upgrade TEST Environment

Completed

Phase 2 Kick Off (Definition & Planning)

5/21/20 - Scheduled

Phase 3 End User Acceptance Testing

5/26/20-6/05/20 - Scheduled

Phase 4 Vendor Issue Remediation

6/08/20 - 6/19/20 - Scheduled

Phase 5 End User Acceptance Re-Testing of Identified Issues

6/22/20-6/26/20 - Scheduled

Phase 6 City Led HUB Training

6/29/20-7/9/20 - Scheduled

Phase 7 Go Live

7/11/20 - Scheduled

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

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

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

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

Parks and Recreation Department

**Notable Notes:**

Director: Worked with Paula on updating our liability waivers to include COVID-19; met with State Botanist Bill McAvoy and Tom Z. about recommended updated planting list for developers to include in their landscape plans; conducted several meetings with recreation staff and Paula in reference to camp reopening and scheduling staff training; worked with Paula on the new parks sign design and pricing; worked on the Outdoor Recreation Parks and Trail grant application; conducted parks maintenance meeting with Tom Z., Rich and Paula to discuss upcoming projects and maintenance; met with Paula and Chrissy about pool restrictions, load capacity and cleaning requirements as per COVID-19 restrictions; reviewed material provided by the CDC, American Camp Association and what other states restrictions and guidelines as per camp openings.

Deputy Director: Worked with Joe on grant applications for the ORPT grant cycle; sent Joe liability waiver update recommendations to use going forward for all camp and program registrations to be reviewed and approved by the City Solicitor; worked with Kathy to complete purchase requisitions for arts and crafts and sports supplies needed for summer camps, cleaning supplies for camps and first aid supplies; held a meeting with Dave Tynan and recreation staff to discuss the emergency operation plans for summer camps; conducted another meeting with recreation staff to discuss changes/ideas for summer camps regarding possible new mandates from federal and state authorities, worked on new date for virtual staff orientation and in-person orientation; sent out parent survey regarding summer camps to get feedback on their ideas and thoughts concerning possible new procedures when camps open; sent letters to parents, camp staff, volunteers and contracted camp staff to keep them informed on our discussions on possible plans when camps open; helped Shelby create mailing list in Constant Contact to send survey specifically to all currently enrolled in summer camps; continue to listen to trainings/webinars regarding changes to summer camps including update from the American Camp Association who is completing a field guide for camp organizations to use based on the CDC recommendations for camp operations; sent reminder to recreation staff about upcoming deadlines for personnel paperwork, summer camp manual, and winter/spring statistics; continued to send applications received for summer camp staff to recreation staff; worked with Shelby and Rich on getting pictures of parks staff to complete a video for social media on their hard work maintaining the parks during all of this; discussed with Joe programs scheduled for first two weeks in June after new mandates from the Governor came out and talked with recreation staff to reach out to all the

instructors to determine if we can reschedule, offer shorter sessions, do them outside, go virtual, do a longer session once we can return and combine June and July sessions; conducted weekly staff meeting; continued to contact applicants for special event permits to refund those scheduled during stay-at-home mandates and review events for June to see if still scheduled; attended conference calls with City management and with parks and recreation staff.

Recreation Supervisor of Athletics: Recruiting summer camp staff, sent letter to current staff and contractors, making contingency plans for summer camps as school facilities will not be available to use; cancelled programs scheduled to begin in May; worked with Downes after care parents to ensure payments were made this week for those who won a spot via the lottery, the program is full with a waiting list for 2020-2021; attended webinar related to restarting youth sports programs.

Recreation Supervisor of Community Events: Sent letter to all Camp REAL staff and contacted staff regarding summer plans and COVID-19 planning; working on revisions for Safe Kids Camp, communicated with the new injury prevention contact at Christiana Care; attended the recreation staff meeting; continue to brainstorm 4th of July ideas; preparing for summer camps including gathering ideas for social distancing games and activities, layout, staffing, sanitation and safety; developing options for the Spring Concert Series including possible virtual, socially distant or canceling June's scheduled performances.

Coordinator of GWC and Volunteers: Participated in a follow up camp discussion with recreation staff on May 11, a summer camp emergency procedures meeting on May 12, a recreation staff meeting on May 14 and a Zoom meeting with recreation staff on May 15; held a Zoom meeting for Camp GWC staff members on May 13 to discuss summer camp planning and questions related to COVID-19; sent all camp and contracted staff a letter pertaining to COVID-19 planning for upcoming summer camp programs; reached out to all participants registered for Camp GWC I, Before Care and After Care to notify them of the cancelation; coordinated with instructors of the bird watch program, History Stroll, Essential Oils, Watercolor, Theater, Abakadoodle and Terrarium Therapy to make changes to upcoming programs; the following programs will be offered virtually in the upcoming weeks, Essential Oils, Terrarium Therapy and Theater; touched base with the Newark Senior Center on their reopening plan; coordinated with a member of the NAACP on offering a food drive-in June at the George Wilson Center; continued to work with summer staff on finalizing plans for summer camp procedures; continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; updated the cancelation report as needed.

Recreation Specialist: Updated staff/parent/volunteer letters with staff recommendations/changes/recent updates from Governor, continuing to update our procedures document with everyone's ideas/suggestions, and any new information from outside sources (such as state, CDC, DHSS, ACA, NRPA, other city/local park departments), continued to work on developing the Communicable Disease Plan for camps; sent volunteer letter to all volunteers and their parents – 2 responses, and both plan on still volunteering, attended emergency operations planning meeting with staff and Dave Tynan; went to the community garden and did a walk around/cleaning of handles/locks etc., completed Facebook postings for the community garden, Where's June – Tuesday follow up and Thursday new location, Kids to Parks Day, and general gardening/yard/flower advice posting.

Parks Superintendent: Inspected 25 park areas, met with residents concerning one issue with water basin plantings/weed control and two residents about creek blockage, called one resident about

mowing at Water Department site, talked with representative of Delaware Audubon Society about invasive control methods on City parkland and reviewed revised planting plan for Parks Director at Barksdale Road Development.

Parks Supervisor: Mowing park areas as per mowing schedule; weed control and maintenance of horticulture and traffic island areas; completed a temporary repair of the Redd Park footbridge; trash removal from park areas.

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**Activity or Project:**

Parent Survey

**Description:**

A parent survey was sent to our mailing list to provide feedback on their level of comfort in sending their children to camp and expectations. This information will assist our department in establishing procedures and potential camp changes as a result of COVID-19 restrictions and guidelines.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	05-29-2020
<b>Execution Status:</b>	On Track

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**Activity or Project:**

**Description:**

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

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**Activity or Project:**

**Description:**

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

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**City Manager's Weekly Report**

**Department:**

Planning and Development Department

**Notable Notes:**

Code Enforcement:

Work continues at the Campus Walk II project on New London Road. Building 3 - six units have been final inspected (interior only), the public and private sidewalks are complete, and topsoil and sod are being installed along New London Road. Building 1 and 2 – sod in front of the buildings is complete and exterior handrails are being installed.

Parking:

The installation of T2 parking kiosks with I.T.S. started this week, with completion set for Friday, May 22, pending weather related issues. Physical removal of the old IPS meters occurred in areas where the new kiosks are being installed. The Newark Police Department contacted the Parking Office regarding the milling of Academy Street and relocation of vehicles parked in the work area. The Police and A-Del instructed Parking to barrel off and bag meters to indicate the area was off-limits to vehicles and avoid relocation. Parking contacted A-Del regarding access to Academy during the milling project to install kiosks. Staff worked on a memo and the proposed amendment to the City Secretary's Office concerning staff recommendations for a return to regular parking rates, rules and procedures, with exception to Main Street where there will be a 15-minute pickup zone for local businesses during COVID-19 and the Governor's State of Emergency Declaration. Staff also worked with the City Manager's Office and local business owners on a possible plan to reserve parking for business pickup and deliveries during COVID-19 on an individual or zoning basis. A map is being developed for the proposal. Staff has seen a dramatic increase in correspondence regarding lot and residential parking permit inquiries.

A Skype call was held with the IT Division regarding online vehicle registration for lot permits and residential permits in regard to ongoing correspondence with IT and Communications on the creation of forms for lot/residential permits. New forms were submitted to reduce foot traffic in the office upon return. An internal Parking Division meeting was held to briefly touch base on how the reopening of the office may look for our department. Staff participated in a call with the City Manager's Office, Planning, and Finance to discuss plans and finances for the upcoming Parking Office, with management recommendations being compiled in a list for upcoming Council discussion. Staff participated in a Planning meeting to discuss the Municipal Services RFP and the number of companies to be brought in for the next phase of the process. Parking Soft revenue, shift reports, lost ticket reports, etc. were produced and saved in SharePoint in preparation for the shut-down of ParkingSoft web support. Financial reconciliation occurred through DRSS and MUNIS batches. T2, CivicPlus, Passport, and Genetec webinars continued. Skype calls continued with the Planning Department, Parking Division, and management regarding COVID-19 updates and work-from-home projects.

#### Planning/Land Use:

The Planning Commission is scheduled to meet remotely via GoToMeeting on Tuesday, June 2, 2020 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/378337581>. The public can also dial in by phone using the number +1 (669) 224-3412 and access code 378-337-581. Public comments may be submitted on the items on the agenda via email to [planning-dept@newark.de.us](mailto:planning-dept@newark.de.us) by 6:00 p.m. on June 2. Items on the agenda include:

- Review and consideration of an ordinance to amend Chapter 32 Appendix XXV – Landscape Screening and Treatment.
- Review and consideration of a major subdivision with site plan approval and special use permit for 132-138 East Main Street, to redevelop the property with a 5-story mixed-use building that includes commercial space on the first floor and 47 apartment units on the floors above.
- Review and consideration of Planning Commission Rules of Procedure Bylaws.
- Discussion of topics for Planning Commission training.

Director Mary Ellen Gray has continued to hold 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. This week's activities included reviewing Phase I reopening Order by the Governor and working with staff on a plan to reopen the office.

Director Gray worked with Parking Manager Marvin Howard, Parking Supervisor Courtney Mulvanity, City Manager Tom Coleman, and related staff on the parking office lease, installation of the parking kiosks, and amendments to the reinstating of a parking fee in City-owned and -operated lots and clarifying the grace period for on-street parking meters to facilitate pick-up for takeout from downtown restaurants.

Director Gray worked on preparing for and participating in the May 18, 2020 Council meeting. Planning related issues on the agenda included the recommendations from the Rental Housing Workgroup. Council adopted the recommendations with some amendments. The next steps are for staff to revise the draft report with these amendments, finalize the report, and put together a workplan for the recommendations. <https://newarkde.gov/DocumentCenter/View/13682/2A>

Director Gray continued work on the Request for Proposal for Planning Services. This was slated to go on the May 26, 2020 Council meeting but is postponed to the July 13, 2020 Council meeting.

Director Gray worked on Unicity and related issues including budget review, requirements for Unicity buses in a COVID-19 world, talked with staff on routes, and participated in a Zoom meeting with the UD Transportation Services team to discuss these issues as well UD bus service and the requirements for public transit in a COVID-19 world.

Also this week, Director Gray worked with staff on the June 2, 2020 Planning Commission related issues; worked on land use applicants, plan review and related issues; held the monthly Subdivision Advisory Committee meeting; worked on administrative and managerial related issues; and, worked on enforcement related issues with the Code Enforcement team.

The Planning and Development Department has completed its report for the special use permit application for Monster Mode Athletics, a commercial indoor recreation use, at 111 Sandy Drive. The application will be on the Council agenda for May 26, 2020.

The City of Newark is 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.

FEMA has accepted and renewed the City of Newark's Community Rating Service (CRS) certification, based on the staff report. The CRS is part of Newark's participation in the National Flood Insurance Program that regulates area floodplain, or special flood hazard area (SFHA). Because of the City's participation in the CRS program, City residents qualify for low rates on their FEMA-required flood insurance.

Planner Mike Fortner has completed the New Castle County Financial Draws for the 45th Year

CDBG program through April.

#### Land Use Projects Currently Under Review:

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

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

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

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

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the

applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019. Revised plans were received by the Planning and Development Department on May 1, 2019. Staff comments were forwarded to the applicant on August 23, 2019.

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

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

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.

751 Paper Mill Road, Walton Farm Subdivision, Parcel ID 0804700003 (PR#19-08-01): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, and minor subdivision of 14.48+/- acres at 751 Paper Mill Road. The plans propose to divide one parcel into two parcels in order to construct one single-family home on the newly created parcel. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. The project will be reviewed and considered by the Planning Commission at a future Commission meeting.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 0804700039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project will be placed on an upcoming City Council agenda.

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

1089, 1091, and 0 Elkton Road and 2001 Patriot Way, Parcel IDs 1100400022, 1803800032, 1803800033, 1803800046 (PR#19-10-04): On October 25, 2019, the Planning and Development Department received plans for the administrative subdivision of 1089 Elkton Road, 1091 Elkton Road, 0 Elkton Road, and 2001 Patriot Way. The plan proposes to combine the tax parcels via an administrative subdivision with ownership to be retained by Newark Charter School.

Plans were distributed to the Subdivision Advisory Committee (SAC) on October 25, 2019. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on February 13, 2020. No objections have been received from adjacent property owners.

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**Activity or Project:**

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**Description:**

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**Status:**

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

### City Manager's Weekly Report

**Department:**

Police Department

**Notable Notes:**

- Officers have been very busy the past few weeks responding to and handling various calls. Officers have responded to suicide, attempted suicide, drug and alcohol overdoses, emotionally disturbed persons, domestic disputes, robbery, thefts, numerous first aids, as well as a variety of other calls.
- The police department will return to pre-pandemic assignments and schedules on June 15th.

**Patrol Division:**

- On May 17, 2020 at approximately 1812 hours, Newark Police were called to a residence in the 400 block of Capitol Trail for a report of a fight in progress. Arriving officers contacted two subjects who had been involved in a fight that had broken up prior to police arrival. While officers were at the scene, a female later identified as Patricia Burgess, 37, of Newark, began to interfere with the investigation by yelling, cursing and approaching the officers and other persons at the scene. Burgess was not involved in the initial fight. Despite having been warned, Burgess persisted in interfering with the investigation and officers then attempted to place Burgess under arrest. Burgess fought with officers and kicked an officer in the chest. The officer was not injured. Burgess was transported to Newark Police headquarters where she was charged with Offensive Touching of a Law Enforcement Officer, Resisting Arrest and Disorderly Conduct. Burgess appeared before Justice of the Peace Court #11 by video and was released on \$3,000 unsecured bail.
- On May 18, 2020 at approximately 1534 hours, Newark Police were called to the parking lot of a business in the 200 block of South Main Street for a report of an assault that had just occurred. Responding officers contacted a female victim who advised that she had been punched in the face by an acquaintance while in a vehicle in the parking lot. There was a court order in place prohibiting the suspect from having contact with the victim. The suspect, who was later identified as David Rizzo, 46, of Bear, fled the scene on foot prior to police arrival. The victim did not

require medical attention. While officers were speaking with the victim, the Newark Police 911 Center received calls that there was a male running through backyards in the 200 block of Murray Road. The male was attempting to enter residences on the street. Newark Police Officers checked the area and located Rizzo hiding in bushes on the property of the West Park Elementary School on West Park Place. Rizzo was taken into custody without incident. Officers contacted residents at the two houses on Murray Road. The residents advised that Rizzo attempted to enter their residences but was unable to do so due to locked doors. No damage was caused and no entry was gained. Rizzo was found to be wanted on warrants from New Castle County Police, Wilmington Police and Middletown Police. In addition, he was wanted on capiases from multiple Delaware courts. Rizzo was transported to Newark Police headquarters where he was charged with two counts of Attempted First Degree Burglary, Offensive Touching and Breach of Release. Rizzo appeared before Justice of the Peace Court #11 by video and was ordered to be held in default of \$11,100 secured bail. Rizzo was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.

- On May 19, 2020 at approximately 2156 hours, Newark Police responded to a residence on Julie Lane for a possible domestic dispute involving a knife. Upon arrival, officers discovered that a male victim observed another male yelling at a group of four females. The victim attempted to intervene, to separate the male suspect from the females, when the male suspect, a 30-year-old white male from Newark, pulled a knife on the victim and threatened him. The suspect fled the scene prior to police arrival in a black SUV. Warrants were obtained charging the suspect with Aggravated Menacing and Terroristic Threatening.

#### Auxiliary Services Division:

- During the week of May 18th, the Bureau of Justice Assistance, Coronavirus Emergency Supplemental Funding Program grant application was submitted.

#### Administration Division:

- NPD's new moveable ARMAG ammunition magazine was delivered this week and installed with the assistance of the Delaware National Guard and City Electric.
- The NPD Recruits are in week 2 of the 3-week virtual DSP Academy. They will physically report to the Academy after the third week of online training.

#### Criminal Investigations Division:

- Victim Services Coordinator Melissa Pennachi received information on changes to Title IX of the Education Amendment, which requires universities to respond promptly and effectively to address any report of sexual harassment or sexual misconduct and actively take steps to prevent it. The new regulations will narrow the scope of complaints that universities are required to investigate and will likely affect investigations involving Newark Police.
- The Criminal Investigations Division is continuing to review and investigate cases involving the Sexual Assault Kit Initiative (SAKI). SAKI Background: Pursuant to Senate Joint Resolution 1, dated 6/25/2015, the Criminal Justice Council, with support of the Delaware Police Chief's Council and the State of Delaware, applied for a Bureau of Justice Assistance grant to address the backlog of untested sexual assault kits. On 10/1/15, the CJC received funding for the Sexual Assault Kit Initiative (SAKI) grant. With the assistance of the Delaware State Division of Forensic Science (DFS), Bode Cellmark Forensics was contracted to test the untested sexual assault kits. The untested sexual assault kits were processed by Bode Cellmark Forensics in an effort to identify any sample(s) containing DNA, specifically that relating to the suspect(s). Newark Police has been working directly with the Delaware Attorney General's Office to review

the results of the tested sexual assault kits and to determine if any additional follow up investigation is needed.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:** Completed

**Expected Completion:** 05-21-2020

**Execution Status:** Completed

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

We are aware that CSX will be closing North College Avenue and West Main/New London for track repairs for one week each in June. We have requested the closures be early in June as opposed to later, with the uncertainty around reopening UD and local businesses. Detours will be in place well in advance of the work.

Don't forget to vote for the park name at Rodney. Bids are due on May 26 for the Park and Pond construction at the Rodney Complex.

UDon't Need It? Student Move Out Program is open under modified rules for COVID-19 on weekdays from 7:30 a.m.-2:30 p.m. until June 11. See the following link for more information: <https://newarkde.gov/836/UDont-Need-It-Student-Move-Out-Program>.

DelDOT will be closing West Chestnut Hill Road to traffic from May 27-July 8 for bridge repair and painting. Detours will be posted and advanced warning signs have been posted.

A UD project to install steam and condensate pipe lines under South College Avenue, near the

overpass between Smith and Gore Hall, will result in lane closures this summer. Details are still being worked out, however, it is currently scheduled to impact the southbound lanes from June 2020-August 2020, with periodic northbound lane closures. Detours will be developed and noticed in advance of the work.

**Activity or Project:**

Main Street Improvements

**Description:**

The Main Street contractor paved the majority of the southern lane of Main Street on Thursday, May 21 and will be completing the southern lane on Tuesday, May 26. Next week they will begin prepping and paving the intersections, parking, and turn lanes over the next week. Punchlist items and signage and striping will follow in early June.

<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	06-15-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

Water Main Replacement

**Description:**

Reybold continues to make good progress on the water main installation along Dallam Road. Sidewalks, driveways, front yards and curb ramps along Tufts Lane and Baylor Drive are mostly restored with just a few locations remaining. We anticipate the contractor will be complete with the water main work in the next two weeks and wrapping up site restoration by the end of June.

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

**Activity or Project:**

**Description:**

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

Digital Records Project New Documents Created – May 14-20

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	70	7,978	Administration Correspondence Files
Fred	27	1,745	PWWR Traffic Committee Files; Electric Work Order Attachments
Ana (PT)	1	6	Working remotely on modifications
Total	98	9,729	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706	27,129	+3,423
March	32,064	43,248	+11,184
April	36,965	50,610	+13,645
May	62,286		
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 05/10/20-05/16/20

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	4	1	0	1	2	0
Unlaw. Sexual Contact	2	2	0	0	0	0
Robbery	5	6	1	5	8	0
- Commercial Robberies	3	1	1	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	13	7	1	11	5	0
Burglary	29	12	0	57	43	0
- Commercial Burglaries	1	1	0	0	41	0
- Residential Burglaries	22	10	0	43	2	0
- Other Burglaries	6	1	0	14	0	0
Theft	179	168	8	177	79	0
Theft/Auto	17	25	2	4	4	0
Arson	0	0	0	0	0	0
All Other	48	68	3	61	43	0
TOTAL PART I	297	293	15	316	185	0
<u>PART II OFFENSES</u>						
Other Assaults	115	99	2	58	78	1
Rec. Stolen Property	0	0	0	4	3	0
Criminal Michief	44	41	2	30	31	0
Weapons	11	6	0	33	14	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	61	22	0	91	22	0
Drugs	78	23	1	118	28	2
Noise/Disorderly Premise	286	210	22	98	86	20
Disorderly Conduct	62	51	2	48	40	2
Trespass	94	104	6	43	25	0
All Other	138	91	6	164	97	2
TOTAL PART II	889	647	41	687	424	28
<u>MISCELLANEOUS:</u>						
Alarm	52	54	4	0	0	0
Animal Control	215	173	11	1	20	0
Recovered Property	81	80	5	0	0	0
Service	13443	12186	528	0	0	0
Suspicious Per/Veh	189	174	7	0	0	0
TOTAL MISC.	13980	12667	555	1	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	827	17,635	528	14,945



**Newark Police Department  
Weekly Traffic Report  
05/10/20-05/16/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	5242	2346	286	8
DUI	81	31	2	0
<b>TOTAL</b>	<b>5323</b>	<b>2377</b>	<b>288</b>	<b>8</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	1	0	0	0
Personal Injury	93	52	6	0
Property Damage <b>(Reportable)</b>	471	267	25	9
*Hit & Run	95	54	2	1
*Private Property	120	52	6	1
<b>TOTAL</b>	<b>565</b>	<b>319</b>	<b>31</b>	<b>9</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.