

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week we hosted an event to celebrate the end of construction on Main Street, appropriately named "Welcome Back to Main Street." We closed Main Street to traffic between Chapel and South College to allow restaurants and retail stores an opportunity to expand into the street to help address concerns about eating and shopping indoors. Despite having less than two weeks to put the event together, a herculean effort by many staff members resulted in it being an overwhelming success. We have received very positive feedback overall, with most restaurants hitting capacity with a waiting list. Klondike Kate's and Cafe Gelato also took advantage of the loosened noise waiver application process and hosted outdoor music which was also well received. It is staff's recommendation that Council consider more events like this through the fall. We would recommend at least once per month, perhaps on the third Thursday of each month.

On Monday I participated in a Zoom call with Representative Blunt Rochester and a Zoom board meeting with DEMEC. Later on Monday we held a regular Council meeting. On Tuesday I participated as a panelist at the first TNP "Community Conversation" where I discussed the City's response to COVID-19, the recent protests around racial justice, UD's reopening, and a handful of other topics. Wednesday, we held our regular Directors staff meeting, on Thursday I attended the first of a series of meetings at DEMEC dedicated to creation of a new strategic plan. On Friday, I participated in the second committee meeting for NCC's CARES Act Small Business Committee. Throughout the week I spent time on legislative issues with our lobbyists and staff members, specifically SB 250. I also spent time working on the Welcome Back to Main Street event.

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

Chief Communications Officer:

- Assisted with the coordination/organization of the Welcome Back to Main Street event with elected officials, restaurants, retailers and nonprofits.
- Developed a three-week radio ad campaign to highlight the event and promote small businesses. The 10 and 60 second commercials will air on WSTW and WDEL with an anticipated reach of over 50,000 individual listeners. TNP sponsored the cost of this effort.
- Coordinated with the State and County Chambers of Commerce, the Greater Wilmington Convention and Visitors Bureau and the Delaware Prosperity Partnership to publicize the Main Street event as well as promote continued support of Newark small businesses.
- Worked with PW&WR to inform residents of a water service disruption/boil water advisory.
- Held a meeting with the mail room staff to go over responsibilities after they've been moved under Communications.
- Promoted Clean Water Week on social media at the request of UD and PW&WR.

Despite coronavirus, Newark Main Street restaurants have reason to celebrate:

<https://www.delawareonline.com/story/news/local/2020/06/22/amid-coronavirus-pandemic-newark-restaurants-serve-dinner-street/3228918001/>

Newark officials warn of potentially rabid raccoon near Cherry Hill neighborhood:

https://www.newarkpostonline.com/news/newark-officials-warn-of-potentially-rabid-raccoon-near-cherry-hill-neighborhood/article_34512557-f400-5a4c-952c-dede572e009e.html

Newark makes change allowing new fraternity and sorority houses for first time in decades:

<https://www.delawareonline.com/story/news/local/2020/06/23/newark-overturms-university-delaware-fraternity-house-ban/3231067001/>

Facing lawsuit, Newark overturns ban on new fraternity houses:

https://www.newarkpostonline.com/news/facing-lawsuit-newark-overturms-ban-on-new-fraternity-houses/article_2a3d90cc-ca29-5df2-93fb-c20f8f077e7b.html

Newark reopens playgrounds, basketball courts:

https://www.newarkpostonline.com/news/newark-reopens-playgrounds-basketball-courts/article_1cbbdb6-83af-56a2-89f4-49ee7f01bdf3.html

UD alumni offered chance to take home brick from Dickinson dorms:

https://www.newarkpostonline.com/news/ud-alumni-offered-chance-to-take-home-brick-from-dickinson-dorms/article_33ab7dfb-758c-5438-97fd-09e23593b910.html#tncms-source=infinity-scroll-summary-sticky-siderail-next

A socially distanced party | Newark's Main Street prepares for reopening:

https://www.wdel.com/news/a-socially-distanced-party-newarks-main-street-prepares-for-reopening/article_1204ff4c-b623-11ea-9606-4beefd9bdb91.html

10 restaurants to offer al fresco dining as Newark celebrates reopening of Main Street tonight:

https://www.newarkpostonline.com/news/10-restaurants-to-offer-al-fresco-dining-as-newark-celebrates-reopening-of-main-street-tonight/article_0dd90e5c-a0d0-5cbd-adbd-5a57143b4e96.html

Newark sponsoring house decorating tour: https://www.newarkpostonline.com/news/newark-sponsoring-house-decorating-tour/article_962eaa8-59cc-5892-b6f8-6f93e2426a3b.html

Councilwoman proposes task force to rethink policing in Newark:

https://www.newarkpostonline.com/news/councilwoman-proposes-task-force-to-rethink-policing-in-newark/article_cffb776c-5426-5f16-8461-1d07a1a17185.html

Newark's Main Street will Close to Celebrate Reopening today:

<http://firststateupdate.com/2020/06/newarks-main-street-will-close-to-celebrate-reopening-today/>

Welcome Center/Communications Assistant

- Answer and direct all incoming calls to correct departments
- Working on the August newsletter
- Completed the “Confessions of a Spy: The Art of Human Hacking and the role PR Indies can play in helping or hindering social engineering attacks against their clients” webinar
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Collecting photos for social media
- Photographing the Welcome Back to Main Street event

Web Content/Graphic Design

- Attended Municipal Website Design Best Practices webinar hosted by CivicPlus
- Designed Welcome Back to Main Street graphic/invitation
- Designed Welcome Back to Main Street parking signage

- Designed map for free parking locations during Welcome Back to Main Street
- Designed building signage for S. Main Street lobby doors
- Scheduled public meeting notices via InformMe
- Scheduled Water Service Disruption and Boil Water Advisory via InformMe
- Worked with IT to renew City website's SSL certificate

Chief Human Resources Officer:

This week the Chief Human Resources Officer (CHRO) participated as a panelist on a webinar sponsored through UD IPA (Institute for Public Administration) on Tuesday morning. The panel consisted of municipal leaders throughout the State who participated in a panel discussion on the topic which was "Infrastructure Workforce Needs and Issues of Delaware's Local Governments". UD IPA had sent out a survey to all of the municipalities in Delaware in May.. The purpose of the survey was to conduct research to understand statewide infrastructure-related workforce trends and frame potential programmatic responses by public and private sectors in Delaware. This particular phase of the study focused on Delaware local government infrastructure workforce recruitment, retention and talent development challenges. For the purposes of this study, the infrastructure-sector includes occupations related to inspections/planning, engineering/architecture, vehicle maintenance, building/parks maintenance, public works (sanitation, streets, water, sewer, electric). The representatives on the panel were asked to provide feedback, guidance and recommendations for how these issues are being addressed in their municipality. The webinar was very informative and I was happy to be a part of it. Jeff Martindale and I assisted Dover with a detailed salary and benefits study this week and submitted to their consultant yesterday. The results of the study will be provided to the City upon completion. Jeff and I are working on setting up a meeting with department directors to discuss the skills/safety test to be used in the career ladder provision in the AFSCME 1670 contract. We are hoping to have this finalized in the next few months. The CHRO has migrated back into the office and will begin to be in the office five days per week and will be spending time getting organized and settled. The CHRO also spent time working with labor relations, benefits, retirement paperwork and other correspondence.

Assistant to the City Manager/Acting Human Capital Manager:

Assistant to the City Manager/Acting Human Capital Manager Jeff Martindale again focused primarily on the Welcome Back to Main Street event scheduled for the evening of June 25th. He also spoke with TNP President Polly Sierer to discuss other potential initiatives for downtown Newark. Mr. Martindale additionally worked further with the Seiberlich Trane team leading the City's energy efficiencies project to finalize a scope of work and budget, which will be presented to Council next month.

Along with Chief Human Resources Officer Devan Hardin, Mr. Martindale completed a survey on behalf of the Dover Human Resources Division and continued discussing internal changes to the Administration Department's structure long-term.

Facilities Maintenance:

The Facilities Maintenance team hung doors on the newly installed electric closets in City Hall, met with various contractors for additional needed work, and repaired a water fountain at the

George Wilson Center.

They additionally began constructing and installing shielding for office workspaces out of acrylic, Lexan, or plexiglass as part of new precautions for staff in the office. In addition to City Hall, this shielding will be installed at the Parking Office and GWC.

Finally, the custodial team began the summer cleaning schedule at the George Wilson Center ahead of the commencement of camps and set up the Alderman's Court to allow for sustainable social distancing once Court reopens next week.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court remained closed to the public from 6/18/20 to 6/24/20. Court will reopen on 6/29/20 and will have court sessions on 6/30/20 and 7/1/20. Staff continued to process parking, criminal and traffic payments as well as guilty pleas, PBJ's and not guilty pleas.

Parking Ambassadors continued to handle all parking appeals online.

The bailiffs remained at the entrance to City Hall to help direct foot traffic and to monitor social distancing.

Terri attended a remote managers' meeting on 6/18/20.

Activity or Project:

Payments

Description:

Alderman's Court collected a total of 47 parking payments of which all were paid online. Court also collected criminal/traffic payments of which 58 were paid online and 7 were mailed to court for a total of 65 criminal/traffic payments.

Status:

Completed

Expected Completion:

06-26-2020

Execution Status:

Completed

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

City Secretary and City Solicitor's Office

Notable Notes:

Paul worked remotely this week.

Renee participated in the remote management staff meetings on June 18 and 24.

Renee and Tara attended the quarterly Delaware Municipal Clerks Association meeting virtually on June 18.

Staff finalized and posted the June 29 Council packet on June 22. Packets were delivered to Council members on June 23. 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/6575>.

Paul and Renee staffed the June 22 Council meeting. An addendum and items 2A (June 1 Council minutes) and 2B (June 8 Council minutes) were posted and forwarded to Council on June 18. Follow up was completed by staff throughout the week.

Extensive time was spent working on the rescheduled 2020 Council elections for Districts 3 and 5. Renee, Tara and Danielle spent significant time processing returned absentee ballots and absentee affidavits. Renee worked with Election Board members to recruit additional poll workers and alternates for Election Day. Staff is seeing an uptick in calls and emails with questions regarding the rescheduled City elections and various state elections that are approaching. All updated information regarding the 2020 City Council election can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>. Additional information regarding absentee ballot requests, returns and comparisons to previous years' turnouts are below.

Renee completed a recommendation to Council for increased diversity on the City's boards and commissions to be presented at the June 29 Council meeting.

Renee completed the newspaper and direct mail notices for a special use permit located at 614 South Twin Lakes Boulevard. This request for a home daycare is scheduled for public hearing at the July 13 Council meeting.

Renee completed the newspaper and direct mail notices for a special use permit located at 925 Rahway Drive. This request for a deck in the SHFA/OFD district is scheduled for public hearing at the July 13 Council meeting.

Renee spent time scheduling items for upcoming Council agendas and drafted the July 6 agenda.

Renee worked on the FY2021 budget submission for the Legislative Department.

Renee reviewed and submitted suggestions to Facilities for changes needed to work spaces in the department to facilitate staff's eventual return to the office.

Renee worked with IT for an improved solution to exchanging audio files with staff while working remotely.

Nichol worked with applicants for the July Board of Adjustment meeting on accessing GoToMeeting.

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

Tara spent time working on union-related items.

Danielle processed several items for the Recorder of Deeds office.

Tara reviewed several building permits.

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

- * Provided a response and closed a May 28 FOIA request for COs/construction plans/floorplans pertaining to Greene Turtle on South Main Street from Rich Dudek
- * Provided a response and closed a June 16 FOIA request for cell tower applications/site plans from SBA Communications Corp.
- * Provided a response and closed a June 17 FOIA request for permits submitted in the last 12 months for a property outside of city limits

- * Circulated to staff a June 19 FOIA request for court transcripts from Alishia Winston
- * Circulated to staff a June 22 FOIA request for code violations between 01/2020 through present from MG Real Estate Network
- * Circulated to staff a June 22 FOIA request for COs/open violations/site plans pertaining to 211 Haines Street from Dayshawn Burns

Regarding minutes, staff time was spent on the May 21 Board of Adjustment (Nichol edited - complete), June 8 Council (Renee edited - complete), June 9 Conservation Advisory Commission (Danielle drafted), June 15 Council (Tara drafting) and June 22 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the June 10 Election Board minutes are currently in the queue.

1 discovery requests was fulfilled for an upcoming Alderman's Court case. 197 discovery requests have been filled so far for 2020. The July 9 court calendar was received and 9 case files were compiled for the Deputy City Solicitor. 12 court calendars with 193 associated cases have been processed in 2020. There were no pleas by mail.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. 158 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

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 June 18-24 are below.

Status:	In-Progress
Expected Completion:	
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:**

Electric Department

Notable Notes:

The line crews energized Chase Bank at the Newark Shopping Center. They also worked with the contractor installing new pole for a temporary underground feed to Smith Hall while UD works on the underground infrastructure in the area. The crews also finished the recloser installations at the stadium as part of the expansion project.

The electricians started the infrared scan of the aerial distribution system with a contractor. They also replaced a heat pump in the Kershaw battery house and troubleshot a problem with the Silverbrook Pumping Station's fuel tank.

Engineering worked on SCADA commissioning, Fulton Bank approvals, and Fintech/STAR infrastructure design.

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>.

Contactless bill payment options:

- Make payments online by visiting <https://payments.newarkde.gov>. This landing page will guide you to the correct site to pay a bill issued by the City of Newark.
- Utility bills can also be paid 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. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment.
- Drop your utility bill check or money order into the dropbox at City Hall.

Director Del Grande meetings for the week:

06/22 - DEMEC Board meeting

06/23 - met with Seiberlich/Trane re: ESCO project

06/23 - CM Coleman and I met with Dr. Byrne and Mr. Murphy regarding HB250.

06/25 - DEMEC Strategic Plan meeting (all day event)

Activity or Project:

2021 Budget

Description:

Staff is working with departments on their 2021 budget requests.

CIP was due on 6/12

OPEX was due on 6/19

Staff is working on salary projections

Internal budget meetings are scheduled for July 8-15

Status:	In-Progress
Expected Completion:	12-01-2020
Execution Status:	On Track

Activity or Project:

Accounting

Description:

- Munis upgrade continues with testing.
- Audit is wrapping up for 2019. Final draft report was reviewed by CliftonLarsenAllen (CLA) partners for final comments this week.
- Reviewed new permit applications.
- Processed new lien certificates.
- Continued the EFT Vendor project.
- Completed AP invoice entry.
- Worked on Munis and Harris balancing.
- Team worked on finalizing May month end work.

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

Activity or Project:

Payments & Utility Billing

Description:

Aside from normal customer business, PUB staff has been working on:

- Internal cross-training.
- SOP updates.
- UAT Testing of the forthcoming Customer Connect 6 upgrade.
- Updating Stormwater database process.

Stats for the week ending of 6/20: Call volume was down 44% (376 vs. 673) from the previous week due to the closing out of the student move-in/move-out period. PUB staff generally averages around 450 calls per week.

- Customer Calls/answered: 362/376. All but one member of PUBs is working from home.
- Average call time: 4:23
- Longest hold: 2:49
- Payments processed: 2,791
- Pay by phone payments: 179
- Active Customer Connect Accounts: 6,822
- Customers signed up, not on pre-authorized payments: 4,377
- Budget Billing: 263
- Echeck/PAP Customers: 1,245 (includes budget billing)
- Credit Card PAP Customers: 1,200 (includes budget billing)

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

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

Information Technology Department

Notable Notes:

Applications Team:

Open Tickets from Previous Week - 96

Tickets Opened in the Last Week - 54

Tickets Closed in the Last Week - 56

Remaining Open Support Tickets - 76

Remaining Open Project Tickets - 18

1. Attended Tyler led Comprehensive Annual Financial Report (CAFR) training on 6/18.
2. Conference call with kiosk vendor to discuss setup changes on 6/18.
3. Watched Addressing Racism: Advancing Justice in Time of Crisis Webinar hosted by UD on 6/19.
4. Continued troubleshooting and resolving tickets related to Tyler Munis 2019.1 UAT.
5. Finished up mCare 6 testing and signed off on the UAT Test Plan.
6. Began troubleshooting and resolving tickets related to CC6 upgrade testing.
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.
3. Waiting on delivery date for new kiosk.
4. Waiting for Planning to decide path forward regarding online permit payments.

Infrastructure Team:

Open Tickets from Previous Week - 150

Tickets Opened in the Last Week - 56

Tickets Closed in the Last Week - 115

Remaining Open Support Tickets - 70

Remaining Open Project Tickets - 21

1. AXON Fleet installation training.
2. Supported AXON on infrastructure for fleet car installations.
3. JHT camera installation is complete.
4. Modified the available channel list for some Tropos nodes to improve reliability.
5. Enabled encryption for email being delivered to external addresses.
6. Produced instructional documentation on email encryption. Available in the knowledge base.
7. Focused effort on cleaning up the ticket queue.
8. Continued WFH support.
9. Worked on and resolved support tickets for end users.
10. Actively responded to and resolved Secureworks alerts.

Pending:

1. Preparing for the AXON Interview Room install next week.
2. Planning to install the new access point at GWC.
3. Troubleshooting Gatekeeper 2

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 - Completed

*Will upgrade CIS and mCare next week to fix a testing issue found - Completed

6/3/20 - 6/19/20 - Completed

Phase 5 Go Live

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

Status:	In-Progress
Expected Completion:	07-20-2020
Execution Status:	On Track

Activity or Project:

Munis 2019.1 Upgrade (Applications Team)

Description:Phase 1 Software Upgrade TEST Environment
CompletedPhase 2 Kick Off (Definition & Planning)
5/21/20 - CompletedPhase 3 End User Acceptance Testing
5/26/20-6/05/20 - CompletedPhase 4 Vendor Issue Remediation
6/08/20 - 6/19/20 - In Progress
*One issue remainingPhase 5 End User Acceptance Re-Testing of Identified Issues
6/22/20-6/26/20 - In ProgressPhase 6 City Led HUB Training
6/29/20-7/9/20 - ScheduledPhase 7 Go Live
7/11/20 - Scheduled

Status:	In-Progress
Expected Completion:	07-11-2020
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with Tyler and Klondike Kate's about Parks on Draft and layout for Olan Thomas event scheduled for July 9-12; attended meeting for Main Street event with Public Works, Communications and Jeff to discuss event organization; met with Rich and Tom to discuss getting the basketball courts and playgrounds reopened in accordance with the Governor's updated Phase 2 reopening plan; attended the summer staff training session at the George Wilson Community Center; worked with Paula to finalize the 2021 general operating budget; met with Paula and Sharon on the logistics for the Outdoor Movie Night to be held at the Star Campus on July 18; met with Tim and Tevebaugh Architecture about the Reservoir restroom project and finalizing plans and cost estimates.

Deputy Director: Met with recreation Supervisors regarding fall programs and scheduling; conducted staff orientation for all camp staff with recreation staff and completed COVID specific training with Melinda to camp staff and volunteers; continued to gather cleaning supplies and sanitizer and distributed to each camp; worked with Marta and Jeff on updating the advertisement for the substitute Wilson Center attendant; worked with Joe to finalize information for the 2021 general operating budget, goals, accomplishments, etc.; worked on details for the outdoor family movie night; reviewed monthly credit card statements and approved for payment; worked with Melinda to check in supplies received and sign off paperwork from orders; worked with financial assistance registrants on upcoming payments for camps; worked with Shelby to update the weekly Eblast to include the new July events and Parks on Draft and sending another Eblast to Camp REAL participants from previous years; continued to work with Shelby and Kathy on updates to the summer activity guide for Max Galaxy and on the website; continued to work with state criminal history office regarding background checks for summer camp staff; continued to submit Child Protection registry forms as received from staff; continued to send applications received for summer camp staff to recreation staff; conducted weekly staff meeting; continued to process applications for special event permits for later in the year.

Recreation Supervisor of Athletics: Back in the office all week in preparation for the start of Rittenhouse Camp, held two days of staff orientation, one at GWC and one at Rittenhouse, CPR/First Aid training was held, gathered supplies and delivered to camp; working to get adult softball league going with tentative start date of 6/30; trying to get adult volleyball league going with target date of 7/6; held Parks on Draft meetings, met onsite at Olan Thomas with Klondike Kate's staff, we are on for July 9-12; met with another restaurant to try and get July 23-26 set up as Homegrown is no longer hosting this year, Aug. 6-9 is on with Grain; cancelled Delaware soccer camps scheduled in July; met with Deputy Director regarding fall programs.

Recreation Supervisor of Community Events: Preparing for July Parks & Recreation Month events, including Picnic Perfect Recipe Sharing, Festival of Fun Home and Yard Decorating and the Outdoor Movie; working on items for Camp REAL including staff paperwork, schedule, regulations and parent information; attended weekly recreation staff meeting.

Coordinator of GWC and Volunteers: Made preparations and conducted camp orientations on June 16 and June 18 for camps scheduled to begin on June 22; met with the Deputy Director to

discuss items from staff meeting and fall programming; continued to work with the IT Division to resolve connections issues with the desktop and laptop at the George Wilson Center; scheduled interviews for potential lifeguards; completed employment paperwork for summer staff; continued to work on staff schedules and new guidelines for reopening the George Wilson Center; contacted parents of participants registered for Camp GWC Week IV with all information for camps to begin on June 29; continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; continued to communicate with potential renters as well.

Recreation Specialist: Created sick log for camps to use in case someone is sent home sick to track which groups they were in; assisted with staff/volunteer in-person COVID training at GWC; emailed camp directors volunteer names/contact information for next week; sent reminder email to next week volunteers on what to bring, time to report, etc.; sent health screening to volunteers starting July 6th at GWC; inventoried/put away supply shipments received; gathered camp supplies for Rittenhouse; three more volunteer interviews conducted and sent them their summer schedules; started purging 2019-2020 Before/After School Care files, began prepping 2020-2021 files based off current rosters; added to City website calendar July Home Decorating event and the Recipe Sharing event; continued the Where's June series on Facebook page.

Parks Superintendent: Inspected seven park areas and developed work lists as needed, met with representative from DNREC to review conservation area along the White Clay by Curtis Mill Park, met with resident concerning mowing issue at city open space area, reviewed three proposed landscape plans and commended as needed, coordinated with contractor to power wash tennis court at Lumbrook Park and assigned field staff daily and assisted as needed.

Parks/Horticulture Staff: Continued mowing operations, pruned back dead branches on Hypericum on South Main Street island #2, did interior bed maintenance at City Hall, started hanging basketball goals on courts throughout park system, did trash removal throughout park system, replaced one tennis net at Fairfield Park, started spraying weed growth in all wood carpeted areas throughout park system and did equipment maintenance on Jacobsen mower.

Activity or Project:

White Clay Creek/Emerson Bicycle and Pedestrian Bridge Update

Description:

The White Clay Creek/Emerson Bicycle and Pedestrian Bridge that was tentatively scheduled to be installed in August of 2020 has been postponed until August of 2021. Several factors have come into play to delay the project:

- Whitman, Requardt & Associates's (WRA) hydraulic analysis utilizes several sources of data including USGS gage data and USGS Streamstats, FEMA Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRM), and FEMA hydraulic models. Additionally, existing topographic data and one-foot GIS contours were obtained from Delaware sources to supplement WRA survey along the White Clay Creek. The analysis looks at three primary sets of data, the FEMA effective data, existing conditions data, and proposed conditions data. The existing and proposed condition data utilizes more recent topographic data than the FEMA effective data currently available. When comparing results of proposed conditions with the effective FEMA data, the water surface elevations decrease by approximately 0.1' – 2.5' along the studied area for the 100-year flood. These decreases are a result of better topographic data along the study area and surveyed data

associated with the existing dams that the FEMA data does not account for. When comparing the results of the proposed conditions with the existing conditions, the water surface elevation increases by approximately 0.1' (1.2") in the vicinity of the bridge and upstream properties, and approximately 0.3' (3.6") at any cross section along the study area. The comparison of existing and proposed water surface elevations is most relevant and accurately reflects the impact of the proposed bridge project.

- The City of Newark requested to have surveys done on the properties upstream along White Clay Drive to determine what impact, if any, the construction of the bridge might have on the water levels on their properties during the 100 year storm. The surveys were completed, and it was determined that the water levels will have no adverse effects on the upstream properties. The addition of the bridge would not put any existing structures in the flood plain that are not already located within it.

- The latest Hydrologic and Hydraulic Flood Plain Analysis completed by Whitman, Requardt & Associates indicates that the construction of the bridge will increase the existing 100-year water surface elevation by approximately 1.2" as a result of the fill required to construct the northern approach to the bridge. This will require a special use permit that must be presented to the Planning Commission (July 7) and approved by City Council (August 10).

* Paper Mill Road will be closed for two days to have cranes set the bridge into place. DelDOT and City staff prefer to close Paper Mill Road in August due to that month being the lowest for vehicular traffic. The additional survey and modeling efforts would have delayed the project start date to at least September or October. After conferring with DelDOT, it was decided to delay the project by one year and have the bridge project begin in March of 2021 with the actual bridge erection in August of 2021.

- The potential dam #4 removal. Although the dam removal project is completely separate from the bridge project, the close proximity of the bridge may make the dam removal more difficult if the bridge is constructed first. Staggering these projects eliminates any potential construction conflicts and permitting overlap. We will not have confirmation on the National Fish and Wildlife Foundation grant funding to remove the dam until July of 2020. The preferred timing for the dam removal would be February 2021.

- Delaying the construction will not affect the existing funding for the project.

Status:	Not Started
Expected Completion:	08-31-2021
Execution Status:	Behind Schedule
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:

Demolition has been completed and cleaned up at 90, 92, 94, 96 East Cleveland Avenue and footings poured. Trim work and floors are going in at the physical therapy office in the Fairfield Shopping Center and exterior work will be completed soon. Paving is being done this week at the Campus Walk II project on New London Road. The augured piles are being installed at the Fintech Building on the STAR Campus; there will be a total of 124 at approximately 50 feet deep. Structural steel erection is nearing completion at 211 South Main Street. Final inspections are being completed for issuance of COs for the apartment units at 211 Haines Street. Final inspections are being done for CO issuance at 77 East Delaware Avenue, the Life Sciences Building Addition.

Fire Marshal Dave Tynan has been working with the City Manager's Office team on the Welcome Back to Main Street event scheduled for Thursday, June 25; working with Code Enforcement Officer Tim Poole on requests for expanded outdoor seating; conducting occupancy load requirements with local pools and businesses to meet the Governor's order; conducting plan reviews and site reviews on new and existing projects including Chemours, BPI, Whitney Athletic Center, Haines Street, Hyatt Hotel, Fulton Bank, and various other projects; holding site meetings at Newark Charter School and the Hyatt Hotel project to go over fire requirements; and, working on updates to Fire Code revisions in Munis. Business license meetings and updates are ongoing at a snail's pace and fire safety registration inspections have been suspended until further notice. From an emergency management perspective, Fire Marshal Tynan is actively working with the City Manager's Office during emergency operation incidents; meeting with UD, NCC, and DEMA on COVID-19 updates and planning; reviewing the EOP plan and adding a pandemic annex with current concepts and plans being updated; working with the Parks and Recreation Department to bring camps back with provisions and rain day occupancies. Additionally, EOP update emails were sent to department heads regarding rough draft submissions; a training matrix has been made and updates will be sent to those in need of ICS training; EOC operations with UD for home games is ongoing; meeting were held with Parks and Recreation for an upcoming event (EOP); and a meeting was conducted with NCOEM, UDOEM, NOEM, and the American Red Cross to go over our shelter plan.

Property Maintenance Inspectors worked with the Newark Police Department on four problem properties this week. Additionally, the following items were completed:

- 34 Inspections
- 25 Response to Complaints
- 3 Citations Issued
- 5 Violations Issued

Parking:

Municipal Parking Lot 1 is currently under construction for a full mill, repave, and painting. Lot construction is set to be completed mid-week (approximately July 1, pending weather). A third

kiosk will be installed in the lot upon completion, covering the new 48 parking spaces on the southwest portion of lot. Municipal Parking Lot 3 had its kiosk reinstalled after decal improvements were made. Signage was inserted in the parking lot and it is now operational under the new multi-space system. Landscaping improvements were also made to make the kiosk more visible. Staff is currently working with M&T Bank on lot leasing. Signage prep and review of orders for the Main Street reopening event scheduled for Thursday, June 25 was completed. Numerous Parking Ambassadors will be part of the event, flagging in vehicles. Signage will read "Free Event Parking." Lot 1 will be available for the event, but Ambassadors will direct parking as the lot will not be lined. Customer service staff contacted permit holders in Lot 2 and Lot 3 to inform them they will be unable to exit via Main Street during the event. Customers who supplied an email were contacted, as well. Electronic signage was displayed on Main Street notifying of the event, in addition to CivicPlus notification. Parking Ambassadors will be in both parking lots to inform customers upon arrival that they will either need to leave by 3:00 p.m. or will be unable to leave the lot during the event due to safety reasons.

Staff participated in a phone conference with T2 Systems regarding digital permitting improvements, as well as a phone conference with Paylock related to improvements to immobilization technology and assistance with customer service. Several internal meetings were held in regard to the Main Street reopening event with management, staff, business owners, and The Newark Partnership. A discussion was held with Lily Williams of Passport regarding needed decals for some new kiosks within new zones. Residential parking permit recording and municipal parking permit recording continued. Extensive discussion was had on return-to-office and how to safely give out passes that were registered during work-from-home. Sale/registration of permits continued through email and the website. All Parking Ambassadors returned to work, the June 2020 scheduled was completed, and the City Manager's Office was supplied with return dates for all employees. Regular COVID-19 meetings continued with Planning and Parking, as well as webinars regarding customer and employee safety during the pandemic. The monitoring of phones, radio, residential line, Microsoft Teams, etc. continued, as well as regular kiosk and vehicle disinfecting.

Planning/Land Use:

The Planning Commission is scheduled to meet remotely on Tuesday, July 7, 2020 at 7:00 p.m. The meeting will be available for viewing via GoToMeeting using the link <https://global.gotomeeting.com/join/992916773>. Members of the public can also dial in by phone using phone number +1 (872) 240-3311 and access code 992-916-773. Items on the agenda include:

- Review and consideration of a special use permit for construction of a bicycle and pedestrian bridge in the flood plain at 109 Paper Mill Road
- Review and consideration of Planning Commission Bylaws
- Discussion of 2021 Planning Commission Work Plan
- Follow-up discussion of 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 COVID-19 pandemic and related issues including the updates to the Governor's Emergency Declarations and now transitioning back into the office.

Director Gray participated in a Skype meeting with Public Works and Water Resources, City Manager Tom Coleman, and Finance Director David Del Grande to discuss updating the fiscal impact analysis utilized for major subdivision land use developments which, by Code, is required to be done by the Public Works and Water Resources Department but has traditionally been done by the Planning and Development Department.

Director Gray presided over the monthly Delaware Chapter of the American Planning Association Executive Board meeting. In addition to continuing to work on the virtual conference planned for October 29, 2020 and other regular Board activities, another agenda item discussed that will be followed up on is how the Delaware APA Chapter can work to further social justice and equity in the planning profession in Delaware in working with the Boards, Councils, Commissions and the public. This will be an ongoing discussion and initial thoughts are to put together an action plan of strategies that can be implemented with Delaware APA Chapter members to effect positive change in social justice and equity in the planning profession.

Director Gray participated in Skype call and follow up discussions regarding the Welcome Back to Main Street event scheduled for Thursday, June 25, 2020.

Also this week, Director Gray worked on: documents and related issues on agenda items and attended the June 22, 2020 Council meeting; July 7 Planning Commission related agenda items; reviewing land use plans, working with staff and applicants on land use plans and related issues; Code Enforcement, permitting and related issues; 2021 budget and related issues; and, administrative and managerial related issues.

The following was completed this week:

- 30 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. Staff comments were forwarded to the applicant on May 15, 2020. The project was discussed with City operating departments at a SAC meeting held on June 17, 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. The project was withdrawn from the June 2, 2020 Planning Commission agenda and will be reviewed at a future meeting. The Planning and Development Department received revised plans on June 12, 2020. The project was discussed with City operating departments at a SAC meeting held on June 17, 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. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 0804700039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC

meeting took place on September 24, 2019. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project has been placed on the June 8, 2020 City Council agenda for second reading and public hearing. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

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. The administrative subdivision was approved by the City Manager and Planning and Development Director in May.

124 East Main Street, Parcel ID 1802000125 (PR#20-04-02): The Planning and Development Department received a sketch plan on April 30, 2020 for the redevelopment of 124 East Main Street, known as Center Square and the current location of Walgreens, Homegrown, 14 residential dwelling units, and 33 parking spaces. The plan proposes two floors of commercial space, conversion of the 14 existing units into 58 new residential units on the upper four floors of the building, and an increase of 200 additional parking spaces.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

- On June 24th, a department wide meeting was held with sworn officers of the police department. Current issues and concerns were discussed. Chief Tiernan thanked the officers for the excellent work they have done during the pandemic and the recent protests marches. Management staff reminded the officers of the tremendous support the department has received from the community.

Auxiliary Services Division:

- The new Mobile Video Recorder (MVR) system installations began this week on all Field Operations Bureau vehicles. Once installation is complete, personnel will be trained on the new equipment.

Administration Division:

- Sgt. Jones and other members of the NPD Firearms Training Unit are assisting with recruit training at the Delaware State Police Academy during the week of June 22nd.

Criminal Investigations Division:

- Victim Services Coordinator Melissa Pennachi met virtually with the Victim's Rights Task Force on June 17, 2020. They discussed the pending changes to Title IX regulations and had a presentation on the "Safe Spaces" support group that the Delaware Center for Justice has for families of homicide.
- Ms. Pennachi also attended a meeting regarding the Victim Services Training Advisory Group, which was hosted by the Criminal Justice Council.

Special Operations Unit:

- Throughout the week, SOU officers will be conducting bicycle patrols with a focus on neighborhoods.
- On June 25, 2020, SOU officers will be assisting with the "Welcome Back to Main Street" event beginning at 4:00 p.m.

Traffic Unit:

- The Traffic Unit has returned to normal functions (selective enforcement, speed surveys, motorcycle patrols, etc.) following a shift in schedule due to COVID-19 restrictions.
- Traffic Response Officers will be in select neighborhoods to address recent citizen

complaints of speeding in those areas.

Patrol Division:

- On June 19, 2020 at approximately 11:22 p.m., officers responded to the area of Elkton Road at Christina Parkway for a two-vehicle collision. Through investigation, it was determined that a black Dodge Dart turned left into the path of a Buick Regal which was southbound on Elkton Road. Contact was made with the driver of the Dodge Dart. While speaking with the driver, identified as Taylor Gonzales, Officer Velasquez noted numerous blue wax baggies which contained suspected heroin. As a result of the collision investigation, Taylor was issued a summons for failing to stop at a red light and for possession of a controlled substance.
- On June 22, 2020 at approximately 12:59 p.m., officers responded to the area of Ethan Allen Court in reference to a report of a strong-arm robbery. Upon arrival, the victim stated that he was jumped by a group of three juvenile males and his AirPods were stolen. The victim provided possible names for the three suspects to the police officers on scene and identified a residence as the home of one of the suspects. While conducting surveillance on this residence, the Newark Police Department Street Crimes Unit observed the juvenile males coming to the residence through the backyard. As officers attempted to contact the juveniles in the wooded area behind the residence they ran into the residence. Two of the juvenile males were subsequently taken into custody and they were ultimately charged with offensive touching and theft by the Newark Police Department Criminal Investigations Unit.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	06-25-2020
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:

Staff and crews spent a significant amount of time on the coordination and execution of the Main Street event held on Thursday. While the bulk of the project is complete, there are additional items left to be addressed on Main Street, but these punchlist items will be completed with limited lane closures and minor disturbance.

PW&WR management held a hurricane preparation meeting this past week. Hurricane season officially started on June 1 and is predicted to be active this year. We are in the process of updating checklists and setting up meetings with the other operating departments to refresh our preparations and response.

Crews are working to isolate the water main break along White Clay Creek. We will be able to isolate this crossing and make the repair because of the secondary crossing near Creek Road which was installed around 2014. With South Well Field WTP under construction, this second crossing allows us to provide water to the downtown area and isolate the break and stem the water loss while we make the repair. This highlights our need for proactive solutions for redundancy and ability to isolate vulnerable sections of our water distribution system.

Activity or Project:

Rodney - Park and Pond Construction

Description:

Staff is working with purchasing to get the contract documents prepared for Kent Construction Company to begin work on the final stage of construction. Once the paperwork is ready, we will hold a pre-construction meeting before the final notice to proceed is given. We expect this meeting to take place in mid-July.

Status:	Started
Expected Completion:	12-31-2020
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Absentee Ballot Update – As of June 24, 2020

District	Affidavits Returned	Ballots Mailed	Ballots Returned	% Ballots Returned	% of 2018 Council turnout	% of 2019 Mayor turnout	% of 2013 Mayor turnout
3	536	536	175	32.65%	110.74%	87.87%	64.73%
5	536	536	246	45.9%	114.29%	94.87%	76.46%

Number of votes in previous races

District	2018 Council	2019 Mayor	2013 Mayor
3	484	610	828
5	469	565	701

Digital Records Project New Documents Created – June 18-24

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	418	5,777	Administration Correspondence Files/Cash Receipts
Fred	49	505	PWWR Traffic Committee Files/PWWR Plans
Ana (PT)	0	0	Working remotely on modifications
Total	467	6,282	

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	36,576	-25,710
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 06/14/20-06/20/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	5	0	0	3	0
Rape	4	1	0	2	2	0
Unlaw. Sexual Contact	2	2	0	0	2	0
Robbery	5	8	0	6	24	0
- Commercial Robberies	3	1	0	4	0	0
- Robberies with Known Suspects	0	2	0	1	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	5	0	1	23	0
Assault/Aggravated	15	10	0	14	8	1
Burglary	37	16	0	63	63	0
- Commercial Burglaries	5	4	0	3	42	0
- Residential Burglaries	25	10	0	45	14	0
- Other Burglaries	7	2	0	15	7	0
Theft	254	204	7	214	95	0
Theft/Auto	22	27	1	5	5	0
Arson	0	0	0	0	0	0
All Other	61	82	1	73	57	0
TOTAL PART I	400	355	9	377	259	1
<u>PART II OFFENSES</u>						
Other Assaults	137	128	7	82	111	7
Rec. Stolen Property	0	1	0	5	5	0
Criminal Michief	67	61	3	47	36	1
Weapons	12	7	0	38	18	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	68	24	2	108	26	2
Drugs	98	27	1	139	45	5
Noise/Disorderly Premise	338	268	9	120	99	0
Disorderly Conduct	79	62	1	61	43	0
Trespass	117	129	2	44	25	0
All Other	170	131	10	212	124	6
TOTAL PART II	1086	838	35	856	532	23
<u>MISCELLANEOUS:</u>						
Alarm	69	66	1	0	0	0
Animal Control	280	229	21	2	20	0
Recovered Property	114	89	1	0	0	0
Service	16629	15012	580	0	0	0
Suspicious Per/Veh	231	211	4	0	0	0
TOTAL MISC.	17323	15607	607	2	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	783	21,794	685	18,288



**Newark Police Department
Weekly Traffic Report
06/14/20-06/20/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	6333	2466	191	41
DUI	102	37	5	2
TOTAL	6435	2503	196	43

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	124	64	5	2
Property Damage (Reportable)	569	324	13	17
*Hit & Run	119	71	1	4
*Private Property	145	69	3	5
TOTAL	694	388	18	19

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.