

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

The big news of the week was UD's announcement on Wednesday that they were changing plans for the fall semester and transitioning to a mostly online format. This will have many effects on Newark, both revenues (parking, utility, etc.), our business community, and our rental housing market. I spent a lot of the second half of the week in conversations internally and externally about these impacts and how we will respond/adapt. We anticipate that there will be probably 5000 or more fewer students in town for the fall semester overall. This is a developing topic and we will be coordinating with UD as they work through the details. Fortunately, this setup will be much better for Newark economically than what we experienced in the spring. Ensuring the safety of our residents will be a foremost concern throughout the fall, in addition to working with our young community to ensure they have safe things to do around town absent the usual activities that are associated with a normal school year.

Outside of UD's fall plans, I spent time on a handful of items this week. I reviewed and approved the tree varieties planned for installation on Main Street this fall. I spent time preparing for the upcoming Main Street dining events. I participated in a webinar with the National League of Cities that was covering the impact of COVID-19 on college towns around the country. I finalized the lease agreement for the relocated parking office. Assistant to the Manager Martindale and I had a call with UD on the ongoing public artwork initiative. I participated in the weekly New Castle County CARES Act committee on small business. I participated in a planning call with the Emerson Bridge team to prepare for the August 10th council presentation on the special use permit required for the project. I participated in confined space training organized by DEMEC. Following this training, we had several discussions internally about updates to the City's Safety Plan on this topic which we will be working on through the fall with the Safety Committee. I had phone conversations with several councilpeople and residents on a variety of topics. Mayor Clifton, City Secretary Bensley and I participated in the weekly call with the Governor. I assisted the HR team with the development of a COVID exposure and COVID travel policy. I also worked with the Parking team on a handful of parking related items.

The remainder of the week was spent on personnel, coronavirus, and general administrative tasks.

Chief Communications Manager:

- Participated in a demo for the queue management system WaveTec
- Completed the webinar “Transforming Law Enforcement to Address Public Health”
- Attended the 2021 Administration budget hearing
- Completed the second webinar in the 3CMA unconscious bias training: “How to Address Microaggressions and Known Offensive Language in Your Department/Municipality”
- Working with TNP on promotion and organization of upcoming Main Street Alfresco outdoor dining events
- Met with Newark Housing Authority to start the development of the agenda and presentation for the 8/20 public meeting
- Meeting with off-Main Street businesses to participate in upcoming Alfresco events

Newark in the News:

Newark considers limiting private gatherings to 10, halting bar service: https://www.wdel.com/news/newark-considers-limiting-private-gatherings-to-10-halting-bar-service/article_23086f10-c508-11ea-bcd1-13a83f21eb08.html#utm_campaign=blox&utm_source=twitter&utm_medium=social

Newark to vote Monday on reinstating restrictions on private gatherings:

https://www.newarkpostonline.com/news/newark-to-vote-monday-on-reinstating-restrictions-on-private-gatherings/article_59e7e0ab-04a7-5943-8f6b-5138569652d2.html

Newark Housing Authority to pilot program aimed at helping inmates transition back into the community:
https://www.newarkpostonline.com/news/newark-housing-authority-to-pilot-program-aimed-at-helping-inmates-transition-back-into-the-community/article_c8701305-e57e-501c-97b4-83d0470e3c32.html

Newark City Council to Vote on Emergency Ordinance, limiting gatherings to 10:
<http://firststateupdate.com/2020/07/newark-city-council-to-vote-on-emergency-ordinance-re-closing-bars-limiting-gatherings-to-10/>

Newark delays vote on reinstating restrictions on private gatherings:
https://www.newarkpostonline.com/news/newark-delays-vote-on-reinstating-restrictions-on-private-gatherings/article_59e7e0ab-04a7-5943-8f6b-5138569652d2.html

Newark doesn't rollback coronavirus restrictions, citing need for business community conversations:
https://www.wdel.com/news/newark-doesnt-rollback-coronavirus-restrictions-citing-need-for-business-community-conversations/article_dc089dce-c57f-11ea-b6fa-6781b1a14c2f.html?fbclid=IwAR36EPdLGND7c_TpjOoBAX2PXHKqDwITvPNSvOXyQ3HOc-heDxdBT2SNQig#utm_campaign=blox&utm_source=facebook&utm_medium=social

Newark officials fear a coronavirus spike when UD students return:
https://www.newarkpostonline.com/news/newark-officials-fear-a-coronavirus-spike-when-ud-students-return/article_b864cf25-852f-565d-805d-246ec3fb0837.html

Newark planning more outdoor dining events on Main Street: https://www.newarkpostonline.com/news/newark-planning-more-outdoor-dining-events-on-main-street/article_eb246fbe-48b4-5dee-a44d-199fe4b26007.html#tncms-source=infinity-scroll-summary-sticky-siderail-next

Galman opens first phase of renovated apartment complex in Newark:
<https://delawarebusinessnow.com/2020/07/galman-opens-first-phase-of-renovated-apartment-complex-in-newark/>

Markham, Wallace say farewell during final council meeting: https://www.newarkpostonline.com/news/markham-wallace-say-farewell-during-final-council-meeting/article_83e13da8-1500-57c4-b6f5-3ba74718c914.html

District 3 council election: Bancroft looks to bring 'analytic focus' to city council:
https://www.newarkpostonline.com/news/district-3-council-election-bancroft-looks-to-bring-analytic-focus-to-city-council/article_460d7903-1cef-5461-b388-26c45d4e9843.html

District 3 council election: Sinibaldi hopes to bring fiscal responsibility to city council:
https://www.newarkpostonline.com/news/district-3-council-election-sinibaldi-hopes-to-bring-fiscal-responsibility-to-city-council/article_902a2ead-965e-5508-9f16-44f9baaf9e72.html#tncms-source=infinity-scroll-summary-sticky-siderail-next

District 5 council election: Conservation, fiscal issues motivate Anderson to seek council seat:
https://www.newarkpostonline.com/news/district-5-council-election-conservation-fiscal-issues-motivate-anderson-to-seek-council-seat/article_67cebdb9-6f98-54a3-a8a6-aab5d9ae47a1.html

District 5 council election: Lawhorn looks to hit the ground running in second term:
https://www.newarkpostonline.com/news/district-5-council-election-lawhorn-looks-to-hit-the-ground-running-in-second-term/article_a5ced235-0806-53bd-8fb2-0681c4872b26.html#tncms-source=infinity-scroll-summary-sticky-siderail-next

No shaking hands, no kissing babies: Newark council candidates adjust to the realities of campaigning in a pandemic: https://www.newarkpostonline.com/news/no-shaking-hands-no-kissing-babies-newark-council-candidates-adjust-to-the-realities-of-campaigning/article_c4696c4e-d306-568c-8a6b-aa47af2d11f3.html

Newark's community pool at Dickey Park opens for the season: https://www.newarkpostonline.com/news/newarks-community-pool-at-dickey-park-opens-for-the-season/article_e828061d-b59c-5f9f-8a9f-e7ad32d159f7.html

Newark announces dates for three more Main Street Alfresco events: https://www.newarkpostonline.com/news/newark-announces-dates-for-three-more-main-street-alfresco-events/article_f0940158-d525-5b86-8141-bd192570c776.html

Welcome Center/Communications Assistant

- Answer and direct all incoming calls to correct departments
- Continuing to work on the September newsletter
- Completed the “From a Distillery to Making Hand Sanitizer During COVID-19” webinar
- 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
- Collecting photos for social media

Creative Design/Web Specialist:

- Additional updates made to the NPD Annual Report
- Created Downtown Parking Plan webpage
- Designed court signage, “STOP – One person at a time”
- Designed social media graphics for ‘Main Street Alfresco’
- Modified COVID-19 exposure protocol PDF for Devan
- Modified State of Delaware First Report of Occupational Injury or Disease form to be a fillable PDF
- Posted ‘Main Street Alfresco’ event to the website’s news section
- Scheduled Livestream events for City elections
- Scheduled public meeting notices via InformMe
- Updated Boards, Committees & Commissions on the website
- Updated the Real Estate Taxes webpage
- Updated the Recycling Locations webpage

Chief Human Resources Officer:

This week the Chief Human Resources Office (CHRO) participated in the completion of interviews for the Part-Time Community Center Attendant and Sub Community Center Attendant in Parks and Recreation. Two candidates were selected and offers will be made to them this week. We also posted a PT Custodial position which would be a temporary position ending with COVID-19. We already have a few applicants and are hopeful to get more in the last week of the posting. The CHRO and Acting Human Capital Manager Jeff Martindale participated in a conference call with a group called Vigilint. Vigilint is a third-party consultant who provides guidance and recommendations on COVID-19 policies and procedures. The meeting was informative, and they will be providing us with their feedback in the coming weeks. The CHRO and Acting Human Capital Manager have been researching and working on a policy for potential exposures and for employees who choose to travel to high risk areas. We are hoping to have something finalized by week’s end as there are many vacations scheduled in the next few months. Other assignments this week have been taking on necessary tasks that are normally completed by the HR Administrator who is on vacation this week. The CHRO has also been finalizing some housekeeping items in

order to prepare for contract negotiations with the FOP Lodge 4 whose current contract expires on December 31, 2020.

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 held three court sessions from 7/16/2020 to 7/22/2020. These sessions included arraignments, trials and capias returns. Parking Ambassadors are handling all parking appeals online.

The bailiffs continue to work in the front atrium to help direct customers and to keep social distancing.

Terri participated in a remote managers meeting on 7/16/2020.

Activity or Project:

Court Sessions and Payments

Description:

From 7/16/2020 to 7/22/2020 Alderman's Court handled 20 arraignments, 26 trials and 7 capias returns. The court collected a total of 157 parking payments of which 124 were paid online and 33 were paid at court. The court also collected criminal/traffic payments of which 58 were paid online and 10 were paid at court for a total of 68 criminal/traffic payments.

Status:

Completed

Expected Completion:

07-22-2020

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:

Robert was in the office on July 16 for Court.

Renee participated in the management staff meeting on July 16.

Paul and Tara staffed the July 16 Board of Adjustment meeting. The Board approved the request for a variance for maximum lot coverage for 4 Creek Bend Court by a vote of 5 to 0.

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

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 to finalize and post all of the notices related to election meetings for the week of July 27, worked with polling places to determine the feasibility of various social distancing ideas, updated the Election Board and candidates on the processes for the election meetings and worked on transferring absentee ballot information to the polling place voter lists to prevent duplicate voting. Tara worked to process returned mail to be able to submit that data to the Department of Elections to update voter registration lists. Staff continues to see an uptick in calls and emails with questions regarding the City elections. 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 worked on implementation of the approved Boards and Commissions Diversity Initiative. 32 of 45 demographic surveys have been returned by the current boards and commissions members with the requested information on age, race, ethnicity, gender identity, sexual orientation and income to be reported back to Council. All vacant and expiring boards and commissions appointments through September 2020 are posted to the website and applications have begun to be submitted. Information about opportunities to participate in the City's boards and commissions can be found on the City website here: <https://newarkde.gov/113/Boards-Committees-Commissions>

Renee spent time scheduling items for upcoming Council agendas.

Renee completed the newspaper notice for the special use permit request for the Emerson Bridge to be constructed in the SFHA. This special use permit is scheduled for public hearing at the August 10 Council meeting.

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.

Nichol spent time on boards and commissions related items.

Tara reviewed several building permits.

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

- * Provided a decline and closed a July 9 FOIA request for police reports pertaining to Rausheen Lively from Amber Hagerty
- * Circulated to staff a July 17 FOIA request for copies of applications and site plans for possible proposed new cell towers currently being processed from SBA Communications Corp.
- * Circulated to staff a July 20 FOIA request for the demographics (race/ethnicity/gender) making up the NPD by rank from December 31, 2016 to present from Brianna

Regarding minutes, staff time was spent on the June 10 Election Board (Tara drafted) and July 13 Council (Nichol drafted) minutes. Several sets of Council Executive Session minutes, the July 14 Conservation Advisory Commission minutes and July 16 Board of Adjustment minutes are currently in the queue.

1 discovery request was fulfilled for upcoming Alderman's Court cases. 224 discovery requests have been filled so far for 2020. The July 30 court calendar was received and 3 case files were compiled for the Deputy City Solicitor. 15 court calendars with 224 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 6 new lien certificate requests this week, which were sent to Finance for processing. 7 lien certificates were completed and sent to the requestor. 194 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Samantha, Fred 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 document numbers for July 16-22 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 removed a substantial tree limb laying on the lines on East Main Street by the Washington House. Fortunately, one of the building inspectors gave the heads up and averted an emergency disaster as the limb was still partially attached and was being held up by the wires.

A blown lightning arrester that caused a momentary outage to the East Main Substation was replaced.

The line crews repaired wires pulled down on Bellevue Road by a truck after hours.

The line crews also installed baseball netting for Parks at Olan Thomas Park.

The electricians accompanied the infrared contractor and also helped engineering with commissioning the new SCADA by testing points in the field.

Engineering is working mostly on SCADA commissioning with the software engineers. Normally a site visit would be apropos, but video conferencing is working well.

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:
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Expected Completion:	
Execution Status:	

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

City annual tax bills were processed this week and are available online to view and pay. Tax bills were also mailed to every address this year, regardless of whether the property owners' tax bill is paid by their mortgage company or not. Tax payments can be paid online directly via: www.newarkde.gov/payments

The City is working hard to reach out to our utility customers to help those in need of a payment arrangement to advise them of their options. If you are behind on your utility bills and need a payment arrangement, please contact the Payments and Utility Billing Division by calling 302-366-7000, option 2. Interest and penalties have been added back to the utility accounts effective July 1, 2020.

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.

7/22 – Director Del Grande and PWWR Director Filasky attended the Delaware Water Infrastructure Advisory Council (WIAC) Meeting. At this meeting, drinking water state revolving loan projects were approved by the Council; Water Mains Phase 2 and South Well Field. Both projects were part of the 2018 Referendum approved by our residents.

7/22 – Director Del Grande, Solicitor Bilodeau and Jeff Martindale met with representatives from Seiberlich/Trane and Bank of America to begin the paperwork process for the City’s ESCO project.

Activity or Project:

2021 Budget

Description:

- Staff is working with departments on their 2021 budget requests.
- CIP was due 6/12
- OPEX was due 6/19
- CM Coleman, Director Del Grande and the Budget Team held internal budget workshops over the weeks of 7/5 and 7/12 with all departments.
- Budget overview is scheduled for the August 17 council meeting.
- Individual departments will present their requested budgets to Council between 8/31 and 9/21. Budget workshop is scheduled for October 5th where meaningful budget discussions will occur to bridge any estimated revenue shortfall.

Status:	In-Progress
Expected Completion:	11-30-2020
Execution Status:	On Track

Activity or Project:

Accounting

Description:

- Single Audit work for auditors continues.
- Staff is cross training on the Lien Certification process
- Real estate tax bill - completed and mailed 7/23
- June month end close

Status:	In-Progress
Expected Completion:	12-31-2020

Execution Status:	On Track
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Activity or Project:

Payments & Utility Billing (PUB)

Description:

Stats for the week ending of 7/20: Call volume was down 7% (431 vs 464) from last week.

- Customer Calls/answered: 415/431. There are now two customer service representatives working full time in the office. Remaining staff are working from home.
- Average call time: 3:57
- Longest hold: 4:46
- Payments processed: 3,241
- Pay by phone payments: 222
- Active Customer Connect Accounts: 7,210
- Customers signed up, not on pre-authorized payments: 4,711
- Budget Billing: 266
- Echeck/PAP Customers: 1,276 (includes budget billing)
- Credit Card PAP Customers: 1,223 (includes budget billing)

Status:	In-Progress
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Expected Completion:	12-31-2020
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Execution Status:	On Track
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City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 75

Open Project Tickets from Previous Week - 18

Tickets Opened in the Last Week - 53

Tickets Closed in the Last Week - 56

Remaining Open Support Tickets - 73

Remaining Open Project Tickets - 17

1. Assisted vendor with the upgrade of mCare 6 on 7/20.
2. Performed go live testing of mCare6 after upgrade.
3. Application Support Administrator is filling in for Billing Technician this week.
4. Continued assisting end users with the upgraded Munis environment.
5. Began updating end user guides with screenshots of the upgraded environment.
6. Skype call with meter data management vendor and Infrastructure team to discuss configuration changes to increase application performance on 7/21.
7. Gotomeeting with Paymentus to discuss progress on Tyler conversion and outstanding issues on 7/22.
8. Attended Connexo NetSense 11.2 user training webinar on 7/22.
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 delivery date for new kiosk.
4. Waiting for Planning to decide path forward regarding online permit payments.

Infrastructure Team:

Open Support Tickets from Previous Week - 49

Open Project Tickets from Previous Week - 21

Tickets Opened in the Last Week - 65

Tickets Closed in the Last Week - 65

Remaining Open Support Tickets - 48

Remaining Open Project Tickets - 22

1. OneDrive migration testing
2. Secured WaveTec services for in lobby queue management.
3. Supported Zoom testing for PD.
4. Troubleshooting a few Chromium based Microsoft Edge deployments.
5. Scheduled meeting with SecureWorks to discuss DR readiness eval.
6. Enhanced alerting from the systems in the DMZ.
7. Cataloging SIM cards and Cell phones in asset management system.
8. Continued WFH support.
9. Worked on and resolved support tickets for end users.
10. Actively responded to and resolved Secureworks alerts.

Pending:

1. Continuing to monitor all GateKeepers
2. Planning the IT portion of Parking's move
3. Planning to install the new access point at GWC

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 - Completed

Status:	Completed
Expected Completion:	07-20-2020
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:**

Parks and Recreation Department

Notable Notes:

Director: attended the pre-construction meeting for the Rodney project with Public Works, JMT and Kent Construction; working on updated cost estimates for CIP projects scheduled for out years; attended a CSX Mural meeting organized by Mayor Clifton at the George Wilson Center; attended a virtual meeting with Tom C., Communications and Public Works to discuss upcoming Main Street dining events and logistics for the event; met with Paula and Sharon about the organization for the Movie Night, the event was great with several requests to have another movie night; met with Tyler about upcoming Parks on Drafts and held a post event meeting with Klondike Kates to review the July 9-12 event; reviewed several subdivision plans for upcoming projects; attended the virtual Subdivision Advisory Committee to discuss upcoming subdivision projects;

Deputy Director: completed final preparations for the Outdoor Movie Night, coordinated drop off of portable toilets, found alternate rental company for movie screen when original company informed us of inability to support event, finalized coupons for local restaurants participating with specials with Shelby, created pre-roll to show before the movie with safety guidelines, handouts & posters of safety guidelines with Shelby, continued to work with Sharon on the parking arrangements & the piling list, worked the movie night – great evening with lots of requests for it to happen again; worked with Sharon and Zumba instructor to figure out ways to offer class virtually; sat in with Joe on a queue management software presentation; conducted interviews for the George Wilson Center attendant and sub attendants open positions with Chrissy and Devan; attended training with Civic Rec; converted the fall program information into a Word Document for Shelby to start creating the Fall Activity Guide and updated the spreadsheet with changes; completed applications for the Community Development Block grant for 2021; attended pre-construction meeting at the Rodney stormwater site with Joe; reviewed information from the school reopening scenarios with Tyler; reviewed information from Tyler to send out to parents for the Before and After School Care parents regarding the program and additional updates as they are received from the state; worked on putting in program information into the new recreation registration software system with Melinda; worked with Shelby on website updates and information for the weekly Eblast; continued to work with Melinda on vendor & sponsor information in the Civic Rec registration software; continued to work with financial assistance registrants on upcoming payments for camps; 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; conducted weekly staff meeting.

Recreation Supervisor of Athletics: Rittenhouse Camp completed week four, camp continues through 8/14; tennis lessons began this week, prepared supplies and finalized instructors; director and I met with Klondike Kates staff for Parks on Draft wrap up meeting, still working with restaurant partners regarding potential events this year;

working to finalize fall program information; contacted before and after care parents, awaiting school guidance to finalize plans for if/when we can offer care for the upcoming school year; golf camp was held all week at Deerfield Country Club.

Recreation Supervisor of Community Events: prepared for and held Outdoor Movie Night at UD's Star North Parking Lot, to stay within the state's guidelines, only 50 registrations/vehicles were permitted. Slots filled in a few days and there was a waitlist of 28. Everyone had a great time watching Back To The Future.; Camp REAL held Healthy Habits Week and the big hit of the week was watching an experiment of making Elephant Toothpaste and Socially Distanced Yoga; working on Safe Kids Camp's schedule and staffing; attended the weekly Recreation staff meeting.

Coordinator of GWC and Volunteers: Camp GWC continued with another fun week with a theme of Let the Games Begin complete with a walking field trip to White Clay Creek State Park, Tie-Dye and a COVID-Style Camp Olympics on Friday; continued to finalize information for Fall programs; continued to update staff schedules for the George Wilson Center based on current rentals scheduled and changes to scheduled programs; continued onsite training for Lifeguard staff as pools opened on July 14; worked with the Electric Department and Parks Crew to resolve issues with the pool chlorinator; attended weekly staff meeting; conducted interviews for potential GWC attendants with the Deputy Director and HR Staff; continued to make adjustments for upcoming programs including the Discover Newark Wildlife Habitat Workshop which will be held virtually and the Star Gazing Program scheduled for Saturday, July 25 which will be postponed per the Delaware Astronomical Society; coordinated volunteers to assist with the Outdoor Family Night on July 18; met with a representative of a Jazzercise company interested in renting multiple dates in August – December; continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to covid-19; continued to communicate and schedule appointments with potential renters as well. The George Wilson Center main hall was rented on July 18 for a family dinner party and the main hall and kitchen were rented on July 19 for a baby shower; Dickey Park pool opened to the public on Tuesday, July 14 with overall attendance for Tuesday - Friday of 122 patrons.

Recreation Specialist: watched recorded training session from Civic Rec; assisted with preparations for the Outdoor Movie Night and worked the event, followed up with camp volunteers, and emails from days off.

Parks Superintendent: inspected Valley Stream area and developed work list as needed, reviewed proposed landscape plan with Parks Director and discussed plan with Landscape Architect, met with our Arborist contractor and lead Design Engineer for the Rodney project concerning tree pruning/removal/cabling issues for future park site, attended webinar concerning tree/shrub pest and diseases for State of Delaware pesticide CEU's and a second webinar for ISA CEU's, met with representative from Delaware Audubon Society concerning placement of a second Purple Martin Colony, met with representative of DelDot concerning Bamboo removal along Christina Parkway and assigned field staff daily and assisted as needed.

Parks/horticulture staff: continue mowing operations, continued on bed maintenance throughout park system, did trash removal throughout park system, dragged/scarified all ballfields including preparing both Handloff ballfields for league play, cleaned out chlorinator cell and checked on pool at Dickey daily, did interior bed maintenance at City Hall, continued spraying for weed control on sidewalk/gutter/play areas throughout park system, hung new backboard at Kells Park replacing old cracked backboard and loaded materials/supplies for movie night.

Activity or Project:

Parks on Draft August 7-9

Description:

The next Parks on Draft event will be hosted by Grain Craft Bar and Kitchen at Handloff Park Friday, August 7 and Saturday, August 8 from 4:00 – 9:00p.m and Sunday, August 9 from 1:00 – 5:00p.m. Come out and enjoy an evening of live music, good food and entertainment. All State of Delaware COVID 19 guidelines at the time of the event will be required.

Status:

Not Started

Expected Completion:	08-09-2020
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Execution Status:	On Track
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Activity or Project:
Description:

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

Status:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

Structural steel is complete, galvanized decking is being installed, and underslab plumbing and grease trap are being installed at 211 South Main Street. Interiors are mostly complete, exterior work is progressing, and five final plumbing inspections have been done at 22 Benny Street. Interior demolition is complete and framing and underground plumbing are in progress at 325 Academy Street. Ticket booth foundations have been installed, interior painting and trim work is ongoing in the main building, and exterior grading and curbing is in progress at the Whitney Athletic Center at 625 South College Avenue. Interior finishes are being installed at UD's Worrirow Hall and exterior grading at the new stair tower is ongoing. At the Fintech Building on the STAR Campus, 126 augured piles have been installed and testing of the piles has been positive to-date, with pile cap installation scheduled to start next week. The department is awaiting the CO application and site plans for review and approval for the new Train Station. A pre-construction meeting was held by Public Works for the project at College Square; site work is ongoing, with pad site permits having been reviewed and apartment permits not yet submitted. The interior demolition of the second-floor area is complete at 45 East Main Street, a preliminary framing inspection has occurred, and three units have been created.

All inspections have been completed for Campus Walk II, with three COs issued and the balance on hold by other departments. Exterior renovations are complete at the Fairfield Shopping Center. Framing has begun at 90-96 Cleveland Avenue. The third floor is in the process of being framed and roofed at 392-394 South College Avenue. Certificates of Completion have been issued for Nova Care Physical Therapy at 425 New London Road, Fairfield Shopping Center.

The third-floor walls close-in has been approved in most areas at UD's Warner Hall. At Thorn Flats/Lehigh Flats, the clubhouse close-in has been approved throughout and the ceiling close-in is approved for the south side of the office area. The loop road base and demolition of the above grade portion of the freezer plant is complete at Newark Charter School, with underground piping work in progress for preparation of the building site. Above ceiling work and site work is in progress at the new Chase Bank at 700 Newark Shopping Center with a CO target date of August 3-10. Work at the Newark Senior Living site on Barksdale Road is on hold due to COVID-19. Above grade demolition has been completed and foundations are being dug at 321 Hillside Road. Steam and condensate tie-in to the central utility plant has been approved for insulation for the UD Green utility projects, and

the Morris Library connection has been completed.

Property Maintenance Inspectors assisted with a Police raid for a home on Madison Drive, which led to the condemnation of the property; tagged three vehicles for towing at Twin Lakes; coordinated with Parks Superintendent Tom Zaleski in the Parks and Recreation Department for the inspection of several trees on multiple properties in Fairfield Crest; and, performed a daily patrol of Old Cooch's Bridge Industrial Park to help combat trash complaints. Property Maintenance also completed the following this week:

- 19 Inspections
- 18 Response to complaints
- 3 Citations issued
- 12 Violations issued

Administrative activity this week:

- 110 Calls received for Code Enforcement
- 32 Calls received for other departments
- 35 Walk-in customers served
- 50 Permit applications received
- 45 Permits issued

Parking (covering the period July 9 – July 22):

A small area of Lot 3 "East" on Center Street was turned into a Passport parking area. The area does not have the required spaces to support its own kiosks (<5 spaces), but patrons can use the kiosk in Lot 4 and use Passport for payment. Staff worked with Passport to set up a new zone under the bridge on South College Avenue to give customers the option of online/mobile payments. Staff handed out residential and municipal parking permits with instructions for installation and program rules review with customers. CivicPlus forms were verified for completion in all necessary applications and saved to departmental files. First review of parking citations continued and booting of vehicles with overdue outstanding balances restarted. The Lot 4 parking attendant booth was cleaned out and prepared for removal. Additional mandatory mask notices were posted around and at the entrance to the Parking Office to ensure customer/employee safety. Maintenance signage was installed in Lot 3 and multiple entrances into parking lots. Weekly lot landscaping and mowing continued, as well as painting throughout lots, and staff is awaiting fencing and overhead lamp installation in Lot 1.

A contract for the new Newark Parking Office location in the Main Street Galleria was signed and the City is awaiting a countersignature. An addendum was finalized for the lease with M&T Bank for Lot 3; the City is awaiting a countersignature. Staff continued to monitor phones, radios, texts, emails, overnight line and attend Department meetings regarding COVID-19. Regular cleaning of kiosks, office, and parking vehicles also continued. A memo was requested from Main Street Commons regarding annual rent increases. Staff is playing catch-up on Parking financials (daily) and turning them in via Munis to the Finance Department. Staff worked with Finance and Public Works in regard to pricing on a kiosk insurance claim; order of replacement to proceed immediately. Parking worked with Finance and the City Manager's Office regarding the General Operating Budget and Capital Improvement Project to make cuts and remove unnecessary items, while creating a functional budget for 2021.

Planning/Land Use:

The Planning Commission is scheduled to meet remotely on Tuesday, August 4, 2020 at 7:00 p.m. The meeting will be available for viewing via GoToMeeting using the link <https://global.gotomeeting.com/join/382454573>. Members of the public can also dial in by phone using phone number +1 (571) 317-3112 and access code 382-454-573. Items on the agenda include:

- Discussion of the 2021 Planning Commission Work Plan.
- Review and consideration of a rezoning and a Comprehensive Development Plan amendment for 136 West Main Street.
- Review and consideration of an ordinance granting the City Manager authority to allow or deny applications

of food and drink establishments to expand outdoor seating by extending Emergency Ordinance 20-03.

- Review and consideration of revisions to Chapter 14A and Chapter 32 Article XXVI of the Municipal Code to review the name of the Special Flood Hazard Area and other FEMA related revisions.
- Review and consideration of a revision to Chapter 32 Article IX to add a zoning definition table.

On July 16, Planner Mike Fortner attended the Board of Adjustment meeting. The Board voted unanimously to approve a 2% lot coverage variance for 4 Creek Bend Court to extend a covered porch. On July 21, Mike attended a meeting with New Castle County and the Delaware Department of Human Services on the CDBG-COVID response to help homeless individuals and families. On July 22, Mike attended a Transportation Improvement District meeting with consultant AECOM and DelDOT Planner/coordinator.

The following was also completed this week:

- 9 Deed Transfer Affidavits
- 35 Building Permit Reviews
- 28 Certificates of Completion/Occupancy

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. Staff comments were forwarded to the applicant on July 15, 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.

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.

614 South Twin Lakes Boulevard, Parcel ID 1805400076 (PR#20-06-01): On June 5, 2020, an application for a special use permit was received by the Planning and Development Department for an in-home daycare at 614 South Twin Lakes Boulevard. City zoning code requires Council approval of a special use permit for an in-home daycare in the RR zoning district. As the lot size is less than one acre, Planning Commission review is not required. The application was placed on the July 13, 2020 City Council agenda but was withdrawn as it was determined that the applicant needs a variance to proceed.

925 Rahway Drive, Parcel ID 1801800155 (PR#20-06-02): On June 18, 2020, the Planning and Development Department received an application for a special use permit for the construction of an uncovered deck on the property at 925 Rahway Drive, which is in a Special Flood Hazard Area (SFHA). The special use permit is required as City zoning code requires Council approval to construct or place a structure in the SFHA. As the parcel size is less than one acre, Planning Commission review is not required. The special use permit request was approved by City Council at their meeting on July 13, 2020.

109 Paper Mill Road, Emerson Bridge, Parcel ID 1801400136 (PR#20-06-03): On June 29, 2020, an application for a special use permit was received by the Planning and Development Department to construct a pedestrian/bicycle bridge over White Clay Creek on the property at 109 Paper Mill Road, which is in a Special Flood Hazard Area (SFHA). City zoning code requires Council approval to construct a bridge in the SFHA. As the lot size is greater than one acre, Planning Commission review is also required. The project is scheduled for

Planning Commission review on July 7, 2020. At their meeting on July 7, 2020, the Planning Commission recommended approval of the special use permit (5-0). The project is will placed on an upcoming City Council agenda.

19 Amstel Avenue, Parcel ID 1802600006 (PR#20-07-01): On July 1, 2020, the Planning and Development Department received an application for a special use permit for a fraternity chapter house for the UD chapter of Alpha Sigma Phi at 19 Amstel Avenue, which was recently rezoned from RS to RM. City zoning code requires Council approval of a special use permit for a fraternity/sorority house in the RM and RA zoning districts. As the lot size is less than one acre, Planning Commission review is not required. The application is tentatively set to be reviewed by City Council at their August 24, 2020 meeting.

136 West Main Street, Unlocke the Light, Parcel ID 1801900275 (PR#20-07-02): On July 12, 2020, the Planning and Development Department received an application for a special use permit for a non-profit foundation at 136 West Main Street. The proposed use did not conform to Zoning Code for a special use permit and the applicant resubmitted the request as a rezoning from RS (single-family detached residential) to BLR (business limited residential), which would allow the use as a matter of right. The proposal also requires a Comprehensive Development Plan amendment to change the land-use designation from Residential, Low Density to Mixed Urban.

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:

Notable Notes:

- On Monday, July 20th, the police department resumed the Covid-19 work schedule that was implemented in March and operated until the end of May.

Criminal Investigation Division:

- On July 18, 2020, a Newark resident reported that he had been robbed during a sale that had been arranged online. The victim reported that after posting an ad on the "Let Go" app, he received a message from a person

asking to purchase the item. They arranged that the buyer would meet the seller, the victim, at his residence in Newark. The buyer arrived at the victim's residence and the buyer met the seller outside at the seller's vehicle. After examining the gaming system that was for sale, the buyer grabbed the item and attempted to pull it away from the seller. They struggled over the item and the buyer produced a handgun and pointed it at the seller. The buyer then fled in his vehicle with the gaming system. Based upon the victim's statements, surveillance video and other evidence, the suspect was identified as Kashion Evans Jr., 18, of New Castle. On July 19, 2020, Newark Police Detectives arrested Evans at his residence without incident. A BB gun was recovered from Evans' vehicle. Evans was transported to Newark Police headquarters where he was charged with Robbery First Degree. Evans appeared before Justice of the Peace Court #11 by video and was released on his own recognizance.

- On June 29, 2020 at approximately 11:19 p.m., Newark Police responded to Madison Drive for a report of shots fired. After receiving the report of this incident, Newark Police Detectives began to follow-up on leads. After speaking with witnesses and reviewing area surveillance cameras, officers identified the person who fired a gun into the air as Jermaine Washington, 37, of Newark. Further investigation determined that Washington had been given the gun by his son, Jermaine Washington-Loper, 19, of Newark. On July 16, 2020, both suspects turned themselves in to Newark Police. Newark Police then executed a search warrant at their residence, where a handgun that had been reported stolen in Wilmington was recovered. This handgun, however, is not believed to be the handgun used in this incident and therefore the handgun used in this incident has not been recovered. Jermaine Washington, who is prohibited by law from possessing a firearm, was charged with Possession of a Firearm by a Person Prohibited (2 counts), Reckless Endangering Second Degree (2 counts), Receiving a Stolen Firearm. Jermaine Washington-Loper, who is prohibited by law from possessing a firearm, was charged with Possession of a Firearm by a Person Prohibited (2 counts), Receiving a Stolen Firearm. Both defendants appeared before Justice of the Peace Court #2 by video. Jermaine Washington was ordered to be held in default of \$29,000 cash bail. Jermaine Washington-Loper was ordered to be held in default of \$7,000 secured bail. Both defendants were turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.

Auxiliary Services Division:

- Beginning Monday, July 20th, the police records office will be closed until further notice. For assistance in obtaining a copy of a report or other records matter, please call 302-366-7100, option 3.
- Newark Police were notified they were awarded a COPS grant supporting the hire of an additional School Resource Officer. Staff is working on crafting a memorandum to present to Council in the near future for possible acceptance of the award.

Administration Division:

- Members of the Administration Unit instructed at the range on July 21st.

Special Operations Unit:

- SOU personnel have been temporarily reassigned to the Patrol Division.

Traffic Unit:

- Traffic personnel have been temporarily reassigned to the Patrol Division.

Patrol Division:

- On 7/19/20, Cpl. Stevens was on routine patrol in the area of South College Avenue when he observed a Black Toyota Corolla crash into the curb. Upon further investigation, Cpl. Stevens quickly determined that the operator of the vehicle was in the process of overdosing on heroin. After forcing entry into the vehicle, he and other officers performed rescue breathing and administered Naloxone. Units provided care until EMS arrived. The operator was subsequently transported to CER.

Activity or Project:

N/A

Description:

N/A

Status:

Completed

Expected Completion:	07-23-2020
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Execution Status:	Completed
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Activity or Project:
Description:

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

Status:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

Staff is updating emergency response and bypass plans for the Silverbrook sewer pumping station after a recent power outage. We are considering the rental or purchase of a backup pump that could be deployed in the case of a similar generator fail that was experienced last week.

The Water Infrastructure Advisory Council (WIAC) met on Wednesday July 22 and approved the \$1mm supplemental loan for the South Well Field project and the \$3mm Water Main Replacement loan. As part of the 2018 Capital Referendum, completing these needed infrastructure repair with these funds is critical to maintaining our system as well as keeping our expenses down with low interest rates and a 20 year amortization schedule.

The City's contractors, JMT and TFE Resources, will be performing smoke testing on our sanitary sewer system in the Bellevue/Yorkshire area beginning on July 27. Smoke testing helps to identify any potential inflow of stormwater into the sanitary sewer system, which can quickly reduce the capacity of the sewer system resulting in backups and overflows. All residents and surrounding properties have been notified by hand delivery of the work that will be completed along with information on the purpose and details of the process. There are several numbers to call on the notice if there are any question, but you may always reach out to PWWR if there are any concerns.

Activity or Project:

South Well Field Treatment Plant Upgrades

Description:

The underground storage tank is complete and tested, with backfill started this week. The concrete pads for the air stripper are being tested and we expect to have the air strippers set on them next week. The block building construction will also begin next week as long as the strippers are placed in time. The Water Infrastructure Advisory Committee approved the supplemental \$1mm loan for this project at their meeting on Wednesday. We will close on the loan in the next month after receiving the paperwork from the state. Overall, we are pleased with the contractor's work and the project progress.

Status:	In-Progress
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Expected Completion:	10-31-2020
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Execution Status:	On Track
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Activity or Project:

Annual Street Program - Paving

Description:

Grassbusters will be returning with a paving crew over the next two weeks to begin the final paving on the four remaining roads, Hidden Valley Drive, Harvard Lane, Country Hills Drive, and Winslow Road. The schedule and order will be determined early next week and notices will be provided to the affected residents. We anticipate the work will take 2 weeks with good weather.

Status:	In-Progress
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Expected Completion:	08-15-2020
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Execution Status:	Behind Schedule
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Activity or Project:
Description:

Status:	
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Expected Completion:	
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Execution Status:	
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Absentee Ballot Update – As of July 22, 2020

District	Affidavits Returned	Ballots Mailed	Ballots Returned	% Ballots Returned	% of 2018 Council turnout	% of 2019 Mayor turnout	% of 2013 Mayor turnout
3	596	596	317	53.19%	123.14%	97.7%	71.98%
5	576	576	370	64.24%	122.81%	101.95%	82.17%

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 – July 16-22

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	225	1,015	A/P Invoices and Reports/PUBS Daily Cash Receipts/PUBS Postal Records/Finance Daily Cash Reports
Fred	0	0	Working remotely on modifications
Ana (PT)	0	0	Working remotely on modifications
Total	225	1,015	

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	38,161	-31,310
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
Weekly Traffic Report
07/12/20-07/18/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	6936	2735	151	45
DUI	116	41	7	1
TOTAL	7052	2776	158	46

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	140	73	2	2
Property Damage (Reportable)	630	365	14	6
*Hit & Run	137	80	4	2
*Private Property	163	82	3	4
TOTAL	772	438	16	8

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.

NEWARK POLICE DEPARTMENT

WEEK 07/12/20-07/18/20

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	1	5	0	0	3	0
Rape	5	1	0	2	2	0
Unlaw. Sexual Contact	2	2	0	0	2	0
Robbery	10	11	2	6	24	0
- Commercial Robberies	7	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	3	8	2	1	23	0
Assault/Aggravated	17	12	0	16	9	0
Burglary	40	21	2	83	63	0
- Commercial Burglaries	5	5	0	7	42	0
- Residential Burglaries	27	14	2	49	14	0
- Other Burglaries	8	2	0	27	7	0
Theft	306	236	8	242	104	7
Theft/Auto	27	33	1	5	5	0
Arson	0	0	0	0	0	0
All Other	65	98	6	79	60	2
TOTAL PART I	473	419	19	433	272	9
<u>PART II OFFENSES</u>						
Other Assaults	156	151	4	95	122	3
Rec. Stolen Property	0	1	0	9	5	0
Criminal Michief	82	64	2	70	37	0
Weapons	14	7	0	41	18	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	73	24	0	120	28	1
Drugs	109	32	2	175	46	0
Noise/Disorderly Premise	362	311	11	122	104	2
Disorderly Conduct	91	76	4	71	48	0
Trespass	139	154	7	65	26	1
All Other	192	155	4	242	138	7
TOTAL PART II	1218	975	34	1010	572	14
<u>MISCELLANEOUS:</u>						
Alarm	89	79	2	0	0	0
Animal Control	339	263	11	2	20	0
Recovered Property	127	104	6	0	0	0
Service	19255	17244	549	0	0	0
Suspicious Per/Veh	261	241	5	0	0	0
TOTAL MISC.	20071	17931	573	2	20	0

TOTAL CALLS	THIS WEEK <u>2019</u> 845	2019 TO <u>DATE</u> 25,129	THIS WEEK <u>2020</u> 662	2020 TO <u>DATE</u> 20,970
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