

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Tuesday, we experienced significant flooding from Tropical Storm Isaias. Attached is a response summary provided by DEMA for your reference. Newark received between 4.5 and 5.3” of rain, increasing as you head north and west (see attached graphic from DEOS). While the local rainfall caused some roadway flooding in the usual areas (Swarthmore, Julie Lane, Curtis Lane) but we also experienced extensive flooding along the Christina after the rain stopped that was driven by the higher rainfall totals in the Christina watershed upstream from Newark (also shown on the attached DEOS graphic). Christina set a new record for high flow, cresting at 13.98’ with 8780 ft³/sec flow. For reference, the previous record high was 13.89’ with 7780 ft³/sec during hurricane Irene in 2011, so today’s flow was 1000 cubic feet per second, approximately 13%, higher than Irene.

Below is a very preliminary and non-exhaustive list of roads that we had to close due to flooding:

1. Timberline Drive at Timber Creek
2. Casho Mill Road near Church Road
3. Barksdale Road at the Christina
4. Rahway Drive along the Christina (picture attached)
5. Welsh Tract Road at the Christina
6. West Chestnut Hill Road at the Christina (pictures attached)
7. Paper Mill Road at Curtis Park (from Jenny’s Run)
8. Swarthmore
9. Julie Lane
10. Curtis Lane

In addition to the roadway flooding, we had to perform an evacuation of approximately 200 people from the Rodeway Inn on 896 ahead of water inundating the first floor, eventually cresting around 1.5’ deep inside the building (see attached pictures of parking lot and building inundation). The Electric Department disconnected power from the building, and we have condemned the structures until they can be inspected and approved for habitation. We have bussed many of the inhabitants to Glasgow High School where NCC has set up a shelter in coordination with the Red Cross.

On the electric side, we had a number of trees come down causing outages, along with one substation going out and a wire on fire. We peaked at around 900 customers out of power and that number was down to around 29 as of 4:00. All customers were restored by Wednesday. We also received a mutual aid request from Dover for line workers and line trucks and dispatched a crew on Wednesday afternoon, after we got everyone back up in Newark. Dover experienced significant outages and infrastructure damage during the storm but received assistance from multiple DEMEC communities to help them restore power more quickly.

Public Works responded to a handful of sewer backup issues and monitored pump stations for flooding. They also cleared downed trees from roadways and closed streets when flooded. Water sandbagged facilities and pumped out water where necessary, like the Northwest Booster on Delrem Drive. Just in case they didn’t have enough going on, they also responded to a potential main break in Briar Creek but it ended up being a false alarm.

Police and the Fire Marshal led the evacuation at Rodeway Inn and worked with Aetna and Public Works closing roads and directing traffic when signals were down (along with other tasks).

We held an internal after-action discussion on Thursday where we discussed the response along with ways to improve. We also will review areas of flooding to discuss potential mitigation strategies, a report of which will be

provided to Council once it is ready. Unfortunately, our options are limited when it comes to large stream flooding due to the magnitude of the problem and our generally built-out urban/suburban environment. Fire Marshal Tynan is also coordinating an after-action meeting with our response partners this coming Monday to discuss ways to improve future coordination.

Outside of Isaias prep and response, we had a handful of other items that absorbed a good bit of time this week. Primarily they were new councilmember orientation meetings, preparation of emergency ordinances related to several topics, responding to questions from the restaurant community about a proposed emergency ordinance, responses to media about a potential emergency ordinance, and preparation for the 8/6 and 8/10 council meetings.

The remainder of the week was spent on personnel and general administrative items.

Chief Communications Officer:

- Assisted Parks and Recreation with their parent communication regarding the cancelation of Rittenhouse Camp
- Continue to work with the Newark Housing Authority to make preparations for the 8/20 public meeting
- Posted multiple updates about flooding, power outages during TS Isaias
- Engaging additional businesses to participate in the final Main Street Alfresco event, continue to advertise the participants and parking options on social media
- Helping Parks and Recreation promote the Parks on Draft with Grain at Handloff Park.
- Working with Senator Carper's office to have a USPS mailbox installed in the City Hall lobby
- Live-streamed the bid opening on 8/5, council meeting on 8/6
- Preparing for next week's CAC meeting regarding plastic straw use and community outreach/education

Newark in the News:

Newark Police chief: Lack of diversity is our biggest failure: https://www.newarkpostonline.com/news/newark-police-chief-lack-of-diversity-is-our-biggest-failure/article_6ce36f3a-4d13-5196-87f1-0b059eb1d916.html

Newark area braces for Tropical Storm Isaias: https://www.newarkpostonline.com/news/newark-area-braces-for-tropical-storm-isaias/article_3052a923-9e21-53c4-813c-3ff392950fcb.html

Tropical Storm Isaias brings heavy rain, floods roads, forces evacuation of Newark motel:

https://www.newarkpostonline.com/news/tropical-storm-isaias-brings-heavy-rain-floods-roads-forces-evacuation-of-newark-motel/article_0161020b-ff10-53ea-949d-d7faf15e37b1.html

Newark restaurants threaten lawsuit over potential coronavirus restriction; Clifton says proposal is already off the table: https://www.newarkpostonline.com/news/newark-restaurants-threaten-lawsuit-over-potential-coronavirus-restriction-clifton-says-proposal-is-already-off-the/article_f8a90220-02a7-5c18-a450-284990ab19b0.html

Newark restaurants threaten to sue if city passes stricter coronavirus regulations than the state:

https://www.wdel.com/news/newark-restaurants-threaten-to-sue-if-city-passes-stricter-coronavirus-regulations-than-the-state/article_9c33e438-d7f4-11ea-886b-077ddedf8cdc.html

Welcome Center/Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Completed and distributed the September newsletter
- Log Miss Utility tickets for Electric and PWWR Departments
- Edit copy from various departments
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Collecting photos for social media

Creative Design/Web Specialist:

- Created Downtown Parking Plan webpage
- Created a livestream event for "Contract No. 20-08: Purchase of one 35KV Outdoor Vacuum Substation Circuit Breaker"

- Created livestream event for City Council Organizational meeting for 8/6
- Designed mask and social distancing signage for polling places
- Designed signage for Newark COVID testing site
- Designed 3 graphics for Main Street Alfresco raffle benefits
- Edits made to CAC Straw education beach graphic, designed 2 additional educational graphics
- Livestreamed Absentee Judges Meeting, and Unofficial Election Results, and 7/30 Election Board Meeting
- Posted “Helpful Alternative to Bulk Collection Appointment” to the City website
- Posted Election results to City’s Newark News section of the website
- Scheduled InformMe regarding City closure due to storm Isaias
- Scheduled InformMe notifications for several power outages
- Scheduled InformMe for Unofficial Election Results livestream
- Updated self-service links on City website
- Updated “Board of Adjustment Instructions for Notice of Appeal” form on City website

Assistant to the City Manager/Acting Human Capital Manager:

Assistant to the City Manager/Acting Human Capital Manager Jeff Martindale devoted most of his week to purchasing and facilities items. Specifically, after a 24-hour delay due to Tropical Storm Isaias, Mr. Martindale held a bid opening for Contract 20-08 (Purchase of One 35KV Outdoor Vacuum Substation Circuit Breaker) on Wednesday, 8/5. He also began writing a new Request for Proposal (RFP) for Lobbying and Intergovernmental Consultant Services, which will be posted on www.newarkde.gov/bids later this month. Lastly, along with Finance Director David Del Grande, Mr. Martindale coordinated with Seiberlich Trane and Bank of America to work out the final details of the Energy Savings Performance Contract project that will begin next month.

Facilities Maintenance:

The Facilities team modified acrylic sheeting around employee workstations as needed, sanitized a UniCity bus that was used during the Rodeway Inn evacuation during Tropical Storm Isaias, and continued custodial duties as assigned.

Chief Human Resources Officer:

This week Chief Human Resources Officer (CHRO) Hardin finalized and executed an amendment to the AFSCME 1670 Memorandum of Understanding (MOU) effective August 10, 2020. This amendment affects only the part time Facilities staff which includes custodians and carpenters. The MOU puts them back at full staff on a regular working schedule in order to keep up with the demands of keeping the buildings clean during the pandemic. The CHRO prepared a memo for an Ordinance regarding the restructure of the Administration Department, specifically the HR staff. The proposal involves the removal of the Human Capital Manager and Assistant to the City Manager positions and the creation of a new hybrid position of two called the Chief Purchasing and Personnel Manager. The Ordinance also includes the pay grade changes for the Chief Purchasing and Personnel Officer and the Chief Communications Officer as well as the elimination of the ICMA Fellow and the addition of a part time HR Coordinator. First reading of this Ordinance is at the Monday, August 10 Council Meeting and second reading at the August 24 Council Meeting. On Monday, the CHRO sat down with newly elected Councilman Travis McDermott during his meeting with the City Manager. The CHRO also started working on another Ordinance for Council regarding vacation carryover for Management staff and continued working towards the finalization of the Police Pension Ordinance. This Ordinance is very close to becoming completed and is hopefully set for a first reading at the August 24 Council meeting. The HR team met with DC Feeney and Lt. Rubin to go over logistics for the upcoming police test which will take place on October 24 with advertisement going out at the end of August. The HR team will also be a part of the police promotional process with testing scheduled for September 19 and interviews taking place in late September/early October. We will also be scheduling an Employee Healthcare Committee meeting in the coming weeks to vote on plan design for the 2021 enrollment year. Our healthcare

broker has provided us with different scenarios that result in a savings on the budget. We are hopeful to schedule a meeting by the end of August. The CHRO spent several hours this week answering emails and phone calls regarding COVID-19 protocols as well working on various labor relations issues and attending meetings as scheduled.

Activity or Project:
Description:

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

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

Department:

Alderman's Court

Notable Notes:

Alderman's Court closed to the public on 7/27/2020 and 7/28/2020 due to a symptomatic employee who later tested negative for COVID. Court reopened on 7/29/2020. Court also closed on 8/4/2020 due to Tropical Storm Isaias. Aldermans Court only had two court sessions from 7/23/2020 to 8/5/2020. These sessions included arraignments, trials and capias returns.

Parking Ambassadors continue to handle all parking appeals online.

Activity or Project:

Court Sessions and Payments

Description:

From 7/23/2020 to 8/5/2020 Alderman's Court handled 18 arraignments, 9 trials and 7 capias returns. The court collected a total of 349 parking payments of which 272 were paid online and 77 were paid at court. The court also collected criminal/parking payments of which 99 were paid online and 23 were paid at court for a total of 122 criminal/parking payments.

Status:	Completed
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Expected Completion:	08-05-2020
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Execution Status:	Completed
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Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

City Secretary and City Solicitor's Office

Notable Notes:

Renee participated in the management staff meeting on July 30.

Staff finalized and posted the agenda and packets for the organizational meeting and special Council meetings for August 6 on July 30. A supplemental memo for the organizational meeting and a substitute emergency ordinance for the special Council meeting were distributed and posted on August 5.

Renee staffed the Election Board meeting on July 30 where the Board certified the election results.

Staff finalized and posted the agenda and packet items for the August 10 Council meeting on August 3. Item 2E (July 7 Planning Commission minutes) was forwarded to Council and posted on August 5.

Nichol finalized and posted the August 11 Conservation Advisory Commission agenda on August 3.

Renee facilitated the orientation for new Councilmembers and presented the Legislative Department overview via GoToMeeting on August 4.

Renee participated in a bid opening on August 5.

Nichol finalized and posted the August 20 Board of Adjustment agenda and packet on August 5. The Board will be considering one application for a variance on minimum lot size for an in home daycare at 614 South Twin Lakes Boulevard.

Time was spent working on the wrap up for the 2020 Council elections for Districts 3 and 5. Renee and Tara spent time processing final election paperwork. Renee worked with the Department of Elections on follow up issues from Election Day. All information regarding the 2020 City Council election can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>. The final certified election results are below.

Renee worked on implementation of the approved Boards and Commissions Diversity Initiative. 38 of 46 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. Renee worked with several potential applicants for vacancies. 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 drafted the agendas for the August 10 and 17 Council meetings.

Renee spent time scheduling items for upcoming Council agendas.

Renee worked on several items for the August 6 and 10 Council meetings.

Nichol completed the direct mail notice and mailing for the special use permit request for a fraternity at 19 Amstel Avenue. This special use permit is scheduled for public hearing at the August 24 Council meeting.

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

Tara spent time working on union-related items.

Tara drafted a requested proclamation.

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 final documents, completed and closed a June 12 FOIA request for items related to the Planning Area 7 public hearing from Barrett Edwards.
- * Provided an update response to a June 15 FOIA request for internal communications between the resident of 18 Squirrel Lane and the City from Don Gouge, Jr., Esq.
- * Circulated to staff and collected documents for an August 3 FOIA request for records pertaining to ownership of parking spaces within Cherry Hill Manor from the Cherry Hill Manor Maintenance Association
- * Circulated to staff an August 3 request for records for Miranda Kerrigan v. Gina Bronzon from Lori Hammed

Regarding minutes, staff time was spent on the June 10 Election Board (Renee edited - complete), July 6 Council minutes (Renee edited - complete), July 13 Council minutes (Renee edited - complete), July 14 Conservation Advisory Commission (Nichol drafted; Tara edited - complete), July 27 Election Board (Renee drafted - complete) and July 28 Election Board (Renee drafted - complete) minutes. Several sets of Council Executive Session minutes, the July 27 Election Board minutes and July 28 Election Board minutes are currently in the queue.

2 discovery requests were fulfilled for upcoming Alderman's Court cases. 238 discovery requests have been filled so far for 2020. The August 13 court calendar was received and 12 case files were compiled for the Deputy City Solicitor. 17 court calendars with 248 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 4 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 210 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Samantha completed indexing for 3 boxes of documents for Transfer to State Archives.

Fred worked primarily on document preparation as his computer is with IT waiting for parts for repair.

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 document numbers for July 30-August 5 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track
Activity or Project:	
Recodification	
Description:	
Renee held a conference call with Municode to discuss a path forward for recodification completion on July 31. There will be another set of clean proofs produced for Council's review prior to the adoption of the new code.	
Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	Behind Schedule
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:	
Electric Department	
Notable Notes:	
<p>Hurricane Isaias was downgraded to a tropical storm before it reached Newark Tuesday. Lots of rain and wind in the morning with no power outages. At noon, the outages started with a maximum of 950 customers out. Almost all customers were back on by 5pm and the crews stayed until midnight to get the remaining thirty. Four customers that needed electricians were restored the next morning.</p> <p>During the storm a 34kV breaker's hydraulic pump started failing after a quick trip and reclose (.1 sec), so the circuit was switched with no customer outages. A new pump is in transit and will be replaced on Monday.</p> <p>During the storm engineering worked the SCADA system from City Hall until 9pm along with the purchasing agent, Cenise Wright, who came in to answer the phones. Anthony Hanna, the GIS technician, manned calls remotely from home throughout the day.</p> <p>Before the storm, engineering worked on the 5G cellular agreement and the Hillside Road (Dickinson Dorms) Project.</p>	
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:

City annual tax bills were processed 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. Every bill had a letter on the reverse side of the bill to explain the reason some taxpayers were seeing a bill for the first time. 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.

New payment kiosks will be delivered to City Hall within the next two weeks. One will be installed in the Alderman's Court, and the other will be placed in the lobby in City Hall.

The majority of Accounting staff time was spent on preparation for the 2021 budget.

The Accounting team prepared the June Financial Report for inclusion on the 8/17 Council agenda.

Meetings attended this week by Director Del Grande:

8/4 – Director Del Grande met with Councilmembers McDermott and Bancroft.

8/4 – Director Del Grande met with Finance's management team to discuss any action items/takeaways from the Tropical Storm Isaias event.

Week of 8/3 – Director Del Grande had numerous meetings with the ESCO team, preparing for the lease/purchase

closing on August 21.

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.
- Week of 7/27, staff has been working on budget consolidation of the department requests, both operating and capital.
- Week of 8/03, staff have been finalizing the 2021 budget overview.

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

Payments & Utility Billing

Description:

Stats for the week ending of 8/2: Call volume was up 22% (454 vs 372).

- Customer Calls/answered: 439/454. There are now three customer service representatives working full time in the office, PUB manager is in the office twice/week. Remaining staff are working from home.
- Average call time: 4:12
- Longest hold: 3:04
- Payments processed: 3,210
- Pay by phone payments: 177
- Active Customer Connect Accounts: 7,369
- Customers signed up, not on pre-authorized payments: 4,852
- Budget Billing: 272
- Echeck/PAP Customers: 1,286 (includes budget billing)
- Credit Card PAP Customers: 1,231 (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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Activity or Project:

Description:

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

Department:

Information Technology Department

Notable Notes:
Applications Team:

Open Support Tickets from Previous Week - 73

Open Project Tickets from Previous Week - 17

Tickets Opened in the Last Two Weeks - 108

Tickets Closed in the Last Two Weeks - 102

Remaining Open Support Tickets - 80

Remaining Open Project Tickets - 16

IT Applications Manager was on vacation 7/27-7/31.

1. Ordered materials for Parking office move - fitout.
2. Ordered ipads and keyboards for Mayor & Council.
3. Finalized kiosk setup with Paymentus, kiosks are scheduled to arrive on 8/12.
4. Worked on and resolved support tickets for end users.
5. 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 for Planning to decide path forward regarding online permit payments.

Infrastructure Team:

Open Support Tickets from Previous Week - 60*

Open Project Tickets from Previous Week - 24

Tickets Opened in the Last Week - 58

Tickets Closed in the Last Week - 52

Remaining Open Support Tickets - 66

Remaining Open Project Tickets - 24

1. Tips & Tricks for OneNote and Outlook added to KB.
2. Attended training on MS Teams
3. Exploring "Shifts" feature in Teams.
4. Attended BlackHat conference
5. Updating Mitel agent
6. Deployed MS Security updates
7. Continued WFH support.
8. Worked on and resolved support tickets for end users.
9. Actively responded to and resolved Secureworks alerts.

Pending:

1. Updating Mitel agent
2. Scheduled meeting with VOIP to discuss SDWAN deployment
3. Developing standard protocols for events that require the building to be closed

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

City Manager's Weekly Report

Department:
Parks and Recreation Department

Notable Notes:

Director: met with Recreation Staff about upcoming fall events and programs; reviewed two landscape plans for upcoming construction projects; met with Sharon, Paula and Races2Run about the upcoming Turkey Trot and possible race options and coordination of the event in lieu of Covid Restrictions; met with Public Works and Tom Z. concerning basin retrofit/plantings at Abbottsford Basin. Conducted parks maintenance meeting to discuss upcoming work orders and projects.

Deputy Director: met with Sharon and Joe to discuss Fall events and ideas on how/if they can be held; held conference call with Joe & Sharon and race coordinator for the Turkey Trot to discuss possible options for the event; worked with Grain on Main to complete Special Event permit and supply information for menu for the Facebook event page; reached out to Daina and James regarding the continued issues for WiFi at the George Wilson Center and worked to get resolved; updated the softball scores & standings and sent out the playoff schedule to the teams and umpire assignor; sent out first day letters and COVID parent packets for Rittenhouse Rocks, Tennis Camp and Archery Camp in preparation for the start of each of these camps; delivered items needed for Rittenhouse Camp and checked in on camp during Tyler’s vacation, worked closely with camp director and assistant director to contact previous participants and send out messages to current camp participants; continued with work with Sharon to get staff and schedule finalized in preparation for Safe Kids Camp; worked with Sharon to create a virtual option for the fitness instructors and create a write up for the activity guide and to continue to review virtual platforms for fall classes and make final determination; worked with Tom and Chrissy to determine work for volunteer group coming in again over the weekend; continued to update the fall program information for Shelby and updated the spreadsheet with changes; worked with Shelby on creating a We are Parks and Recreation video montage for July Parks and Recreation month for Facebook; worked on putting in program and facility 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 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; completed PSA’s for Shelby to send out for Parks on Draft and the August programs.

Recreation Supervisor of Community Events: met with Joe and Paula regarding Fall event plans and held a conference call with them and the Races2Run contractor regarding options for the Turkey Trot; prepared for Safe

Kids Camp and met with staff; confirmed virtual guest speakers for Safe Kids Camp; checked in on Camp REAL.

Coordinator of GWC and Volunteers: Camp GWC continued for another fun week with a theme of a crazy competition complete with a walking field trip to White Clay Creek State Park, water activities, a minute to win it competition and lots of rainy day activities on July 31; total campers registered for the week were 29 campers; spoke with an administrator of Sanford School and shared our COVID-19 Information packet as they develop plans for the upcoming school year; spoke with the theater instructor pertaining to upcoming theater camps; continued to finalize information and make adjustments for Fall Programs based on instructor updates; communicated with the Newark Senior Center on reopening dates and facility requests; adjusted and sent a new tentative schedule to GWC Attendants subject to change with the new attendants coming on board, still awaiting background check results; coordinated volunteers to complete trash pickup and special park maintenance (playground equipment cleaning) on Saturday, August 1; 20 volunteers assisted with clean up at Fairfield and Fairfield Crest, Coleman and Elan Park and Folk Park; continued working with the IT Department on technical issues at the George Wilson Center and they were able to resolve the WiFi and firewall issues; 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 Main Hall was rented on August 1 for a Family Birthday Party with an overall attendance of 30 people; Dickey Park Pool was open Tuesday – Thursday this week; the pool was closed on Friday, July 31 due to inclement weather; the overall attendance at Dickey Park Pool Tuesday - Thursday was 57 patrons. Volunteer Hours: a total of 20 volunteers devoted 100 volunteer hours.

Recreation Specialist: continued to do data entry, focusing on vendor/sponsorship/volunteer opportunities in the new registration software; conducted 1 volunteer interview for last session GWC and sent reminder information to the 2 Safe Kids Camp volunteers; completed Website updates including on the Calendar Event for Parks on Draft at Handloff Park and updating scores/standings from softball games this week.

Parks Superintendent: did IPM (integrated pest management) inspections to 14 horticulture areas in park system, picked up signs for Recreation Division, assigned field staff daily and assisted as needed, attended meeting with Parks Director/Stormwater Coordinator/Director and Deputy Director of Public Works concerning basin retrofit/plantings at Abbottsford Basin, with assistance from our GIS Coordinator updated all contractual tree work/creek clearance operations on GIS “Tree” layer, met with Design Engineer/site contractor/arborist at Rodney site to obtain a second tree pruning/removal quote, canceled two purchase orders for plant materials that were going to be installed this fall at Olan Thomas Park and met with/talked to several residents concerning tree issues.

Parks/Horticulture staff: continue mowing operations in many park areas and all horticulture areas, did interior bed maintenance at City Hall, started cutting back plant growth from sidewalk along Casho Mill Road, continued weed control applications throughout park system, replaced basketball nets at Handloff and Phillips Parks, delivered supplies to City Hall for the Covid testing and brought back for storage at Parks Maintenance Facility, cut back Lavender and Glossy Abelia in City Hall parking lot area, did equipment maintenance on both Kubota mowing units and all string line trimmers, swept up garage area in Parks Maintenance Facility, dragged/scarified/lined both Handloff ballfields for league play and did trash removal and mowing throughout park system.

Activity or Project:

Fall Activiy Guide

Description:

The Fall Activity Guide will be delivered electronically to our mailing list of over 12,000 and will include hundreds of activities and events for you and your family to choose from. Resident registration will begin on August 24 with non-resident registration beginning on August 28. To register or view all of our activities, please visit our web site at WWW.NEWARKDE.GOV/PLAY

Status:	Not Started
Expected Completion:	08-24-2020
Execution Status:	On Track

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

Planning and Development Department

Notable Notes:

Code Enforcement:

The CO was issued for the karaoke restaurant at 253 South Main Street this week. The grade floor slab is being poured at 211 South Main Street. Final inspections are being performed for all units at 22 Benny Street for a TCO; exterior decorative elements are not yet installed. Under slab plumbing is complete and drywall is being installed at 325 Academy Street, Perkins Dining. At the Whitney Athletic Center, 625 South College Avenue, the ticket booth structures are being installed, interior painting and trim work is ongoing in the main building, and exterior grading and curbing is in progress. Interior finishes are being installed and exterior grading and the new stair tower is ongoing at UD Worrilow Hall. Pile cap and grade beam concrete placement is ongoing at the Fintech Building at STAR Campus. The final inspection is done for the CO for the Train Station. Site work and storm tech installation is ongoing, pad site permits have been reviewed, and apartment permits not yet submitted for the redevelopment of College Square. Framing and plumbing is complete, and drywall work ongoing at 45 East Main Street. Permit/plans have been submitted for the 10th floor fit-out for the STAR Campus Tower. Code Enforcement Officer Brian Daring met with the contractor regarding permit requirements for the Shell Station on South College Avenue. Brian also spoke with the owner of the Patriot Ice Rink regarding permit requirements for interior work.

The balance of the COs should be issued this week for the Campus Walk II project on New London Road. Framing is being completed at 90-96 East Cleveland Avenue. A third floor is in the process of being added at 392-394 South College Avenue. Renovation plan review has been completed for the Bank of America at 148 East Main Street.

The second-floor framing has been approved for most areas at Warner Hall, 280 The Green. At Thorn Flats/Lehigh Flats, five units have been approved for occupancy in 614 Lehigh Road and seven units approved in 618 Lehigh Road. A CO application was received for the leasing office/clubhouse. At Newark Charter School, the loop road base is under construction, demolition of foundations in process, underground piping work in progress for preparation of commons building site, and the commons building permit has been issued. Code Enforcement Officer Tim Poole met with representatives of Newark Charter School for a pre-construction meeting. Final inspections are in process and site work is progressing at the Chase Bank location at 700 Newark Shopping Center, with a temporary CO date of August 11; the application has not yet been submitted. Newark Senior Living construction is on hold due to COVID-19 with a tentative restart date of October 1. Above-grade demolition is complete, and the digging of foundations being done now at 321 Hillside Road, with concrete crushing is in process. No significant milestones were met this week at the UD Green utility projects, but an additional permit

application was received for another electric feeder project for Drake Hall, Brown Lab, and Future Building X.

The demolition permit was issued for 401 Bellevue Road. The CC was issued for the karaoke restaurant at 253 South Main Street. COs were issued for 81, 85, 87, 89, 91, 93, 97, 99, 101, and 103 New London Road. The CC was issued for South Main Plaza. COs were issued for 18 apartments at South Main Plaza.

Property Maintenance completed the following this week:

- 27 Inspections
- 16 Response to complaints
- 3 Citations issued
- 9 Violations issued

Administrative activity this week:

- 36 Calls received for Code Enforcement
- 32 Calls received for other departments
- 147 Rental invoices processed
- 81 Permit applications processed

Parking:

Staff handled numerous preparations for the Main Street Alfresco event on August 5. Lot 2 and 3 patrons were made aware of no entrance/exit into those parking lots. Pushed Passport Mobile at kiosks to reduce lines in Lot 4. Businesses affected by the Main Street closure were given spots within parking lots. Vehicle were removed from Main Street and signage posted regarding closure for attendee safety. The replacement purchase was completed for the T2 kiosk that was damaged by a vehicular accident at Tyre Avenue and Main Street. Municipal lot permits and residential parking permits continued to be safely handed out to patrons and residents through pick-up scheduling and digital permitting. A police report was filed regarding a vehicle that was booted but illegally removed the boots. The boots have been returned and outstanding citations have been paid.

Regular COVID-19 meetings and protocols continued; incoming phone calls, emails, chats and video conferences continued to be handled on a hybrid work-from-home/in-office schedule. The Finance Department was provided with information and values regarding parking equipment and service interruption for municipal insurance. Continued daily Munis reports and financial reporting to the Finance Department. Numerous open purchase requisitions were closed with the Purchasing Department. Staff took part in meetings with T2 Systems and Passport regarding new zones in the Campus District and further discussion with T2 and ITS regarding kiosk warranties versus prices for individual parts. A meeting was held with the Dover Police Department regarding the T2Flex and Passport systems. A meeting was also held regarding Tropical Storm Isaias and emergency preparedness. The August 2020 Parking Ambassador schedule was completed.

Planning/Land Use:

At their meeting on August 4, 2020, the Planning Commission took the following actions:

- Discussed the 2021 Planning Commission Work Plan.
- Recommended approval 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.
- Recommended approval 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.

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 Governors Emergency Declarations and now transitioning back into the office.

Director Gray worked on documents, plans, and related issues related to the August 6 and August 10 Council meetings and worked on documents and with Staff on preparing for and participating in the August 4 Planning Commission meeting.

Director Gray had a zoom meeting with the University of Delaware Transportation management team to discuss UD transportation issues in response to the COVID-related UD school opening and Unicity.

Director Gray prepared for and gave an orientation on the Planning and Development Department to new City Councilmen Jay Bancroft and Travis McDermott.

Also this week, Director Gray worked on: 2021 Budget related issues; reviewing land use plans, working with staff and applicants on land use plans and related issues; Code Enforcement, permitting, parking, and related issues; and, administrative and managerial related issues.

Planner Mike Fortner presented a revised Draft of the Plan for Planning to the Planning Commission at their meeting on August 4. The Planning Commission reviewed the draft and revisions will be made for the next meeting. Much of Planning staff's time was spent on preparing and delivering materials for the Planning Commission meeting on August 4. The rezoning of the property at 136 West Main Street was removed from the agenda. After further review by the City Solicitor, it was determined that the proposed use as "Sean's House", a social organization to help students with mental health challenges, could be done as a special use permit as a professional office in an RS zoning district.

The following was also completed this week:

- 10 Deed Transfer Affidavits
- 40 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. 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.

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 will be 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. The rezoning and Comp Plan amendment was scheduled for review by the Planning Commission at their August 4, 2020 meeting however, upon further consideration, it was determined that the proposal for a non-profit at 136 West Main Street could proceed as a special use permit. The proposal for a rezoning and Comp Plan amendment was withdrawn from the Planning Commission agenda on August 3, 2020 and the request for a special use permit will be placed on an upcoming City Council agenda.

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:

Auxiliary Services Division:

- The Police Department's dispatch/communication center experienced a significant call volume due to the recent storm. In fact, during the storm, Communications processed 181 phone calls and a total of 275 phone calls for the shift. Dispatch entered 52 total calls for service in CAD during the hours of the storm. During the peak of the storm Dispatch operated incidents at several locations simultaneously due to flooding, trees and wires down, occupied vehicle stuck in high water, road closures, and evacuation of a hotel overtaken by flood waters.
- Police Staff will present the Department of Justice's Office of Community Oriented Policing Services (COPS Office) COPS Hiring Program (CHP) award to Council. If approved, the grant will support the hiring of one additional officer.
- Police Staff is crafting a Bureau of Justice Edward Byrne grant which will support overtime and is due in Mid-August.

Administration Division:

- The Administration Unit is formulating plans to commence a police officer hiring process at the end of the month.

Criminal Investigations Division:

- Victim Services Coordinator Melissa Pennachi participated as a panelist in the "YWCA Racial Justice Collaborative: Conversation with Attorney General Kathleen Jennings" on August 4, 2020. The event was held virtually.

Patrol Division:

- On August 1, 2020 at approximately 0340 hours, Newark Police responded to the unit block of O'Daniel Avenue for a report of suspicious persons loitering in the parking lot looking into a vehicle. Arriving officers stopped two suspects matching the description provided by the caller. One of the suspects was searched and was found in possession of property that had just been removed from a nearby unlocked vehicle. Both of the suspects, 17-year-old males from Wilmington, were placed under arrest without incident. One of the males was found in possession of a small amount of marijuana. Both of the suspects were also found to be in violation of no contact orders as they had recently been arrested and were court ordered not to have contact with each other and to abide by a curfew while out on bail. Both suspects were transported to Newark Police headquarters where they were charged with Burglary Third Degree, Breach of Release (2 counts), Conspiracy Second Degree, Theft Under \$1500, and Loitering. One of the males was also charged with Possession of Marijuana. Both males appeared before Justice of the Peace Court #11 by video. One defendant was ordered to be held in default of \$8,450 secured bail and was turned over to the custody of the New Castle County Detention Center in Wilmington. The other defendant posted \$7,300 secured bail and was released to a parent. Both defendants will appear in New Castle County Family Court at a later date.
- On August 3, 2020, at about 0147 hours, a Newark Police officer patrolling the Newark Reservoir contacted two people in a vehicle in the parking lot. The reservoir and its parking lot are closed from dusk until dawn, as are all other City of Newark parks. The officer smelled marijuana coming from the vehicle and conducted a search of the vehicle. During the search, the officer located marijuana packaged for sale. Additionally, officers located a handgun and a large amount of money under the driver's seat. The handgun, which was fully loaded, was also missing its serial number. Following an investigation, the driver was taken into custody and arrested for multiple charges including Possession of a Firearm During the Commission of a Felony, Possession With Intent to Deliver Marijuana, Possession of a Weapon with a Removed Serial Number, Carrying a Concealed Deadly Weapon, and Possession of a Deadly Weapon by a Person Prohibited. The driver was arraigned and ordered to be held in default of \$37,500 secured bail and was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.
- On August 4, 2020, Tropical Storm Isaias impacted Newark with heavy rain and strong winds. As a result of the event, the City experienced numerous traffic light outages and severe flooding adjacent to the Christina River. Additional officers were called in to assist with the volume of calls which included disabled vehicles, a water rescue, residential home evacuations, flooded roadways and the evacuation of approximately 200 guests from the Rodeway Inn Motel due to flooding.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	08-06-2020
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:

Field crews and management staff spent considerable time this week in storm preparation, storm response, and storm cleanup resulting from Hurricane Isaias. While most of our water and sewer utility infrastructure held up well, we did see our storm system in some areas overwhelmed with the volume of water from the storm. PWWR will provide a memo to Council to review our continuing efforts to mitigate flooding in residential and commercial areas.

Director Filasky virtually met with the new Council members from Districts 3 and 6 and provided an overview of our Department. It is certainly a lot to take in and we welcome the new members and look forward to working with them. I also would like to remind all of Council that we can schedule facility tours for any of our infrastructure if you are interested.

Activity or Project:

Rodney - Park and Pond Construction

Description:

Our contractor, Kent Construction, has begun mobilizing their equipment to the site. Several pre-construction meetings have been held and they intend to start the work on the site next week. As with previous contracts at this site, access to the underpass will be maintained as much as possible, but may be closed for short durations when necessary.

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:	

State of Delaware Emergency Operations Center

SITUATION REPORT 3 – Tropical Storm Isaias

As of August 4, 2020 at 1500 hours EST

Contact plan.dema@delaware.gov for additional information about this report



AREA OF OPERATIONS / THREAT OVERVIEW						Statewide EOC Operational Status		
<p>Tropical Storm Isaias will effect all of DE and through the region today. Impacts will diminish late this afternoon into tonight. Should expect High winds/rainfall, tornadoes, and flooding can occur. Current forecast: heavy rain and tropical storm-force winds in early Tuesday. Widespread three to five inches of rainfall, possible isolated higher amounts; the higher amounts may be away from coastal communities and across northern Delaware. As of 2:45pm Christina River at Coochs Bridge at 12.85ft, (Imminent major flooding possible). White Clay Creek at Newark at 15.74ft, and Brandywine Creek at Wilmington at 14.69ft. This will create strong potential for flash flooding. Rain and wind can also cause down trees and power lines leading to potentially extended power outages.</p>						Name	Position	Activation Status
						Wilmington EOC	Willie Patrick	Partial Activation
						City of Dover EOC	Kay Sass	Activated
						New Castle County EOC	Dave Carpenter	Partial Activation
						Kent County EOC	Colin Faulkner	Monitoring
						Sussex County EOC	Joe Thomas	Monitoring
						State EOC	Chris Murtha	Partial Activation
State Of Emergency	Governor Carney declared a State of Emergency (SOE) to assist those impacted by Tropical Storm Isaias as of 08/04/20. City of Dover, Mayor Christensen, declared SOE relative to the City limits 08/04/20							
Operational Focus	Power restoration, respond and support all shelter needs, collect reports of damage for critical infrastructure, reconnaissance mission(s)							
Rainfall Amounts (Maximum, data retrieved from DEOS)	Current Watches and Warnings					Unmet Needs (Requested Support for Lodging and Damage Assessments)		
New Castle	6.72" (Claymont, DE)	Location	Tornado	Flash Flood	Coastal Flood Advisory	Support requested in next three hours		
Kent	5.32" (Kenton, DE)	New Castle	None	Warning Until 1:24am 08/05/20	Until 9:12am 08/05/20	New Castle	None at this time	
Sussex	2.00 (Ellendale, DE)	Kent	None	Warning 08/05/20 @12am	Until 8 pm Until 8/5 12 am	Kent	None at this time	
Wind Gust	31.6 mph (Wilmington DE Price's Corner)	Sussex	None	Warning 08/05/20 @12am	Until 8 pm Until 8/5 12 am	Sussex	None at this time	
Road Closures								
New Castle	I-95 at Naamans Rd SB ramp flooded, Old Airport Rd Closed flooded, Us 13 S of Odessa tree down, DE 72 under I-95 flooded, DE-1 at harris rd overturned tractor trailer closed, 12 th street in area of I-495 closed, I-495 @ 12 th street water on roadway, I-495 speed limit 45 mph, Cedar Lane and Marl Pit Rds closed for trees down, Carpenter Station – Flooding, DE 896 @ Bethel Cove – Closed Gas Leak, Silverside @ Carr – high Water, Foulk @ Grubb – High Water, Centerville @ Campbell – Tree down,, Roackland @ Country Club Rd – High Water, Cooch's Bridge – Moderate flood stage, Shones Lumber – Flooding, Fraizer Rd – Trees down, Appleby RD - Route 40 to 273, Flooding, New Castle Ave SB - Onto 295 Ramp, Flooding, Route 71 - House School Rd to 896 – Trees down, RT 202 and I95 area sink hole confirmed, Bay Bridge Limited Wind Restrictions, Numerous trees down @ Park Dr							
Kent	Route 13 at Smyrna-Lepsic Road (wire down, tree fire), Route 1, Route 6 closed east of Rt 13, Big Oak Rd trees down, State St Dover @ Rt 10, Webbs Lane and Locus Lane Closed, College Rd – Tree Down, Dyke Branch rd and Bridge rd - Wires in the roadway, Sunnyside at rt. 13 – Turn Lanes shut down							
Sussex	Area 3 has had several trees down. No roads closed at this time. Trees are being handled as called in. Area 20 has 2 loaders helping Area 4 with trees. Area 20 is also in the process of cleaning the Draper bike path. 167 traffic signals either dark or in communication failure.							

Note: Updates will be in Blue

Shelter Resources and Updates		Areas with Reported Damage	
New Castle	OEM requested assistance from Public Health at a reception center set up at Glasgow HS for displaced local residences. PH staff and equipment deployed to Glasgow HS as of 1500 hrs for sheltering approximately 25 displaced individuals.	New Castle	Summit Airport damage, Mt Pleasant area, Brick Mill Farms, Dove Run areas, more assessments will be coming
Kent	None	Kent	Dover AFB – old base housing, Lincoln Park, Division Street, Bush Dr, Tire King vic of Gov Ave, William Henry Middle School, Union Baptist Church
Sussex	ARC – 3 Shelter Support Trailers (800 capacity per trailer), 1 PPE Trailer, resources relocated to NCC	Sussex	Approximately 12- 15 homes suffered tree damage per initial reports

Reported Power Outages (as of 1445hrs)				Additional Links
County	Delmarva Power	Delaware Electric Co-op	Totals	<p>As part of the damage assessment process from Tropical Storm Isaias, please fill out this brief survey with details/photos of any damage that you may have or may have witnessed. This information is important to help determine eligibility for a disaster declaration.</p> <p>https://survey123.arcgis.com/share/9a6816a7b9dc4090b8d5f83f28b0b23c</p>
NCC	28,181	0	28,181	
KC	1,352	742	2,094	
SC	14,063	8,895	22,958	
Totals	43,596	9,637	53,233	

Note: Updates will be in Blue

Final Council Election Results – July 28, 2020

Candidate	Machine	Absentee	Total
Bancroft	50	239	289
Sinibaldi	49	135	184
Write In	0	2	2
Total	99	376	475

Candidate	Machine	Absentee	Total
Anderson	16	70	86
Lawhorn	73	338	411
Write In	1	1	2
Total	90	409	499

Digital Records Project New Documents Created – July 30-August 5

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	68	6,117	Administration Correspondence Files/A/P Batch Invoices/Disbursement Journals/Vendor EFT Registers/Munis Daily Cash Reports
Fred	0	0	Working remotely on document prep
Ana (PT)	2	2	Working remotely on modifications
Total	70	6,119	

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	28,310	-17,479
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
07/26/20-08/01/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	7313	2820	214	46
DUI	130	49	7	4
TOTAL	7443	2869	221	50

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	150	78	6	1
Property Damage (Reportable)	680	392	28	12
*Hit & Run	147	84	7	3
*Private Property	177	86	8	1
TOTAL	832	470	34	13

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 07/26/20-08/01/20

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	1	5	0	0	3	0
Rape	5	1	0	2	3	0
Unlaw. Sexual Contact	2	2	0	0	3	0
Robbery	10	11	0	10	24	0
- Commercial Robberies	7	1	0	8	0	0
- Robberies with Known Suspects	0	2	0	1	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	3	8	0	1	23	0
Assault/Aggravated	17	12	0	16	11	0
Burglary	42	22	1	84	70	0
- Commercial Burglaries	5	5	0	8	42	0
- Residential Burglaries	28	15	1	49	14	0
- Other Burglaries	9	2	0	27	14	0
Theft	326	251	6	259	111	3
Theft/Auto	27	33	0	5	11	0
Arson	0	0	0	0	0	0
All Other	68	102	2	81	74	0
TOTAL PART I	498	439	9	457	310	3
<u>PART II OFFENSES</u>						
Other Assaults	165	167	10	101	127	1
Rec. Stolen Property	0	1	0	9	6	0
Criminal Michief	88	70	3	72	39	2
Weapons	14	7	0	44	21	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	74	24	0	121	28	0
Drugs	115	34	1	185	47	1
Noise/Disorderly Premise	370	319	4	122	106	2
Disorderly Conduct	93	83	0	73	48	0
Trespass	146	163	4	66	26	0
All Other	202	174	12	255	147	7
TOTAL PART II	1267	1042	34	1048	595	13
<u>MISCELLANEOUS:</u>						
Alarm	100	92	8	0	0	0
Animal Control	357	287	13	2	20	0
Recovered Property	136	112	5	0	0	0
Service	20704	18028	357	0	0	0
Suspicious Per/Veh	278	253	7	0	0	0
TOTAL MISC.	21575	18772	390	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	976	26,972	472	21,978