

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Due to my vacation at the beginning of last week, this week's administrative report covers both last week and this week.

Over the past two weeks, I have spent time with staff finalizing the Bank of America capital lease paperwork necessary to finance the HVAC, roofing, and solar project recently approved by Council. I also spent a considerable amount of time working on items related to the new private social gathering emergency ordinance. We have completed a draft permit for larger private gatherings and forwarded it to legal counsel for review. We have not received any formal requests for a permit to date but I have been advised that the NPD have already broken up a gathering that exceeded the new limit this week. Parks and Recreation Director Spadafino and Deputy Director Ennis and I had a meeting to discuss park facility rentals and how we can coordinate our requirements with both NCC and our private gathering ordinance to provide consistency while still promoting outdoor activities. I spent time reviewing several draft reports including a draft fiscal impact analysis for a development project and draft water affordability calculations prepared by a researcher with the University of Maryland. I also reviewed and signed final spill prevention, control and countermeasure plans for several electric substations. We also finalized a plan for our Parking Ambassadors to take on the additional role of "mask ambassador" by distributing free masks to people on Main Street who do not have a mask while educating them on the Governor's masking requirements for public spaces.

I attended several meetings over the last two weeks: City Management Association of Delaware quarterly meeting, DEMEC Special Executive Committee meeting, Employee Benefits Committee meeting, and several staff meetings. We also held a conference call with DPH's enforcement team, NPD, UD, UDPD, Mayor Clifton, Deputy Mayor Horning, and Paul Baumbach to discuss enforcement activity completed last weekend along with planned enforcement for the next few weeks. DPH has visited most of our busier bars already to review their procedures, compliance, and advise them of the Governor's requirements. So far, compliance has been good. Mayor Clifton and I held a call with Caitlin Olsen and Savannah Sipes of their Grad Student Union to discuss items of interest to her organization and explain what the City is doing in these areas of interest.

Chief Communications Officer:

- Completed the "Your Roadmap to Safe Social Media Operations" webinar
- Continuing to work with the US Census on strategies to increase the response rate city-wide
- Participated in the Town Hall about Fall 2020 for UD Families
- Organized and scheduled staff and Council headshots
- Attended the Newark Housing Authority public meeting
- Participated in the Safety Committee meeting
- Organizing the staff and dependent biometric screening and wellness fair

City of Newark in the News:

poised to reinstate strict limits on private gatherings:

https://www.newarkpostonline.com/news/newark-poised-to-reinstate-strict-limits-on-private-gatherings/article_ad35515a-aa68-5f24-a2d4-71340c6385ea.html

Newark city council likely to introduce gathering limit legislations next week:

https://www.wdel.com/news/newark-city-council-likely-to-introduce-gathering-limit-legislation-next-week/article_dad70914-e11c-11ea-80d1-eb1be36b9c74.html?fbclid=IwAR11SN9ghW9Q4XsWZTHQidJekZmdg1v-rPazsyVB6Riq7FhOUC-KYFpZOY0#utm_campaign=blox&utm_source=facebook&utm_medium=social

[fbclid=IwAR11SN9ghW9Q4XsWZTHQidJekZmdg1v-rPazsyVB6Riq7FhOUC-KYFpZOY0#utm_campaign=blox&utm_source=facebook&utm_medium=social](https://www.wdel.com/news/newark-city-council-likely-to-introduce-gathering-limit-legislation-next-week/article_dad70914-e11c-11ea-80d1-eb1be36b9c74.html?fbclid=IwAR11SN9ghW9Q4XsWZTHQidJekZmdg1v-rPazsyVB6Riq7FhOUC-KYFpZOY0#utm_campaign=blox&utm_source=facebook&utm_medium=social)

Newark cancels Community Day, Halloween parade due to pandemic:

https://www.newarkpostonline.com/news/newark-cancels-community-day-halloween-parade-due-to-pandemic/article_977a74ad-2681-556a-bd40-7433e14ef9da.html

As students flock back, Newark may restrict private gathering size well beyond state limits:

<https://www.delawareonline.com/story/news/coronavirus-in-delaware/2020/08/24/fearing-covid-19-newark-poised-implement-strict-gathering-limit/3428742001/>

Newark council to vote Monday on law limiting gatherings to 10 people indoors, 25 outdoors:

https://www.newarkpostonline.com/news/newark-council-to-vote-monday-on-law-limiting-gatherings-to-10-people-indoors-25-outdoors/article_2a431d45-f19d-523a-9c31-151a0149c78c.html

Newark City Council passes stricter private gathering limits: https://www.wdel.com/news/newark-city-council-passes-strict-private-gathering-limits/article_95c7c7f0-e680-11ea-a74a-db36cf9351b9.html

Strict limit on private gatherings takes effect in Newark:

https://www.newarkpostonline.com/news/strict-limit-on-private-gatherings-takes-effect-in-newark/article_4554e4db-67dc-52c3-8090-ac6cbf5f5ae5.html

UD students react to new law limiting parties: https://www.newarkpostonline.com/news/ud-students-react-to-new-law-limiting-parties/article_57cd632e-3c3e-5f93-97be-5d52fd855a42.html

It's not funny. Carney, UD officials say ignoring COVID-19 restrictions can lead to expulsion or worse: https://www.wdel.com/news/its-not-funny-carney-ud-officials-say-ignoring-covid-19-restrictions-can-lead-to-expulsion/article_be32092e-e704-11ea-a1af-f3aea1d62cbb.html

University town in Delaware restricts gatherings as classes set to start:

<https://philadelphia.cbslocal.com/2020/08/25/university-town-in-delaware-restricts-gatherings-as-classes-set-to-start/>

Former Councilman Ruckle threatens lawsuit over Newark's private gathering limits:

https://www.newarkpostonline.com/news/former-councilman-ruckle-threatens-lawsuit-over-newark-s-private-gathering-limits/article_dfd59569-9cc5-5224-9842-6a4a2331c159.html

'A sickening act of hostility': Officials condemn arson at UD Chabad Center:

<https://www.newarkpostonline.com/news/a-sickening-act-of-hostility-officials-condemn-arson-at->

[ud-chabad-center/article_69eaadc5-5acd-5996-bade-ee983e4603fd.html](https://www.newarkpostonline.com/news/delDOT-completes-first-step-of-road-safety-upgrades-near-downes-elementary/article_69eaadc5-5acd-5996-bade-ee983e4603fd.html)

DelDOT completes first step of road safety upgrades near Downes Elementary:
https://www.newarkpostonline.com/news/delDOT-completes-first-step-of-road-safety-upgrades-near-downes-elementary/article_71e22b68-35ca-54f1-b5fb-7d1eaeba989b.html

UD issues letter advising students to observe COVID19 restrictions:
<https://delawarebusinessnow.com/2020/08/ud-issues-letter-advising-students-to-observe-covid-19-restrictions/>

Newark issues first fraternity house permit under new law:
https://www.newarkpostonline.com/news/newark-issues-first-fraternity-house-permit-under-new-law/article_1464b522-c4d5-5748-8d69-895ee6167a87.html

Arsonist torches Jewish Center and University of Delaware:
<https://www.nbcphiladelphia.com/news/local/arsonist-torches-jewish-center-at-university-of-delaware/2514743/>

Welcome Center/Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Continuing to work on the October newsletter
- Completed the PRSA webinar “Restart of Production and Business of Entertainment”
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Collecting photos for social media

Graphic Design/Web Content:

- Designed 3 recruitment graphics for NPD Facebook
- Designed “Mask Required” and COVID-19 symptoms poster
- Designed signage for no more medication disposal
- Designed 3 anti-straw posters for CAC
- Final edits made to the 2019 NPD annual report
- Posted the 2019 CAFR to the City website and updated Budget Central
- Scheduled weekly public meeting notices
- Updated the Coronavirus webpage
- Updated Main Street Alfresco for new date and posted to TV22 and website
- Updated labor contracts on City website
- Updated Mask & Hygiene COVID signs for permitting process

Chief Human Resources Officer:

Week of August 17

CHRO Devan Hardin along with Acting HCM Jeff Martindale spent the majority of Monday assisting the City Secretary’s office with reviewing and approving memos for the August 24 Council packets. Ms. Hardin prepared a memo for Council regarding the proposed amendments to

the Police Pension Plan. This Ordinance had a first reading on August 24 and second reading will take place on September 14. CHRO Hardin and Acting HCM Martindale participated in a Zoom meeting with representatives from PMA Companies (our risk management consultants) to discuss the new FFCRA Drug and Alcohol Clearinghouse. The purpose of the meeting was to get a better understanding of the new requirements for reporting employees who violate drug and alcohol policies through a nationwide database. We will participate in a more formal presentation at the monthly DFIT Safety Committee meeting in September. Assisted Acting HCM Martindale with preparing job postings for three vacant positions in Planning, Public Works & Water Resources and Alderman's Court. The postings will be advertised over the next month. With HR Administrator Marta Pacheco on vacation this week, myself and Mr. Martindale processed reimbursements for retiree benefits, emergency room copays and reported any job-related injuries that were submitted during the week. Ms. Hardin also prepared the agenda, minutes and meeting materials for the Employee Benefits Committee meeting which took place on Friday, August 21. The meeting was held virtually via GoToMeeting. The meeting consisted of CHRO Hardin presenting various plan design changes that would result in a savings for the City. The committee provided feedback and questions that will be provided to DVHT, the City's healthcare provider. There will be a follow up meeting on August 31 and will be attended by representatives from DVHT. CHRO Hardin also assisted with labor relations, COVID-19 and HR related matters.

Week of August 24

Last Friday, the FOP reached out to set up dates for contract negotiations in early September. The FOP has been provided with draft ground rules for review and will provide them to CHRO Hardin prior to the start of negotiations. CHRO Hardin provided Ms. Pacheco with an update of the previous weeks activities. The Customer Service Representative I position (Alderman's Court) was posted internally only on Friday, August 21 and will close on Friday, August 28. This position will replace an employee who will be leaving the City in October. To date nine (9) applications have been received. At the August 24 Council meeting, CHRO Hardin formally presented an Ordinance of the Administration restructure plan. The plan involves the removal of the Human Capital Manager vacated by CHRO Hardin in February. The position was set to be filled until COVID-19 sidelined hiring for the replacement. Since March, Jeff Martindale has been in the acting role to assist with various HR-related tasks such as benefits, wellness, onboarding/offboarding, invoicing and other related tasks. During this time he succeeded in this role while still completing the tasks of his role as Assisting to the City Manager. We proposed eliminating the HCM and the title of Assistant to the City Manager and, therefore, created the Chief Purchasing and Personnel Officer (CPPO). Mr. Martindale will take on this role as a hybrid position of the HCM and Assistant to the Manager. CCO Jayme Gravell will also take on some of the roles previously held by Mr. Martindale including overseeing the Employee Engagement and Wellness Committee, Professional Development Committee, wellness events and downtown events. The Ordinance also changes the pay grades for both Mr. Martindale and Ms. Gravell from an 18 to a 23. Council unanimously approved the Ordinance for the restructure 7-0. CHRO Hardin and City Manager Coleman will formally meet with both employees to go over expectations of the new roles and responsibilities. CHRO Hardin continued to work on preparations for the August 31 Employee Benefits Committee meeting. This week CHRO Hardin and Ms. Pacheco worked together to prepare for the posting for Police Officer. This posting will be available August 28 and will post until October 9. Testing is scheduled for late October with interviews taking place the week of November 9 and 16. CHRO Hardin will also begin working with Department Directors on an audit of all job descriptions to make them more current and relevant. We are planning to start this in September. With Mr. Martindale officially in an HR role, Ms. Hardin will begin to transfer benefit

portals/accounts to Mr. Martindale. CHRO Hardin also assisted with labor relations, COVID-19 and HR related matters.

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale focused primarily on setting the schedule for the Energy Savings Performance Contract project with Seiberlich Trane and staff. He also finalized dates for a flu clinic and biometrics screening for City staff along with Chief Communications Officer Jayme Gravel. The remainder of the week revolved around completing miscellaneous HR and COVID-19-related tasks along with the rest of the HR/Administration team.

For the week ending on 8/21: Assistant to the City Manager/Acting Human Capital Manager Jeff Martindale spent the majority of this week working with Finance Director David Del Grande to finalize all the documents needed for the Bank of America loan closing for the Energy Savings Performance Contracting project. The closing date was 8/21.

Along with Chief HR Officer Devan Hardin, Mr. Martindale also began background checks for new hires and worked to complete new job ads for upcoming vacancies. He completed other HR invoicing tasks as needed.

With Chief Communications Officer Jayme Gravel, Mr. Martindale spoke with the Delaware Valley Healthy Trust regarding the City's annual Employee Wellness Fair (which will be held virtually), biometric screenings for staff, and setting up a staff flu shot clinic.

Finally, Mr. Martindale helped the Alderman's Court staff set up a temperature check station in the Municipal Center lobby for employees and members of the public visiting City Hall or the Police Department.

Facilities Maintenance:

Facilities Maintenance began rebuilding the floor in the George Wilson Center's basement men's restroom in anticipation of a toilet replacement. They also completed rehabilitation of the 1st floor GWC bathroom with tile replacements, new auto-flushing toilets, and new vanity top. The team also completed various walkthroughs with Seiberlich Trane and subcontractors, provided Isopropyl Alcohol to PD for sanitization of vehicle radio equipment, and completed various disinfecting and cleaning tasks as needed.

For the week ending on 8/21: The Facilities Maintenance team installed a new auto-flushing toilet and new sink in the George Wilson Center's first floor bathroom. They also replaced lights in Building #1 at the Maintenance Yard, installed lock sets on the new electric closets at City Hall, and helped the PUBs team move the old payment kiosk out of the way in the Municipal Center lobby to make room for the new one. An auto-opener was also installed on the door separating the PUBs and Parks areas on the first floor of City Hall, so staff can move through the building hands-free with badge access. Finally, the staff continued cleaning and disinfecting tasks, and met with the Seiberlich Trane project team for the above mentioned ESPC project.

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 six court sessions from 8/13/20 to 8/26/20. These sessions included arraignments, trials, capias returns and code violations. The court continues to process pleas in absentia and Probation Before Judgments. Parking Ambassadors continue to handle all parking appeals online. Terri participated in two remote management meetings from 8/13/20 to 8/26/20.	
Activity or Project: Court Sessions	
Description: From 8/13/20 to 8/26/20 Alderman's Court handled 58 arraignments, 54 trials, 15 capias returns and 1 code violation. The court collected a total of 513 parking payments of which 421 were paid online and 92 were paid at court. The court also collected criminal/traffic payments of which 134 were paid online and 18 were paid in court for a total of 152 criminal/traffic payments.	
Status:	Completed
Expected Completion:	08-26-2020
Execution Status:	Completed
Activity or Project:	

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

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on August 26 and Robert was in the office for Court on August 13 and 20.

Renee participated in the management staff meetings on August 13 and 20.

Staff finalized and posted the agenda and packet for the August 24 Council meeting on August 17. An addendum and associated packet item was posted and forwarded to Council on August 21.

Paul, Renee and Tara staffed the August 17 Council meeting. Follow up for the meeting was completed throughout the week.

Renee staffed the Newark Housing Authority public hearing on their new family inmate reentry program on August 20.

Nichol staffed the Board of Adjustment meeting on August 20. The Board voted 4-0 to reject the variance request for lot size for an in-home daycare at 614 South Twin Lakes Boulevard.

Staff finalized and posted the agenda and packet for the August 31 Council meeting on August 24.

Paul and Renee staffed the August 24 Council meeting. Follow up for the meeting was completed throughout the week.

Renee participated in a coronavirus-related conference call with State stakeholders on August 25 with Mayor Clifton and Chief Purchasing and Personnel Officer Martindale.

Time was spent working on the wrap up for the 2020 Council elections for Districts 3 and 5. Tara completed thank you letters to poll workers and Election Board members and continued to process election related invoices. All information regarding the 2020 City Council election can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Staff worked on implementation of the approved Boards and Commissions Diversity Initiative. 41 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 and Nichol 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 31 and September 8 Council meetings.

Renee spent time scheduling items for upcoming Council agendas.

Renee worked extensively on several items for the August 24 Council meeting.

Tara drafted two proclamations recognizing Women's Equality Day and Constitution Week.

Renee, Tara and Danielle 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 documents and closed a June 15th FOIA request pertaining to communications initiated by the owners of 18 Squirrel Lane between November 11, 2018 to present from Donald L. Gouge, Jr., Esq

- * Provided documents and closed an August 3 FOIA request pertaining to the transfer of ownership of parking spaces in Cherry Hill Manor from the City of Newark to the Cherry Hill Manor Maintenance Association from Darin Powell

- * Provided a documents and closed a August 11 FOIA request for all properties with code violations/vacant/utilities shut off/tax delinquent during the time frame of August 11, 2019 to August 11, 2020 from Jeffery Carusotto

- * Provided documents and closed an August 13 FOIA request pertaining to the June 15th FOIA request submitted by Donald L. Gouge, Jr., Esq for communications initiated by the owners of 18 Squirrel Lane between November 11, 2018 to present from Richard Abbott

- * Determined there were no relevant documents, provided a response and closed an August 17 FOIA request for information pertaining to a property outside of City limits from Eric Stone

- * Circulated to staff an August 18 FOIA request for Newark Police Department use of force policy and procedures manual and training/practices manuals given to officers from Aliana Marrero

- * Determined there were no relevant documents, provided a response and closed an August 18 FOIA request pertaining to a property outside of City limits from Rosetta Taylor

- * Circulated to staff an August 26 FOIA request for evidence related to a 1987 case from the Innocence Project Delaware

Regarding minutes, staff time was spent on the August 10 Council (Nichol drafted; Renee edited - complete), August 11 Conservation Advisory Commission (Nichol drafting), August 17 Council (Nichol drafted), and August 24 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes, the July 30 Election Board and August 20 Board of Adjustment minutes are currently in the queue.

11 discovery requests were fulfilled for upcoming Alderman's Court cases. 253 discovery requests have been filled so far for 2020. The August 27 and September 4 court calendars were received and 22 case files were compiled for the Deputy City Solicitor. 20 court calendars with 282 associated cases have been processed in 2020. One plea by mail was processed.

The office received 22 new lien certificate requests in the past two weeks, which were sent to Finance for processing. 21 lien certificates were completed and sent to the requestor. 250 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

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

The scanned document numbers for August 13-26 are below.

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

Electronic Council Packets

Description:

Renee resumed work on the electronic Council packet project and worked on designing the workflows for Council packet item approval.

This project had been delayed due to the pandemic with the hope of being implemented once in-person meetings resumed. Since that does not appear to be in the near future due to social distancing requirements and the size of the Council Chamber, this project will be moving forward for implementation in the fourth quarter.

Status:	In-Progress
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Expected Completion:	10-31-2020
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Execution Status:	Behind Schedule
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Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews and engineering put six 12kV reclosers in service along Bellevue and Marrows Roads. At Sandy Brae Industrial Park, the crews took down an aerial transformer bank and energized a pad mount transformer they had installed earlier for a service upgrade. The crews also switched and covered lines for tree removal at the Fulton Bank Project.

The electricians rerouted network and camera cables in the Galleria from the parking division's old location to one of three new spaces at Kildare's previous spot. They also fixed cooling fans at a substation and troubleshoot communications issues with Kershaw relays.

Engineering worked with the developer on a power line conflict for the 62 N. Chapel Street project. Engineering met with Schweitzer engineers in the field to test a data collection device on relays at Kershaw. Engineering also evaluated proposed 5G antenna locations, performed pole loading calculations for a Marrows Road crossing, and worked on pricing the FinTech Project at STAR.

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:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 84

Open Project Tickets from Previous Week - 17

Tickets Opened in the Last Two Weeks - 97

Tickets Closed in the Last Two Weeks - 99

Remaining Open Support Tickets - 82

Remaining Open Project Tickets - 17

Application Support Administrator on vacation 8/17 - 8/21.

1. Kiosks delivered on 8/17 and installed on 8/19.
2. Webex with vendor to review support tickets on 8/19.
3. Attended Employee Benefits Committee meeting on 8/21.
4. Attended meeting with PW&WR and Sussex County for Munis GIS discussion on 8/25.
5. Webex with vendor to review bill view issue on 8/25.
6. Webex with vendor to discuss outstanding issues related to CC6 upgrade on 8/26.
7. Scheduled upgrade of Northstar TEST for 8/27.
8. Scheduled upgrade of Compass TEST for 8/27.
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 on Code Enforcement to update production for 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 - 117

Tickets Closed in the Last Two Weeks - 104

Remaining Open Support Tickets - 70

Remaining Open Project Tickets - 27

1. Secured kiosk keys.
2. Met with Secureworks for the access management review.
3. Developing automated import for camera inventory in Kace.
4. Troubleshooting GK 17.
5. Badge access at the reservoir.
6. Updated the conference bridge.
7. Replaced failed server hard drives.
8. Ordered a replacement for the printer in the Sargent's office.
9. FW Ports added for MCare.
10. Provided WaveTec with additional organizational info to build our client.
11. Met with VOIP on replacing point to point connection with SDWAN and direct Teams

support.

12. Continued WFH support.
13. Worked on and resolved support tickets for end users.
14. Actively responded to and resolved Secureworks alerts.

Pending:

1. Launched a long term project to standardize the desktop.

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:

Parks and Recreation Department

Notable Notes:

Director: Met with the recreation staff about upcoming programs and events including emergency child care regulations and COVID restrictions and procedure for activities; along with Ethan, Will Smith and Tom Z. met with automated gate vendors at the Newark Reservoir for cost estimates on adding an additional gate at the entrance and replacing the gate at the trail entrance; conducted meeting with New Castle County and Wilmington Parks to discuss park rental procedures and youth and adult sports league regulations; working on the Outdoor Recreation Parks and Trail grant application for park signage; attended a virtual meeting with JMT, Ethan and solar light vendor to discuss possible implementation at Rodney Park; met with Tyler about the fall Parks on Draft event; conducted a parks maintenance meeting to discuss upcoming projects and work orders throughout our parks.

Deputy Director: Met with Jill and Debi from Finance and Kathy regarding deferred revenue accounting with the new registration software; worked out details with recreation staff to extend

Camp GWC an additional two weeks and combine summer camp staff to assist with coverage; worked with Shelby on creating how to guides for creating an account, registering for a program and reserving a facility through the new registration software and updated messages on the website along with changes to the vendor/sponsor page; sent reminders to staff to complete final camp staff and volunteer evaluations and to send out program evaluations once programs/camps end; sent first day letters for Camp GWC for first week of extended camp for Chrissy; sent GoToMeeting information to Kathy in preparation for the upcoming tree meeting; worked with Melinda to update event information on the City website event calendar and on the Parks and Recreation Community Events page; reached out to UD regarding the possibility for another outdoor movie night and confirmed we can still set up the tree on the Academy Building Lawn for the holidays; continued to talk with Joe and Sharon about fall event scheduling and alternative possibilities; reminded staff to prepare personnel status forms as camps are completed; worked with Shelby to create Eblast message, Facebook information, and other marketing material regarding the new registration software; continued to work with Newark Police and Tom C. regarding request for a special event permit for races to begin in September and the guidelines expected for them; continued to update the fall activity guide information for Shelby and updated the spreadsheet with changes; worked on continuing to update and add event information into the new recreation registration software system with Melinda; worked with Shelby on website updates and information for the weekly Eblast: attended progress meeting for Rodney Park and stormwater facilities; worked with IT in installing the credit card machines for our new recreation registration software for the Parks and Recreation office and the George Wilson Center, a longer cord for the Wilson Center was ordered and once received will be installed; worked with Chrissy for the possibility of extending pool hours another week and then prepare them for closing; sent reminders to staff to prepare personnel status forms as camps are completed; prepared step-by-step instructions for coaches and instructors to sign up for our new registration software and access rosters, communicate with teams or participants in their class and sent it to the recreation supervisors to distribute to their staff and coaches; prepared update regarding status of fall events and sent to all the recreation and parks staff; worked with Kathy and Shelby to start capturing all the rosters from our current registration software so we can have access to that information while transitioning into the new software system; asked recreation staff to review their programs in the Civic Rec to ensure waivers, prompts, prices, descriptions, facilities, etc. were all correct and to practice test transactions to ensure all the steps work for their programs; prepared a frequently asked questions information sheet for new COVID guidelines for programs to include in fall activity guide; sent out timeline for summer statistics; confirmed financial accounts for Newark Police to assist with the Bike Rodeo scheduled for Safe Kids Camp and Camp GWC; worked with Shelby to create banners, Eblast message, Facebook information, PSA and other marketing material regarding the new registration software; continued to work with Newark Police and Tom C. regarding request for a special event permit for races to begin in September and the guidelines expected for them and processed refunds for races originally submitted that were canceled; continued to work with Jayme and UD in discussions for the Patriot Day Ceremony and other fall events; continued to update the fall program information for Shelby and updated the spreadsheet with changes; worked on putting in vendor, sponsorship and facility information into the new recreation registration software system with Melinda; worked with Shelby on website updates and information for the weekly Eblast.

Recreation Supervisor of Athletics: Met with director regarding Parks on Draft fall edition, working to secure a restaurant partner; reviewed summer camp staff evaluations and completed for camp directors; attended webinar on "Creating Connection Online"; planning and awaiting guidance from the State Office of Childcare Licensing to determine if we can offer child care

while elementary schools meet remotely; reviewed program information in Civic Rec; planning for fall sports leagues including youth soccer and flag football and adult softball; working to finalize fall program information, proofed activities newsletter; Rittenhouse Rocks camp and Archery Camp were held all week to conclude our summer at Rittenhouse Park; Tennis Camp was held all week at Handloff Park; adult softball concluded the season with playoffs on Tuesday; Director and I met with the General Manager at Grain for Parks on Draft follow-up; postponed the start of the NFL Flag Football League and youth soccer leagues, hoping to have enough participants to offer these programs this fall.

Recreation Supervisor of Community Events: Working on fall event plans and descriptions; working on modifications to fall activity registration receipts; continued to look for a Monday yoga instructor; Horse Camps have been running at Sunset Stables with approximately five per session; working on fall event plans and descriptions; working on corrections/modifications to fall brochure; finished last week of Camp R.E.A.L.; found a replacement for Thursday night yoga; contacted UD about our fall cancellations and event changes; sent COVID-19 info to Horse Camp participants.

Coordinator of GWC and Volunteers: Originally scheduled for the final week of camp, Camp GWC continued for another fun week with a theme of “Camp GWC Rewind” complete with “You Choose” activities that reflected on the favorite games from Camp GWC throughout this and previous summers; total campers registered for the week were 29 full day campers and 2 half day campers; met with camp staff on August 17 and scheduled accordingly for Camp GWC to be extended two weeks; worked with the Deputy Director and administrative staff to advertise the extension and develop new themes quickly; met with lifeguards and pool staff to finalize items needed for the last day of the pool season; coordinated with volunteers interested in Adopt-A-Park, litter removal and special park maintenance; continued to make final adjustments to fall programs in Civic Rec and the fall brochure. The main hall was rented on August 22 from 12 - 5 p.m. for a baby shower with an overall attendance of 84 people; the main hall was rented on August 23 from 5 - 8:30 p.m. for a video shoot with an overall attendance of 12; the overall attendance at Dickey Park pool was 102; Camp GWC continued for another fun week with a theme of Crazy Competitions complete with Minute to Win It Competitions and a Camp GWC “Survivor” game played throughout the week; total campers registered were 25 full day campers and 2 half day campers; the History of the Trails Bike Tour was held on August 12 with a total of 12 participants, all participants enjoyed the program and look forward to our upcoming history programs; continued to work on fall programs and update fall event descriptions; continued reviewing items in Civic Rec; attended staff meeting; continued to communicate with multiple individuals and groups interested in volunteering for litter removal, special park maintenance projects and Adopt a Park; completed a GWC Attendant Orientation on August 10 with the new staff member; continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19 concerns; continued to communicate and schedule appointments with potential renters. The main hall and kitchen were rented on August 15 from 12 – 7 p.m. for a wedding ceremony and reception with an overall attendance of 85 people; the main hall was rented on August 16 from 2 – 7 p.m. for a baby shower with an overall attendance of 45; the overall attendance at Dickey Park pool was 48 patrons with two days being closed for inclement weather.

Recreation Specialist: Tallied totals from Rittenhouse volunteers, recruited previous summer volunteers for the two additional weeks of Camp GWC; continued data entry into Civic Rec including updating all brochure changes (writeups/prices/schedules, etc.), double checking missing

event writeups, finishing entering all annual volunteer opportunities; updated website with fall event information; continued data entry information into the new recreation registration software Civic Rec including volunteer information for all 2020 events; entered recent volunteer group service hours/information and Rittenhouse Camp volunteers into spreadsheet, total of 20 volunteers at Rittenhouse Camp; reviewed/marked edits as needed for the Fall Activity Guide. Volunteer Hours: 20 volunteers at Rittenhouse Camp devoted a total of 1,064.5 hours.

Parks Supervisor: Continued clearing trails and parks from tree damage and debris as a result of the Tropical Storm Isaias; continued mowing throughout parks; worked on maintenance of horticulture areas; emptied trash cans and picked up trash throughout parks.

Parks Superintendent: Reviewed two proposed landscape plans and commented as needed, assigned field staff daily and assisted as needed, met with two homeowners concerning tree issues, coordinated delivery of woodcarpet for placement under play equipment, along with Parks Director met with resident concerning tree/erosion issue, assisted Code Enforcement on tree issue, followed up on billing issue with mowing contractor and met with Electric Superintendent concerning an issue with trees and an in ground electric repair.

Parks Staff: Completed mowing of all horticulture areas and trimming of some park areas, completed cutting back plant growth along Casho Mill Road, did interior bed maintenance at City Hall, dragged/scarified both Handloff ballfields for league play, sprayed all infield areas for weed control, did trash removal throughout park system, replaced torn basketball nets in Folk and Handloff Parks, cut back plant growth off fence line between Parks Maintenance Facility and NCCL for Code Enforcement Division, sprayed weed control at Handloff skate spot and continued mowing in park. areas.

Activity or Project:

Newark Adopt-A-Park Program

Description:

Newark Adopt-A-Park Program gives local families, civic and school groups an opportunity for direct stewardship of our park, stream and trail areas. The adoption program asks that groups pick up litter in their designated park area at least once a month. Trash bags are provided. Come out and join the 26 other groups that are already participating the Adopt-A-Park program. If interested, we can provide you with a list of available parks or stream areas to select from. Please contact the Parks and Recreation Office at 302-366-7000 or email parksvolunteers@newark.de.us for more information.

Status:	Started
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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:

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

Planning and Development Department

Notable Notes:**CODE ENFORCEMENT:**

Staff fielded a total of 171 calls for the Code Enforcement Division, 49 calls received for other departments, and 82 customer walk-ins. There were 68 permit applications received, 58 permits issued, and 10 TCOs issued.

Exterior framing is underway and interior plumbing ongoing at 211 South Main Street. Finals are being done for all units for the TCO at 22 Benny Street. Final inspections have been completed for Phase 1 at Perkins Dining, 325 Academy Street. The base coat of asphalt is scheduled to be started this week and interior work is entering final stages at the Whitney Athletic Center, 625 South College Avenue. Interior work is mostly completed, and installation of ceiling tile is progressing at Worrilow Hall. Pile cap and grade beam concrete placement is ongoing at the Fintech Building on STAR Campus. The Train Station has been approved for CO. Apartment building permits and plans are expected in the next three weeks for College Square. Interior work is mostly complete, and installation of ceiling tile is progressing at 45 East Main Street.

Applications have been submitted for the Shell Station on South College Avenue and a meeting took place with the contractor regarding permit requirements. A meeting also took place with the owner of the Patriot Ice Rink regarding permit requirements for interior work. Plans have been approved for the 10th floor fit-out at the Tower at STAR. Site work and prep for the temporary bank trailer are ongoing for Fulton Bank, 287 East Main Street.

Mechanical inspections are in progress at Warner Hall, 280 The Green. Six additional units have been approved for occupancy at 614 Lehigh Road and four additional units were approved at 618 Lehigh Road. The certificate of occupancy application received for the leasing office/clubhouse is still not approved. At Newark Charter School, the loop road base is under construction and demolition of foundations is in process, with footings completed this week. Construction at Newark Senior Living on Barksdale Road is on hold due to COVID-19 with a tentative restart scheduled for October 1. Above-grade demolition was completed at 321 Hillside Road, foundations are being dug out, and concrete crushing is in process. No significant milestones were met this week on UD Green utility projects. The certificate of occupancy application was received for the SHS trailer, hopeful for occupancy on Friday for move-in weekend. TCOs were issued for 9 townhomes at 22 Benny Street. The TCO was issued for Chase Bank at 700 Newark Shopping Center. Framing work is ongoing at 90-96 East Cleveland Avenue. Drywall, paint, and trim is being completed at 392-394 South College Avenue.

Property Maintenance completed the following this week:

- 62 Inspections
- 34 Response to complaints
- 12 Citations issued
- 24 Violations issued

PARKING:

The Parking Division continued to play a supporting role in the Main Street Alfresco events by clearing the street of vehicles, putting notices on kiosks and the Passport mobile app, and blocking off roadways connected to Main Street. Staff continued working on better loading signage and markings, as well as creation of more signage for Passport and T2 kiosks. Three new Passport Zones were created in preparation for the next phase of the T2 Kiosk Program on Amstel, Kent Way, and under the South College Bridge. Spare kiosk parts were purchased, as the Division is confident it can do its own, much cheaper, work on physical equipment moving forward. Division employees have spent much time reverse engineering the kiosks so it could avoid pricey warranties and contracts from third parties, as COVID has stretched budgets. Minor fixes were completed to IPS and T2 equipment in preparation for the return of students. Staff coordinated dumpster drop off and numerous move-in projects for students and Main Street landlords. Charging for parking has restarted on Main Street, eliminating the 15-minute grace period and time limit in anticipation for a major increase in population and traffic due to the start of the UD Fall Semester. A significant increase in municipal and residential parking permits is occurring as students return to the area. Staff is experiencing overall success with digital permitting by CivicPlus and email. A police report was filed for an incident in Lot 2 where a Parking Ambassador had liquid thrown at him.

Parking management attended Subdivision Advisory Committee for numerous upcoming proposed projects on August 19. Parking Supervisor Court Mulvanity attended the Employee Benefits Committee meeting on August 21. Staff attended a T2 web seminar for “Increasing Revenue through Operational Efficiency.” An internal meeting took place regarding parking validations and how best to move forward with City to business voucher transfer. Staff participated in a Planning and Development budget meeting regarding presentation of the proposed budget to Council. Financial documentation was produced for Finance in the form of DRSS, Munis Batch, and internal summary sheets. An invoice from Capitol Office was processed for lightly-used furniture for the new parking office. Staff supplied a GIS to KML request to the GIS Administrator for transfer to ComSonics. Updates to the Parking Public GIS were completed this week, as well as a backup of the T2 Boss system. Regular COVID-19 meetings with the Planning Department and Parking Division continued. Monitoring of internal and external communication continued using Microsoft Teams/email/CivicPlus/phones/radio /residential Line for internal and external communication.

PLANNING/LAND USE:

The Planning Commission is scheduled to meet remotely on Tuesday, September 1, 2020 at 7:00 p.m. The meeting will be available for viewing and public participation via GoToMeeting using the link <https://global.gotomeeting.com/join/952164885>. Members of the public can also dial in by phone using phone number +1 (312) 757-3121 and access code 952-164-885. Items on the agenda include:

- Review and consideration of the Planning Commission 2021 Work Plan

- Review and consideration of Planning Commission 2021 meeting dates
- Review and consideration of a revision to Chapter 32 Article IX to add a zoning definition table

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 on preparing for and participating in the August 17 and August 24 Council meetings and worked on documents and worked with Staff on preparing for the September 1 Planning Commission meeting.

Director Gray participated in the Delaware Population Consortium meeting where the group discussed population projections from a national and then New Castle County perspective as well as presentation on how New Castle County will be utilizing population data in their Comprehensive Plan update.

Director Gray participated in a webinar titled “A Conversation with Richard Rothstein” (Webinar recorded on July 23, 2020 by The Urban Land Institute) ULI District Councils Boston, New York, Philadelphia, and Washington, author of The Color of Law: A Forgotten History of How Our Government Segregated America.

Director Gray presided over and participated in the monthly Delaware Chapter of the American Planning Association Executive Board meeting.

Director Gray held a number of calls and meetings with the University of Delaware Transportation Services management team to discuss UD transportation issues in response to the COVID-related UD school opening and Unicity and how to move forward. The City is working to be compliant with the COVID guidelines and yet still provide bus service albeit on a limited basis and is looking to start up Unicity bus operations the week of September 7 after the retrofits to Unicity buses for shields for the bus drivers are installed. Operations will run through November 20, 2020 when the fall semester ends given that Unicity bus operations run concurrent with the University of Delaware bus service. However, if the University of Delaware is required to close due to a COVID-19 outbreak, Unicity bus operations will be suspended. Current COVID-19 protocols, as recommended by the Centers for Disease Control and Prevention, will be strictly observed. To allow for appropriate physical distancing, each Unicity bus will carry no more than five (5) passengers, and the use of face coverings will be required at all times. Anyone who is sick or has recently been in close contact with someone with COVID-19 should not be using Unicity buses. All buses will be equipped with hand sanitizer dispensers for passenger use. In addition, staff is working on a revised route which will be more efficient and timelier. This will be communicated as soon as it is complete.

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

Planner Mike Fortner completed a revised Zoning Table and a revised “Plan for Planning” for the review and consideration of the Planning Commission at their September 1 meeting.

The following was also completed this week:

- 7 Deed Transfer Affidavits
- 45 Building Permit Reviews
- 1 Certificate of Occupancy/Completion

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. The Planning and Development Department received revised plans on August 13, 2020 and distributed them to the SAC on the same day for departmental review.

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. Revised plans were received on August 6, 2020 and distributed to the SAC on August 7, 2020 for departmental review.

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, 080470039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project has been placed on the 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. At their meeting on August 20, 2020, the Board of Adjustment denied the request for a variance, stating that they considered a variance of greater than 50% to be excessive.

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 scheduled 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.

141, 143, 145 East Main Street and 19 Haines Street, Parcel IDs 1802000188, 1802000189 (PR#20-07-03): On July 30, 2020, the Planning and Development Department received an application for a major subdivision with site plan approval for 141, 143, and 145 East Main Street and 19 Haines Street. The plans propose the demolition of the existing building at 19 Haines Street and 143 East Main Street, keeping the structures at 141 and 145 East Main Street, and construction of a new six-story mixed-use building with 17,540 square feet of commercial retail

space, 60 two-bedroom apartments, and a four-story parking garage. Plans were distributed to the Subdivision Advisory Committee (SAC) for departmental review on July 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:

Police Department

Notable Notes:

- On August 25, 2020, Animal Control Officer Donna Vickers responded to the unit block Henlopen Court, for a report of a small dog stuck inside an HVAC system inside a home. The reporting person advised her 5-pound Yorkshire terrier sleeps in a dog bed on the floor next to her bed every night. When she awoke at approximately 0630 hours, the dog named Lacey was not in her bed. An air register next to Lacey's bed had been removed and was lying next to the registers opening. Lacey could be heard inside the heating/air duct work. An attempt was made to get Lacey out, however, she was too deep inside the duct work and was out of reach. Lacey was unable to move. After determining that Lacey was in distress, unable to get out on her own and too far from the register's opening to reach, the fire department was contacted for assistance. After receiving consent from Lacey's owner, they first pulled the carpet back from the area and using their tools cut a hole in the floor. The HVAC piping was removed. Lacey was then successfully rescued from the pipe. Lacey had minor cuts on her paws and legs. Lacey was taken to her veterinarian for an examination and treatment.

Patrol Division:

- On August 15, 2020, an officer conducted a traffic stop on a black 2000 Mercedes for a traffic violation that was observed in the area of East Delaware Avenue. During the stop, a male

occupant of the vehicle was found in possession of a 9MM semi-automatic handgun. The subject was arrested for Carrying a Concealed Weapon and Possession of a Firearm by Person Prohibited. He was turned over to the custody of Howard R. Young Correctional in default of \$5,500 cash bail.

- On August 15, 2020 at approximately 0919 hours, officers responded to the area of 64 James F. Hall Trail for a reported lewdness complaint. Upon arrival the victim reported that a male subject had exposed his penis and was observed masturbating while in the area of Wyoming Road. This male subject was found seated on a bench on the James F. Hall Trail and was quickly detained. It was determined that the incident occurred on University of Delaware property and the University of Delaware Police were called to the scene. While speaking with the victim, it was determined that the male subject had committed the same offense the day before on the same trail. The subject was arrested for Lewdness and Indecent Exposure and arraigned through JP Court #11. He was released by the court on his signature pending a later court appearance.
- On August 23, 2020 at approximately 1241 hours, officers responded to Embassy Suites, located at 654 South College, for a late report of a robbery. Upon arrival contact was made with the victim who stated that he was robbed at gunpoint at approximately 0200 hours. The victim described the suspects as two unknown black males and a black female who fled on foot following the robbery. The investigation has been turned over to Newark Police Department CIU.

Criminal Investigation Division:

- On August 16, 2020, detectives arrested a 28-year-old Wilmington man with four counts of Theft of a Motor Vehicle and one count of Conspiracy Second Degree after he was identified as the suspect responsible for several moped thefts in the City in early August. He appeared before Justice of the Peace Court 11 and was ordered to be held in default of \$10,000 secured bail. He was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington. Newark Police have charged Jack Gallagher, 28, of Wilmington, with four counts of Theft of a Motor Vehicle and one count of Conspiracy Second Degree. Through investigation and witness statements, Newark Police Detectives were able to identify a vehicle used during the thefts. Gallagher was identified as the owner of the vehicle and one of the suspects in this incident. Newark Police also learned that the New Castle County Police were investigating similar thefts. A warrant for Gallagher's arrest was issued by Justice of the Peace Court #2 on August 14, 2020. On August 16, 2020, Gallagher was located in the suspect vehicle by New Castle County Police. He was taken into custody at that time. Gallagher appeared before Justice of the Peace Court #11 and was ordered to be held in default of \$10,000 secured bail. Gallagher was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington. Gallagher was also charged with additional theft and related crimes by New Castle County Police.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	08-27-2020
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:

The DelDOT Elkton Road Improvements project has begun and each direction has been reduced to one lane. We have received several complaints about traffic and speeding and are working with DelDOT and Newark PD on some possible enforcement and mitigation efforts. More information and the latest timelines can be found at the dedicated project website: <https://www.elktonroadimprovements.com/>.

A DelDOT contractor has re-striped Casho Mill Road as part of the Downes Elementary Safe Routes to School Program. The project will ultimately include additional curbed medians and protected bike lanes and crosswalks; however, in order to reduce the cost of the striping, it was completed in advance of the structural upgrades in order to take advantage of pricing from another, larger job that the contractor was completing in the area. We anticipate the balance of the construction to take place in early 2021. More details can be found at the project website: <https://deldot.gov/projects/index.shtml?dc=details&projectNumber=T201769008>.

Engineering staff is currently working with the developer of the Fulton Bank site on planned utility tie-ins on Tyre Avenue. The current design shows the tie-in on Tyre Avenue and would require a deep excavation and potential full closure of the road for approximately 10 days from Sept. 15-Sept. 25. An alternative is being investigated to utilize existing laterals on the Main Street side. The developer will be responsible for notification to any affected residents and to provide an approved detour plan in the case that they move forward with the Tyre Avenue design.

As part of our State of Delaware Drinking Water sampling requirements, we are required to sample for the existence of lead and copper in our system. These samples require homeowners to provide samples to the City from inside of their homes with narrowly prescribed guidelines for collecting the samples. PW&WR will be working with the Communications team to help gather enough participants to meet the requirements of the law. We anticipate the testing to take place over the course of the next 12 months, and may require multiple samples from each resident.

Crews are clearing basin tops and clearing obstructions in drainages and at bridges in anticipation of heavy rainfall over the weekend, associated with the remnants of Hurricane Laura.

Activity or Project:

Annual Street Program - 2019

Description:

The annual street program for 2019 has recently been completed with the final paving on Winslow, Harvard, and Hartford completed over the last several weeks. Our inspectors will be generating a punchlist of items for follow up by the contractor, with the goal to complete all restoration and address deficient items by the end of October.

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

Rodney Park and Pond Construction

Description:

Our contractor, Kent Construction, continues to grade and shape the pond area. The grading will likely continue over the next two weeks before some of the excess soil is hauled away. Due to the challenge of keeping the pond dry during the periods of rain we have had, they do intend to work on weekends when the conditions are acceptable. They will be working within normal working hours for weekends and will be giving us notice the week leading up to the planned work. They will not be working the weekend of 8/29 due to the forecasted rain.

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

Water Tank Maintenance - Grant Award

Description:

As part of our Capital Improvement Plan for the Water Division, we have been awarded a grant through the Water Infrastructure Advisory Committee (WIAC) to help cover the costs of evaluating our current water storage tank configuration and explore possibilities of consolidation to better optimize the available storage. This is a matching grant, which will require a 50% match from city funds. A resolution will be heard at Council on Sept. 14 to finalize the award. This capital project consists of multiple parts over the course of several years and was included in the 2018 Capital Referendum. A portion of the project is underway as part of the South Well Field upgrades project.

Status:	In-Progress
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Expected Completion:	12-31-2020
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Execution Status:	On Track
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Digital Records Project New Documents Created – August 13-26

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	152	11,976	Harris Daily Cash Reports/City Manager Correspondence and Administrative files
Fred	0	0	Working remotely on document prep and modifications
Ana (PT)	3	10	Working remotely on modifications
Total	155	11,986	

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

WEEK 08/16/20-08/22/20

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	1	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	5	0	0	3	0
Rape	5	2	0	11	3	0
Unlaw. Sexual Contact	2	3	0	0	3	0
Robbery	12	12	0	10	24	0
- Commercial Robberies	7	1	0	8	0	0
- Robberies with Known Suspects	1	2	0	1	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	4	9	0	1	23	0
Assault/Aggravated	19	14	0	16	12	0
Burglary	45	25	2	85	73	0
- Commercial Burglaries	5	6	1	8	42	0
- Residential Burglaries	30	16	1	50	15	0
- Other Burglaries	10	3	0	27	16	0
Theft	338	283	6	270	117	1
Theft/Auto	28	42	2	5	11	0
Arson	0	0	0	0	0	0
All Other	75	108	1	88	74	0
TOTAL PART I	526	494	11	485	320	1
<u>PART II OFFENSES</u>						
Other Assaults	179	180	6	106	135	2
Rec. Stolen Property	0	1	0	9	6	0
Criminal Michief	94	75	2	75	40	0
Weapons	17	9	0	49	30	0
Other Sex Offenses	0	0	0	7	0	0
Alcohol	91	25	0	137	30	0
Drugs	134	37	1	208	57	0
Noise/Disorderly Premise	389	331	8	126	107	0
Disorderly Conduct	101	89	2	77	53	1
Trespass	161	186	9	67	29	0
All Other	229	182	2	271	180	5
TOTAL PART II	1395	1115	30	1132	667	8
<u>MISCELLANEOUS:</u>						
Alarm	107	100	2	0	0	0
Animal Control	390	306	4	2	20	0
Recovered Property	147	123	3	0	0	0
Service	22550	19321	447	0	0	0
Suspicious Per/Veh	302	273	4	0	0	0
TOTAL MISC.	23496	20123	460	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	794	29,502	539	23,566



**Newark Police Department
Weekly Traffic Report
08/16/20-08/22/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	8024	2964	211	47
DUI	147	59	9	3
TOTAL	8171	3023	220	50

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	164	85	4	1
Property Damage (Reportable)	745	431	20	11
*Hit & Run	162	93	3	4
*Private Property	195	89	4	2
TOTAL	911	516	24	12

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.