

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

We held the first departmental budget hearings on Monday evening where the Planning and Development and the Parks and Recreation Departments reviewed their initial budget requests. I attended a number of meetings this week, including but not limited to another meeting of the Employee Benefits Committee, a special meeting of the DEMEC Board, a conference call with the DPH enforcement team, an impact fee development meeting, and a number of staff meetings. I also attended an online training session hosted by DEMEC on electric utility operations and board governance best practices. I worked with CPPO Martindale and CCO Gravell on the social gathering permit process and reviewing initial applications. I also was interviewed by Good Day Philadelphia and Delaware Live regarding our emergency ordinance and the return of students. We continue to review options for additional alfresco dining nights and reviewed the possibility of hosting an event on South Main Street.

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

### Communications:

Chief Communications Officer:

- Completed the social gathering permit application and associated resources, created webpages for public access.
- Updated the outgoing after-hours message to reflect updated information on PUBS services.
- Provided UD photo and video content for upcoming virtual alumni events.
- In coordination with the CPPO, reviewing and issuing social gathering permits as well as responding to multiple questions and comments from residents.
- Completed South Main Street business outreach to determine if there's interest in an outdoor dining event.
- Planning the upcoming census parade with the Census Bureau, Lt. Gov. office and members of Council.
- Helping NPD promote free naloxone training, organizing staff and Council involvement.
- Creating educational handout for landlords regarding expectations for coronavirus containment.

Clifton proposes diversity and inclusion committee for Newark:

[https://www.newarkpostonline.com/news/clifton-proposes-diversity-and-inclusion-committee-for-newark/article\\_474a8a44-a0de-5b92-8e56-afa3d2efce5f.html](https://www.newarkpostonline.com/news/clifton-proposes-diversity-and-inclusion-committee-for-newark/article_474a8a44-a0de-5b92-8e56-afa3d2efce5f.html)

Newark animal control officer, firefighters rescue dog stuck in HVAC duct:

[https://www.newarkpostonline.com/news/newark-animal-control-officer-firefighters-rescue-dog-stuck-in-hvac-duct/article\\_1f3bd0ca-527c-5d56-9bca-28b9fe858bb7.html](https://www.newarkpostonline.com/news/newark-animal-control-officer-firefighters-rescue-dog-stuck-in-hvac-duct/article_1f3bd0ca-527c-5d56-9bca-28b9fe858bb7.html)

Investigators confirm arson as cause of fire at University of Delaware Chabad:

<https://ejpress.org/investigators-confirm-arson-as-cause-of-fire-at-university-of-delaware-chabad/>

Elected officials rally behind targeted Chabad House: <https://anash.org/elected-officials-rally-behind-torched-chabad-house/>

Authorities say fire at Jewish Student Center at U Delaware was intentional: <https://legalinsurrection.com/2020/08/authorities-say-fire-at-jewish-student-center-at-u-delaware-was-intentional/>

Arsonist torches Jewish student center at University of Delaware: <https://nypost.com/2020/08/28/arsonist-torches-jewish-student-center-at-university-of-delaware/>

Newark Police bust 75-person party, issue first citations under new private gathering ordinance: [https://www.newarkpostonline.com/news/newark-police-bust-75-person-party-issue-first-citations-under-new-private-gathering-ordinance/article\\_af81facd-a87a-55f4-8beb-90134a544982.html](https://www.newarkpostonline.com/news/newark-police-bust-75-person-party-issue-first-citations-under-new-private-gathering-ordinance/article_af81facd-a87a-55f4-8beb-90134a544982.html)

University of Delaware students cited for attending large party: <https://www.fox29.com/video/847021>

75-person party broken up as Newark Police enforce new private gathering law: [https://www.wdel.com/news/75-person-party-broken-up-as-newark-police-enforce-new-private-gathering-law/article\\_e15e19d8-ebff-11ea-88a7-4346925e0d00.html](https://www.wdel.com/news/75-person-party-broken-up-as-newark-police-enforce-new-private-gathering-law/article_e15e19d8-ebff-11ea-88a7-4346925e0d00.html)

UD students hosting 75-person party first to be cited under Newark's new gatherings ordinance: <https://www.delawareonline.com/story/news/2020/09/01/three-hosts-large-party-cited-under-newarks-new-gatherings-ordinance/5680137002/>

Donations flood Chabad Center as it looks to raise \$1M to rebuild after arson: <https://www.delawarepublic.org/post/donations-flood-chabad-center-it-looks-raise-1-million-rebuild-after-arson>

Councilman proposes charging non-residents to use Newark parks: [https://www.newarkpostonline.com/news/councilman-proposes-charging-non-residents-to-use-newark-parks/article\\_d58e37e7-af17-5b24-ad46-5e89fe5cccae.html?fbclid=IwAR3-6RUQ8s1uDK39knTlibcOd05S\\_bm4iaxEdJ0\\_j0HOKNaLDTKQZJUZHw](https://www.newarkpostonline.com/news/councilman-proposes-charging-non-residents-to-use-newark-parks/article_d58e37e7-af17-5b24-ad46-5e89fe5cccae.html?fbclid=IwAR3-6RUQ8s1uDK39knTlibcOd05S_bm4iaxEdJ0_j0HOKNaLDTKQZJUZHw)

Newark facing \$2 million shortfall as 2021 budget discussion begins: [https://www.newarkpostonline.com/news/newark-facing-2-million-shortfall-as-2021-budget-discussion-begins/article\\_ca93875d-268d-5b29-aae5-07150929829b.html](https://www.newarkpostonline.com/news/newark-facing-2-million-shortfall-as-2021-budget-discussion-begins/article_ca93875d-268d-5b29-aae5-07150929829b.html)

Welcome Center/Communications Assistant

- Answer and direct all incoming calls to correct departments
- Completed the October newsletter
- 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
- Staffed the COVID-19 testing

#### Graphic Design/Web Content

- Created a website administrative account for Thomas Fruehstorfer to replace Michelle Vispi.
- Created instructional signage for the payment kiosk in the atrium.
- Created Social Gathering and Social Gathering Requirements webpages and published the Social Gathering Special Event Permit Application on the City website.
- Resized and updated employee headshots on the City website.
- Scheduled Labor Day holiday refuse schedule changes via InformMe and the City website.
- Scheduled weekly public meeting notices.
- Updated Budget Central with Parks and Recreation, Planning and Development, Administration, Finance and Police budget presentations.
- Updated the Park Rental application on the City website.
- Updated the Newark PD recruitment brochure for 2020.

#### Chief Human Resources Officer:

Monday CHRO Hardin coordinated the Employee Benefits Committee which included representatives from DVHT (Delaware Valley Health Trust). Members of the committee had the opportunity to ask questions about how lines items impact the overall costs of the plans if they are to be changed. DVHT informed the committee that in order to make the changes they are requesting an appeal must be made to Aetna. That is currently in the process and are hoping to have a quick turnaround so the plan design changes can be presented to the membership for a vote. The City's labor attorney met with the City's negotiations team to discuss a path forward on FOP negotiations. Both the FOP and the City are set to sit down for their first meeting in the coming weeks. The FOP contract expires on December 31, 2020. CPPO Martindale participated in interviews for Customer Service Representative I (Alderman's Court) on Thursday morning. This position will replace a vacancy that will take place in October. The position was posted internally only and received a total of 10 applications. The interviews will be completed on Tuesday, September 8. We have four management employees who will be participating in an eight week on-line training program for supervisors. This training is taught and sponsored by Wilmington University and was developed by local government entities throughout the State of Delaware at a discounted rate. The training begins September 8 and will run through early November. The HR Team will begin preparations in the coming weeks for employee open enrollment, which is a two-week period in later October/early November where employees have the opportunity to make changes and enroll in supplementary benefits for 2021. CPPO Martindale will be overseeing the open enrollment process for this year. The job advertisement for police officer was posted on Friday, August 28 and the City is already beginning to receive applications. This round of applications will create a new list of potential applicants who will be eligible for recruitment into the Police Department. The posting closes October 9, testing is October 24 and interviews will take place the weeks of November 9 and 16. The rest of the week was spent on conference calls, attending meetings, labor relations and assisting CPPO Martindale with the transition into his new roles and responsibilities in the HR office.

#### Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale took minutes during Monday's Employee Benefits Committee meeting with union leadership and management staff. He sent these notes to CHRO Devan Hardin for review with Delaware Valley Health Trust (DVHT). Mr. Martindale also met with City Manager Tom Coleman and City Secretary Renee Bensley to discuss a new lobbyist RFP, which should go out this week or next, and discussed Unicity buses changes related to COVID-19 with Senior Mechanic Dave Vispi and Facilities Superintendent Dave Greenplate.

However, the majority of Mr. Martindale's week revolved around processing Social Gathering Special Event Permit applications from residents and facilitating another COVID-19 testing event for City staff. Four permits have been approved as of 2:00 p.m. Thursday, 9/3. He again coordinated with New Castle County to set up the COVID-19 test for staff and nearly 100 staff members were tested the morning of 9/3.

Finally, Mr. Martindale coordinated with CHRO Hardin, IT Infrastructure Manager James Reazor, and IT Applications Manager Daina Montgomery to discuss including IT staff in employee onboarding procedures; provided various HR invoices; and followed up on a few resident concerns, questions, or suggestions to the City Manager's Office.

#### Facilities Maintenance:

The Facilities Maintenance team changed air filters at various locations throughout City buildings, installed paper towel holders and soap dispensers in the new Parking Office, sanded and caulked new service counters at the George Wilson Center, installed new locksets on doors with broken locksets at the GWC, and continued normal cleaning and disinfecting procedures.

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

### City Manager's Weekly Report

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held three sessions from 8/27/20 to 9/2/20. These sessions included arraignments, trials and capias returns. The court also continues to process PBJ's and Pleas in Absentia. Parking Ambassadors continue to handle all parking appeals online.

Interviews will begin for the Customer Service Representative I position on 9/3/20 and will finish on 9/8/20.

**Activity or Project:**

Court Sessions and Payments

**Description:**

From 8/27/20 to 9/2/20 Alderman's Court handled 37 arraignments, 29 trials and 13 capias returns. The court collected a total of 234 parking payments of which 198 were paid online and 36 were paid at court. The court also collected criminal/traffic payments of which 66 were paid online and 14 were paid at court for a total of 80 criminal/traffic payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	09-02-2020
<b>Execution Status:</b>	Completed

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

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

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

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

### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on September 2 and Robert was in the office for Court on August 27.

Renee had the pleasure of swearing in the City's three newest police officers on August 27.

Renee participated in the management staff meeting on August 27.

Staff finalized and posted the agenda and packet for the September 8 Council meeting on August 31. An addendum was posted and forwarded to Council on August 31.

Paul, Renee and Tara staffed the August 31 Council meeting. Follow up for the meeting was completed throughout the week.

Renee met with City Manager Coleman and Chief Purchasing and Personnel Officer Martindale regarding the upcoming RFP for lobbying and governmental consultation on September 1.

Nichol drafted and posted the agenda for the September 17 Board of Adjustment meeting on September 1, completed the newspaper notice and worked with the applicant regarding GoToMeeting access. There is one application for a rear yard setback variance for a screened in porch at 105 Red Pine Circle on the agenda.

Staff worked on implementation of the approved Boards and Commissions Diversity Initiative. 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 worked on items for upcoming Council meetings, including drafting the agenda and working on packet items for the September 14 Council meeting and scheduling items for upcoming Council agendas.

Renee drafted and distributed the draft audit for the 2020 City Council election and a copy is attached below.

Renee worked with Financial Analyst Miller to finalize the Legislative Department FY2021 budget presentation. This presentation is scheduled for the September 14 Council meeting.

Danielle completed and sent the direct mail notices for a Special Use Permit application for a professional office in a residential dwelling at 136 West Main Street. This application is scheduled for public hearing at the September 14 Council meeting.

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 a response and closed an August 6 FOIA request for a property outside of City limits from Marathon Engineering and Environmental Services

\* Provided a decline response per 29 Del. C. §10002(1)(3), referred to Superior Court and closed an August 26 FOIA request for evidence related to a 1987 incident from the Innocence Project Delaware

\* Provided a response and closed an August 31 FOIA request for open violations/permits/liens pertaining to 216 Kells Avenue from Brian Funk, Esq.

\* Circulated to staff a September 2 FOIA request for code violations/liens/open permits pertaining to 805 Rock Lane from Brian Funk, Esq.

Regarding minutes, staff time was spent on the August 11 Conservation Advisory Commission (Nichol drafting), August 17 Council (Renee edited - complete), August 24 Council (Nichol drafted; Renee editing) and August 31 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.

8 discovery requests were fulfilled for upcoming Alderman's Court cases. 261 discovery requests have been filled so far for 2020. The September 10 and 17 court calendars were received and 21 case files were compiled for the Deputy City Solicitor. 22 court calendars with 303 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 15 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 265 lien certificates have been processed for 2020.

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**Activity or Project:**

Digital Records Project

**Description:**

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

The scanned document numbers for August 27-September 2 are below.

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

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**Activity or Project:**

**Description:**

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

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**Activity or Project:**

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

Electric Department

**Notable Notes:**

Monday morning a vehicle hit a pole on Nottingham Road. Seven customers were without power for an hour while the broken pole was replaced. The line crews repaired primary underground cable in Barksdale Estates and completed the service changeover to a business on Sandy Drive.

The electricians troubleshoot an issue with the McKees Solar Park. Along with the meter tech, the electricians also performed electric turn offs for finance all week.

Engineering compiled the monthly UD loads for finance and DEMEC. Engineering also field met with the developer and a contractor to go over issues and timelines for Fulton Bank Project. Engineering priced out UD conductor upgrades along Academy Street and met with DelDOT for new traffic signal service locations on Delaware Avenue.

**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 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](http://www.newarkde.gov/payments).

You can also view your tax bills by clicking on this link:

<https://selfserve.cityofnewarkde.us/mss/citizens/RealEstate/Default.aspx?mode=new>.

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 obligations due to the City can be made online by clicking on this link, and then selecting the type of payment you choose to make. 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.
- Pay via kiosk at City Hall. There are two (one located in the lobby and the other located inside the Alderman's Court).

The majority of Accounting staff time was spent on preparation for the 2021 budget, processing payroll and paying our weekly bills. Staff also handled numerous tax calls and have been working on the 2021 Operating and Capital Budgets.

Meetings this week for Director Del Grande:

- 08/31: Benefits Committee
- 09/02: Impact fee meeting
- 09/02: Finance Department Budget Overview meeting
- 09/03: CDBG Cares Act meeting

**Activity or Project:**

2021 Budget

**Description:**

- Timeline:
  - o 08/17/2020: Budget overview
  - o 08/31/2020: Budget Overview with Council for Parks and Planning
  - o 09/08/2020: Budget Overview with Council for Administration, Finance and Police
  - o 09/14/2020: Budget Overview with Council for Legislative and Alderman's Court
  - o 09/21/2020: Budget Overview with Council for PW&WR and Electric

- o 10/05/2020: Budget Workshop with Council
- All documents can be found on Budget Central: <https://newarkde.gov/1007/Budget-Central>.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	11-30-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

Payments &amp; Utility Billing

**Description:**

Stats for the week ending of 8/28: Call volume was up 8% (625 vs. 579). Call volume was up due to move-in of students and the City working with electric customers to become current on their outstanding balances.

- Customer Calls/answered: 521/625. There three Customer Service Representatives working full-time in the office, PUB Manager is in the office twice/week. Remaining staff are alternating days in the office.
- Average call time: 4:43
- Longest hold: 5:03
- Payments processed: 3,508
- Pay by phone payments: 206
- Active Customer Connect Accounts: 7,648
- Customers signed up, not on pre-authorized payments: 5,082
- Budget Billing: 269 (decrease of three from a month ago)
- Echeck/PAP Customers: 1,312 (includes budget billing)
- Credit Card PAP Customers: 1,254 (includes budget billing)

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

**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 - 82

Open Project Tickets from Previous Week - 17

Tickets Opened in the Last Week - 44  
 Tickets Closed in the Last Week - 53  
 Remaining Open Support Tickets - 74  
 Remaining Open Project Tickets - 16

1. Upgraded Northstar TEST on 8/27, preparing user acceptance testing documents and timeline.
2. Upgraded Compass TEST on 8/27, currently testing the upgraded environment.
3. Webex with vendor to resolve view bill issue on 8/27.
4. Zoom session with CivicRec to resolve financial extract import file on 8/27.
5. GoToMeeting with Paymentus to review new kiosk setup on 8/27.
6. Attended Employee Benefits Committee meeting on 8/31.
7. Skype call with vendor to review open support tickets on 9/1.
8. Attended Finance managers meeting to review budget presentation on 9/2.
9. Promoted new workflow process to production for online permit payments on 9/2.
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.

Infrastructure Team:

Open Support Tickets from Previous Week - 70  
 Open Project Tickets from Previous Week - 27  
 Tickets Opened in the Last Week - 74  
 Tickets Closed in the Last Week - 87  
 Remaining Open Support Tickets - 59  
 Remaining Open Project Tickets - 25

1. Developed reports and a check list to support desktop standardization.
2. Continued working with Secureworks on the access management review.
3. Troubleshooting GK 17.
4. Brought iPads for Council under management in the new MDM.
5. Built blueprints (standard software config) for the Council iPads.
6. Received replacement for the printer in the Sergeant's office.
7. Scheduled meeting with Tri-M to relocate fiber for the parking office.
8. Continued WFH support.
9. Worked on and resolved support tickets for end users.
10. Actively responded to and resolved Secureworks alerts.

Pending:

1. Install the new printer in the Sergeant's office.

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**Activity or Project:**

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**Description:**

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**Status:**

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

### City Manager's Weekly Report

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Working on the Outdoor Recreation Parks and Trails grant application; met with Tyler about the Fall Parks on Draft event; conducted the Landscape Screening and Treatment Ordinance Review Committee meeting; met with Tevebaugh Architecture about the Reservoir restroom project and utility work for the project; participated in a conference call regarding new guidance from the Division of Public Health along with Paula, New Castle County and the City of Wilmington; met with Paula and Tyler about the emergency child care opportunity at Downes and West Park Elementary Schools provided by the Christina School District; met with Tyler and Paula to discuss park rental permits and restrictions; met with Tom Z. about scheduling the removal of blockages along the valley stream area with our tree contractor; conducted parks maintenance meeting to discuss upcoming work orders and projects.

Deputy Director: Part of conference call regarding new guidance from the Division of Public Health along with Joe, New Castle County and the City of Wilmington; part of conference call with the Christina School District representative and Tyler regarding the opportunity to conduct child care during remote learning at Downes and/or West Park; fall registration began for residents on August 24 and non-residents on August 28 using the new recreation registration software program, Civic Rec; continue to promote creating new accounts since accounts in the old software were not carried over; worked with Melinda and Shelby to create events on Facebook and information for the weekly Eblast on upcoming programs; reminded recreation staff to complete contracts for instructors; continued to work with Chrissy, Sharon and Tyler regarding changes to upcoming fall events; worked with Shelby on updating signage for parks and playgrounds; met with Tyler and Joe on outdoor park permit regulations regarding COVID; fixed issues for instructors to access roster information and working with support to fix issues with generating facility permits; sent information to the recreation supervisors on how instructors can access roster information; sent information to all recreation staff regarding any inquiries for park rentals can

now be done online with the new registration software and sent a guide to them in case they need to share with the participant; sent GoToMeeting information to Chrissy for an upcoming virtual class that will be held; discussed the NFL Flag Football program with Tyler and the creation of plan for sports leagues to submit to the Division of Public Health for the upcoming leagues; worked with Shelby on website updates and information for the weekly Eblast.

Recreation Supervisor of Athletics: Working to secure a restaurant partner for Parks on Draft Fall edition, which is planned for the first weekend in October; still awaiting guidance from the State Office of Childcare Licensing to determine if we can offer child care while elementary schools meet remotely, met with a Christina School District administrator and there may be an opportunity to meet at Downes and/or West Park; planning for fall sports leagues including youth soccer and flag football and adult softball, we are partnering with New Castle County on NFL Flag Football with preseason clinics scheduled to start at Delcastle Rec Park on 8/31; met with Director and Deputy Director to discuss outdoor park permit regulations, made some updates due to COVID-19 and updated website information, the reservation process can now be completed online through Civic Rec.

Recreation Supervisor of Community Events: linked instructors to programs, once registered in Civic Rec; worked with the instructor about Horse Camp; working of special live and virtual fall events.

Coordinator of GWC and Volunteers: Camp GWC was extended and continued for another fun week with a theme of "Let's Go Camping!" complete with lots of camping theme activities, walking field trips to White Clay Creek State Park, and a S'mores Friday Treat; 18 campers registered for the week; sent out parent information and staff schedule for the final week of camp; finalized information for closing Dickey Park pool for the season; communicated with instructors pertaining to changes with our new registration system to ensure they signed up as an instructor to access rosters, sign in sheets and communication to participants; tested programs to make sure all were entered correctly; continued to finalize descriptions and information for fall events; prepared for a new GWC attendant orientation scheduled for August 31; sent out a new GWC attendant staff schedule based on changes in availability and rentals; coordinated with the Parks Superintendent and State Auditor Kathy McGuinness to volunteer for one hour at Kells Park performing special park maintenance; continued to communicate with current and potential renters of the George Wilson Center. The main hall was rented on August 29 from 2-7:30 p.m. for a 4th Birthday Party with an overall attendance of 60 people, the main hall and kitchen were rented on August 30 from 2-7 p.m. for a 70th Birthday Party with an overall attendance of 50. The coordinator touched based with all church rentals for returning in September, the majority of all church groups are interested in waiting an additional month before renting due to COVID concerns.

Recreation Specialist: Sent out all Rittenhouse volunteer verification of hours; updated City calendar with fall events; created timeline of class/event listing by week from the brochure for weekly E-blasts; listened to webinar on the Delaware Arts grant.

Parks Superintendent: Assisted Code Enforcement on two tree issues, inspected plantings at Chase Bank for release of CO, met with volunteer adopting Elan Park to show him boundaries of park, met with landscape contractor to get quote on tree planting along Main Street as well as setting up appointments with two other landscape contractors, organized two meetings with contractors for possible installation of security gate system at Reservoir and attended meetings, set up needed

equipment/supplies for State Auditor who volunteered to do pruning of plantings and mulching of sign bed at Kells Park, completed walk through inspections of many park areas, followed up with our arborist contractor on upcoming tree/creek blockage removals throughout park system as well as getting invoices for tree removals/creek blockages as part of Tropical Storm Isaias and assigned field staff daily and assisted as needed.

Parks/Horticulture Staff: Continued mowing of park and horticulture areas, sprayed all ballfields for weed control, did trash removal throughout park system as needed, did interior bed maintenance at City Hall, lowered water level in Wilson Center pool, cut up/removed from site large tree limbs along Pomeroy Trail and Hall Trail and brought back supplies from City Hall and placed in storage at Parks Maintenance Facility. Contractor replaced valve on Dickey pool filtration system.

**Activity or Project:**

Fall Programs Beginning

**Description:**

With the completion of Camp GWC this week summer 2020 has come to a close. Fall programs are set to begin in September including swim lessons, skateboarding classes, golf lessons and more. Please visit our website at [www.newarkde.gov/play](http://www.newarkde.gov/play) for more information or to register.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	12-18-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

**Department:**

Planning and Development Department

**Notable Notes:**

**CODE ENFORCEMENT:**

Exterior wall framing and sheathing is underway at 211 South Main Street. Permanent railing and decorative features installation are ongoing at 22 Benny Street. The Phase I TCO has been issued

for Perkins Dining at 325 Academy Street, with Phase II work still underway. Interior above ceiling inspections are ongoing at the Whitley Athletic Center, 625 South College Avenue, and site prep for paving is ongoing. Interior work is mostly completed, and lab equipment is being installed at Worrihow Hall. Pile cap and grade beam placement is complete and masonry shaft construction is set to begin in the next two weeks at the Fintech Building on STAR Campus. The as-built site plan was submitted for the Train Station and the final inspection is waiting to be scheduled. Revised apartment building plans were submitted for review for the College Square redevelopment, with permit applications to follow. Above ceiling inspections are complete for 45 East Main Street. Site work for the temporary office trailer is mostly complete for Fulton Bank, 287 East Main Street, with trailer installation ongoing. Work continues on the townhouses at 90, 92, 94, 96 East Cleveland Avenue. The new Chase Bank at 700 Newark Shopping Center opened this week. Temporary occupancy was approved for the Student Health Services trailer.

With the return of UD students, Property Maintenance Inspectors have seen an increase in many grass, furniture, vehicle, and trash related violations. The Property Maintenance team responded quickly to these issues by immediately utilizing a very well coordinated and aggressive approach on community policing. The inspectors have seen a great response from a large portion of the residents that were spoken to and/or given notices.

Property Maintenance also completed the following this week:

- 38 Inspections
- 28 Response to complaints
- 11 Citations issued
- 20 Violations issued

#### PARKING:

Staff spent a significant amount of time working on distributing parking permits to students and new residents that have begun new leases for the school year. This effort has taken most of the staff's time as over 200 permits will be distributed in a two-week span. Staff also put in significant effort to sell Lot 5 municipal permits so that the lot is fully sold. Staff worked with Builders, Inc. regarding a necessary dumpster that needed to be placed in Lot 4 and paid for rental of the spaces. Old single-space meter poles were removed from Haines Street and Academy Street.

Parking Supervisor Court Mulvanity participated in the Employee Benefits Committee meeting with DVHT representatives on August 31. The Planning and Development Budget presentation was completed for the Council meeting on August 31. Staff worked with Finance on back-to-school sick leave/homeschooling leave for employees with children, as well as continued financials for Finance, including drawing up a contract with Lang Development Group regarding Lot 3 payments now on monthly charge. A meeting was held with Passport regarding business review and different methods of pay for services outside of parking. Staff worked with the City Manager and the City Solicitor regarding Guest Parking Permitting and how it operates in-house. The September 2020 Parking Ambassador schedule was completed, with hours changed on a trial basis to better reflect busier times within the City and some overnight concerns. Regular COVID-19 meetings continued in Planning and Development and the Parking Division. Staff continued the monitoring of phones, email, CivicPlus, Teams, residential line, and handled walk-ins to the office.

## PLANNING/LAND USE:

At their meeting on September 1, the Planning Commission took the following actions:

- Discussed and recommended amendments to the Plan for Planning component of the Planning Commission 2021 Work Plan
- Adopted Planning Commission 2021 meeting dates
- Recommended approval of a revision to Chapter 32 Article IX to add a zoning use table

Planner Mike Fortner prepared and presented the third revision to the Plan for Planning for the Review of the Comprehensive Development Plan to the Planning Commission. The Planning Commission finalized the draft for approval at their October meeting. Mike will also begin assembling the Steering Committee for Planning Commission approval. Mike completed a Zoning Use Table and presented it to the Planning Commission. The table lists all the uses permitted in our Zoning Code and shows all the zoning districts and each use that is permitted/not permitted in those districts. The Planning Commission unanimously adopted the table as an appendix to the Zoning Code. Mike completed the Planning and Development Department's report for the special use permit for "Sean's House" – a professional office in a residential dwelling that provides mental health services to high school and college students 14-24 years of age. On August 27, Mike attended the seminar hosted by the University of Delaware titled "The Color of Law" with speaker and author Richard Rothstein. The seminar discussed inequities in land and zoning laws, both historic and current, that discriminate against people of color.

The following was also completed this week:

- 11 Deed Transfer Affidavits
- 25 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. 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. Staff comments were forwarded to the applicant on September 3, 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.

550 South College Avenue, STAR Campus, Parcel ID 1803900002 (PR#20-05-01): The Planning and Development Department received an application for an administrative subdivision at 550 South College Avenue, STAR Campus, on May 5, 2020. The applicant is requesting the administrative subdivision to subdivide one parcel into two parcels for leasing purposes for mixed office and commercial use. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on August 21, 2020.

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. At their meeting on August 24, 2020, City Council approved the special use permit for 19 Amstel Avenue.

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.

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**Activity or Project:**

**Description:**

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

**Description:**

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

**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**City Manager's Weekly Report**

**Department:**

Police Department

**Notable Notes:**

- On August 31, 2020 at 12:46 a.m., Newark police officers responded to a report of loud music on Annabelle Street. Upon arriving on the block, the officers heard loud music and saw

several subjects running from the rear of a house. After attempting for several minutes to get someone from inside the residence to answer the door, many people (approximately 75) began to exit the home. Three occupants, who were on the lease to the house, were identified at the scene. The three were charged with the noise violation and for having an excess amount of people present, in violation of Newark's social gathering ordinance. University police were called so that the three could be referred to the office of student conduct.

**Patrol:**

- On August 31, 2020 at approximately 9:29 p.m., officers responded to the report of a vehicle crash involving a pedestrian on East Main Street at Haines Street. Upon arrival all parties involved were located on scene. Through investigation, it was determined that as the striking vehicle was turning onto Haines Street as the pedestrian was also attempting to cross the roadway in front of the vehicle which led to the collision. The pedestrian sustained only minor injuries and was transported to Christiana Hospital for treatment.
- On August 31, 2020 at approximately 10:08 a.m., officers responded to the area of West Main Street for a single car crash into a utility pole. Upon arrival, officers found that the pole had been cracked and the front airbags of the striking vehicle had been deployed. Repairs to the utility pole required West Main Street to be closed for approximately six hours while the repair was completed. The driver was cited for Inattentive Driving.
- During the week planning continued for an Overdose Prevention Training in partnership with the New Castle County Community Response Team and the Newark Police Department. The event will be held on September 11, 2020 from 1 p.m. to 3 p.m. at Dickey Park. The event will include training on how to recognize an overdose and steps to take to save a life. Once trained, participants will be provided with a free naloxone kit provided by the Delaware Division of Public Health.

**Administration Division**

- The Administration Unit is actively recruiting for the upcoming police applicant test scheduled for October 24, 2020. Applications will be accepted through October 9, 2020.

**Criminal Investigations Division**

- Detective Keld is investigating a robbery that occurred on August 25, 2020 at approximately 7:35 p.m. in the area of E. Main Street and Haines Street. The male and female victims reported they were walking in the area when they were confronted by an unknown black male and an unknown white male. The suspects assaulted the victims and stole property from the male victim. Anyone with information regarding this incident can contact Detective Keld at [pkeld@newark.de.us](mailto:pkeld@newark.de.us) or at 302-366-7100 ext. 3106.
- Detectives are assisting the Delaware Office of the State Fire Marshal in investigating recent fires at a townhouse under construction in the unit block of E. Cleveland Avenue and a building in the 200 block of S. College Avenue. Anyone with information about either incident should contact the State Fire Marshal's Office – New Castle Division at (302) 323-5375 or Crime Stoppers at (800) TIP-3333.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

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

### City Manager's Weekly Report

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

We currently have four employees taking the Water Treatment Plant Operator course through Del Tech. This training course prepares the student to take the Basic Water Treatment Plant Operator Licensing exam, which they will take next week. Not only does this provide backup in the case of emergencies in operator staffing, but it gives the employee a better understanding of overall drinking water system operation and maintenance.

Staff met with Planning Director Gray and Finance Director Del Grande to advance the Impact Fee discussions to the next phase of data gathering. Next steps include compiling water and sewer model data and correlating that with Planning Department data on current development and zoning data.

An application was made to the Delaware Bicycle Council for their Cycling Infrastructure Innovation Grants. In collaboration with BikeNewark, grant funding would be used to study the feasibility of upgrades to the entirety of Wyoming Road from UD's East Campus to Marrows Road. We should know by the end of October if the application was successful.

Following up on last week's report, we are still preparing for the possible shutdown of Tyre Avenue at the Fulton Bank development site from approximately September 14-September 25 for utility tie-ins. The existing sewer mains are rather deep and the excavation will cause the entire road to be closed. Detours will be marked and advertised and the road will be restored per City standards and specifications.

We are also planning for a lane closure along West Park Place for approximately five days to accommodate the utility tie-ins for a home being constructed at 227 W. Park Place. Signage and/or flaggers will be directing traffic around this closure.

**Activity or Project:**

## Rodney Park and Pond Construction

**Description:**

The contractor is currently grading and shaping the pond to it's final grades while mining clay that was found in the bottom of the pond for use in other areas of the site. This will lower the overall cost of having to import clay from a different site. There were several trees damaged by wind during the latest round of severe weather and are currently being evaluated by our certified arborist.

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

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

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**CITY OF NEWARK**

*file*

220 South Main Street · Newark, Delaware 19711  
302.366.7000 · www.newarkde.gov

August 27, 2020

Tom Coleman, City Manager  
220 S. Main Street  
Newark, DE 19711

Dear Mr. Coleman,

The Election Board convened on July 30, 2020 in the Council Chamber in the Newark Municipal Building to certify the election records in order to reconcile the number of voters who cast ballots as compared to the number of voters who returned absentee ballots and voted on voting machines. The draft results of that certification are in the audit attached.

The following discrepancy was found during the audit:

1. In District 5, there was one absentee ballot that had been counted for Jason Lawhorn that was determined to be for Brian Anderson. The attached certification reflects this change.

Additionally, the following items were addressed by the Board prior to the ballots being counted:

1. Two ballots were rejected as duplicates. One voter is believed to have taken her roommate's ballot in error in addition to her own. The second voter had requested a second ballot which was not found by staff before sending. However, when the ballot was returned, it was flagged as a duplicate.
2. Eleven ballots were rejected as the carrier envelope was neither included nor completed, so there was no identifying information for the ballot to be credited to the voter.
3. Seventeen ballots were received after the July 28, 2020 deadline and were not counted (Nine for District 3 and eight for District 5).

The Election Board will consider this audit for approval at their January 2021 organizational meeting.

Sincerely,

Sydney Goldberg  
President  
Newark Election Board

cc: Mayor and Council  
City Secretary

## Audit Report for City of Newark, DE Municipal Election held Tuesday, July 28, 2020

### District 3 Council

	Machine XL0118010185	Machine XL0118100038	Machine XL0118030492	Absentee	Total
Bancroft	19	15	16	239	289
Sinibaldi	15	17	17	135	184
Write In	0	0	0	2	2
Total	34	33	33	376	475

### District 5 Council

	Machine XL0118100034	Machine XL0118100251	Machine XL0118090507	Absentee	Total
Anderson	5	3	8	70	86
Lawhorn	26	29	18	338	411
Write In	0	0	1	1	2
Total	31	32	27	409	499

There were 17 ballots received after the deadline – 9 from District 3 and 8 from District 5. These ballots were not counted. Additionally, there were 11 ballots received without a completed carrier envelope and no identifying information, so they were rejected by the Election Board unopened as they could not be credited to a district or a voter.

Approved by the Newark Board of Elections at its January \_\_, 2021 meeting.

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Sydney Goldberg, President

Digital Records Project New Documents Created – August 27-September 2

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	231	3,036	Parks and Recreation termination files/City Manager administrative files
Fred	0	0	Working remotely on modifications
Ana (PT)	0	0	Working remotely on modifications
Total	231	3,036	

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	27,646	-36,471
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 08/23/20-08/29/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO DATE	2020 TO DATE	THIS WEEK 2020	2019 TO DATE	2020 TO DATE	THIS WEEK 2020
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	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	14	2	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	11	2	1	23	0
Assault/Aggravated	19	14	0	16	12	0
Burglary	49	25	0	86	73	0
- Commercial Burglaries	5	6	0	8	42	0
- Residential Burglaries	33	16	0	50	15	0
- Other Burglaries	11	3	0	28	16	0
Theft	357	300	17	275	119	2
Theft/Auto	31	43	1	6	11	0
Arson	0	0	0	0	0	0
All Other	77	110	2	88	74	0
<b>TOTAL PART I</b>	<b>554</b>	<b>516</b>	<b>22</b>	<b>492</b>	<b>322</b>	<b>2</b>
<u>PART II OFFENSES</u>						
Other Assaults	184	188	8	108	137	2
Rec. Stolen Property	0	1	0	10	6	0
Criminal Michief	96	76	1	75	40	0
Weapons	17	9	0	51	30	0
Other Sex Offenses	0	0	0	7	0	0
Alcohol	119	25	0	203	30	0
Drugs	139	37	0	217	57	0
Noise/Disorderly Premise	427	348	17	142	117	10
Disorderly Conduct	108	95	6	86	53	0
Trespass	172	191	5	74	31	2
All Other	235	188	6	295	181	1
<b>TOTAL PART II</b>	<b>1497</b>	<b>1158</b>	<b>43</b>	<b>1268</b>	<b>682</b>	<b>15</b>
<u>MISCELLANEOUS:</u>						
Alarm	111	104	4	0	0	0
Animal Control	401	316	10	2	20	0
Recovered Property	150	128	5	0	0	0
Service	23162	19792	471	0	0	0
Suspicious Per/Veh	310	274	1	0	0	0
<b>TOTAL MISC.</b>	<b>24134</b>	<b>20614</b>	<b>491</b>	<b>2</b>	<b>20</b>	<b>0</b>

	THIS WEEK 2019	2019 TO DATE	THIS WEEK 2020	2020 TO DATE
TOTAL CALLS	887	30,389	614	24,180



**Newark Police Department  
Weekly Traffic Report  
08/23/20-08/29/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	8254	3019	230	55
DUI	155	61	8	2
<b>TOTAL</b>	<b>8409</b>	<b>3080</b>	<b>238</b>	<b>57</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	2	0	0	0
Personal Injury	166	87	2	2
Property Damage <b>(Reportable)</b>	777	445	32	14
*Hit & Run	170	97	8	4
*Private Property	200	92	5	3
<b>TOTAL</b>	<b>945</b>	<b>532</b>	<b>34</b>	<b>16</b>

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.