

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

The City was closed on Monday and Monday's Council meeting was held on Tuesday in observance of the Labor Day holiday. I attended the September DEMEC Board meeting on Wednesday which was followed by a virtual annual meeting. I began updating the project prioritization spreadsheet and hope to provide it to Council in the coming weeks. I participated in a handful of conference calls with different outside groups including DeIDOT, Christina School District, and The Newark Partnership. On Friday I attended another strategic planning meeting at DEMEC. We are approaching the end of the strategic planning process and I am happy with how it has gone so far. Strategic planning was discussed again this week at Council and the DEMEC process has been helpful for me to envision a similar process for Newark.

The remainder of the week was spent on general administrative tasks, personnel items, budget preparation, and COVID coordination.

Chief Communications Officer:

- Processed additional social gathering permits and responded to multiple questions from residents regarding the application process
- Continued organizing the Census parade, which will now take place 9/17 due to poor weather conditions
- Submitted special events permit to DeIDOT for additional Alfresco events
- Coordinating with Main Street businesses on upcoming outdoor events (provided graphics, collecting drawings for Fire Marshal, etc.)
- Created Facebook events for the parade and alfresco
- Working with PW&WR on the Water Quality Ambassador program
- Working with DHSS on additional metrics for the COVID dashboard
- Partnering with Recycle Coach on additional ways to increase signups for the app

Newark electric customers can get paid for recycling appliances:

https://www.newarkpostonline.com/news/newark-electric-customers-can-get-paid-for-recycling-appliances/article_0cf3a2d3-6d30-5ed8-bd6d-f4ed2e7659b1.html

Campus testing plans differ as UD, DSU start fall semester with COVID-19 cases:

<https://www.delawarepublic.org/post/campus-testing-plans-differ-ud-dsu-start-fall-semester-covid-19-cases>

Newark Police sponsoring overdose-prevention training:

https://www.newarkpostonline.com/news/newark-police-sponsoring-overdose-prevention-training/article_1dd5e681-17f2-567c-8fd5-d9b7ec3e99fb.html

Popular Delaware park may charge out-of-towners to use parking lot:

<https://www.nbcphiladelphia.com/news/local/popular-delaware-park-may-charge-out-of-towners-to-use-the-parking-lot/2526120/>

Councilman proposed 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

UD concerned about large parties as more coronavirus cases are reported:

https://www.newarkpostonline.com/news/ud-concerned-about-large-parties-as-more-coronavirus-cases-are-reported/article_f67334d5-55d1-55d5-b52f-25be660a0794.html

City Council votes to strictly limit social gatherings: <http://udreview.com/city-council-votes-to-strictly-limit-social-gatherings/>

Parade through Newark will promote the US Census:

https://www.newarkpostonline.com/news/parade-through-newark-will-promote-the-u-s-census/article_9fea5a67-c33e-5b7d-8851-c3f624ba5163.html

High volume partying to be penalized as police enforce Newark City Council social gathering ordinance: <http://udreview.com/high-volume-partying-to-be-penalized-as-police-enforce-newark-city-council-social-gathering-ordinance/>

Newark to hold seven outdoor dining events on Main Street this fall:

https://www.newarkpostonline.com/news/newark-to-hold-seven-outdoor-dining-events-on-main-street-this-fall/article_30fcdaad-51e5-5371-b021-a570be25da06.html

Fall alfresco dining to continue in Newark: https://www.wdel.com/news/fall-alfresco-dining-to-continue-in-newark/article_b6d247ca-f38e-11ea-b4bc-9753ddf9a298.html

Communications Assistant/Welcome Center:

- Answer and direct all incoming calls to correct departments
- Working on the November 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
- Completed the webinars, Racism & Social Injustice in Professional Sports: A Conversation with Four Former NFL Players and Leading with Ethics

Graphic Design/Web Content:

- Additional edits made to the NPD recruitment brochure for 2020
- Designed a fall version of the Main Street Alfresco social media graphic
- Designed weather-related informational graphics for flooding and hurricanes
- Embedded Newark COVID-19 information from DHSS on the City's COVID webpage
- Removed photographer's watermark from employee headshots
- Scheduled weekly public meeting notices via InformMe

Chief Human Resources Officer:

This week CHRO Hardin spent the majority of Tuesday catching up on emails and phone calls due to being out on Friday and Monday. We had one employee test positive from the testing event the City hosted on Thursday, September 3. All of the employees who may have had contact with the person in question was contacted and are being isolated until they get their test results back. CHRO Hardin worked with CCO Gravell and CPPO Martindale to mitigate the situation. CHRO Hardin and CPPO Martindale met with IT Infrastructure Manager Reazor, IT Applications Manager Montgomery and Finance Director Del Grande to go over IT's role in the onboarding process when the City brings on new hires (this includes email, phone set up and desktop training). All parties agreed this is a necessary process and will work with HR to coordinate these efforts. CPPO Martindale completed interviews with Clerk of the Court Conover on Tuesday afternoon for the Customer Service Representative I. The interviews were all internal applicants and offer has yet to be made. The Administration team including CHRO, CPPO and CCO were present for the budget hearing to present the Administration budget for 2021. There were no questions on the HR portion of the budget. Tuesday evening we received an email from DVHT (our healthcare provider) regarding our request for a waiver for plan design changes to the 2021 HMO and PPO health plans. They informed us that the waiver request was approved which is great news. The plan design changes that were provided at the committee meeting are now being taken to the memberships for vote and approval. The proposed changes generally involve minor increases in copays. On Wednesday, four management employees began the Wilmington University Supervisory Training Program via Zoom. The training will be eight weeks long for three hours per week. Good luck to all! The rest of the week was spent transitioning CPPO Martindale into his role as the benefits administrator and getting him set up with access to employee benefits portals. He is also beginning the annual ACA (Affordable Care Account) reporting process which I have been assisting with. Preparing for FOP negotiations, police promotional testing and police officer testing. The police officer applications are coming in and the posting will remain up until October 9, 2020. On September 4, the Administrative Professional I in Planning was posted both internally and externally and we have begun to get applications. This posting closes on Friday, September 18. CHRO Hardin also spent time on labor relations, employee assistance and responding to emails and phone calls.

Facilities:

- Unclogged urinal and drain lines in GWC basement.
- Install towel and soap dispensers in new Parking Office.
- Move payment kiosk to parking office.
- Sanitize and disinfect possible exposed areas.
- Investigate and arrange repairs for damaged Sally Port OHD.
- Set up and break down Covid test site.

Custodial:

- Normal duties.
- Sanitize and disinfect possible exposed areas.

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

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

City Manager's Weekly Report

Department: Alderman's Court	
Notable Notes: Alderman's Court held three court sessions from 9/3/20 to 9/9/20. These sessions included arraignments, trials, capias returns and a parking appeal. Parking Ambassadors are handling parking appeals online. Interviews were held for the CSR I position and a decision will be made soon. The bailiffs continue to monitor the atrium and the court area.	
Activity or Project: Court Sessions and Payments	
Description: From 9/3/20 to 9/9/20 Alderman's Court handled 29 arraignments, 18 trials, 1 Violation of Probation hearing, 10 capias returns and 1 parking appeal hearing. The court collected a total of 236 parking payments of which 169 were paid online and 67 were paid at court. The court also collected criminal/traffic payments of which 63 were paid online and 6 were paid at court for a total of 69 criminal/traffic payments.	
Status:	Completed
Expected Completion:	09-09-2020
Execution Status:	Completed
Activity or Project:	
Description:	

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

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Robert was in the office for Court on September 3.

Renee attended the management staff meeting on September 3.

Staff finalized and posted the agenda and packet for the September 14 Council meeting on September 4.

Paul, Renee and Tara staffed the September 8 Council meeting. Follow up for the meeting was completed throughout the week.

Renee completed the design of the approval workflows and the staff user credentials list for the electronic packet project and submitted that information to the vendor.

Renee provided updates to Council regarding applications received for open boards and commissions positions.

Renee and Danielle spent time working on finalizing comments on the recodification proofs to be sent to the vendor.

Renee edited the August 24 and August 31 Council minutes.

Nichol worked on August 31 Council minutes and prepped the packets for the upcoming September 14 meeting. She prepared the outline for the September 8 minutes.

Nichol worked on the upcoming BOA case for the meeting on September 17 including creating the file, direct mail notices, preparing and mailing the BOA packets, posting the materials to the website, and a test run with the GoToMeeting app with the applicants. She continued working on the BOA minutes from the August meeting.

Nichol approved upcoming legal ads and continued finalizing the CAC minutes for the upcoming meeting. She posted the CAC meeting to the website and discussed the CAC's recommendation

regarding the Green Energy Building Code with Will Hurd. Nichol worked on finalizing the upcoming CAC agenda with Chair George Irvine.

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

Tara proofed the CAC minutes, posted the agenda for the meeting and covered the office while Renee was on vacation.

Tara spent time working on union-related items.

Tara reviewed several building permits.

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

- * Circulated to staff approved administrative estimate and clarified request by the requestor pertaining to stale dated accounts payable checks and outstanding refund checks from Retained Equity

- * Requested clarification from requestor for an August 18th FOIA request pertaining to Newark Police Department Use of Force Policy and training manuals from The Igwe Firm

- * Provided a response and closed a September 2nd FOIA request for open permits/violations pertaining to 805 Rock Lane from Funk Attorneys

- * Circulated to staff a September 4th FOIA request pertaining to applications/site plans for cell phone towers received by June 1st to current from SBA Communications

Danielle worked with NPD and Axon to set up Newark solicitor.evidence.com account.

5 discovery requests were fulfilled for upcoming Alderman's Court cases. 266 discovery requests have been filled so far for 2020. 22 court calendars with 303 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 9 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. 274 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

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

The scanned document numbers for September 3-September 9 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track

Activity or Project:

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

Electric Department

Notable Notes:

The line crews pulled in new cable on North Townview Lane, fixing the bad secondary buss line. Two houses were on service savers for several weeks. The crews also repaired a faulted underground cable in the Lumbrook area and removed a fallen tree on the backyard lines on Brook Drive.

The line crews also worked at night to install a new streetlight standard on Main Street, replacing one that was damaged during the renovations.

The electricians fixed an actuator at Cutis Treatment Plant and an exhaust fan at the George Wilson Center. The electricians and engineering met with contractors at the prebid meeting for the Pomeroy Trail Extension Lighting Project. The electricians also tagged homes for turn-offs.

At customers' requests, engineering compiled three years power consumption for four Bloom Energy accounts and the interval data for all the water facilities used for peak demand reduction. Engineering also met virtually with UD to go over getting new feeds to buildings on Academy Street and worked with contractors on the Army Reserve on Ogletown Road and 304 South Chapel Street Warehouse 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:**

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.

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).

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>.

Meetings this week for Director Del Grande:

- 09/08: Internal meeting regarding onboarding of new employees, presented the 2021 Requested Budget for the Finance Department to Council (along with Administration and Police)
- 09/09: Monthly DEMEC Board meeting, and 26th Annual DEMEC Stakeholders meeting
- 09/10: met with PW&WR & Communications to discuss Water Quality Ambassador program
- 09/11: DEMEC Strategic Planning Workshop meeting #3

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

Activity or Project:

Payments & Utility Billing

Description:

Stats for the week ending of 9/04: Call volume was about the same as the previous week (627 vs. 625), which is on the high side of a normal week (avg. 450). 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: 528/627. There are 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: 4:47 (about a minute longer than average)
- Longest hold: 7:23
- Payments processed: 3,052
- Pay by phone payments: 184
- Active Customer Connect Accounts: 7,727
- Customers signed up, not on pre-authorized payments: 5,152
- Budget Billing: 270
- Echeck/PAP Customers: 1,320 (includes budget billing)
- Credit Card PAP Customers: 1,255 (includes budget billing)

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	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 - 74

Open Project Tickets from Previous Week - 16

Tickets Opened in the Last Week - 35

Tickets Closed in the Last Week - 32

Remaining Open Support Tickets - 56

Remaining Open Project Tickets - 16

Remaining Tickets with Vendor R&D - 21

1. Attended GoToMeeting with Paymentus for project status update on 9/3.
2. Skype meeting with HR & IT to discuss IT inclusion with onboarding on 9/8.
3. Attended Council meeting for Finance/IT budget presentation on 9/8.
4. Continued testing of the upgraded Compass TEST environment.
5. Continued working on preparing user acceptance testing documents and timeline for the upgraded Northstar TEST environment.
6. Worked on and resolved support tickets for end users.
7. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Meeting with Tyler to discuss Paymentus project on 9/14.

Infrastructure Team:

Open Support Tickets from Previous Week - 59

Open Project Tickets from Previous Week - 25

Tickets Opened in the Last Week - 88

Tickets Closed in the Last Week - 77

Remaining Open Support Tickets - 70

Remaining Open Project Tickets - 25

1. Met with Honeywell to troubleshoot GateKeeper connectivity issues.
2. Continued working with Secureworks on the access management review.
3. Continued updating workstations to meet standards.
4. Sent links for the queue management system to communications for review.
5. Met with Tri-M on moving the fiber to the new parking office.
6. Started punching down ethernet in the new parking office.
7. Produced monthly phone usage reports.
8. Continued WFH support.
9. Worked on and resolved support tickets for end users.
10. Actively responded to and resolved Secureworks alerts.

Pending:

1. Complete data cabling for the new parking office.

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: Worked on the Outdoor Recreation Parks and Trails Grant application for park signage; prepared the 2021 Parks and Recreation budget presentation for City Council; met with Tom Z. about removing creek blockages along the valley stream area; met with the recreation staff to discuss upcoming programs and activities for fall; attended an impact fee meeting with Planning, Public Works and Electric Departments; conducted a parks maintenance meeting to discuss upcoming work orders and maintenance issues.

Deputy Director: Reviewed budget information with Joe in preparation for the budget presentation to Council; spoke with Joe and freelance writer for Newark Life regarding programs taking place for the fall for an article he is writing and sent him pictures for the article; working with Melinda and Sharon on the end of year report for the Delaware Division of the Arts grant; worked on compiling letter to send to the TNP regarding upcoming fall and holiday season events; continue to explore and update information for the fall programs in the new recreation registration software program, Civic Rec, continue to work with them on addressing questions when abbreviations are used; worked with Melinda and Shelby to create events on Facebook and information for the weekly Eblast on upcoming programs and website and social media calendar of events; set up meeting with TNP to discuss possibility of showing of the John Lewis movie and scheduled meeting with Newark Charter for possible use of outdoor site; conducted weekly maintenance

meeting; sent information to recreation staff on various ways to promote programs through Facebook and Civic Rec, worked with Shelby to set up examples for them to see and follow; worked with Shelby and Chrissy on sending out volunteer Eblast; worked with Shelby on completing Eblast to vendors and sponsors with updated information for events for 2020 and information for 2021; worked with Shelby to create newsletter blast for Peachjar to send to local schools; completed September PSA's; continued to work with Chrissy, Shelby, Melinda and Sharon regarding changes to upcoming fall events and marketing for them; ordered updated signage for parks and playgrounds; worked with Tyler to revise outdoor park permit regulations regarding COVID through new registration software and began taking reservation requests online; continued to work with Civic Rec support staff and fixed issues with generating facility permits, sent information to recreation staff and to Tyler and Chrissy who will be approving and generating permits; worked with Tom Z. to get things set up at Olan Thomas Park in remembrance of Patriot Day; discussed the child care learning center possibilities at after care sites with Tyler and working towards implementing this month and establishing new staff and participant COVID guidelines with Melinda; worked with Tyler on changes for the soccer league.

Recreation Supervisor of Athletics: Continues trying to secure a restaurant partner for Parks on Draft Fall edition, which is planned for the first weekend in October; we have been approved to offer child care while elementary schools meet remotely, working to get a site going at West Park Elementary, recruiting staff, working with the school district on details and planning for registration information; 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, visited preseason clinic at Delcastle Rec Park on 9/1; working to finalize tennis instructors for upcoming fall session of lessons; working on updated sports COVID-19 reopening plan for our leagues.

Recreation Supervisor of Community Events: Working on descriptions and details for fall events; promoting fitness classes and getting instructors linked to their classes; writing summer staff evaluations.

Coordinator of GWC and Volunteers: Camp GWC was extended one final week with a Safari Theme complete with lots of safari theme activities, walking field trips to White Clay Creek State Park and Fairfield Park, and a summer send off/talent show Friday treat, total campers registered were 18 full day campers, completed final evaluations for camp staff, worked with staff to break down camp equipment; continued to update and communicate with instructors pertaining to changes with our new registration system to ensure they signed up as an instructor to access rosters, sign in sheet and communication to participants; worked with our Creative Designer to promote fall volunteer opportunities; sent information to participants scheduled for the Wildlife Program that took place virtually on Friday, September 4 in honor of National Wildlife Day; continued working on Winter/Spring and Summer statistics; finalized staff status reports; met with the newest GWC Attendant on August 31 for orientation; updated and sent out a new GWC Attendant staff schedule based on changes in staff availability and rentals; continued to communicate with current and potential renters of the George Wilson Center. The main hall was rented on Saturday, September 5 from 1 - 5 p.m. for a funeral with an overall attendance of 60 people.

Recreation Specialist: Tallied most of Camp GWC volunteer hours, waiting on this last week to finish to finalize numbers, sent out verification of hours for Safe Kids Camp, sent Shelby the emails of all summer camp volunteers to include in the Eblast; made upcoming programs post on Facebook for programs starting next week; discussed fall/winter program ideas including a day or

two of 'School's Out' like programs near the holidays so parents can finish shopping/wrap gifts without their kids, in place of Winterfest another idea is a Hall Trail scavenger hunt; held planning meeting with Sharon, Joe and Paula. Volunteer Hours: Camp REAL - 2 volunteers, 48.5 hours

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 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:

Newark Parks & Recreation School Age Care Center

Description:

Newark Parks & Recreation is excited to offer full and half day childcare including virtual learning assistance for school age children in grades K-5. This program is open to anyone attending Christina School District elementary schools and will be held at West Park Elementary. Weekly registration for full or half day options is available. Virtual learning assistance will be provided to assist students with logging into and participating in their classes. Students will need to bring their own devices required for virtual learning. Breakfast and lunch will be available and provided by the Christina School District. For more information please visit the Parks and Recreation website at www.newarkde.gov/play.

Status:	Started
Expected Completion:	12-18-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

CODE ENFORCEMENT:

Staff fielded a total of 79 calls this week – 51 for the Code Enforcement Division and 28 for other departments – and 11 customer walk-ins.

Property Maintenance Inspectors have resumed weekend patrols along with an increase in activity over the Labor Day weekend. Numerous warnings were issued in relation to alcohol-related trash and two properties were issued citations for the same.

Property Maintenance also completed the following this week:

- 16 Inspections
- 20 Response to complaints
- 6 Citations issued
- 6 Violations issued

PARKING:

A T2 kiosk was installed in front of Grain Craft Bar + Kitchen on Main Street, replacing one that had previously been hit by a vehicle. Preparations are being made for installation of a third machine in Lot 1. Passport signage was received and the installation process begun to increase overall signage on Main Street. Passport decals were received and applied. Staff worked with Passport on their new Facilitator model. A meeting was held with staff from the Parks and Recreation and Planning Departments to talk about parking within parks. Staff worked with IT and Tri-M on new office internet connectivity and worked with Facilities Management regarding safety glass and door access for employees. Financial documentation continued to be produced for the Finance Department and invoices were produced for the Purchasing Division. An invoice was produced for back rent to be paid by Lang Development Group. Residential and municipal permitting continued for returning students. Meetings continued regarding COVID-19 and staff continued to monitor front desk, Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.

PLANNING/LAND USE:

A virtual community workshop presenting information on the revised proposal to amend the City of Newark Comprehensive Development Plan V to add “Planning Area 7” to its Growth and Annexation Plan is scheduled for September 24, 2020 at 7:00 p.m. The meeting will be a repeat of the meeting held this past May but will include revised boundaries and additional analysis of the area. The public is invited to attend the workshop, listen to a presentation by City Planning Department staff, and ask questions and give input through the GoToMeeting application. Use the following link to join the meeting by computer, tablet, or smartphone

<https://global.gotomeeting.com/join/778547965> or dial-in to the meeting by phone using the number (872) 240-3212 and access code 778-547-965.

Planner Mike Fortner is working on three Home Improvement Projects for the CDBG Program. Mike is also preparing the packets for the CDBG/Revenue Sharing Advisory Committee for the 47th Year CDBG Program and 2021 Revenue Sharing Program.

The following was also completed this week:

- 4 Deed Transfer Affidavits
- 23 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. Revised plans were received by the Planning and Development Department on September 4, 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. A virtual community meeting regarding a proposed amendment to Comp Plan V to add Planning Area 7 to its Growth and Annexation plan is scheduled for September 24, 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. A virtual community meeting regarding a proposed amendment to Comp Plan V to add Planning Area 7 to its Growth and Annexation plan is scheduled for September 24, 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, 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. No objections have been received from adjacent property owners.

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:

- Sworn and civilian members of the Newark Police Department have been doing an outstanding job in 2020. Early in the year, staff began working during the COVID-19 pandemic. A new schedule was adopted, but members of the police department still needed to be physically present to work on certain days. Our sworn officers had the additional burden of having to sometimes come in close physical contact with the public. Also, during the year, officers and civilian staff had to work during several protest marches. After reviewing the activity of the members of the police department, Chief Tiernan awarded each member of the department, below the rank of police chief, the Newark Police Department Chief's Citation. Civilian members of the department received a certificate and sworn officers a certificate and uniform award pin.
- On September 8, 2020, Chief Tiernan and Deputy Chief Farrall presented the proposed 2021 police budget to Council. After the presentation, questions were answered by Chief Tiernan, Deputy Chiefs Farrall and Feeney, and training Sergeant Jones.

Patrol:

- On September 5, 2020, a NPD officer began an investigation into a stolen bicycle from Blair Court. During the investigation it was discovered that an unknown suspect listed the stolen bicycle for sale through an online website. A conversation was initiated through the online site and the following day, a meet was set up to "purchase" the bicycle. On September 6th, at approximately 1200 hours, a plain clothes NPD Officer met with the suspect in Leroy C. Hill Park. The suspect was taken into custody and the bike was recovered. The suspect was arrested and

presented before JP Court #11 where he was released on unsecured bail.

- On September 10, 2020, the Office of Highway Safety (OHS) will be conducting an audit of NPD's OHS pay job process. The audit, which is randomly selected by OHS, will ensure that all mandates for scheduling, and billing of OHS pay jobs are done in accordance with their guidelines and that OHS issued equipment is accounted for and in proper working order. The Finance Department will assist with the audit.
- On September 11, 2020, NPD will host an Overdose Prevention Training in partnership with the New Castle County Community Response Team. The event will be held 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. Numerous NPD employees and elected officials will be in attendance and trained at the event.

Administration Division:

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

Criminal Investigations Division:

- The Newark Police Department is issuing a public advisory regarding several recent thefts of checks from outgoing mail. Over the last five weeks, the Newark Police Department has received four reports of bank checks being stolen from the United States Postal Service (USPS) outgoing mail after having been dropped off in various USPS mailboxes. The suspects have then altered the mailed checks and cashed them at various locations throughout the country, totaling over \$57,000. The manner and method of the theft of the mail continues to be investigated.

Activity or Project:

Description:

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

Description:

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

Description:

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

Department:

Public Works and Water Resources Department

Notable Notes:

With fall approaching, we are preparing our equipment for the annual leaf collection program. We expect that staffing and workload resulting from COVID-19 will impact this service. Please be aware that our schedule may be pushed back, but we will pick up all of the leaves.

Staff met with representatives of the Delaware Bicycle Council to review our grant application for innovative bike infrastructure along Wyoming Road. The grant would cover feasibility and estimated costs of these upgrades.

The PW&WR GIS team has been working on a new workforce application to tie in our task management with our assets in GIS. The result will be streamlined task management for all divisions in PW&WR and reporting capabilities to verify that tasks are completed in a timely manner.

Staff continues to coordinate with DelDOT on the Elkton Road reconstruction project. Although it is a DelDOT project, we have received a lot of calls, which are forwarded to DelDOT for resolution. We will continue to press them to keep the website and schedules updated and pass along any major milestones or changes to the schedule.

Submissions of permits, Construction Improvement Plans, and Subdivision Plans continue to remain strong. Our review backlog has increased recently and we are working to reduce the review time for these plans.

Activity or Project:

Capital Project - Sanitary Sewer Study and Repairs

Description:

Staff and our consultant, JMT, have prepared plans and specifications for repairs to the sanitary sewer gravity mains, which will be out for bid within the next few weeks. These repair locations were identified through CCTV inspection of the lines in an earlier phase of the project. We expect the contract to be awarded later this fall with work completed through spring of 2021 as weather permits. Staff will also be submitting the application for the next round of State Revolving Fund financing for this project. This will bring the total loan amount to \$3.9mm per the 2018 Capital Referendum and will ensure that we are addressing the defects in the system that have been identified as well as further investigation.

Status:	In-Progress
Expected Completion:	03-31-2021
Execution Status:	On Track

Activity or Project:
Description:

Status:

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

Digital Records Project New Documents Created – September 3-September 9

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	1381	4,417	Parks and Recreation termination files, PUBS postal records and PUBS daily cash receipts. Correspondence binders were removed from the trailer for scanning.
Fred	0	0	Working remotely on modifications
Ana (PT)	0	0	Working remotely on modifications
Total	1381	4,417	

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 08/30/20-09/05/20

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	14	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	11	0	1	23	0
Assault/Aggravated	19	14	0	16	12	0
Burglary	49	26	1	86	73	0
- Commercial Burglaries	5	7	1	8	42	0
- Residential Burglaries	33	16	0	50	15	0
- Other Burglaries	11	3	0	28	16	0
Theft	378	311	11	280	119	0
Theft/Auto	31	44	1	7	15	4
Arson	0	0	0	0	0	0
All Other	77	115	5	91	77	3
TOTAL PART I	575	534	18	501	329	7
<u>PART II OFFENSES</u>						
Other Assaults	189	193	5	111	143	6
Rec. Stolen Property	0	1	0	10	6	0
Criminal Michief	100	79	3	79	41	1
Weapons	17	9	0	52	34	4
Other Sex Offenses	0	0	0	7	0	0
Alcohol	137	25	0	242	30	0
Drugs	144	38	1	226	65	8
Noise/Disorderly Premise	454	359	41	159	133	16
Disorderly Conduct	112	97	2	88	55	2
Trespass	180	199	8	76	31	0
All Other	242	191	3	309	190	9
TOTAL PART II	1575	1191	63	1359	728	46
<u>MISCELLANEOUS:</u>						
Alarm	113	107	3	0	0	0
Animal Control	414	326	10	2	20	0
Recovered Property	152	130	2	0	0	0
Service	23876	20307	515	0	0	0
Suspicious Per/Veh	321	284	10	0	0	0
TOTAL MISC.	24876	21154	540	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	1,004	31,393	669	24,849



**Newark Police Department
Weekly Traffic Report
08/30/20-09/05/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	8455	3061	201	42
DUI	158	64	3	3
TOTAL	8613	3125	204	45

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	172	90	6	3
Property Damage (Reportable)	794	456	17	11
*Hit & Run	176	102	6	5
*Private Property	206	95	6	3
TOTAL	968	546	23	14

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.