

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

Monday evening was a regular Council meeting where we also held the Legislative and Judicial budget hearings. I spent time preparing for this meeting and the upcoming meeting on Monday the 21st. I participated in a number of conference calls this week. We had two calls with the Delaware Division of Public Health's enforcement team, NPD, UD, and UPDP to discuss coordination around COVID response. We held a conference call with our labor attorney in preparation for FOP contract negotiations. I attended the quarterly DFIT Stewardship meeting. We held a regular weekly staff meeting. I participated in a FEMA reimbursement call with City staff, DEMA, and FEMA representatives to review eligible expenses and the procedures to receive reimbursement. While some expenses will be partially reimbursable through this program, we are not optimistic that it is going to be a large number. Mayor Clifton and I had a call with the UD President and leadership team to discuss their COVID response. Lastly, we had a call with the Governor and his team, along with other mayors and city managers from the state to discuss the current state of the pandemic response.

While I wasn't preparing for, participating in, or following up from the above coordination calls, I worked on several other items. We have continued updating the project prioritization document again and I plan to send it out to Council once it is fully updated. We continued to work on items from the benefit's committee. We prepared for an held the first of what will be seven (7) more alfresco dining events on Main Street. I reviewed the Butler v. Wolf opinion out of PA to review potential impact on Newark's emergency ordinances. I provided review and feedback of the Executive Director job description for The Newark Partnership. I attended a NPELRA webinar on police negotiations and the impact of the "defund the police" movement. I also coordinated several property maintenance complaints that were received by my office.

The rest of the week was spent on personnel related items and other general administrative tasks.

Chief Communications Officer:

- Continue to work with IT on the implementation of new queue management software.
- Completed the Census Parade.
- Processed additional social gathering permits and responded to questions regarding the process.
- Performing outreach to gauge the success of the most recent Alfresco event.
- Distributed the Water Quality Ambassador press release. All spots were filled within one day.
- Worked with DPH to add more information to our COVID page.
- Met with the Wellness Committee leadership to talk about goals and next steps for the group.

City of Newark in the News:

Sean's House will be a light in the darkness for Newark youth struggling with depression suicidal thoughts: <https://www.newarkpostonline.com/news/sean-s-house-will-be-a-light-in-the-darkness->

[for-newark-youth-struggling-with/article\\_7fc0dba5-dcea-5fd7-98a4-b36572069588.html](https://www.newarkpostonline.com/news/carney-calls-for-increased-enforcement-against-ud-students-who-ignore-coronavirus-restrictions/article_f404934c-7b9d-5e2c-8f4d-1b8feed462c7.html)

Carney calls for increased enforcement against UD students who ignore coronavirus restrictions:  
[https://www.newarkpostonline.com/news/carney-calls-for-increased-enforcement-against-ud-students-who-ignore-coronavirus-restrictions/article\\_f404934c-7b9d-5e2c-8f4d-1b8feed462c7.html](https://www.newarkpostonline.com/news/carney-calls-for-increased-enforcement-against-ud-students-who-ignore-coronavirus-restrictions/article_f404934c-7b9d-5e2c-8f4d-1b8feed462c7.html)

Delaware's percent of positive COVID-19 tests rises to highest point since mid-summer:  
[https://www.wdel.com/news/delawares-percent-of-positive-covid-19-tests-rises-to-highest-point-since-mid-summer/article\\_4063033a-f795-11ea-8ab6-ebe9b28ef28d.html](https://www.wdel.com/news/delawares-percent-of-positive-covid-19-tests-rises-to-highest-point-since-mid-summer/article_4063033a-f795-11ea-8ab6-ebe9b28ef28d.html)

With millions of dollars at stake, Delaware officials make final push to promote the 2020 Census:  
[https://www.newarkpostonline.com/news/with-millions-of-dollars-at-stake-delaware-officials-make-final-push-to-promote-the-2020/article\\_ae41bc04-c00e-5d94-b9c3-8beaef097d47.html](https://www.newarkpostonline.com/news/with-millions-of-dollars-at-stake-delaware-officials-make-final-push-to-promote-the-2020/article_ae41bc04-c00e-5d94-b9c3-8beaef097d47.html)

#### Communications Assistant/Welcome Center:

- Answer and direct all incoming calls to correct departments
- Work on the November newsletter
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Add/change InformMe customer information
- Create and share content on Facebook and NextDoor
- Collect photos for social media
- Complete the webinar "Reach Readers on the Small Screen"
- Assisted with the Census Parade
- Working with Facilities to create the Awards Zone in the lobby

#### Creative Design/Web Specialist:

- Completed PW&WR suggested website changes for Bulk Item and Recycling Collection Helpful Alternatives
- Created a life-size cutout of Mayor Jerry Clifton for census parade
- Designed two graphics for The Water Ambassador Program
- Scheduled water main break notification for Nottingham Road residents via InformMe
- Scheduled weekly public meeting notification via InformMe
- Scheduled Planning Area 7 Public Workshop via City website calendar
- Updated City of Newark personnel manual on the website
- Updated the City of Newark COVID webpage with data from UD and DHSS

#### Chief Human Resources Officer:

This week CHRO Devan Hardin and CPPO Jeff Martindale continued to work on transitioning Mr. Martindale into benefits administration and the set up of accounts. On Monday morning, Mr. Martindale and I held a meeting with Payroll/Accountant Debi Keeley and IT Applications Manager Daina Montgomery to review the open enrollment process in the new upgraded version of Munis. Open enrollment is set to begin in late October. A conference call with our labor attorney was coordinated to discuss upcoming FOP negotiations, the Chief and Deputy Chief were also involved as part of the initial discussions. We are hoping to have our first meeting with the

FOP to go over open proposals by the last week of September. At the Council meeting on Monday evening, Ms. Hardin presented the Police Ordinance Amendments which were brought up during the FOP's last negotiations. Several meetings were held between the City and FOP representatives and the changes were reviewed by City Solicitor and City Actuary. Council unanimously approved the Ordinance 6-0. On Tuesday Jeff Martindale and Devan Hardin attended a Zoom meeting with representatives from our retirement provider ICMA-RC to get an overview of the EZLink portal for our benefits administration. It was a good opportunity for Jeff to get a tour of the website and learn how to navigate through the various features offered. On Wednesday, Devan Hardin, Jeff Martindale, City Manager Tom Coleman and Finance Director Dave Del Grande participated in a free webinar hosted by NPELRA (National Public Employer Labor Relations Association).

An offer was made and accepted by a current employee for the upcoming vacancy in Alderman's Court for the Customer Service Representative I. Due to this acceptance a vacancy for a Customer Service Representative I will be opening in PUBS (Payment and Utility Billing). This vacancy will be posted this Friday (internally and externally) and will close next Friday. We have the Administrative Professional I position closing on Friday, September 18 which will be used to fill an upcoming vacancy for a retirement in the Planning Department. The Police Officer job posting will be closing on October 9. This Saturday we will be conducting the first part of the police promotional process by holding the testing for Master Corporal and Sergeant. This will lead to the creation of a list should vacancies become available with retirements or resignations. The next step is an oral board interview with outside agencies facilitating set to take place at the end of September. The final step is the Chief's interview and scoring. The final votes from the Benefits Committee are due by Friday and depending on the outcome will go to DVHT, our insurance provider, for their implementation for the 2021 healthcare plan. The CHRO spent the rest of the week on labor relations, attending meetings, responding to phone calls, emails and catching up on other projects as assigned by the City Manager.

#### Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale completed interviews for a Customer Service Representative I with Clerk of the Court Terri Conover, as well as posted another job opening for a Customer Service Representative I in PUBS. He additionally completed several HR invoicing and housekeeping items, and submitted preliminary information related to ACA Reporting to DVHT.

For Purchasing, Mr. Martindale spoke with several vendors about switching their contact information with the City to expedite purchasing and payment processes, sent various emails to staff on purchasing policies, and worked with Finance to speed up the processing of credit card statements each month. He additionally met with Deputy Finance Director Jill Hollander to go over potential worker's compensation insurance requirement changes for City contractors and worked with Parks & Recreation to begin an RFQ related to the Preston's Playground Bathroom Construction project.

#### Facilities Maintenance:

The Facilities Maintenance team reworked a drain line for the clay sink in the George Wilson Center to allow it to flow freely, cleaned out and applied Sikaflex sealant in areas around the west and north sides of the Police Department, met with contractors for repairs of the kiln exhaust fan at the GWC and condenser repairs at the old train station, hung feminine hygiene dispensers in

additional City bathroom areas, replaced various light bulbs, and cleared fence line area at the Maintenance Yard for fencing repairs. Usual custodial and disinfecting duties were completed as well.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 9/10/20 to 9/16/20. These sessions included arraignments, trials, and capias returns. Parking Ambassadors continue to handle parking appeals online.

Terri participated in a remote managers meeting on 9/10/20.

Terri presented the Judicial Budget to City Council on Monday, 9/14/20.

Interviews for the soon to be vacant CSR I position were completed and a selection was made.

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**Activity or Project:**

Court Sessions and Payments

**Description:**

From 9/10/20 to 9/16/20 Alderman's Court handled 36 arraignments, 32 trials and 6 capias returns. The court collected a total of 282 parking payments of which 235 were paid online and 47 were

paid at court. The court also collected criminal/traffic payments of which 40 were paid online and 10 were paid at court for a total of 50 criminal/traffic payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	09-16-2020
<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 10 for Court and September 14 for Council.

Tara participated in the management staff meeting on September 10.

Danielle attended week 3 of the Delaware Municipal Clerks Institute hosted by UD IPA on September 11. Topics covered include infrastructure assets and the Delaware Emergency Management Agency. This is a three year program that provides 60 education credits toward the Certified Municipal Clerk designation.

Staff finalized and posted the agenda and packet for the September 21 Council meeting on September 14.

Paul and Renee staffed the September 14 Council meeting. Follow up for the meeting was completed throughout the week.

Renee participated in the webinar "Governing Through Crisis - How Response Ready Is Your Administration?" taught by the former City Clerk of Ferguson, Missouri on September 15. This course is approved for 0.5 credits toward the Master Municipal Clerk designation.

Nichol staffed the Conservation Advisory Commission meeting on September 15. The CAC reviewed the planting plans for Curtis Mill, discussed reviewing the Sustainability Plan to

determine what goals they should concentrate on next, talked about the upcoming Planning Commission Subcommittee on the 2021 Comprehensive Plan Review and continued discussion on the topic of plastic straws.

Staff worked on implementation of the approved Boards and Commissions Diversity Initiative. Renee spent time scheduling nominees chosen by Mayor and Council for positions that have been closed 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 28 Council meeting and scheduling items for upcoming Council agendas.

Renee spent time preparing for the Legislative Department FY2021 budget presentation, which had its public hearing at the September 14 Council meeting.

Renee, Tara, Danielle and Nichol 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.

Tara reviewed several building permits.

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

- \* Provided documents and closed a September 4 FOIA request for applications/site plans for cell phone towers during June to present from SBA Communications Corp
- \* Provided a response and closed a September 10 FOIA request for a property outside of City limits from EnviroSueinc
- \* Provided a document and closed a September 11 FOIA request for properties with water shutoff within the last 3 months from Jaimie Osborn
- \* Provided a response and closed a September 14 FOIA request for 908 Pickett Lane code violations/liens/open permits from Andrea Funk
- \* Provided a response and closed a September 15 FOIA request for a property outside of City limits from Tracy Pierce
- \* Circulated to staff a September 16 FOIA request for 115 Sandy Drive spills/fires/permits/COs/violations/complaints from Peter Kiedrowski

Regarding minutes, staff time was spent on the August 11 Conservation Advisory Commission (Tara edited - complete), August 20 Board of Adjustment (Tara edited - complete), September 8 Council (Nichol drafted) and September 14 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes, the July 30 Election Board and September 15 Conservation Advisory Commission minutes are currently in the queue.

2 discovery requests were fulfilled for upcoming Alderman's Court cases. 268 discovery requests

have been filled so far for 2020. The September 24 court calendar was received and 10 case files were compiled for the Deputy City Solicitor. 23 court calendars with 313 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 17 new lien certificate requests this week, which were sent to Finance for processing. 6 lien certificates were completed and sent to the requestor. 291 lien certificates have been processed for 2020.

**Activity or Project:**

Digital Records Project

**Description:**

Samantha worked on a draft strategic plan for opening public portals for TCM through Citizen Self Service and submitted it to the IT Applications team for feedback. While this project will likely be delayed until FY2022 due to revenue decreases from the COVID-19 pandemic, the team is working to figure out potential implementation strategies in the interim for when funds become available.

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 10-16 are below.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	
<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:**

Electric Department

**Notable Notes:**

The line crews were dedicated to the Fulton Bank project this week because the developer needed to move the bank personnel into trailers right away. The crews installed a pad mount transformer, pulled 600' primary underground cable, installed pole hardware, and terminated the cables. The line crews also installed the terminations for the Morris Library changeover.

The electricians and meter tech were busy doing electric turn ons for the University student move ins. They also worked on recloser issues and performed the monthly spill prevention inspections of the substations.

Engineering met with Delmarva to go over their modifications to their substation adjacent to our Kershaw Substation. They are upgrading their spill prevention system and one of our 34kV transformers is in their yard and shares their system. Engineering also worked with Finance to check and compile all the solar installations in the City for a federal report and for DEMEC. Engineering also worked up pricing for a couple of University feeder upgrades along Academy Street.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**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).

We have prepared two resolutions and a memo for Council seeking approval to lease two pieces of equipment, versus paying cash for them outright, as has been the previous practice. The resolutions and necessary budget adjustment will be on the September 28 agenda.

Staff also worked on the July and August financial reports. Both will be presented to Council at the September 28 meeting.

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:

09/14 & 9/15: Internal meetings

09/17: Monthly City of Wilmington Utilities Citizens Advisory Board – Director Del Grande serves as an appointed position from New Castle County.

09/18: Met with Fitch Ratings to discuss the City's bond rating

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**Activity or Project:**

2021 Budget

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**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 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>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
Payments & Utility Billing	
<b>Description:</b>	
Stats for the week ending of 9/11: Call volume dropped 30% from the previous week (442 vs. 627), due to the student move-in process coming to an end. Call volume continues to consist of electric customers seeking to become current on their outstanding balances.	
<ul style="list-style-type: none"> <li>• Customer Calls/answered: 362/442.</li> <li>• Average call time: 5:08 (about a minute longer than average)</li> <li>• Longest hold: 7:12</li> <li>• Payments processed: 3,451</li> <li>• Pay by phone payments: 119</li> <li>• Active Customer Connect Accounts: 7,772</li> <li>• Customers signed up, not on pre-authorized payments: 5,186</li> <li>• Budget Billing: 270</li> <li>• Echeck/PAP Customers: 1,327 (includes budget billing)</li> <li>• Credit Card PAP Customers: 1,259 (includes budget billing)</li> </ul>	
<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2020
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

<b>Department:</b>
Information Technology Department
<b>Notable Notes:</b>
Applications Team:
Open Support Tickets from Previous Week - 56
Open Project Tickets from Previous Week - 16
Open Tickets with Vendor R&D from Previous Week - 21
Tickets Opened in the Last Week - 43
Tickets Closed in the Last Week - 38

Remaining Open Support Tickets - 61  
 Remaining Open Project Tickets - 16  
 Remaining Tickets with Vendor R&D - 21

1. Skype meeting with Honeywell to discuss Gatekeeper issues on 9/10.
2. Meeting with HR and Payroll to review open enrollment procedures through ESS on 9/14.
3. Skype meeting with Harris to review and discuss open support tickets on 9/15.
4. GoToMeeting with Paymentus to discuss Tyler conversion project and EMV devices on 9/16.
5. Webex with Harris Smartworks to discuss existing service package hours on 9/16.
6. GoToAssist with Tyler to review Paymentus issue on Citizen Self Service Test environment on 9/16.
7. Teams meeting with Electric Department to discuss Smartworks Compass service package hours and best way to utilize on 9/16.
8. Continued working on preparing user acceptance testing documents and timeline for the upgraded Northstar TEST environment.
9. Worked on and resolved support tickets for end users.
10. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Waiting on date confirmation from PUB Manager for User Acceptance Testing and Live upgrade for Northstar.

Infrastructure Team:

Open Support Tickets from Previous Week - 70  
 Open Project Tickets from Previous Week - 25  
 Tickets Opened in the Last Week - 73  
 Tickets Closed in the Last Week - 62  
 Remaining Open Support Tickets - 81  
 Remaining Open Project Tickets - 25

1. Met with Honeywell regarding GK issues.
2. Made configuration changes to temporarily improve GK connectivity.
3. Established standard workstation build.
4. Worked with UD to schedule MPLS cutover.
5. Installed new printer in the Sergeant's office.
6. Met with Secureworks to determine information needed for asset validation.
7. Provided raw data for asset validation.
8. Worked with PW&WR to update GIS.
9. Modified the upload prep script.
10. Updated tablet inventory.
11. Produced monthly phone usage reports.
12. Continued WFH support.
13. Worked on and resolved support tickets for end users.
14. Actively responded to and resolved Secureworks alerts.

Pending:

1. Complete data cabling for the new parking office.

2. Produce asset validation report.
3. Validate GW duplex settings.

**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 for park signage; met with representatives from The Newark Partnership (TNP) about showing the John Lewis: Good Trouble as an outdoor movie and TNP Civic Engagement discussion at a scheduled virtual meeting at a to be determined date after the movie; reviewed two subdivision plans for comment; placed additional COVID-19 awareness signage to help remind park users about social distancing, wear mask if you can't maintain safe social distance, etc.; worked on updating the Landscape Screening and Treatment Ordinance draft document.

Deputy Director: Held conference call with Joe and representatives from the TNP regarding the possibility of cosponsoring a showing of the John Lewis: Good Trouble movie; held conference call with Joe and representatives from Newark Charter High School on the possibility of using their grounds for the movie showings scheduled for October; worked with Joe on the Outdoor Recreation, Parks and Trails grant application; contacted inflatable movie screen companies for quotes on screen rentals and contacted movie rights companies for prices to show movies; worked with Tyler and Melinda in reviewing the new manuals for Child Care to include the COVID requirements; worked with Marta on the updates to the personnel manual for the hourly rates due to the minimum wage increase; completed letter to send to The Newark Partnership to send out to their newsletter and mailing distribution list regarding sponsorship and donations for upcoming

revised fall and holiday season events; worked with Shelby and Melinda on the revised listing of fall and holiday season events to update in Civic Rec, on the website and create Facebook event pages for them; sent out reminders to staff to update personnel status forms for those affected by minimum wage increase; sent out reminder to staff about communication notices through our new registration software; worked with Tyler to send out information to parents for the youth soccer program and coordinated with parks maintenance to complete field preparations for the start of the programs; continue to work with Melinda and Sharon on the end of year report for the Delaware Division of the Arts grant; continue to update sponsorship and volunteer information in the new recreation registration software program, Civic Rec; 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; continued to work with Chrissy, Shelby, Melinda and Sharon regarding changes to upcoming fall events and marketing for them.

Recreation Supervisor of Athletics: Continues trying to secure a restaurant partner for Parks on Draft Fall edition; we have been approved to offer child care while elementary schools meet remotely, working to get a site going at West Park Elementary on 9/21, recruiting staff, holding interviews, updating manuals and procedures, registration has begun; youth soccer leagues started on Saturday at Fairfield Park, we had UD Men's Soccer Coach run a clinic to get things started; fall tennis lessons have begun and will continue to start new sessions this week; the adult softball league has been cancelled, we only had two teams interested; learning/working through some issues with Civic Rec, our new registration system.

Recreation Supervisor of Community Events: Worked with instructors that are teaching virtual classes to prepare for going live; completed the Camp REAL financial summary; sent email reminders to fitness class participants and instructors; working on Fall event details.

Recreation Specialist: Posted information on Facebook for activities starting in next two weeks; edited the COVID camp procedures manual and COVID camp plan to create new child care procedures and child care requirement manuals; updated and added in fall/winter events/information in Civic Rec; updated event information on the City Website.

Parks Supervisor: Mowed and weed control in horticulture areas; emptied trash cans and completed trash sweeps throughout park system; removed camp supplies from the George Wilson Center and placed in parks storage; continued the mowing cycle through various parks; delivered soccer goals to Fairfield Park for soccer programs; mowed several traffic islands.

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**Activity or Project:**

Outdoor Movie - John Lewis: Good Trouble

**Description:**

The TNP, City of Newark and Newark Charter School will be hosting an outdoor movie showing of John Lewis: Good Trouble. An account of legendary U.S. Representative John Lewis' life, legacy and more than 60 years of extraordinary activism – from a bold teenager on the front line of the Civil Rights movement to the legislative powerhouse. It will be held on Saturday, October 3 starting at 6:30 p.m. at Newark Charter High School, 200 McIntire Drive. Price is \$10 per adult - (\$5/ticket donated to Newark NAACP) and \$5 per student (up thru college) (\$2.50/ticket donated to Newark NAACP). Registration for the movie showing will be at [www.newarkde.gov/play](http://www.newarkde.gov/play). Pre-registration is required.

A follow-up event sponsored by the TNP will be held on Thursday, October 8 at 6:30 p.m. Newark Community Conversation: John Lewis Movie Discussion. Registration for this will be at <https://oct&newarkcommunityconversation.eventbrite.com>.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	10-03-2020
<b>Execution Status:</b>	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:

HVAC, plumbing, and electric are being installed at 90-96 East Cleveland Avenue. Drywall and trim is being installed at 392 South College Avenue. Exterior work is progressing, and walls are approved to be closed in on the second and third floors of Warner Hall, 280 The Green. At Thorn Flats and Lehigh Flats, Building N and Building 41 finals are in progress and the TCO has been approved for the leasing office in the clubhouse. At Newark Charter School, the loop road base is in construction, demolition of foundations is finishing up, walls are being closed in for the current renovations in the intermediate school, and steel is being erected for the commons building. Punchlist work is nearly completed with only one item remaining at Chase Bank, 700 Newark Shopping Center. Work at Newark Senior Living is still on hold due to COVID-19 with a tentative restart date of October 1. Demolition is completed and site demolition and grading in process at 321 Hillside Road. No significant milestones were met this week for the UD Green utility projects; the permit application for the electric feeder project for Drake Hall, Brown Lab, and Future Building X are still in review. Work has been completed on the Student Health Services trailer. A progress meeting was held this week on the Rodney Stormwater Park project.

Fire Marshal Dave Tynan worked with staff from the City Manager's Office on Main Street events (outdoor seating, alfresco, outdoor heating); worked with Code Enforcement Officer Tim Poole on outdoor seating; conducted Occupancy Load inspections as requested; conducted daily plan

reviews and site reviews on new and existing projects such as BPI, Whitney Athletic Center, Haines Street, Hyatt Hotel, Fulton Bank, and others; attended site meetings at Charter School and Green Mansion to go over fire requirements; continued to update Fire Code revisions in Munis; continued work on business license updates; continued to review and update Fire Marshal's office procedures; and, worked with the Delaware State Fire Marshal and Newark Police Department on multiple set fires. Fire safety registration inspections have been suspended until further notice. From an Emergency Management perspective, Fire Marshal Tynan is actively working with the City Manager's Office during Emergency Operation incidents; actively meeting with UD and NCC and DEMA on COVID-19 updates and planning; actively reviewing the EOP Plan and adding a Pandemic Annex with current concepts and plans being updated; emailing rough draft submissions to department heads; working on a training matrix; working with UD on EOC operations for home games; meeting with Parks and Recreation for upcoming events (EOP); and meeting with NCOEM, UDOEM, NOEM and the American Red Cross to go over our changes to plans.

Property Maintenance Inspectors report that most students have moved back in and they are fielding many complaints from parents about maintenance issues. It appears almost all residential rental homes are being occupied. Inspectors are completing daily inspections on areas citing for trash, high grass, and interior furniture on the exterior properties.

Property Maintenance also completed the following this week:

- 28 Inspections
- 25 Response to complaints
- 18 Citations issued
- 11 Violations issued

Code Enforcement Administration completed the following this week:

- 120 Incoming Calls
- 19 Permit Applications received
- 29 Permits issued
- 10 Walk Ins

Parking:

- Continued meetings regarding COVID-19.
- Continued to monitor front desk, Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Continued to produce financial documentation for Finance Department.
- Continued producing invoices for Purchasing.
- Continued handling residential and municipal permitting for returning students.
- Delivered packets to City Council.
- Helped to setup City's Alfresco event through event programming, signage, and blockades. Emailed those most effected by event and provided financial after.
- Management attended Subdivision Advisory Committee on Wednesday, September 16th for multiple proposed land use sites.
- Management attended Phase 1 closeout meeting with Kimley-Horn.
- Parking Supervisor Court Mulvanity represented Management in the Healthcare Advisory Committee and helped to inform and have members cast ballots for new healthcare proposal.

- Parking staff participated in the Online Permit Request Kickoff Call with T2 and provided expectations from the Digital Transformation.
- Resumed residential enforcement on Wednesday, September 16.
- Worked with T2/Purchasing to clarify some open invoices.
- Parking Ambassadors responded to a request from Parks and Recreation to clear vehicles that started parking on the walking trail upon return of students. Signage requested to help clarify no parking.
- Clarified with Public Works the process for painting yellow curbs at fire hydrants.
- Providing individually wrapped masks in office and through Parking Ambassadors.

#### 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.

On September 16, Planner Mike Fortner attended a meeting with the Parking consultant, Kimley-Horn, to review the Phase 1 Report and discuss Phase 2. Also, on September 16, Mike attended the Subdivision Advisory Committee meeting to review Planning Area 7 proposal. At the September 14 City Council meeting, Mike presented the special use permit application for Sean’s House to be located at 136 West Main Street.

The following was also completed this week:

- 2 Deed Transfer Affidavits
- 29 Building Permit Reviews

#### Land Use Projects Currently Under Review (updates in bold italics)

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.

94 East Main Street (formerly 92 & 96 East Main Street), Green Mansion, Parcel IDs

1802000033, 1802000034 (PR#18-10-01): The Planning and Development Department received revised plans for 94 East Main Street, formerly identified as 92 and 96 East Main Street, on September 10, 2020. The plan supersedes, in part, the record major subdivision plan for the Green Mansion, recorded September 30, 2019 in the Office of the Recorder of Deeds. The applicant is requesting a modification to the existing subdivision agreement to substitute a 144-room hotel and 20,000 square feet of office space for a 104-room hotel and a 48-unit residential building. They also are also requesting a 39-car parking waiver primarily for the residential portion of the project. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on September 16, 2020.

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. Revised plans were received by the Planning and Development Department on September 15, 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, 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. 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. City Council approved the special use permit at their meeting on September 14, 2020.

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.

MEG/mv/ac

cc: Chairman and Members of the Planning Commission  
Chairman and Members of the Conservation Advisory Commission

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**Activity or Project:**

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

Police Department

**Notable Notes:**

- On September 10th, Chief Tiernan attended the police academy graduation of our three newest police officers, Ryan Parker, Alessando Iommelli, and Robert Young. Officer Iommelli was awarded the Secretary of Safety & Homeland Security Award for his commitment to teamwork and service while attending the academy. Due to COVID-19, the recruits were only allowed to invite four family members to attend, in addition to the Chief of Police.

**Patrol, CID, Special Operations & Administration Units:**

- On September 9, 2020 at approximately 1728 hours, officers responded to the area of 1120 South College Avenue to assist the New Castle County Police Department who had several people detained. Upon arrival and investigation, it was determined that a male defendant approached a male victim with a baseball bat while yelling he was going to hurt him. Officers learned that the defendant recognized the male victim as an individual who had punched his car the day before in a road rage incident. Since the threatening behavior occurred within the jurisdiction of the Newark Police Department, NPD officers arrested the defendant for aggravated menacing and terroristic threatening. He was presented before Justice of the Peace Court #2 and was released on unsecured bail.
- Detective Keld continues to investigate a reported assault that occurred on 9/11/2020 at 3:00 a.m. on Haines Street, south of Continental Avenue. During the incident, the female victim was walking when a black sedan stopped near her. The male driver exited the vehicle and asked the female to come with him, but the female declined. As the female began to walk away, the suspect placed his hands on her shoulder and attempted to steer her towards his car. The victim started to run away but fell to the ground. The suspect then grabbed her ankle and began to pull her towards his car. The female was able to break free and ran away from the area. The suspect is described as a black male, 18-22 years old, 5'8'', thin build, short hair and facial hair. Anyone with information about this incident is asked to contact Detective Keld at [pkeld@newark.de.us](mailto:pkeld@newark.de.us) or 302-366-7100 ext. 3106.
- Lieutenant Nelson is investigating multiple reports of checks being stolen from the United States Postal Service outgoing mail. The suspects have taken the mailed checks, altered them, and then cashed them at various locations throughout the United States. Anyone with information

about the thefts or who has been a victim of this type of theft should contact Lieutenant Nelson at [fnelson@newark.de.us](mailto:fnelson@newark.de.us) or 302-366-7100 ext. 3119.

- On September 11, 2020, Lieutenant Dennis Aniunas and Victim Services Coordinator Melissa Pennachi participated in the community overdose prevention training at Edna C. Dickey Park. Also, Ms. Pennachi, who is the chairperson for the Victims' Rights Task Force, has been participating in planning this year's Day of Remembrance for Murder Victims. This year's event will be held virtually via Zoom on 9/24/2020 at 7:00 p.m. Additional event information can be found on the Victims' Rights Task Force Facebook page at [www.facebook.com/delvrtrf](http://www.facebook.com/delvrtrf).
- On September 14-15, 2020, officers completed annual in-service training on various topics including Taser recertifications, Protection From Abuse Order Weapon Relinquishment, State Bureau of Identification (SBI) fingerprint system updates and review, multiple policy reviews, legal updates, Mental Health Refresher Training, Mandatory Child Abuse Reporting, Biased Based Profiling, AED Review and DNA collection. Instructors included both in-house NPD instructors as well as partners from SBI, the Attorney General's Office and the FBI.
- During this week, three new police officers, Ryan Parker, Alessandro Iommelli and Robert Young, who graduated from the Delaware State Police Academy last week have begun their intensive 12-week field training program.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:**

Completed

**Expected Completion:**

09-17-2020

**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:**

Public Works and Water Resources Department

**Notable Notes:**

CSX will be closing the railroad crossings of West Main Street and New London Road beginning at 5 a.m. on Sunday, September 27 for track maintenance and repair. The repairs are expected to be completed by noon on Wednesday, September 30. Access to the one-way section of New London Road will be from West Main Street.

We will be increasing our bulk refuse collection service to address the backlog created by the COVID-19 related staffing changes. We anticipate the wait time to be back within a few weeks by the middle of October. We appreciate the patience the residents have had while scheduling these pickups more than a month in advance. We will continue to provide reminder phone calls for those that are scheduled several weeks in advance.

Tyre Avenue Closure - The Fulton Bank developer will be installing sanitary sewer and water infrastructure for the new project, which will require the closure of Tyre Avenue for up to 10 days beginning on September 28. They are still investigating the use of existing pipes which would reduce the closure duration; however, they are submitting plans for the closure as early as September 28th. Message boards will be required for advanced notice.

Crews were dispatched to Nottingham Road on Friday, September 11 for a water main break. The location within Nottingham Road near Tanglewood Drive made the repair more difficult with traffic control and flaggers needed. The repair was completed that day and several residents were placed on a boil water advisory that was lifted on Wed., September 15. The repair was made on the pipe that was in very bad shape, adding to our list of pipes in poor condition in need of rehabilitation or replacement. Continued investment in our infrastructure is imperative to keeping our system running efficiently.

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**Activity or Project:**

Rodney - Park and Pond Construction

**Description:**

The contractor continues to move dirt and shape the pond area. The first concrete pour was completed on September 17 for the foundation of the wall that will separate the forebay from the larger pond area. The forebay is intended to capture large debris and settle out solids that may enter the pond and to slow the velocity of the incoming water.

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

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**Activity or Project:**

Water Quality Ambassador Program

**Description:**

We have had an overwhelming response to a program we rolled out over the past week to assist the City in performing required lead and copper testing within our system. The testing will be performed over the next 18 months and will require the customers to provide three (3) samples over the course of the study, in return for a bill credit. We have reached the limit of customers that are eligible for a bill credit; however, we are able to provide lead and copper sampling for customers free of charge if desired. Please contact PW&WR if you are interested in this sampling.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	09-30-2020
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

Digital Records Project New Documents Created – September 10-16

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	168	1,810	Parks and Recreation termination files; A/P batch invoices
Fred	171	171	Work order attachments; Working remotely on modifications
Ana (PT)	1	7	Working remotely on modifications
Total	340	1,988	

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 09/06/20-09/12/20

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	3	4	1	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	13	1
Burglary	50	29	3	95	73	0
- Commercial Burglaries	5	8	1	8	42	0
- Residential Burglaries	34	17	1	53	15	0
- Other Burglaries	11	4	1	34	16	0
Theft	390	326	15	290	122	3
Theft/Auto	31	47	3	8	15	0
Arson	0	0	0	0	0	0
All Other	80	122	7	91	78	1
<b>TOTAL PART I</b>	<b>592</b>	<b>563</b>	<b>29</b>	<b>521</b>	<b>334</b>	<b>5</b>
<u>PART II OFFENSES</u>						
Other Assaults	195	201	8	114	149	6
Rec. Stolen Property	0	1	0	10	7	1
Criminal Michief	105	82	3	81	42	1
Weapons	18	10	1	52	34	0
Other Sex Offenses	0	0	0	7	0	0
Alcohol	146	28	3	261	30	0
Drugs	150	39	1	232	70	5
Noise/Disorderly Premise	467	387	28	170	142	9
Disorderly Conduct	116	103	6	91	56	1
Trespass	184	209	10	77	32	1
All Other	247	194	3	318	197	7
<b>TOTAL PART II</b>	<b>1628</b>	<b>1254</b>	<b>63</b>	<b>1413</b>	<b>759</b>	<b>31</b>
<u>MISCELLANEOUS:</u>						
Alarm	115	113	6	0	0	0
Animal Control	439	341	15	2	20	0
Recovered Property	162	132	2	0	0	0
Service	24528	20790	483	0	0	0
Suspicious Per/Veh	330	298	14	0	0	0
<b>TOTAL MISC.</b>	<b>25574</b>	<b>21674</b>	<b>520</b>	<b>2</b>	<b>20</b>	<b>0</b>

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	925	32,318	645	25,494



**Newark Police Department  
Weekly Traffic Report  
09/06/20-09/12/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	8721	3093	266	32
DUI	164	67	6	3
<b>TOTAL</b>	<b>8885</b>	<b>3160</b>	<b>272</b>	<b>35</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	2	0	0	0
Personal Injury	179	95	7	5
Property Damage <b>(Reportable)</b>	824	469	30	13
*Hit & Run	184	107	8	5
*Private Property	215	99	9	4
<b>TOTAL</b>	<b>1005</b>	<b>564</b>	<b>37</b>	<b>18</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.