

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

Monday night was a regular Council meeting. During the meeting, staff received approval to extend our Alfresco Dining series of Main Street through the first Wednesday in December. Staff began outreach to affected businesses following the meeting and will be working with them over the coming weeks to update their ABC permits and the DelDOT event permit. New Castle County announced a new outdoor dining grant program that provides up to \$5,000 to be used to pay for equipment and supplies necessary for outdoor dining. Several of our Newark restaurants have already applied and we have begun outreach efforts to make the rest aware of the program if they were not already. Grant information including a link to the application can be found here: <https://committeeof100.com/>.

Director Del Grande and I finished preparation of our CIP Budget presentation that will be given to the Planning Commission on Tuesday, October 20th at 7:00 as required by City Code. Director Del Grande and I spent time working on issues surrounding some of our larger utility accounts that were facing disconnection this week. We also spent time researching and contacting accounts with larger tax delinquencies.

I am participating on the interview panel for The Newark Partnership's Executive Director position. We have decided to extend the posting again to allow more time for applications. In preparation for the interviews, I began preparing draft interview questions and scoring sheets for review by the interview panel ahead of the interviews. If you know someone who may be interested in the position, information can be found here: <https://www.indeed.com/job/executive-director-51e64b730c90cf5f>.

The HR team continued work on the ongoing FOP negotiations together with our labor attorney and Deputy Chief Farrall. The current CBA expires at the end of 2020 and we would like to get the successor agreement in place ahead of the current contract's expiration.

Deputy Chief Farrall, Director Del Grande and I participated in another meeting of the Local Service Function Task Force on Thursday. We are getting very close to completing the proposed legislation and anticipate we will only need to meet one more time to wrap up the effort. We have a meeting scheduled for November for that purpose and hope to have the bill approved in early January for implementation ahead of the County's FY2023 budget.

Staff met with Councilman McDermott to discuss our property maintenance inspection process and how we handle nuisance properties. Following the meeting, staff plans to continue research on potential options to help bring frequent violators into compliance more quickly.

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

Communications:

#### Chief Communications Officer:

- Attended the check presentation with TNP, NAACP, Mayor Clifton and City Manager Coleman
- Participated in Tuesday night's CAC meeting
- Participated in the Safety Committee and Employee Wellness Committee meetings
- Participated in PRSA's "Coffee, Communication and COVID" conversation with state, public health leaders
- Working with local health and fitness organizations to offer discounted memberships and classes for staff
- Met with CGI Company to discuss renewing contract for web videos for the City and local businesses. This effort will be supported by TNP if pursued.

#### Newark animal control officer rescues hawk trapped in train station:

[https://www.newarkpostonline.com/news/newark-animal-control-officer-rescues-hawk-trapped-in-train-station/article\\_0014d52d-654d-5f97-8729-b3801668c22a.html](https://www.newarkpostonline.com/news/newark-animal-control-officer-rescues-hawk-trapped-in-train-station/article_0014d52d-654d-5f97-8729-b3801668c22a.html)

#### After spike of COVID-19 at University of Delaware, Newark cases flattening:

[https://www.wdel.com/news/after-spike-of-covid-19-at-university-of-delaware-newark-cases-flattening/article\\_0aaae27e-0d86-11eb-ac8f-e3e1daaa3658.html](https://www.wdel.com/news/after-spike-of-covid-19-at-university-of-delaware-newark-cases-flattening/article_0aaae27e-0d86-11eb-ac8f-e3e1daaa3658.html)

Getting restaurants winter-ready: [https://www.wdel.com/news/video-getting-restaurants-winter-ready/article\\_7083f91a-0e43-11eb-b025-57c541b5c3e7.html](https://www.wdel.com/news/video-getting-restaurants-winter-ready/article_7083f91a-0e43-11eb-b025-57c541b5c3e7.html)

#### State officials praise Newark and UD as the city's COVID-19 outbreak slows down:

[https://www.newarkpostonline.com/news/state-officials-praise-newark-and-ud-as-the-city-s-covid-19-outbreak-slows-down/article\\_f45ff4c1-33fe-558f-a99e-3bf0ec8e5fa9.html](https://www.newarkpostonline.com/news/state-officials-praise-newark-and-ud-as-the-city-s-covid-19-outbreak-slows-down/article_f45ff4c1-33fe-558f-a99e-3bf0ec8e5fa9.html)

#### Hudson reappointed to Newark's board of adjustment:

[https://www.newarkpostonline.com/news/hudson-reappointed-to-newark-s-board-of-adjustment/article\\_1fe32668-f243-50a0-9284-a7807ae70313.html](https://www.newarkpostonline.com/news/hudson-reappointed-to-newark-s-board-of-adjustment/article_1fe32668-f243-50a0-9284-a7807ae70313.html)

#### Restaurants turn to propane heaters to keep outdoor seating open in colder weather:

[https://www.newarkpostonline.com/news/restaurants-turn-to-propane-heaters-to-keep-outdoor-seating-open-in-colder-weather/article\\_c112ef78-82a8-550c-b1d7-390f6fae26e0.html](https://www.newarkpostonline.com/news/restaurants-turn-to-propane-heaters-to-keep-outdoor-seating-open-in-colder-weather/article_c112ef78-82a8-550c-b1d7-390f6fae26e0.html)

#### Web Content/Graphic Design:

- Scheduled public meeting notices via InformMe
- Created a PDF for the October 5th budget overview public comment response
- Posted the Landscape Screening and Treatment meeting agenda and scheduled on the City calendar for Wednesday, October 21
- Reformatted mask graphics for BigBelly trash can signs
- Updated Budget Central 2020 webpage
- Updates made to the staff directory on the City website

#### Human Resources:

##### Chief Human Resources Officer:

This week the HR team spent time reviewing the final applications for the police officer posting

which closed on Friday, October 9. The City received 63 applications through the website and approximately 50 applicants are approved to take the written and physical test on Saturday, October 24. The entire HR team will be assisting with the test on October 24 as proctors. We are still reviewing applications for the Customer Service Representative I in PUBS (Payments and Utility Billing). Applications for Administrative Professional I in the Planning and Development Department have been reviewed and interviews will be scheduled in the next few weeks as schedules allow. The HR team also extended the posting for the PW&WR Supervisor until November 13 to expand exposure to a larger population through APWA (American Public Works Association).

On Monday evening, CHRO Hardin presented Bill No. 20-28 which allowed management employees to carryover up to 10 additional days (above the 10 days currently allowable) of vacation in extreme and unforeseen circumstances. Employee must submit request in writing for City Manager review and approval. The City Manager and City Secretary must submit their request to City Council for review and approval. The employee must also use the carryover days by the end of the year or they are forfeited. Council is very supportive of management employees having work/life balance and expressed their desire for managers to make every effort to schedule time off to prevent burnout.

FOP Negotiations are currently underway, the current contract expires December 31, 2020. HR Administrator Marta Pacheco sent out the roster and evaluation forms for the 2020 performance evaluations to all managers/supervisors. Managers from Parks, PW&WR, Parking and HR met with representatives from AFSCME 1670 to discuss the Career Ladder test for their members to advance while also gaining skills and knowledge.

CHRO Hardin received the premium increases for 2021 healthcare plans so the HR team can officially begin preparations for open enrollment which starts on November 2 and will run through November 13. On October 23 and 26, the City Healthcare Insurance DVHT will be hosting the annual biometric screening for employees/spouses. The City will also be hosting a flu clinic for employees and covered dependents to get a free vaccine on October 23. The CHRO spent the rest of the week answering emails, taking phone calls, attending meetings and assisting various departments with HR related matters.

#### Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale continued to work with the Delaware Valley Health Trust to set up informational meetings with Newark staff ahead of open enrollment in November. He additionally set up a meeting later this month with CHRO Hardin and CCO Gravell relating to a potential social media personnel policy. He assisted City Manager Coleman and CHRO Hardin with several labor relations topics as well.

Mr. Martindale also fielded several calls from Seiberlich Trane Energy Services (STES) regarding the Energy Savings Performance Contracting (ESPC) project, which is now underway for multiple Energy Conservation Measures (ECMs). Finally, he posted and advertised Contract 20-10 (Corrugated Metal Pipe Lining) for Public Works on Friday. The bid opening for this contract is set for November 24, 2020.

#### Facilities Maintenance:

The FM team installed purple lights on the front of the Municipal Center in recognition of Domestic Violence Awareness Month, worked on outfitting the new Parking Office and moved items from the old Parking Office, continued working on the Electric Director's cabinets, worked with STES on the ESPC project, and continued general cleaning/disinfecting procedures.

**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 10/8/20 to 10/14/20. These sessions included arraignments, trials, capias return hearings and video hearings. Parking Ambassadors continue to handle parking appeals online. The court continues to do plea by mails and plea in absentias.

Sarah Campanelli's last day will be 10/23/20 and Shannan Brady will begin full-time in court on 11/2/20.

**Activity or Project:**

Court Sessions and Payments

**Description:**

From 10/8/20 to 10/14/20 Alderman's Court handled 40 arraignments, 36 trials, 7 capias returns and 2 video hearings. The court collected a total of 148 parking payments of which 124 were paid online and 24 were paid at court. The court also collected criminal/traffic payments of which 41 were paid online and 10 were paid at court for a total of 51 criminal/traffic payments.

<b>Status:</b>	Completed
<b>Expected Completion:</b>	10-14-2020
<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:**

Robert was in the office on October 8 for Court.

Renee and Danielle attended the annual FOIA Coordinator training through the Delaware Attorney General's Office on October 8.

Renee and Tara participated in the management staff meeting on October 8.

Danielle attended week 7 of the Delaware Municipal Clerks Institute hosted by UD IPA on October 9. Topics covered included women in government. This is a three year program that provides 60 education credits toward the Certified Municipal Clerk designation.

Renee participated in a call with City Manager Coleman, Finance Director Del Grande and the City's lobbyist on October 9 to discuss the Council direction from the October 5 Financial Workshop.

Staff finalized and posted the agenda and packet for the October 19 Council meeting on October 12.

Paul and Renee staffed the October 12 Council meeting. Follow up for the meeting was completed throughout the week.

Nichol staffed the October 13 Conservation Advisory Commission meeting. The Commission did not have a quorum, so they were unable to complete any business, but discussed the path forward for their straw initiative and commented on the upcoming Planning Area 7 proposal.

Renee worked on items for upcoming Council meetings, including drafting the agenda for the October 26 Council meeting, working on packet items for the October 19 Council meeting, and scheduling items for upcoming Council agendas.

Renee completed an application for The Center for Tech and Civic Life COVID-19 Grant Program for local government election offices. If awarded, this grant would provide a minimum of \$5,000 towards reimbursement for the COVID-19 related expenses from the City's 2020 Council election and free up CARES Act funds for other City needs.

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

Tara spent time working on union-related items.

Tara reviewed several building permits and processed escrow and letter of credit releases.

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

- \* Provided a final administrative cost to the requestor for an August 10 FOIA request pertaining to stale dated AP checks and outstanding checks from Retained Equity
- \* Provided an out-of-state decline response and closed a September 19 FOIA request pertaining to Michael Ayele from Michael Ayele
- \* Requested an update from staff regarding a September 25 FOIA request regarding 100/200/300/400 Interchange Blvd. requesting building violations/COs
- \* Requested an update from staff regarding a September 28 FOIA request regarding 47 Kent Way from John Morgan
- \* Provided a document and closed an October 2 FOIA request for addresses with water shut off between August 1, 2020 through October 1, 2020 from Tyrone Jackson
- \* Circulated to staff an October 8 FOIA request for policy/procedure concerning retention of complaints of excessive force specifically schedules for retention or destruction from Kevin Maher
- \* Provided an investigatory/pending investigation decline response and closed an October 9 FOIA request for police reports from Sarah B. Cole, Esq.
- \* Circulated to staff an October 13 FOIA request for 1001 College Square Shopping Center pertaining to spills/fires/violations/complaints/COs/site plans from Environmental Alliance

Regarding minutes, staff time was spent on the September 17 Board of Adjustment (Nichol drafted), October 5 Council (Nichol drafted) and October 12 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes, the July 30 Election Board and October 13 Conservation Advisory Commission minutes are currently in the queue.

10 discovery requests were fulfilled for upcoming Alderman's Court cases. 312 discovery requests have been filled so far for 2020. The October 22 court calendar was received and 9 case files were compiled for the Deputy City Solicitor. 27 court calendars with 357 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 16 new lien certificate requests this week, which were sent to Finance for processing. 19 lien certificates were completed and sent to the requestor. 339 lien certificates have been processed for 2020.

**Activity or Project:**

Digital Records Project

**Description:**

Tara worked on preparing Legislative Department scanning for transfer to Ana on a temporary basis. The part-time position that would typically do this work is vacant and will remain unfunded in FY2021, so staff is working to realign responsibilities to ensure the work for that position stays current while the position is open.

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

The scanned document numbers for October 8-14 are below.

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

**Activity or Project:**

Recodification

**Description:**

Renee spent time finalizing proofs for submission to the recodification vendor.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	12-31-2020
<b>Execution Status:</b>	Behind Schedule

**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 finished the Williamsburg cable replacement and returned circuits to normal. The line crews also repaired a primary cable on Julie Lane, fixed hot spots, and installed more line insulation at the Fulton Bank project for crane safety.

The electricians troubleshot a substation transformer after it lost one of its voltage transformer outputs. They also worked on an air handler at the yard and pulled CAT5 cable at City Hall.

Engineering worked on getting new SCADA equipment to work with the new SCADA system. Engineering also worked on smart meter issues pertaining to outage notification and continued working on relay coordination at the new UD Athletic Complex.

Engineering attended a Hazard Mitigation Workshop given online by New Castle County and completed online continuing education courses.

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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:**

The City continues to reach out to our utility customers to help those in need of a payment arrangement and 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. Residents and businesses may be eligible for financial assistance via the CARES Act if they have been impacted by COVID-19.

All obligations due to the City can be made online 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).

Annual tax bills were due on September 30th. Tax payments can be paid online directly via: [www.newarkde.gov/payments](http://www.newarkde.gov/payments). Delinquent tax bills are being prepared to be mailed out. Those in arrears are encouraged to contact the Finance Department via: [tax@newark.de.us](mailto:tax@newark.de.us) to establish a payment arrangement.

The posting for the vacant Customer Service Representative I position closed. There were well over 50 applicants for this position. Staff reviewed and is planning on interviewing about 15 of the applicants. Times for interviews are in the process of being determined. This position is vacant in PUB due the transfer of one of our CSR's to the Alderman's Court (to fill another vacancy).

On Monday, October 5th, we held our Budget Workshop with Council. Staff was able to bridge the \$2 million revenue gap as discussed during this meeting. During the workshop, a 1% tax increase, and adjustments to the water and sewer customer charge were presented. Since the meeting, we have removed the 1% tax increase, and will not be recommending a tax increase for 2021. The advertisement in the Newark Post is scheduled for 10/16. All presentations can be found on Budget Central: <https://newarkde.gov/1007/Budget-Central>.

The City underwent its first Single Audit in several years for 2019. Single audits are required (in addition to the annual financial audit) when an entity receives/spends more than \$750,000 in Federal funds in a given year. For 2019, the City expended just over \$3 million in federal funding, and are happy to report that there were no material weaknesses nor significant deficiencies determined to exist per our auditor CliftonLarsenAllen LLP. Our auditor has submitted the Single Audit to the Federal Clearinghouse for acceptance. Single Audit is attached.

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**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
- o 10/20/2020: Planning Commission review of CIP
- o 11/02/2020: Budget Hearing #1
- All documents can be found on Budget Central: <https://newarkde.gov/1007/Budget-Central>.

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

**Description:**

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

### City Manager's Weekly Report

**Department:**

Information Technology Department

**Notable Notes:**

Applications Team:

Open Support Tickets from Previous Week - 57  
 Open Project Tickets from Previous Week - 15  
 Open Tickets with Vendor R&D from Previous Week - 34  
 Tickets Opened in the Last Two Weeks - 64  
 Tickets Closed in the Last Two Weeks - 62  
 Remaining Open Support Tickets - 49  
 Remaining Open Project Tickets - 16  
 Remaining Tickets with Vendor R&D - 43

1. Hosted session with consultant to review our current SharePoint workflows for migration to MS Power Automate on 10/1.
2. Webex with Paymentus to discuss existing Tyler conversion project on 10/2.
3. Attended Northstar Boot Camp training with PUB team members on 10/6.
4. Worked on and corrected the ebill notification issue with the utility billing software on 10/8.
5. Skype call with Harris Northstar to review outstanding support tickets on 10/13.
6. Attended GoToMeeting for the Cash Management Module for Tyler on 10/13.
7. Attended GoToMeeting to discuss SaaS solution with Tyler on 10/14.
8. Updated and sent annual report to NCC for sewer billing.
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. Requested upgrade of Northstar TEST environment to latest version, waiting on installation date.
3. Upgrade of mCare TEST environment to latest version scheduled for 11/10.
4. Upgrade of Customer Connect TEST environment to the latest version scheduled for 11/10.
5. Scheduling of gatekeeper swap for firmware upgrade and troubleshooting of WAN issue.

**Infrastructure Team:**

Open Support Tickets from Previous Week - 80

Open Project Tickets from Previous Week - 23

Tickets Opened in the Last Two Weeks - 154

Tickets Closed in the Last Two Weeks - 154

Remaining Open Support Tickets - 85

Remaining Open Project Tickets - 18

1. Moved fiber connection to the new parking office.
2. Assisted parking staff in moving and configuring equipment.
3. Server patching and vulnerability remediation.
4. Continued WFH support.
5. Worked on and resolved support tickets for end users.
6. Actively responded to and resolved Secureworks alerts.

**Pending:**

1. Working with police to move records from on prem network storage to SharePoint.
2. Gathering quotes from vendors on a system that allow easier remote participation of onsite council meetings.
3. Installing new Aerohive access points in the basement in City Hall.

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

Parks and Recreation Department

**Notable Notes:**

Director: Met with Chrissy on upcoming volunteer projects and clean up day areas; inspected several parks for maintenance issues and future projects; reviewed two subdivision plans for comment; continued working with DNREC for the updated Newark Area Parks map; reviewed Capital Projects with the Finance team in preparation for the presentation to the Planning Commission; met with the recreation staff about upcoming events and activities; met with Tom Z. and Chrissy about upcoming Girl Scout project to add a Mutt Mitt Station in Stafford Park; working on the park sign bid packages; conducted parks maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Met with Joe, Jeff and Tom regarding the grass cutting contract; met with recreation supervisors regarding winter/spring programming; worked with Sharon to finalize details for the upcoming Halloween Scavenger Hunt, NewBark Pawlooza and Hall Trail Holiday Hoopla; completed PSA for Halloween Party at the GWC along with the Fall Fun Family Activities and worked with Shelby to send out; attended quarterly PAL meeting; continued to collect updated certificates of insurance for contracted staff; held weekly staff meeting; coordinated check presentation for donation of half of revenue received from the Jon Lewis: Good Trouble outdoor movie to the Newark NAACP; worked with Chrissy, Joe and Jeff regarding the schedule of use for the Wilson Center and the roofing repairs slated to begin in December; worked with Shelby on flyers to send to the local schools for upcoming events through Peachjar; met with Chrissy and Joe to finalize details for the upcoming Thanksgiving Day Thankful for You Drive Thru event; spoke with Tom, Joe and Chrissy about Girl Scout silver award project; coordinated with Chrissy and Tom on upcoming volunteer dates for missionaries and the work for the week at Lumbrook and Stafford Parks; spoke with WHY Y regarding upcoming Halloween Party and Fall Family Fun activities along with the Halloween double movie feature; updated the 2020 accomplishments for the CIP presentation to the Planning Commission with Joe; worked with Shelby to create an Eblast to send to local pet related businesses and non-profits regarding the upcoming NewBark Pawlooza; worked with Shelby on weekly Eblast information; continued to discuss with Tyler changes for childcare if school reopens to hybrid learning; spoke with Sharon on upcoming CERT class and Community Garden information; worked with Shelby to create flyers and posters of all upcoming October events; worked with Shelby and Tyler to create a basketball survey to send to previous participants regarding their comfort level in playing in a league indoors with the current state COVID guidelines.

Recreation Supervisor of Athletics: Planning for winter/spring programs, lots of questions on what we may be able to offer as we await a return to Christina School facilities; parent/child golf began 10/6; developed a youth basketball survey that was sent out to previous participants; working on a safety plan for youth basketball and a template to be used for any facility use requests at Christina School buildings.

Recreation Supervisor of Community Events: Finalized Halloween Adventure Scavenger Hunt story featuring Calamity and Mischief and items related to it; ironing out the details for the Fall Fun activities at the Wilson Center, making piling lists, etc.; ending session one of fitness classes and promoting the start of new sessions for fitness and adult dance classes; and collecting insurance certificates from contractors.

Coordinator of GWC and Volunteers: Continued volunteer recruitment and items needed for the Fall Community Clean Up scheduled for Saturday, October 17; finalized information for a volunteer group of missionaries scheduled to volunteer throughout October and November; provided an orientation for volunteers on Thursday and Friday spreading wood carpet in the play

areas of Stafford Park and Lumbrook Park and doing litter removal in Lumbrook Park; continued to communicate with a Girl Scout who would like to install a Dog Waste Receptacle in Stafford Park for a Silver Award; finalized items needed for the Second Saturday History stroll that took place on October 10 with a total of 36 participants; continued to work on items needed for the Halloween Party at GWC and the Thankful For You Drive-Thru coming up this Fall; provided additional orientations for GWC Attendants on 2021 permits and Civic Rec; attended weekly staff meeting; met with the Deputy Director on October 8 to discuss winter/spring 2021 programming; worked with the Parks Superintendent to arrange fall decorations outside of the George Wilson Center; continued to communicate with current and perspective renters of the George Wilson Center.

The main hall was rented on October 10 from 12-3 p.m. for a 2nd Birthday Party with an overall attendance of 18 people; the main hall and kitchen were rented on October 10 from 4-10 p.m. for a Baby Shower with an overall attendance of 80 people; the main hall was rented on Sunday, October 11 from 3-8 p.m. for a Baby Shower with an overall attendance of 90 people; 3 of 7 church rentals rented on Sunday, October 11. Volunteer Hours: 10 volunteers, 30 hours spreading wood carpet at Stafford and Lumbrook Parks and litter removal at Lumbrook Park.

Recreation Specialist: Assisted Sharon with the Halloween Scavenger Hunt Calamity/Mischief storyline, shopped for/purchased missing items for hunt, helped her pull/organize items for Calamity/Mischief and for Family Fall activities; assisted Tyler with modifications to the Childcare COVID manual to meet the Christina School District facility use requirements; posted Fall activities on Newark Post online calendar; started working on labeling online photos with photo cues (i.e. kid with pumpkin, face painting, etc.). It has been a challenge to find photos for postings on Social Media.

Parks Superintendent inspected one proposed landscape plan and commented as needed, continued on Tree City USA and Growth Award applications, talked with two residents concerning tree and trail issues, oversaw tree and tree guard installation on Main Street by contractor, met with landscape contractor to develop list of plant materials needing replacing in the three basin areas and two parking areas at Newark Preserve, attended Zoom training session for upcoming CPSI ( Certified Playground Safety Inspector) test, assigned field staff daily and assisted as needed and met with arborist contractor concerning two trees to be removed.

Parks staff mowed all horticulture areas and several park areas, delivered wood carpet safety surfacing material to Lumbrook and Stafford Parks for volunteers to spread under/around all play/swing units, did interior bed maintenance, did planting bed maintenance at City Hall and several Elkton Road islands, removed discarded cement mixer at Rittenhouse Park along entry drive, dragged/scarified all ballfields, lined soccer field at Fairfield Park, healed in trees at Parks Building and watered nursery stock, repaired bench at top of Reservoir that was vandalized and did trash removal throughout park system. Volunteer group spread wood carpet under all play/swing units at Lumbrook and Stafford Parks as well as doing trash pick-up at Lumbrook and Miller Parks.

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**Activity or Project:**

Downes and West Park Before and After Care

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**Description:**

Working with Downes and West Park Elementary Schools to try and provide Before and After School Care during the hybrid learning period that will begin in November. Still logistics to work out, but we will give any support that we can to the schools and our participants.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	11-09-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

**Department:**

Planning and Development Department

**Notable Notes:**

Code Enforcement:

Property Maintenance  
 Complaints: 21  
 Violations: 19  
 Inspections: 30  
 Citations Issued: 33

Front Desk  
 Code Phone Calls: 100  
 Other: 80  
 Walk-Up: 50

- Building permits were issued for 46 townhomes at 321 Hillside Rd.
- Certificate of Completions were issued for tenant spaces at 45 E. Main St.:
  1. Suite 202: Chi Omega
  2. Suite 205: Parking Authority
  3. Suite 206: College Town
- UD Warner Hall: 280 The Green: No significant milestones met this week.
- Thorn/Lehigh Flats: Building N and O finals in progress. Building 31, 61, and V rough

inspections are in progress. Building Q approved to be closed in.

- Newark Charter School: Loop road base in construction, demolition of foundations is being finished.
- Newark Senior Living: Currently on hold due to COVID-19. Tentative restart rescheduled for November 16, 2020.
- 321 Hillside Road/The Rail Yard: Site work progressing, Apartment Building A (#6000/#7000 units). Foundations in progress.
- UD Green Utility Projects: No significant milestones met this week. Permit application for electric feeder project for the UD Drake Hall, Brown Lab and future building review complete, awaiting permit issuance.
- Rodney Stormwater Park Project: Wier wall constructed, additional site work progressing.

#### Parking:

- Completed move over to new office. Parking Office was closed to the public on Monday, October 12th, while internet connectivity was brought up in location and secured, as well as moving furniture from one office to the other. The Parking Office is currently back up and running with little adverse effect to the public.
- Continued meetings regarding COVID-19 with Planning, Parking and Enforcement teams.
- Continued to monitor front desk, Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Continued increase in residential complaint calls, likely due to many still at work-from-home, while others now need to use roadways to go to work.
- Continued to produce financial documentation for Finance Department and producing invoices for Purchasing. Continued working with T2 on some abnormal bill amounts that the City wished to dispute and/or get more clarification on.
- Continued handling residential and municipal permitting for residents. Delivery to older residents or those with disabilities who had COVID concerns or unable to get to office at this time.
- Parking Ambassadors picked up and 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. Programming input into Passport to better convey no parking message on Main Street. One vehicle towed prior to event for parking in no parking area for several hours under a safety concern.
- Parking Ambassadors and Parking Office providing free masks to the public upon requests. 42 masks given out/accepted by those on the street. Parking Office is also giving out free masks to those who need them. Compliance seems to be increasing, although many are choosing to not wear the masks around their mouth while outside, but visibly have it around the neck or on the ear.
- T2 training regarding continued learning with digital transformation for all permits within the Parking Division.
- Follow-up meeting regarding Kimley-Horn Consultation and information to be provided to Council.
- Passport/Newark Parking sync meeting with Lily Williams to discuss 2021 plans for streets without Passport and the facilitator model proposed by Passport.
- Career Ladder Discussion attended by Courtney Mulvanity, regarding advancement of current AFSCME employees and building a test/matrix of position responsibilities.
- Major increase in booting/immobilization of vehicles this week. A single day saw over 10 boots and it seems many are not paying their citations but parking regularly within our lots.
- Worked with Finance/Payroll in regard to Coronavirus Leave.
- Reviewed Planning Commission CIP sheets.

#### Planning/Land Use:

- 3 Deed Transfer Affidavits
- 43 Building Permit Reviews
- 1 Certificate of Completion/Occupancy

Planning and Development Director and Planner Mike Fortner prepared for and presented in the Public Workshop presentation for the Transportation Improvement District (TID) on Wednesday, October 14, 2020.

Planning and Development Director and Planner Mike Fortner, Parking Supervisor Courtney Mulvanity and Parking Manager Marvin Howard had an internal meeting to discuss the draft phase I study of the Parking Study and next steps.

Planning and Development Director continued to work with staff on plan review and related issues.

#### 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.

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, 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. Staff comments were forwarded to the applicant on September 17, 2020.

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.

141, 143, 145 East Main Street and 19 Haines Street, Parcel IDs 1802000188, 1802000189

(PR#20-07-03)” On July 30, 2020, the Planning and Development Department received an application for a major subdivision with site plan approval for 141, 143, and 145 East Main Street and 19 Haines Street. The plans propose the demolition of the existing building at 19 Haines Street and 143 East Main Street, keeping the structures at 141 and 145 East Main Street, and construction of a new six-story mixed-use building with 17,540 square feet of commercial retail space, 60 two-bedroom apartments, and a four-story parking garage. Plans were distributed to the Subdivision Advisory Committee (SAC) for departmental review on July 31, 2020.

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**Activity or Project:**

**Description:**

**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:**

Police Department

**Notable Notes:**

Patrol Division:

- On October 9, 2020 at approximately 0055 hours, a male was walking on Courtney Street in the area of Haines Street. Three suspects approached the victim and ordered him to turn over personal property. The victim immediately fled on foot. As the victim ran away, he heard the sound of the slide of a firearm being racked. The victim fell to the ground as he fled and sustained minor injuries that did not require medical attention. The suspects did not obtain any property from the victim.
- On October 11, 2020 at approximately 0046 hours, Newark Police responded to New London Road for report of a subject who was injured in the parking lot after a reported physical altercation. Upon arrival, officers discovered a large pool of blood with no victim. A witness on scene advised the officers that a person from a neighboring residence on New London dragged the unconscious victim inside the house. Officers knocked on the door repeatedly, but the residents refused to answer the door even though the victim was in need of medical assistance. When the

residents were instructed that officers were going to make forced entry into the residence to provide medical care, the front door was then opened. The victim was discovered unconscious on the couch bleeding from the head. The victim was transported to CER by Aetna and the investigation remains active.

#### Special Enforcement Division:

- The Special Enforcement Division is conducting two (2) speed surveys, one on Wynwyd Drive, and one on Cheltenham due to complaints from residents regarding speeding vehicles. The division is also coordinating speed enforcement on Capitol Trail due to complaints from residents of speeding, racing and loud mufflers.

#### Auxiliary Services Division:

- On October 12, 2020, The Federal Justice Assistance Grant (JAG) was presented and approved by the City Council. The JAG Grant will support supplemental overtime details for the police department.

#### Administration Division

- The police officer application period has closed, and the Administration Unit is now preparing to administer the written exam and physical fitness tests in two weeks.

#### Criminal Investigations Division:

- On September 5, 2020 at approximately 2318 hours, Newark Police responded to a burglar alarm at a business in the 1200 block of Old Cooch's Bridge Road. Officers found that the building had been entered and property was stolen from inside. Surveillance video depicted a male and a female removing property from the business. Further investigation found that the suspects used forced entry to enter the business. Newark Police Detectives spoke with a witness who was in the area and the detectives were able to identify one of the suspects as Kristy Jones, 40, whose last known address was in Townsend, DE. A warrant was issued for Jones' arrest for charges of Burglary Third Degree, Conspiracy Second Degree, Theft Under \$1,500 and Criminal Mischief. Anyone with information about this incident, or the location of Jones, is asked to contact Det. W. Anderson at (302) 366-7100 x. 3469 or wanderson@newark.de.us.
- On October 12, 2020 at approximately 0733 hours, Patrol Division officers responded to the James F. Hall Trail in the area of Apple Road for a report of a vehicle in a stream. Upon arrival officers determined the operator of the vehicle had been driving on the bicycle trail westbound when the vehicle became disabled in the area of a pedestrian bridge. The operator of the vehicle fled the scene of the collision. A check of the immediate area revealed discarded US Postal Service outgoing mail, which was collected by police. Officers determined that the mail had been stolen from several US Postal Service mailboxes, specifically from mailboxes at Ritter Lane/Beverly Road, E. Main Street/Tyre Avenue, and Ruthar Drive in Harmony Hills. The thefts are believed to have occurred in the early morning hours of 10/12/2020. Anyone with information regarding this incident should contact Lieutenant F. Nelson at fnelson@newark.de.us or 302-366-7100 Ext. 3119.
- On October 14, 2020 Melissa Pennachi, Victim Services Coordinator for Newark PD, is joining a panel with a survivor and another advocate: "A Survivor Driven Multi-Disciplinary Response to Sexual Assault". The survivor, who reported her sexual assault to NPD in 2018, will discuss her experiences going through the civil, title IX, and criminal processes. Melissa, as well as the university-based advocate, will also discuss their takeaways from assisting her in navigating these systems. The webinar is part of the Delaware Criminal Justice Council's Victim Services Conference.

**Activity or Project:**

N/A

**Description:**

N/A

**Status:**

Completed

**Expected Completion:**

10-15-2020

**Execution Status:**

Completed

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

Public Works and Water Resources Department

**Notable Notes:**

The contractor at Rodney will be closing the walkway adjacent to the Oaklands Pool property from Hillside Road to the rear of the Rodney parcel to complete demolition and grading operations. The permanent closure will begin on Monday, October 19th. Access will still be maintained from Forest Lane.

Leaf Collection is ongoing and crews have made one full round of the City over the past week. As leaves continue to fall, we anticipate being able to complete the rounds each week until November, when it may extend to one collection every two weeks.

Field crews have been preparing our snow and ice fighting equipment for the upcoming winter season.

Our Bulk Collection service is back to normal scheduling and residents can expect to be able to schedule their items within two weeks of their request.

Staff attended a virtual meeting with representatives from Delaware Emergency Management Agency (DEMA), about Hazard Mitigation Assistance including flood mitigation grants and

resilient infrastructure grants. Staff will follow up with other departments to put together possible grant projects to take advantage of this funding opportunity.

**Activity or Project:**

South Well Field WTP Upgrades

**Description:**

The finished water tank is now up to it's completed height and the contractor is putting the final touches and connecting the intake lines. The Air Stripper building is now under roof and most work will be completed from inside the building. Site work, including paving and seeding will be started in the next few weeks.

**Status:** In-Progress

**Expected Completion:** 01-31-2021

**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 – October 8-14

Name	# of Documents	# of Pages	Types
Samantha	114	628	PWWR plot plan transfers; Working remotely on modifications
Sandy	69	5,319	City Manager Administrative files
Fred	312	312	Work order attachments
Ana (PT)	17	46	Legislative Department current files; Working remotely on modifications
Total	512	6,305	

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	11,907	-48,422
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.

**CITY OF NEWARK, DELAWARE**  
**SINGLE AUDIT REPORT**  
**YEAR ENDED DECEMBER 31, 2019**

**CITY OF NEWARK, DELAWARE  
TABLE OF CONTENTS  
YEAR ENDED DECEMBER 31, 2019**

<b>INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i></b>	<b>1</b>
<b>INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, REPORT ON INTERNAL CONTROL OVER COMPLIANCE, AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE</b>	<b>3</b>
<b>SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS</b>	<b>6</b>
<b>NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS</b>	<b>7</b>
<b>SCHEDULE OF FINDINGS AND QUESTIONED COSTS</b>	<b>8</b>



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Members of Council and Management  
City of Newark, Delaware  
Newark, Delaware

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Newark, Delaware (the City), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 26, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**CliftonLarsonAllen LLP**

Baltimore, Maryland  
June 26, 2020



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
FEDERAL PROGRAM, REPORT ON INTERNAL CONTROL OVER  
COMPLIANCE, AND REPORT ON THE SCHEDULE OF EXPENDITURES OF  
FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

Members of Council and Management  
City of Newark, Delaware  
Newark, Delaware

**Report on Compliance for Each Major Federal Program**

We have audited the City of Newark, Delaware (the City) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended December 31, 2019. The City's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2019.

### **Report on Internal Control Over Compliance**

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated September 16, 2020, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

Members of Council and Management  
City of Newark, Delaware

The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Baltimore, Maryland  
September 16, 2020

**CITY OF NEWARK, DELAWARE**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**YEAR ENDED DECEMBER 31, 2019**

Federal Grantor/Pass-Through Grantor Program Title	CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Pass-Through to Subrecipients
<b>U.S. Environmental Protection Agency</b>				
Pass-Through DNREC - SRL:				
Clean Water State Revolving Fund Cluster -				
2019A - WPCRF	66.458	12000095	\$ 569,700	\$ -
2018 - SRF	66.458	12000087	<u>1,302,080</u>	<u>-</u>
Total Clean Water State Revolving Fund Cluster			<u>1,871,780</u>	<u>-</u>
Drinking Water State Revolving Fund Cluster -				
2019B-DWSRF	66.468	21000086	426,893	-
2019D-DWSRF	66.468	21000087	208,302	-
2019C-DWSRF	66.468	21000085	67,939	-
2019E-DWSRF	66.468	21000084	<u>6,224</u>	<u>-</u>
Total Drinking Water State Revolving Fund Cluster			<u>709,358</u>	<u>-</u>
Total U.S. Environmental Protection Agency			<u>2,581,138</u>	<u>-</u>
<b>U.S. Department of Housing and Urban Development</b>				
Pass-Through New Castle County Department of Community Development and Housing:				
CDBG - Entitlement Grants Cluster -				
Community Development Block Grants/Entitlement Grants	14.218	20180512234, 20190512594	<u>226,777</u>	<u>-</u>
Total CDBG - Entitlement Grants Cluster			<u>226,777</u>	<u>-</u>
Total U.S. Department of Housing and Urban Development			<u>226,777</u>	<u>-</u>
<b>U.S. Department of Justice</b>				
FY18 DEA Task Force - Tactical	16.999	N/A	12,491	-
FY18 DEA Task Force	16.999	N/A	14,508	-
FY19 DEA Rivers	16.999	N/A	1,338	-
FY19 DEA Task Force - Tactical	16.999	N/A	3,473	-
FY19 DEA Task Force	16.999	N/A	<u>4,128</u>	<u>-</u>
Total DEA Task Force			<u>35,938</u>	<u>-</u>
Bureau of Justice Assistance SAKI	16.733	N/A	5,554	-
Bureau of Justice Assistance E. Byrne Grant Program	16.738	N/A	18,548	-
DOJ Body Worn Camera	16.835	N/A	90,000	-
Federal Equitable Sharing	16.922	N/A	<u>11,277</u>	<u>-</u>
Total U.S. Department of Justice			<u>161,317</u>	<u>-</u>
<b>U.S. Executive Office of the President</b>				
HIDTA Rental Vehicles	95.001	N/A	<u>9,287</u>	<u>-</u>
Total U.S. Department of Interior			<u>9,287</u>	<u>-</u>
<b>U.S. Department of Transportation</b>				
Pass-Through Delaware Office of Highway Safety:				
Highway Safety Cluster -				
National Priority Safety Programs	20.616	N/A	<u>12,597</u>	<u>-</u>
Total National Safety Programs			<u>12,597</u>	<u>-</u>
State and Community Highway Safety	20.600	N/A	<u>16,300</u>	<u>-</u>
Total State and Community Highway Safety			<u>16,300</u>	<u>-</u>
Total Highway Safety Cluster			<u>28,897</u>	<u>-</u>
Alcohol Open Container Requirements	20.607	N/A	<u>9,322</u>	<u>-</u>
Total U.S. Department of Transportation			<u>38,219</u>	<u>-</u>
<b>Total Federal Expenditures</b>			<u>\$ 3,016,738</u>	<u>\$ -</u>

See accompanying Notes to Schedule of Expenditures of Federal Awards.

**CITY OF NEWARK, DELAWARE  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED DECEMBER 31, 2019**

**NOTE 1 GENERAL**

The City of Newark, Delaware (the City) operates programs which are supported by funding from various federal and state agencies and other sources as indicated on the Schedule of Expenditures of Federal Awards.

**NOTE 2 BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards includes Federal grant activity of the City including Federal awards passed through from other agencies. The Schedule has been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. The accompanying Schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

**NOTE 3 INDIRECT COST RATE**

The City has not elected to use the 10 percent de minimis indirect cost rate allowed under Uniform Guidance.

**NOTE 4 REVOLVING LOAN FUNDS**

The Clean Water and Drinking Water State Revolving Funds are revolving loan funds. Federally funded new loan proceeds provided under these programs are included as expenditures on the Schedule of Expenditures of Federal Awards in the year incurred. The City had the following loan balance outstanding at December 31, 2019:

	<u>CFDA Number</u>	<u>Amounts Outstanding</u>
Clean Water State Revolving Fund	66.458	\$ 50,000
Drinking Water State Revolving Fund	66.468	-

**CITY OF NEWARK, DELAWARE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED DECEMBER 31, 2019**

**Section I – Summary of Independent Auditors’ Results**

**Financial Statements**

1. Type of auditor’s report issued: Unmodified
2. Internal control over financial reporting:
- Material weakness(es) identified? \_\_\_\_\_ yes \_\_\_\_\_  no
  - Significant deficiency(ies) identified? \_\_\_\_\_ yes \_\_\_\_\_  none reported
3. Noncompliance material to basic financial statements noted? \_\_\_\_\_ yes \_\_\_\_\_  no

**Federal Awards**

1. Internal control over major federal programs:
- Material weakness(es) identified? \_\_\_\_\_ yes \_\_\_\_\_  no
  - Significant deficiency(ies) identified? \_\_\_\_\_ yes \_\_\_\_\_  none reported
2. Type of auditors’ report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? \_\_\_\_\_ yes \_\_\_\_\_  no

**Identification of Major Federal Programs**

<b>CFDA Number(s)</b>	<b>Name of Federal Program or Cluster</b>
66.458	Clean Water State Revolving Fund
Dollar threshold used to determine Type A projects:	<u>\$750,000</u>
Auditee qualify as low-risk auditee?	No

**CITY OF NEWARK, DELAWARE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
YEAR ENDED DECEMBER 31, 2019**

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***Section II – Financial Statement Findings***

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None noted.

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***Section III – Findings and Questioned Costs – Major Federal Programs***

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None noted.

NEWARK POLICE DEPARTMENT

WEEK 10/4/20-10/10/20

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	6	3	0	11	3	0
Unlaw. Sexual Contact	3	5	0	0	5	0
Robbery	14	16	1	10	24	0
- Commercial Robberies	7	2	0	8	0	0
- Robberies with Known Suspects	1	2	0	1	1	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	6	12	1	1	23	0
Assault/Aggravated	21	15	1	19	13	0
Burglary	57	31	0	100	73	0
- Commercial Burglaries	5	9	0	8	42	0
- Residential Burglaries	40	18	0	56	15	0
- Other Burglaries	12	4	0	36	16	0
Theft	436	396	22	304	122	0
Theft/Auto	37	52	1	9	16	0
Arson	0	0	0	0	0	0
All Other	91	139	4	95	78	0
<b>TOTAL PART I</b>	<b>667</b>	<b>662</b>	<b>29</b>	<b>548</b>	<b>337</b>	<b>0</b>
<u>PART II OFFENSES</u>						
Other Assaults	220	221	8	132	154	0
Rec. Stolen Property	1	2	0	12	7	0
Criminal Michief	116	98	4	86	44	1
Weapons	19	11	0	56	37	0
Other Sex Offenses	0	0	0	7	0	0
Alcohol	166	34	0	300	33	0
Drugs	167	45	2	264	75	0
Noise/Disorderly Premise	529	469	18	210	163	3
Ordinance Violation	0	37	9	0	13	0
Disorderly Conduct	133	124	3	107	58	1
Trespass	192	246	10	78	34	0
All Other	282	210	8	346	209	0
<b>TOTAL PART II</b>	<b>1825</b>	<b>1497</b>	<b>62</b>	<b>1598</b>	<b>827</b>	<b>5</b>
<u>MISCELLANEOUS:</u>						
Alarm	132	127	3	0	0	0
Animal Control	491	387	7	5	20	0
Recovered Property	186	149	7	0	0	0
Service	27054	22551	405	0	0	0
Suspicious Per/Veh	360	341	7	0	0	0
<b>TOTAL MISC.</b>	<b>28223</b>	<b>23555</b>	<b>429</b>	<b>5</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	801	35,787	608	27,961



**Newark Police Department  
Weekly Traffic Report  
10/4/20-10/10/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	9734	3285	246	72
DUI	179	72	4	1
<b>TOTAL</b>	<b>9913</b>	<b>3357</b>	<b>250</b>	<b>73</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	2	0	0	0
Personal Injury	196	107	7	3
Property Damage <b>(Reportable)</b>	938	531	21	13
*Hit & Run	217	120	8	3
*Private Property	235	121	3	1
<b>TOTAL</b>	<b>1136</b>	<b>638</b>	<b>28</b>	<b>16</b>

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