

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week was the first full week where the majority of our office staff worked from home due to the coronavirus outbreak. Throughout the week we were able to slowly transition most of our remaining office staff to telework, in accordance with the CDC's recommendations on social distancing. We had to implement a stopgap measure with our call attendants to be able to transition them out of the office by forwarding calls to City-issued cell phones, this is why we are asking people to call specific extensions now during the top menu of the phone system. We anticipate being able to shift this back to the traditional tree early next week once we have our long-term phone system strategy in place. We have been holding staff meetings via Skype for all department directors and managers on Monday, Wednesday, and Friday since we transitioned to working remotely on Friday the 13th. These have been beneficial, and I see us continuing that practice moving forward, so long as we are working remotely.

Director Del Grande and I held a call with PFM, the investment firm that manages our cash account. The City has around \$24 million in short-term bonds that have been largely insulated from the recent market crash. We discussed the current bond strategy with PFM, along with our sector allocation strategy in the face of the Coronavirus impact to the economy. We are confident that our current cash/CD/bond portfolio is well positioned to weather the current market.

Public Works has been discussing with DelDOT and their contractor ways to speed up construction of Main Street. The tentative plan for Main Street is to bring in a second crew in to begin work in Phase 4 (east of Chapel Street) to complete utility adjustments (bringing manholes, valve boxes, catch basins to final grades) and move toward the final paving of Phases 4 and 6. The sanitary sewer work in front of the Green Mansion has started again today and will be completed early next week. There are some unknowns that could delay these plans, however.

As of our meeting this morning, the DelDOT project team indicated there is a supply issue at the hot mix plants due to the quarries in Pennsylvania shutting down. A-Del has their own hot mix plant and anticipates they will not be able to produce hot mix beyond the middle of next week without a solution to the stone supply. This will affect other DelDOT projects and hot mix plants state-wide. They are looking at alternative suppliers from Maryland but switching suppliers creates other issues at the plants. Chris Costello (Head Construction Engineer, DelDOT) indicated that there is discussion between PA and DE DOTs about opening up the quarries so work can continue in Delaware. We should know more today, and we can keep you and Council up to date with the latest information as it becomes available.

Mayor Clifton, Secretary Bensley, and I performed a walkthrough of an alternate election site for District 3. We also sat in on a call with the Governor and towns on Wednesday.

The remainder of the week was spent on coronavirus response, personnel, and general administrative items.

Communications:

Completed the PRSA Webinar: Communicating in the time of COVID-19

Created informational/educational content for the website, social media, InformMe and Channel 22

Contributed resources to the emergency preparedness folder

Partnering with UD to communicate operational changes to the student population

Promoted social media posts to individuals within the City who may not “like” our pages

Facebook page likes increased 62% since last week, followers increased 158% since last week, post reach increased 120% since last week and post engagement increased 172%

Twitter gained 98 followers and impressions increased 140%

Newark suspends parking lot fees, gives 15-minute grace period at meters:

https://www.newarkpostonline.com/news/newark-suspends-parking-lot-fees-gives--minute-grace-period/article_b5bc9809-cc15-5c2a-a9ef-3260828fcb1.html

‘These are not normal times’: Newark council. Staff to adjust to coronavirus precautions:

https://www.newarkpostonline.com/news/these-are-not-normal-times-newark-council-staff-adjust-to/article_f5abfb53-7105-5068-9fbd-cb70462a2a93.html

Newark officials sharply limit public, private gatherings to curb coronavirus spread:

<https://www.delawareonline.com/story/news/coronavirus-in-delaware/2020/03/17/newark-limits-gatherings-10-aimed-at-reducing-coronavirus/5071905002/>

Update: City of Newark announces changes aimed at limiting spread of COVID-19:

<https://delawarebusinessnow.com/2020/03/city-of-newark-announces-changes-aimed-at-limiting-spread-of-covid-19/>

Newarkers urged to vote absentee in April 14 council election:

https://www.newarkpostonline.com/news/newarkers-urged-to-vote-absentee-in-april-council-election/article_64a3a9a2-911a-58af-b1f3-4eae2be9045d.html

Photo gallery: Newark adjusts to a new normal: https://www.newarkpostonline.com/news/photo-gallery-newark-adjusts-to-a-new-normal/collection_112ebe40-04e7-50c5-8545-2efaa9fc848e.html

Newark considering emergency ordinance to limit large gatherings due to coronavirus fears:

https://www.newarkpostonline.com/news/newark-considering-emergency-ordinance-to-limit-large-gatherings-due-to/article_3e912e93-2d15-5270-8700-59bbd36cddc3.html

Opinion: Find ways to support Newark businesses during the coronavirus crisis:

https://www.newarkpostonline.com/features/opinion-find-ways-to-support-newark-businesses-during-the-coronavirus/article_d1e68715-01eb-5385-bcf7-a2aa947d1968.html

Chief Human Resources Officer:

The majority of the days this week I have been coordinating with Department Directors around the clock on coronavirus related correspondence and provided support to all City employees on any questions or concerns. On Monday, I virtually attended the Governor’s Q&A press conference regarding coronavirus and provided talking points to City Manager/Mayor & Council. I also came into the office for half the day to welcome a new hire in Customer Service. She has been training with our Customer Service Rep. II this week on the computer systems and phones. I was in the office on Wednesday to sign paperwork and work with Jeff Martindale on various projects relating to employee outreach and HR related assignments. Jeff assisted with the onboarding our new employee on Wednesday afternoon. I worked remotely Tuesday and Thursday and continued to

field emails and phone calls from employees and managers. I will be participating in a webinar put on by the NPELRA (National Public Employer Labor Relations Association) on Thursday to allow municipal HR professionals to ask questions about how workplaces should be managing employees during this crisis. I would like to add that Tom and the rest of our team have been amazing throughout this entire process. We are very lucky to have a strong, dedicated leadership here in the City.

Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale spent the majority of the week aiding the facilities maintenance and mailroom staff obtain supplies for cleaning and process residential outreach mail, respectively. He also coordinated with Planning, Finance, and Public Works Departments to purchase, renovate, and install a collection box in the City Hall lobby for plan holders to share plans with the Planning Department. He also added signage in the City Hall lobby to inform residents of the building's modified accessibility and changes to delivery services.

Along with the Communications Division, Mr. Martindale hosted the first virtual opening for an RFP. This was streamed through the City's livestream services and posted online. All bid openings will likely be completed in a similar manner for the foreseeable future.

Mr. Martindale additionally began discussing how purchasing procedures can be adhered to in a remote work environment and where emergency changes need to be made in the immediate term. While this will prove difficult for staff over the next several months, the Purchasing Division is optimistic that the processes staff must implement now to complete workflows digitally can result in greater efficiencies once staff returns to a regular schedule.

Finally, Mr. Martindale took on the responsibilities of the Human Capital Manager in a limited capacity to lighten the load on other Administrative staff members.

Facilities Maintenance:

The facilities maintenance staff continued their crusade against the coronavirus by completing round-the-clock sanitation/disinfection in all City buildings. They additionally pressure washed the walls at building #1 at the Maintenance Yard, begin work on electric closets at the Municipal Center, and met with various other contractors working on projects for the City. While the coronavirus is certainly a detriment to City operations, the numerous event cancellations across the City offer greater opportunities for contractors to complete work for the City without restrictions in the short term.

Local Government Management Fellow:

LGMF John Steponick, who will likely be working remotely for the remainder of his tenure with the City, started filling out a salary survey form for Aberdeen, Maryland at the request of Chief Human Resources Officer Devan Hardin and began drafting an application for the Welfare Foundation related to a possible Sculpture Garden in the City.

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

City Manager's Weekly Report

Department: Alderman's Court	
Notable Notes: <p>Alderman's Court held one court session on 3/12/20. This session included arraignments, trials and capias returns. Due to the closing of Alderman's Court, the Parking Ambassadors have not been here since 3/11/20. They continue to handle online appeals.</p> <p>Alderman's Court closed to the public on 3/13/20 but continues to take online payments for criminal/traffic and parking payments. Court has also cancelled all court sessions scheduled from 3/16/20 until 5/31/20. All court dates are being rescheduled to June 2020.</p> <p>The bailiffs range date has been postponed to a date later in the year.</p>	
Activity or Project: Court Session	
Description: <p>From 3/12/20 to 3/18/20 Alderman's Court handled 11 arraignments, 24 trials and 4 capias returns. The court collected a total of 231 parking payments of which 205 were paid online and 26 were paid at court. The court also collected criminal/traffic payments of which 106 were paid online and 15 were paid at court for a total of 121 criminal/traffic payments.</p>	
Status:	Completed
Expected Completion:	03-18-2020

Execution Status:	Completed
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Activity or Project:

Description:

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

Description:

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

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on March 16 for Council. Geena was in the office on March 12 for Court.

Renee attended the management staff meeting on March 12 where the upcoming Council agenda was reviewed.

Renee participated in coronavirus-related conference calls with the Governor's office on March 13 and 18 with Mayor Clifton and City Manager Coleman.

Staff finalized and posted the agenda and packet for the March 23 Council meeting on March 16.

Paul, Renee and Tara staffed the Council meeting on March 16. Follow up from the meeting was completed throughout the week.

Renee participated in remote management staff meetings on March 16 and 18.

Renee drafted several items for the March 23 Council meeting including three bills and two resolutions.

Renee received comments from the developer and finalized the subdivision agreement for the project to construct two five-bedroom townhouses between three existing four-bedroom houses located at 118, 126 and 130 New London Road. This Comprehensive Development Plan amendment and minor subdivision with site plan approval are scheduled for the March 23 Council meeting.

The vast majority of this week's time was spent working on preparations for the April 14, 2020 Council elections for Districts 3 and 5. Renee, Tara, Danielle and Nichol worked to prepare letters

for every registered voter in Districts 3 and 5 to send them absentee ballot affidavits. The mailing for both districts is approximately 6,000 pieces of mail, which should be completed early next week. Renee also spent time working with Mayor Clifton, City Manager Coleman and Election Board members on coronavirus related preparations for Election Day. Information regarding the election, including filed candidates, can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>.

Nichol drafted the direction sheets for the March 9 Council meeting.

Tara and Danielle spent time updating the procedures manuals for staff.

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

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

- * Provided a decline response and closed a February 26 FOIA request for discovery pertaining to a criminal record from Levowdwi Law
- * Provided a response and extension of time to a February 27 and March 3 FOIA requesting violations/lienable items/open permits for 819 Elkton Road from Brian Funk, P.A.
- * Provided a response and extension of time to a February 27 FOIA requesting the most recent inspections for several City of Newark rental properties from Vincent Jackson with the University of Delaware
- * Provided a document and closed a March 6 FOIA request for a list of properties with water shut off between 01/01/2020 through 03/01/2020 from Alex and Sara Homes
- * Circulated to staff a March 12 FOIA request for violations/lienable items/open permits pertaining to 220 Whitherspoon Lane from Brian Frederick Funk, P.A.

Regarding minutes, staff time was spent on the March 9 Council (Nichol drafted) and March 16 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the March 10 Conservation Advisory Commission minutes are currently in the queue.

Danielle fulfilled 21 discovery requests for upcoming Alderman's Court cases. 136 discovery requests have been filled so far for 2020. There was no court calendar since Alderman's Court is not in session. 11 court calendars with 184 associated cases have been processed in 2020. Danielle spent time reconciling 94 case files for pending cases in Alderman's Court. Two pleas by mail were processed.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 2 lien certificates were completed and sent to the requestor. 67 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Records Division staff 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 documents numbers for March 12-18 are below.

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

Virtual Council Meetings

Description:

Renee met with IT Infrastructure Manager Reazor, Finance Director Del Grande and Planning and Development Director Gray to discuss a virtual meeting solution via the GoToMeeting platform. It has been decided to move forward with this option and the platform was due to be activated on March 20.

Renee participated in a training webinar for GoToMeeting meeting organizers (administrators) on March 19.

Status:	In-Progress
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Expected Completion:	03-23-2020
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Execution Status:	On Track
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Activity or Project:

Description:

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

Department:

Electric Department

Notable Notes:

The line crews have been supporting the contractor doing the DelDOT Elkton Road Project switching and grounding sections of the lines. The line crews dropped street lights and reinstalled others for the Main Street Project.

The electricians worked on Pomeroy Trail call box lights, Park's court lights and timers, and checked substation batteries. An electrician also worked on a Sandy Brae 34kv breaker after it wouldn't trip when switching for Elkton Road project.

Engineering reviewed permits and directed manpower during issues involving metering and power outages. Engineering also worked on a breaker upgrade design at Freemont Road Substation.

Activity or Project:

Description:

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

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

For the unforeseen future, the Payment and Utility Billing section will be short-staffed, with some staff teleworking. We apologize in advance for any increased hold times. Just a reminder that most services offered by PUBs are available through our website.

PUB Customer Service Representatives can be reached by dialing:

302-366-7140

302-366-7141

302-366-7142

The Accounting office can be reached at 302-366-7610.

The City's website was updated in February 2020 to provide one location where customers can go to make payments. To access the site directly, please refer to this link:

<https://newarkde.gov/payments>

Most of this week has been spent relocating staff and obtaining equipment to allow City functions to continue outside of the office.

Activity or Project:
Description:
Status:
Expected Completion:

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

City Manager's Weekly Report

Department: Information Technology Department
Notable Notes: <p>Applications Team: Open Tickets from Previous Week - 67 Tickets Opened in the Last Week - 67 Tickets Closed in the Last Week - 61 Remaining Open Tickets – 73</p> <ol style="list-style-type: none"> 1. Assisted users as needed with WFH issues. 2. Conference call with Harris regarding mCare 6 project plan re: onsite training plan. 3. Participated in CivicRec kick off call with Parks & Rec staff. 4. Continued to work with Harris Smartworks on Compass issues. 5. Worked on and resolved support tickets for end users. 6. Created reports for users as requested. <p>Pending:</p> <ol style="list-style-type: none"> 1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix. <p>Infrastructure Team: Open Tickets from Previous Week - 108 Tickets Opened in the Last Week - 91 Tickets Closed in the Last Week - 70 Remaining Open Tickets - 129</p> <ol style="list-style-type: none"> 1. Assisted users with remote work issues. 2. Prepared and delivered 19 flip phones to support remote work. 3. Established remote meeting capabilities to support Council and committee meetings.

4. Configured and delivered 12 laptops.
5. Established the ability to connect a VOIP deskphone at a remote location.
6. Worked on and resolved support tickets for end users.
7. Actively responded to and resolved Secureworks alerts.

Pending:

1. We still need to test desk phones at home. Waiting for VOIP to enable the service on the first group of extensions.
2. Troubleshooting softphone capabilities.

Activity or Project:

mCare 6 Project (Applications Team)

Description:

mCare 6 is our real time mobile workforce management system for all utility related service orders.

Phase 1 Kick Off (Definition & Planning)

2/28/20 - Completed

Phase 2 Software Installation

3/9/20 - 3/13/20 - Completed

Phase 3 Remote End User Training and Configuration

(Updated to Remote vs Onsite)

4/6/20-4/24/20 - Scheduled

Phase 4 End User Acceptance Testing

4/28/20-5/22/20 - Scheduled

Phase 5 Go Live

6/1/20-6/5/20 - Scheduled

Status:	Started
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Expected Completion:	05-01-2020
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Execution Status:	On Track
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Activity or Project:

Stormwater Distribution Modification (Applications Team)

Description:

This project will modify the existing stormwater import process, identifying one to many accounts (one parcel to many utility accounts) thus eliminating an existing manual process.

Phase 1 Import Modification

3/16/20-3/27/20 - In Progress

Phase 2 Client Led End User Acceptance Testing

3/25/20-3/30/20 - Scheduled

Phase 3 Go Live
3/31/20 - Scheduled

Status:	Started
Expected Completion:	04-01-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with the City Manager and management staff regarding coronavirus action plan for the City; met with Paula and recreation staff about cancellation of upcoming programs and events and action plan moving forward; conducted Landscape Screening and Treatment Ordinance Review Committee meeting; met with parks staff about the work schedule being split shifts until further notice due to the coronavirus, also developed a priority work order and project list; reviewed several lines and grades and sketch plans for upcoming projects; meeting with sign companies for design and installation costs for replacement of park signage.

Deputy Director: Continued to remind recreation staff on deadlines for the summer activity guide; attended Delaware Recreation and Parks Society (DRPS) conference and assisted with the awards luncheon; helped cover the office while office staff attended front desk security and safety training; worked with recreation staff on plan for canceling all programs along with rentals and programs at the George Wilson Center due to safety concerns with the coronavirus, assisted staff in contacting program participants, sending out notices to current rentals and participants and completing e-blast that was sent out regarding cancelation of programs and upcoming events in March and early April; met with Lt. Aniunas regarding the Memorial Day Parade route in preparation for the event in May; briefly attended a meeting with a sign company regarding new park signage; continued to process special event applications and reschedule special event permits to later dates; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: The continued concerns over the spread of the coronavirus led to rapidly changing workflows as I scrambled to make staff schedule changes and communicate most up-to-date information; a majority of our programs and events have been cancelled; continued preparing for our annual after care inspection at Downes; attended the Delaware Recreation and Parks Society Annual conference which was held on Tuesday at Embassy Suites in Newark; continues recruiting summer camp staff; planning for summer programs.

Recreation Supervisor of Community Events: Attended the DRPS conference; working on summer fitness and special interest program planning; contacted sponsors, facility, and personnel regarding

the cancellation of the Egg Hunt; emailed fitness and special interest program participants regarding the suspension of programs due to the COVID-19 virus; began booking performers for the Spring Concert Series.

Coordinator of GWC and Volunteers: Attended the Delaware Recreation and Parks Society Conference; attended a Front Desk Security and Safety Training; attended a meeting with all staff on the coronavirus; continued to meet with instructors and finalize information on summer programming; continued to finalize items for the Spring Clean Out Sale; continued recruitment of volunteers for upcoming events; finalized items for the Essential Oils program scheduled to take place on March 12; finalized items for the final theater shows scheduled for March 13 and March 18; worked with recreation staff and George Wilson Center attendant to cancel all programs and rentals for the months of March and April; continued to communicate and meet with several current and potential renters of the George Wilson Center. Volunteer Hours: 1 volunteer partnering with Goodwill volunteered a total of 2.5 hours assisting with the Broadway Musical theater program; 1 volunteer devoted a total of 7.5 hours assisting with the theater program and litter removal from the Casho Mill Road area and Pomeroy Trail area.

Recreation Specialist: Continued to update summer camp staff manual; attended DRPS conference, attended Front Desk training; called numerous participants regarding cancelation of classes.

Parks Superintendent: Inspected 14 horticulture areas and developed work list as needed, along with Parks Director followed up on tree related issue at a new development site, along with Parks Supervisor conducted interviews for three seasonal job openings, checked on tree pits along Main Street for tree health and tree pit damage, along with entire parks staff attended several meetings concerning the coronavirus and how the City is dealing with this issue, continued studying for the upcoming CPSI certification course and test, reviewed two development plans and commented as needed and met with Electric Department Superintendent concerning tree issue involving a power line at two residential properties.

Parks Supervisor: Assigned field staff daily and assisted as needed, along with entire parks staff attended several meetings concerning the coronavirus, with the Parks Superintendent conducted interviews for openings on seasonal staff and continued coordinating for several upcoming projects involving Parks/Horticulture staff.

Parks/Horticulture staff continued on cutbacks of roses and perennials throughout park system, did interior bed maintenance at City Hall, did trash removal throughout park system, completed tree work as assigned, did equipment maintenance on Ventrac and Kubota units by taking off cabs for upcoming mowing/ballfield seasons, sharpened chain saws as needed, brought tools back to Parks Maintenance Facility from Community Garden volunteer clean up, took vandalized sculpture back out to sculpture garden to be attached to base by the artist who donated the item, continued on work orders as assigned and replaced all old 6"x6" uprights in upper parking lot at Handloff Park with new uprights. Water Department turned on water at Community Garden site/Hill Park ballfield as well as blowing off fire suppression system at Olan Thomas Park storage building.

Activity or Project:

Newark Parks and Recreation Cancellations and Closures

Description:

All current and some upcoming recreational programs, events and George Wilson Center rentals have been postponed or cancelled until further notice due to the coronavirus State of Emergency. The George Wilson Community Center is also closed until further notice. Please continue to monitor the City of Newark website for updates on cancellations and upcoming schedules at Newarkde.gov.

Status:	Started
Expected Completion:	04-20-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

Work is ongoing at the Campus Walk II project on New London Road. Building 1 – five units HVAC complete and six units plumbing complete. Building 2 – four units are in final stages of getting ready for finals (interior). Building 3 – six units are ready for finals (interior).

Fire Marshal Dave Tynan conducted plan reviews and site reviews daily on new and existing projects, including Chemours, BPI, Whitney Center, Haines Street, Hyatt Hotel, Fulton Bank, and various other projects. The Fire Safety Registration audit is on hold to get a handle on the closing of businesses on Main Street and other areas along with registrations of new businesses. Fire Code Revisions are being updated in Munis. Business License meetings and updates ongoing at a snail's pace. 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 this Emergency Operation incident; meeting with UD, NCC, and DEMA on COVID-19 updates and planning; and, reviewing the EOP Plan and adding a Pandemic Annex with current concepts and plans being updated. EOP update emails sent to department heads rough draft submissions. COOP Plan questionnaire and survey assistance with department

directors is in progress. A Training Matrix has been made and updates will be sent out to those in need of ICS Training. EOC operations with UD for home games is on-going. Meetings were conducted with Parks and Recreation for an upcoming event (EOP) and with NCOEM, UDOEM, NOEM, and the American Red Cross to go over our shelter plan.

As part of their Saint Patrick's Day efforts, Property Maintenance Inspectors assisted police on a noise violation that was issued on Choate Street; spoke with numerous residents about the appearance of their property and litter while they were celebrating; contacted Newark PD about a young woman who was in distress and could not walk, who was later taken to the hospital via ambulance; responded to complaints; and, issued 11 citations.

Also completed by Property Maintenance this week:

- 35 Inspections
- 10 Response to Complaints
- 14 Citations Issued
- 10 Violations Issued

Parking:

In response to COVID-19, a number of things have been done. Parking went to complimentary status as of March 16 with approval from City Council, currently, up to 60 days by emergency ordinance. Parking has put up notice of this status on all equipment, either physically, digitally, or both, and the parking application also states we are complimentary. A 15-minute limit was instituted on Main Street for business pickups. Parking Attendants and Night Managers were spoken to and given time off work during the complimentary time. Parking Ambassadors will still be available for parking emergencies and Maintenance will be available for cleaning to reduce risk of the virus. Parking Management and Office staff are available by phone and at work-from-home status. The office is currently closed to the public. Staff have been given duties to reflect our current status. Extensive interaction with the IT Department to get laptops and software updated/installed for work-from-home VPN.

Immobilization has been suspended due to Court #40 status. Staff spent time preparing for work-from-home status. Regular meetings and numerous COVID-19 meetings were conducted via teleconference. Staff kept in contact with numerous vendors about regular processes and purchase orders. Staff met with consultant Kimley-Horn. Lot 3 Revenue update was provided to the City Manager's Office. A balancing audit of parking booth earned revenue and monies was completed. Finance was provided with information regarding August 2019's accident in Lot 4 involving the booth. Changes were made to residential parking to allow for exemptions during the COVID-19 event and to renew electronically. Changes were made to handle payroll electronically. The warehouse was organized and prepared to move old boxes and inventory out to make room for new supplies. Cleaning – lots of it.

Planning/Land Use:

The majority of Planning and Development Director Mary Ellen Gray's time has been spent preparing for and responding to the COVID-19 pandemic and working with City management and staff on transitioning to working from home and in the field while keeping Planning and Development Department City services moving forward. Instructions for the processing of building permits and land use applications will be posted on our website and a drop box has been

set up in the lobby for the dropping off of building permits and land use applications.

Director Gray spent some time conferring with the UD Transportation Services team and the support group. As a result of the COVID-19 situation, the Unicity bus service has been suspended until further notice and the planned demonstration to Council on March 16 to demonstrate the security camera system, GPS/phone application and kneeling bus in an effort to improve the Unicity bus system and increase ridership was postponed to a later date.

Director Gray is working with staff on the April 7, 2020 Planning Commission agenda and related issues. The April 7, 2020 Planning Commission meeting will be conducted virtually via “GoToMeeting.”

Director Gray participated in a conference call with Kimley-Horn, the Newark Downtown Parking consultant. They are proceeding with the analysis of Newark’s parking Codes and parking management.

Director Gray led the monthly Delaware American Planning Association meeting of the Executive Board where they discussed the COVID-19 response from a planner’s perspective as well as continuing to plan for our annual one-day conference which is scheduled for October 29, 2020 at the Embassy Suites Hotel in Newark.

On March 16, Planner Mike Fortner created Exhibit A maps for the Comp Plan amendment, Annexation and Rezoning for 324 Paper Mill Road, and 5 and 11 Possum Hollow Road. On March 18, Mike distributed a report to staff on a proposed amendment to permit fraternities and sororities as a conditional use (Council-approved special use permit required) in the RA and RM zoning districts. The proposed amendment is on the Planning Commission agenda for April 7. On March 19, Mike attended, through a video conference, the WILMAPCO Technical Advisory Committee.

The following was completed this week:

- 4 Deed Transfer Affidavits
- 22 Building Permit Reviews

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017. The Board of Adjustment granted variances regarding area regulations and area requirements on June 21, 2018.

0 Independence Way, Village of Chestnut Hill, Parcel ID 1100900078 (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory

Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

46 Welsh Tract Road, Parcel IDs 1100900033, 1100900059 (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 9, 2018. The Planning and Development Department received revised plans on March 12, 2019. Staff comments were forwarded to the applicant on July 22, 2019. The Planning and Development Department received revised plans on November 13, 2019.

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.

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.

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.

1 North Twin Lakes Boulevard, Parcel ID 1805400022 (PR#19-06-02): The Planning and Development Department received plans for a major subdivision at 1 North Twin Lakes Boulevard on June 14, 2019. The plan proposes to replace the currently-approved 12-unit subdivision plan with a new 24-unit townhome-style apartment subdivision plan. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 20, 2019. A SAC meeting took place on September 24, 2019. Staff comments were forwarded to the applicant on January 27, 2020. This project has been placed on the agenda for the March 3, 2020 Planning Commission meeting. Staff comments were forwarded to the applicant on February 25, 2020. At their meeting on March 3, 2020, the Planning Commission recommended approval of the major subdivision (6-1). The project will be scheduled for an upcoming Council agenda.

118, 126, and 130 New London Road, Parcel IDs 1801300124, 1801300123, 1801300197 (PR#19-07-01): On July 3, 2019, the Planning and Development Department received plans for a Comprehensive Development Plan amendment, minor subdivision, and site plan approval for 118, 126, and 130 New London Road. The plan proposes to convert the three existing residential dwellings into townhome apartments by modifying the shell of the existing dwellings and adding two new townhome units between the existing dwellings. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 17, 2019. Staff comments were sent to the applicant's representative on November 5, 2019. 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 Comprehensive Development Plan amendment (5-0) and minor subdivision with site plan approval (5-0). The project has been placed on the City Council agenda for February 24, 2020 (first reading) and March 23, 2020 (second reading).

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.

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 will be placed on an upcoming City Council agenda.

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.

1089, 1091, and 0 Elkton Road and 2001 Patriot Way, Parcel IDs 1100400022, 1803800032, 1803800033, 1803800046 (PR#19-10-04): On October 25, 2019, the Planning and Development Department received plans for the administrative subdivision of 1089 Elkton Road, 1091 Elkton Road, 0 Elkton Road, and 2001 Patriot Way. The plan proposes to combine the tax parcels via an administrative subdivision with ownership to be retained by Newark Charter School. Plans were distributed to the Subdivision Advisory Committee (SAC) on October 25, 2019. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on February 13, 2020. No objections have been received from adjacent property owners.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

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

Police Department

Notable Notes:

- This was a very busy week dealing with the coronavirus pandemic response. All police field operations personnel as well as additional officers have been assigned to the uniform patrol division. Personnel have been assigned to four platoons and are working a 12-hour schedule.
- All scheduled leave and vacation time for police officers and communication officers (dispatch) have been canceled. All police employee training has been canceled.
- Officers have been assigned personal protective equipment. Many routine police reports are being taken over the phone.

Administration Division:

- NPD's Property Coordinator spent most of the week securing and distributing supplies for officers for the COVID-19 response.
- The last of the Spring firearms qualifications was held on March 16, 2020.

Criminal Investigations Division:

- On March 10, 2020 and March 16, 2020, Street Crimes officers assisted with patrol coverage and firearms training for members of the police department.
- On March 12, 2020, Street Crimes officers arrested 21-year-old Marquis Martin-Hair of Bear and Mark Clarke, 21, of Newark following a drug investigation. Both were stopped on a traffic stop in the 1100 block of South College Avenue and taken into custody without incident. During a search of Clarke, he was found to be in possession of a handgun, prescription pills and a small amount of marijuana. Martin-Hair was also found to be in possession of prescription pills and a small amount of marijuana. Pursuant to a search warrant, officers conducted a search of a nearby hotel room that had been rented by the suspects. The search revealed additional marijuana packaged for sale along with a prescription medication bottle whose label had been scraped away. Clarke was charged with several firearms and drug charges and released on \$26,500 unsecured bond. Martin-Hair was charged with several drug related charges and released on \$11,500 unsecured bond.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	03-19-2020
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:

Staff has spent significant time this past week preparing and implementing our Coronavirus response. PW&WR was able to make a rather smooth transition to home for the office staff and switchover to the split schedule of the field staff. We would like to thank the City Manager's office for their guidance and leadership to recognize this threat early and implement changes that have benefitted the entire staff and community.

Our Sediment and Stormwater Delegation renewal was approved by DNREC through 2025. This delegation gives us the ability to review and approve sediment and stormwater plans for development projects within the City of Newark. Approval letter attached. City staff continues to be well prepared for the audit portion of this process and is to be commended.

The developer has been working on the Dickinson Dormitory environmental remediation and is planning to commence demolition as soon as they are able. A memo was drafted and will be sent to the surrounding area prior to beginning the demolition. Per the developer's subdivision agreement, air monitoring during demolition is planned for the site and the results will be provided to the City.

Activity or Project:

Main Street Improvement - DeIDOT

Description:

City staff is staying in constant communication with DeIDOT regarding the continuation of the construction work on Main Street. They intend to take this opportunity to accelerate the final phase and application of the final wearing course of the pavement. This is all contingent on the ability to continue work and the availability of material. When the plan is fully ready to be implemented, we will communication with the businesses, residents, and Council.

Status:	In-Progress
Expected Completion:	05-31-2020
Execution Status:	On Track

Activity or Project:

Water Main Replacement - Wilson and Tufts

Description:

Water main installation continues on Tufts Lane. The restoration of sidewalks and driveways along Wilson and Sypherd is underway. We continue to postpone any work that would require a boil water advisory. Any emergency that would require a boil water advisory will be communicated directly to the customers impacted.

Status:	In-Progress
Expected Completion:	05-31-2020
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – March 12-18

Name	# of Documents	# of Pages	Types
Samantha	27	1,021	Court Documents/Inspection Reports
Sandy	313	1,107	Personnel Files/A/P Batch Invoices/PUBS Daily Cash Reports
Fred	38	5,289	PWWR Inspection Reports
Ana (PT)	109	809	Court Documents
Total	487	8,226	

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		
April	36,965		
May	62,286		
June	69,471		
July	45,789		
August	64,117		
September	60,329		
October	52,886		
November	19,198		
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

**Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.

NEWARK POLICE DEPARTMENT

WEEK 03/08/20-03/14/20

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	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	3	0	0	1	0
Rape	3	1	0	0	0	0
Unlaw. Sexual Contact	1	2	0	0	0	0
Robbery	3	3	0	4	7	0
- Commercial Robberies	1	0	0	3	0	0
- Robberies with Known Suspects	0	1	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	2	0	1	7	0
Assault/Aggravated	6	2	0	6	1	0
Burglary	23	6	1	47	43	31
- Commercial Burglaries	1	0	0	0	41	31
- Residential Burglaries	16	6	1	38	2	0
- Other Burglaries	6	0	0	9	0	0
Theft	110	93	7	152	64	20
Theft/Auto	11	12	0	3	0	0
Arson	0	0	0	0	0	0
All Other	30	41	1	45	42	16
TOTAL PART I	187	163	9	257	158	67
<u>PART II OFFENSES</u>						
Other Assaults	55	65	8	24	55	9
Rec. Stolen Property	0	0	0	4	1	0
Criminal Michief	19	25	2	25	25	1
Weapons	5	5	0	17	8	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	31	20	5	54	13	2
Drugs	42	18	2	70	21	1
Noise/Disorderly Premise	130	124	31	48	39	0
Disorderly Conduct	27	26	4	23	23	1
Trespass	58	58	3	31	17	0
All Other	74	50	3	85	69	5
TOTAL PART II	441	391	58	381	271	20
<u>MISCELLANEOUS:</u>						
Alarm	27	31	1	0	0	0
Animal Control	94	95	7	1	15	0
Recovered Property	37	52	5	0	0	0
Service	7442	7495	683	0	0	0
Suspicious Per/Veh	99	99	15	0	0	0
TOTAL MISC.	7699	7772	711	1	15	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	984	9,659	875	9,635



**Newark Police Department
Weekly Traffic Report
03/08/20-03/14/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	2251	2268	280	216
DUI	47	28	3	2
TOTAL	2298	2296	283	218

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	1	0	0	0
Personal Injury	52	48	6	4
Property Damage (Reportable)	264	202	24	24
*Hit & Run	65	44	4	6
*Private Property	66	40	9	4
TOTAL	317	250	30	28

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.



STATE OF DELAWARE
**DEPARTMENT OF NATURAL RESOURCES AND
ENVIRONMENTAL CONTROL**

RICHARDSON & ROBBINS BUILDING
89 KINGS HIGHWAY
DOVER, DELAWARE 19901

OFFICE OF THE
SECRETARY

PHONE
(302) 739-9000

MAR 12 2020

Ethan J. Robinson
Deputy Director of Public Works & Water Resources
City of Newark
220 South Main Street
Newark, DE 19711

Dear Mr. Robinson:

The Department of Natural Resources and Environmental Control (Department) has reviewed the City of Newark's request for re-delegation of program responsibility for the Delaware Sediment & Stormwater Program.

The Sediment and Stormwater Program has reviewed and evaluated your existing delegated program responsibility. The Program has recommended conditional delegation of program elements be granted to the City of Newark. This would extend the existing program delegation until June 30, 2025. Condition of re-delegation relies on implementing the recommendations outlined in the 2020 Delegation Review Findings and Recommendations. I concur with that recommendation and by means of this letter, approve delegation for another five years. Department staff will be providing you with a copy of the 2020 Delegation Review Findings and Recommendations, and we will be in touch with your program staff to discuss the findings and recommendations within the next several weeks.

I would like to thank you and the City Council, as well as the Department of Public Works and Water Resources staff, for your commitment to administer an effective Sediment and Stormwater Program. If you have any questions or comments regarding the review and evaluation, please do not hesitate to contact Ms. Jamie Rutherford at (302) 739-9921.

Sincerely,

A handwritten signature in blue ink, appearing to read "S.M. Garvin".

Shawn M. Garvin
Secretary

cc: Tom Coleman, P.E., City Manager
Tim Filasky, P.E., Director of Public Works and Water Resources
Terry Deputy, Director, Division of Watershed Stewardship
Jamie Rutherford, Sediment and Stormwater Program Manager