

## City Manager's Weekly Report

### Department:

Administration - City Manager

### Notable Notes:

City Manager:

The majority of my week was spent on coronavirus related response efforts and coordination between staff and external groups. We are starting to get guidance on FEMA related reimbursement of response related expenses and are focusing heavily on confirming our expense tracking already in place is adequate for reimbursement purposes. I also participated in calls with both Governor Carney and Senator Coons, along with Mayor Clifton and Secretary Bensley. We continue to spend time on labor related items related to our negotiations with CWA and AFSCME. We have one union left to finalize and are getting very close now. We are starting to make progress on some non-coronavirus related items again. As we settle further into the new reality of social distancing, we should be able to focus more on regular work tasks and less on coronavirus, which will be good.

Chief Communications Officer:

- Completed the UD Leadership in Times of Crisis webinar
- Participated in the Hootsuite How Governments are Managing COVID-19 on Social webinar
- Working with UD and PW&WR on potential plans on how to best move forward with UDon't Need It?
- Working with TNP, Food Bank, DHSS, DOE to increase awareness of food resources
- Working with TNP to engage the business community on the SOE modifications
- Drafting communication for residents that outlines operational changes, departmental modifications
- Populating social media and the website with up-to-date educational information related to COVID-19

Newark closes playgrounds, basketball courts to reduce spread of coronavirus:

[https://www.newarkpostonline.com/news/newark-closes-playgrounds-basketball-courts-to-reduce-spread-of-coronavirus/article\\_d7a7156d-9eea-5d4c-a486-b629c629f30e.html](https://www.newarkpostonline.com/news/newark-closes-playgrounds-basketball-courts-to-reduce-spread-of-coronavirus/article_d7a7156d-9eea-5d4c-a486-b629c629f30e.html)

Newark recognized as a Reliable Public Power Provider:

[https://www.newarkpostonline.com/news/newark-recognized-as-reliable-public-power-provider/article\\_a72b8cdd-481a-56e7-8d15-86edeb9b0409.html](https://www.newarkpostonline.com/news/newark-recognized-as-reliable-public-power-provider/article_a72b8cdd-481a-56e7-8d15-86edeb9b0409.html)

Newark's response to coronavirus: <http://udreview.com/newarks-response-to-the-coronavirus/>

Newark businesses get creative to stay afloat during coronavirus shutdown:

[https://www.newarkpostonline.com/news/newark-businesses-get-creative-to-stay-afloat-during-coronavirus-shutdown/article\\_aadb5e96-0a01-5a19-8eba-ed4550f20d03.html](https://www.newarkpostonline.com/news/newark-businesses-get-creative-to-stay-afloat-during-coronavirus-shutdown/article_aadb5e96-0a01-5a19-8eba-ed4550f20d03.html)

UD student, Newark resident cited for 'reckless and irresponsible birthday party during coronavirus outbreak: [https://www.newarkpostonline.com/news/ud-student-newark-resident-cited-for-reckless-and-irresponsible-birthday-party-during-coronavirus-outbreak/article\\_dd10f1d9-c8fd-](https://www.newarkpostonline.com/news/ud-student-newark-resident-cited-for-reckless-and-irresponsible-birthday-party-during-coronavirus-outbreak/article_dd10f1d9-c8fd-)

5057-aa30-6270b4ec7226.html

Police break up birthday party where UD students gathered in violation of coronavirus rules:  
<https://www.delawareonline.com/story/news/2020/04/02/newark-police-crack-down-coronavirus-gathering-violations-after-20-found-apartment/5113137002/>

#### Web/Graphic Design:

- Created CivicPlus account for Alicia Cash
- Created fillable form for InformMe account registration
- Collected Facebook analytics for Kelley Dinsmore's 2019 Earth Day post
- Designed playground and skate park closure graphics
- Designed COVID-19 fraud schemes graphics
- Designed election cancellation signage for polling places
- Posted Reliable Public Power press release to City website
- Posted Residential Stormwater Grant Request Application to the City website
- Scheduled InformMe for bulk pickup suspension and holiday notice for yard waste pickup
- Updated Buyer's Affidavit webpage

#### Welcome Center/Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Completed the May newsletters
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Adding/changing InformMe customer information
- Completed press release for the bamboo eradication project grant

#### Chief Human Resources Officer:

This week I have continued assistance and guidance to all department directors and employees regarding coronavirus-related items. I have also spent a lot of time training Jeff Martindale, Acting Human Capital Manager, with benefits administration and assisting with transition of duties. We onboarded a new part-time employee on Monday morning and completed all paperwork as required. I spent several hours working with labor attorney and legal assistant to move along the completion of the AFSCME 1670 contract so that we can get to Council for approval in April. We have one minor detail to work out and we should be nearing the end of this process. The evaluation process for employees continue to be submitted and I have been reviewing them as they come in. I have been spending a lot of time this week researching and understanding the new FFCRA (Families First Coronavirus Relief Act) which went into effect April 1, 2020. The FFCRA requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date of April 1, 2020 through December 31, 2020. The Act was originally put in place to assist employers who do not have paid leave benefits or telecommute opportunities for their employees. The City has provided this information to all City employees and notifications will be posted around the City and in all common areas per the law. The next piece of legislation I am currently following revolves around the CARES (Coronavirus Aid, Relief

and Economic Security) Act which was put into place to assist Americans with the COVID-19 epidemic. The roughly \$22 trillion response bill is intended to speed relief across the American economy including stimulus checks to American workers, extra unemployment benefits, loan forgiveness, assistance with insurance coverages related to COVID-19 and aid to state and local governments. I will be attending a webinar hosted by NPELRA (National Public Employer Labor Relations Association) tomorrow for updates on the FFCRA. I would like to commend our elected officials and employees for all of their support during this pandemic. We are all in this together.

#### Assistant to the City Manager:

Assistant to the City Manager Jeff Martindale's primary objective for this week was to find sanitation products and personal protective equipment for the Newark Police Department and essential personnel. With help from the NPD and Chief Communications Officer Jayme Gravell, Mr. Martindale was able to procure a supply of facemasks and add the City to the queue of recipients for Dogfish Head Brewery's new hand sanitizer supply. Mr. Martindale also ordered several thermometers for staff use.

Additionally, Mr. Martindale continued to work to transition the mailroom operation to afternoon coverage only to reduce the amount of time staff needs to be in the building. Additionally, after consulted with the City Solicitor and Finance Department, Mr. Martindale contracted out the City's postage metering operation to meet the same objective.

As Acting Human Capital Manager, Mr. Martindale completed two job postings/ads (Electric Groundhand and part-time substitute Community Center Attendant). He also onboarded a new part-time Secretary for the City Secretary's Office and handled a number of other benefit-related items for City staff. Mr. Martindale and Chief Human Resources Officer Devan Hardin spent a few hours over the course of the week to go over other Human Capital Manager responsibilities and projects.

#### Facilities Maintenance:

Facilities Maintenance's primary focus for the month of March was to disinfect City buildings and workspaces. Beyond that, staff began shampooing Municipal Building carpets, which is difficult to complete when buildings are fully staffed, as well as installed auto-flushers on City toilets and automatic towel dispensers in all bathrooms. Facilities Maintenance staff additionally continued work related to building an electrical closet on the first floor of City Hall and setting up towels near building doors so staff can use towels to open doors. Finally, Summit Mechanical and staff began work to switch the HVAC system to cooling for the upcoming summer season.

#### 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 remained closed to the public but court staff continued to handle all phone calls, rescheduling of payment plans and court dates. All court dates originally scheduled for March, April and May have now been rescheduled until June and July. Payment plans have been pushed out for 60 days so capiases will not be issued for Failure to Pay. Staff is still processing Probation Before Judgment over the phone and by email.

Beginning the week of April 16th, court will begin to accept Guilty Plea in Absentia forms where a defendant is represented by an attorney. This will help alleviate the backlog that will occur when the court reopens for arraignments and trials.

Parking Ambassadors are handling all parking appeals online.

Terri participated in remote management meetings on 3/27, 3/30 and 4/1/20.

**Activity or Project:**

Payments

**Description:**

From 3/26/20 unril 4/1/20 Alderman's Court collected a total of 104 parking payments of which 86 were paid online and 18 were mailed in to court. The court also collected criminal/traffic payments of which 139 were paid online and 8 were mailed in to court for a total of 147 criminal/traffic payments.

**Status:**

Completed

**Expected Completion:**

04-02-2020

**Execution Status:**

Completed

**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:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul and Geena worked remotely this week.

Renee participated in remote management staff meetings on March 27 and 30 and April 1.

Renee participated in coronavirus-related conference calls with the Governor's office on March 26 and 31 with Mayor Clifton and City Manager Coleman.

Nichol prepared and posted the cancellation notice for the April 16 Board of Adjustment meeting on March 31.

Time was spent working on follow up for the now postponed April 14, 2020 Council elections for Districts 3 and 5. Renee and Rita began sorting through the returned absentee ballot affidavits, both completed and undeliverable, which were mailed prior to cancellation of the election. The 400+ voters who have returned a completed absentee affidavit will receive a follow up letter regarding the election cancellation. Renee also spent time working with City Solicitor Bilodeau on next steps for the postponed election and provided updates to the candidates and the Election Board. Renee also spent time on items related to the cancellation of the election, including website updates, drafting newspaper notifications and hard copy postings as well as drafting the aforementioned follow up letter. Tara spent significant time fielding election-related phone calls.

Tara spent time working on union-related items.

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

- \* Provided a documents and closed a March 17 FOIA request for signed contracts/award to vendor proposals/vendor scores/vendor ranks pertaining to "Credit Collection Services: #19-03 from Doc Mirino
- \* Provided a response and closed a March 26 FOIA request for copies of applications and site plans for proposed new cell towers from SBA Communications
- \* Provided a response and closed a March 30 FOIA request for permits/violations for a property outside of City limits from SLR International Corporation

Regarding minutes, staff time was spent on the March 10 Conservation Advisory Commission (Nichol drafted), March 16 Council (Nichol drafted) and March 23 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

Danielle fulfilled 6 discovery requests for upcoming Alderman's Court cases. 149 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 45 case files for pending cases in Alderman's Court.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. 78 lien certificates have been processed for 2020.

---

**Activity or Project:**

Digital Records Project

---

**Description:**

Records Division staff spent time troubleshooting the new remote work setup with everyone online as of March 30. Thanks to IT for their help in getting this set up.

Samantha spent time training Rita on Tyler Content Management.

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 19-25 are below.

---

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

---

**Activity or Project:**

Staff Recruitment

---

**Description:**

Welcome to Rita DiDonato who started as the part-time Secretary for the Legislative Department on March 30! We are happy to have her on board.

---

<b>Status:</b>	Completed
<b>Expected Completion:</b>	03-30-2020
<b>Execution Status:</b>	Completed

---

**Activity or Project:**

---

**Description:**

---

**Status:**

---

<b>Expected Completion:</b>	
-----------------------------	--

<b>Execution Status:</b>	
--------------------------	--

### City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

The line crews hooked up a new service and disconnected an old temporary service near the Chemours site to keep parking lot lights and cameras on for STAR Campus. The line crews also worked on the Elkton Road project removing grounds and energizing the feed for Suburban Plaza at a new pole location. They also worked nights on Elkton Road with Delmarva's contractor covering energized lines for road crossings.

The electricians rewired outlets and HDMI cable in the City Manager's conference room. They also worked on outlets on Main Street and disconnected the service to the Lot 3 parking booth.

Engineering attended a webinar on distribution fusing, met with UD (Skype) a couple of times about several projects, and kept busy directing the Elkton Road Project coordinating shutdowns and switching circuits.

**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>	
--------------------------	--

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

<b>Status:</b>	
----------------	--

<b>Expected Completion:</b>	
-----------------------------	--

<b>Execution Status:</b>	
--------------------------	--

### City Manager's Weekly Report

**Department:**

Finance Department

**Notable Notes:**

On April 1, the City's ring tree was re-established. Residents and customers can now once again call the main line (302) 366-7000 and will have the same, familiar options that they once had before.

The Payment and Utility Billing section is returning to full staffing on April 6th. However, our newest customer service representative will be training behind the scenes, and not quite up to 100% ready for daily phone activity. Due to the current state of emergency, we have one customer service representative in the office, handling the processing of daily payments, and coordinating with our billing team to assist in the printing of the monthly utility bills. The remainder of the PUB office is working remotely. The office is closed to the public, but the PUB office is fully operational. We apologize in advance for any increased hold times. Just a reminder that most services offered by PUBs are available through our website. Overall, the office is running smoothly.

All payments can be made online by clicking on this link, and then selecting the type of payment you choose to make. Payments can be made 24/7. <https://newarkde.gov/payments>.

The City will unquestionably recognize a loss in revenue as a direct result of the COVID-19 virus. The unknown at this point is what will be the magnitude of that loss. The revenue numbers contained in the 2020 budget were based off conservative activity, across all budget lines, but did not take into consideration the potential of a national emergency occurring. Any revenue lines associated with "people activity" will suffer. Lodging tax, real estate transfer tax, parking, court fees, parks and recreation programs, etc. will all suffer some level of loss. It's too early to say if some of this activity, primarily real estate transfer tax, could rebound after the summer to make up for some of the loss. Newark carries a financial reserve of about 50-60 days in order to insulate us from downturns in the economy. At this time, there may be some relief to the City from the State and Federal agencies to cover some of our Covid-related expenses, but it does not appear that we will receive any assistance for any loss in revenue. As we progress, we will have a firmer estimate on the economic impact to the City. In the meantime, the City has taken steps to mitigate some of the revenue loss. However, it will not be sufficient to cover the expected loss in utility sales, increase in delinquent accounts, and added expense to the City incurred to continue to operate during the COVID-19 pandemic.

---

#### **Activity or Project:**

Coronavirus Information

---

#### **Description:**

At this time, the City of Newark is not adding late penalties or fees to any utility bills during this state of emergency. In addition, the City is not suspending electric or water service. The City will work with all customers on a payment arrangement if necessary. We strongly suggest that those who are having difficulty paying their City obligations to reach out to us in advance. Customers can call (302) 366-7000, select option 2.

The City is actively coding all expenses incurred as a result of this pandemic, with the intentions to see some level of reimbursement from the state and federal levels.

As the COVID-19 pandemic has reshaped the economic landscape throughout Delaware, Gov. John Carney and his leadership team have responded quickly to offer needed relief to Delaware businesses. U.S. Small Business Administration Economic Injury Disaster Loans are making low-interest loans of up to \$2 million available for small businesses and nonprofits statewide. To

support Delaware's highly valued hospitality industry, the governor has launched the Hospitality Emergency Loan Program (HELP), which offers no-interest loans of up to \$10,000 per month for restaurants, other hospitality industry businesses and personal care services such as salons and spas.

In addition, the Delaware Housing Assistance Program (DE HAP) will provide eligible households up to \$1,500 in assistance, with payments made directly to the property owner or the utility company. To be eligible for DE HAP, applicants must reside in Delaware and have a maximum household income at or below 80% of the Area Median Income (AMI) for the county in which they reside. The applicant must also provide documentation showing an impact on their employment or income beginning March 10, 2020 or later that is attributed to the COVID-19 pandemic. This includes such instances as a layoff, reduced work hours, or needing to take unpaid leave due to childcare or other issues arising as a result of the health crisis. There are income eligibility requirements. Applications will be available on DSHA's website at [www.destatehousing.com](http://www.destatehousing.com) or at [de.gov/coronavirus](http://de.gov/coronavirus). Here is a link to the press release:

<https://news.delaware.gov/2020/03/26/governor-carney-and-dsha-announce-housing-assistance-program/>.

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

#### **Activity or Project:**

Accounting

#### **Description:**

Weekly Report for Accounting Division

- Final audit fieldwork began remotely on Monday, March 23 – all finance team members are assisting in finalizing reconciliations and adjustments
- Auditors requested additional samples for subsequent disbursements, fixed asset additions and retirements - staff worked on providing invoices and supporting documentation
- Coordinated with IT to provide virtual access to auditors to be able to work in Munis remotely
- Analysis of pending IBNR related to W/C and review of additional pending settlements for CAFR accrual and disclosure (waiting on response from HR)
- Attended 2 hour webinar 4/2 for FFCRA tax credit calculations and required documentation for eligibility
- Met with staff regarding tax credits for FFCRA sick leave
- Approved Personnel Actions for next week's payroll
- Met with staff to review Civic Rec accounting requirements as set up has begun for new Parks and Rec software
- Updated lodging tax information
- Worked on review of Moody's report
- Worked on CAFR set up as well as revisions to internal monthly financials
- Accounting addressed phone calls this week
- Requests For Check (RFC) approvals increased significantly this week as a result of Parks refunds and first full week processing most AP invoices via the module
- Staff worked on January month end close and entries
- Completed AP invoice entry remotely and completed check processing in the office on 4/2/20
- Worked on Munis and Harris balancing

- Worked on January and February bank reconciliations
- CDBG monthly reimbursement requests reviewed and forwarded to Planning
- Assisted other departments as needed – mainly HR and purchasing
- Finalized insurance renewal
- Coordinated with City Secretary on record scanning
- Meetings with auditors 3/30 and 4/1
- Meetings with City Manager and other department directors 3/30,4/1
- FEMA meeting 4/3
- Met with finance team on 4/1

<b>Status:</b>	In-Progress
----------------	-------------

<b>Expected Completion:</b>	12-31-2020
-----------------------------	------------

<b>Execution Status:</b>	On Track
--------------------------	----------

#### Activity or Project:

#### Description:

<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 Tickets from Previous Week - 85

Tickets Opened in the Last Week - 27

Tickets Closed in the Last Week - 26

Remaining Open Tickets – 59\*

\*27 Tickets transferred from Apps to Infrastructure (Donald Lynch transferred Divisions)

1. Continued to assist users as needed with WFH issues.
2. Status call with Paymentus regarding migration from Authorize.net to Paymentus platform with Tyler on 3/26, CSS tested and is ready.
3. Attended webex with Harris Computers Northstar on Penalty Reversals and how track unbilled late payment penalties on 3/31.
4. Status call with Paymentus regarding migration from Authorize.net to Paymentus platform with Tyler on 4/1, Cashiering is being tested.
5. Working with Harris Northstar on deposit requirements with existing customers on new accounts.
6. Working with Harris Northstar and Paymentus on the ability to make an online or IVR payment on a disconnected Electric account.
7. Working with Honeywell to determine if we are able to program existing older meters within our system.
8. Testing the ability to bill late payment penalties by category vs wide open to conform with

Governor mandate.

9. Worked on and resolved support tickets for end users..
10. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Waiting for Electric staff to test the work order kits and templates before promoting to LIVE.
3. The upgrading of the gatekeepers will be postponed until we are back in the office.

Infrastructure Team:

Open Tickets from Previous Week - 121

Tickets Opened in the Last Week - 92

Tickets Closed in the Last Week - 89

Remaining Open Tickets - 151\*

\*27 Tickets transferred from Apps to Infrastructure (Donald Lynch transferred Divisions)

1. Continued to help users transition to working remotely.
2. Redirected DMZ and SCADA servers to the new syslog server.
3. Configured utility servers for the Infrastructure team to better support the environment remotely.
4. Increased monitoring of network performance due to the increase in remote connections.
5. Produced a new direct access troubleshooting document.
6. Deployed all scheduled desk phones.
7. Deployed and enabled the MiCollab softphone.
8. Worked on and resolved support tickets for end users.
9. Actively responded to and resolved Secureworks alerts.

Pending:

1. Configuring syslog server.
2. Configuring Always On VPN to replace Direct Access - Will hold deployment until the current emergency is resolved.

---

### 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

<b>Status:</b>	Started
<b>Expected Completion:</b>	06-01-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

Stormwater Distribution Modification (Applications Team)

**Description:**

**\*\*MODIFIED SCHEDULE\*\***

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  
3/16/20-4/3/20 - In Progress

Phase 2 Client Led End User Acceptance Testing  
4/6/20-4/10/20 - Scheduled

Phase 3 Go Live  
4/27/20 - Scheduled

<b>Status:</b>	Started
<b>Expected Completion:</b>	04-27-2020
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: worked with parks staff for scheduled closures of all basketball courts at Handloff, Dickey, Folk, Kells, Phillips, White Chapel, Fairfield, Lumbrook and Kershaw Parks by taking down rims, all playground equipment in parks are closed and skateboarding areas at Handloff and

Phillips Parks are also closed; attended online training for new Registration Software system Civic Rec along with recreation staff and Finance Department representatives; working on specifications for Tennis Court maintenance and resurfacing contract; attended several Skype meetings with management team and Parks and Recreation staff for COVID-19 preparedness and planning; working with Paula and Shelby on social media messaging for court and playground closings and CDC guidelines park users should incorporate during their park visits; met with recreation staff about rescheduling programs, recruitment of staff and social media posts; met with Rich and Tom Z. about upcoming work orders and prioritizing work orders, park maintenance items and staff schedules.

Deputy Director: continued to work with recreation staff on deadlines for the summer activity guide, several changes being made due to program cancelations; continued working with recreation staff on cancelation of programs along with rentals and programs at the George Wilson Center due to the coronavirus; worked with Shelby on updated Eblast with information about usage of parks and trails, worked with Shelby and Joe regarding updated signage and Facebook posts for closures of playground equipment and some basketball and tennis courts, ordered signage for parks to explain closures, worked with Jayme, Shelby and Joe for post on Facebook for playground equipment being closed; completed first session on configuration training with Civic Rec along with recreation staff, IT and Finance for the new recreation registration software program; registered summer camps with the University of Delaware for their Protection of Minors program; completed new process for completing timesheets with Shelby; submitted current staff listing to Marta in case of unemployment requests; submitted CAFR letter to Finance for accomplishments in 2019; completed changing process for individuals to apply for summer/open positions with the department through an online application through the City website, worked with IT and Marta to complete the switch; started gathering information needed for the waiver from the Office of Child Care Licensing for the summer camps; sent Jeff information on thermometers for City Hall and Newark Police; updated information for the sub GWC attendant position with Jeff to publish mid-April and updated the Essential Personnel folder to ensure staff received letters as needed; attended several conference calls with City management throughout week and with parks and recreation staff; worked on arts and crafts bids for supplies needed; worked with organizers of special events to reschedule to later dates or cancel; continued to process and confirm financial assistance for applications received.

Recreation Supervisor of Athletics: continues planning for summer programs and updating information in Excel for the summer brochure; reviewing and contacting applicants regarding summer camp jobs, held two phone interviews this week; completed and sent out the school bus bid request for summer camp field trips; completed items needed for Rittenhouse summer camp license exemption application; canceled outdoor park rental permits through May 15 and contacted renters; transferred or refunded remaining tennis class participants; completed an application for the Office of Child Care Licensing to explore the option of offering child care at the George Wilson Center during COVID-19 closures; participated in several staff meeting and regular communication via Skype.

Recreation Supervisor of Community Events: reviewed the participants of the Community Garden and their plot assignments; working with two fitness instructors to develop a new summer daytime fitness walking class, Walk Fit, which will incorporate fitness exercises with walks which may include some yoga and stretching, strength, and agility exercises; created a new summer fitness and adult dance schedule, in two five-week sessions, beginning in June and July (the first session ending the week of July 4th and the second starting the week of July 12 (leaving a week for make-

up classes) and notified instructors; posted our first virtual yoga class link to the P&R Facebook page; completed updates to the Excel summer program spreadsheet.

Coordinator of GWC and Volunteers: continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; spoke with Department of Elections on rescheduled dates of the primary election; continued notifying program participants, instructors, the Newark Senior Center and volunteers of canceled events and programs as well as information on refunds; continued speaking with instructors to finalize information for summer programs and updated in the spreadsheet; spoke with instructors on creating online programs during this social distancing time; began inputting summer programs into George Wilson Center calendar; completed information needed for the license exemption; continued planning field trips and bus bid information for Camp GWC; continued communication with potential summer staff and interviewed two potential candidates; participated in conference calls with recreation staff; looked at items for the arts and crafts and sports bids; participated in a configuration training with the Civic Rec software; updated George Wilson Center attendants with the plan for April staff hours; contacted all volunteers scheduled to assist with the Spring Community Clean Up to notify them of the cancelation of the event, however, let them know of the opportunity to still volunteer as a family.

Recreation Specialist: attended Civic Rec training, getting familiar with the program, login/playing around/exploring; picked up and got laptop working; printed/laminated 'playground closed' signs; continued to update news/radio sites with additional cancellations/postponements.

Parks Superintendent completed reviewing proposed development plan for College Square and commented as needed, picked up supplies at Burke for future maintenance on both Kubota's and Walker mowing units, coordinated with the seasonal employees and HR to arrange for employees to get pre-employment drug testing done, inspected several park areas, discussed with Parks Director the "Valued Tree" issue at the development site on Barksdale Road and set up for the seasonal employees working on our current modified work schedule and inspected tree shipment for Main Street that DelDOT are installing as per Deputy Director of Public Works request.

Park/horticulture staff continue pruning roses throughout park system, installed bench along Fairfield Crest Trail connector, installed island sponsor sign on Elkton Road #8 island, did trash removal throughout park system as needed, continued herbicide applications throughout park system and continued on work orders.

Parks Supervisor: scheduled closures of all basketball courts at Handloff, Dickey, Folk, Kells, Phillips, White Chapel, Fairfield, Lumbrook and Kershaw Parks by taking down rims, closed all playground equipment in 26 parks throughout the City; removed two large down trees off the trail at Redd Park; mowing in several park areas and removed trash throughout park system and horticulture sites; all vehicles in use were disinfected three times daily.

---

#### **Activity or Project:**

Newark Parks Are Open with Some Amenities Closed

---

#### **Description:**

While our parks are still open, we have closed off some court areas, all playgrounds and skate boarding areas as a result of COVID-19 and the Governor's mandate for social distancing. We are trying to do our part, please do yours and obey all closed area signage and avoid cautioned off

areas. This is for your safety and the safety of others.

Below is an updated list of closed park amenities and some helpful CDC guidelines when using our parks.

- Tennis courts are closed except parks with single court areas.
- Basketball courts at Handloff, Dickey, Folk, Kells, Phillips, White Chapel, Fairfield, Lumbrook and Kershaw Park have been closed.
- All playground equipment in parks are closed.
- Skate areas at Handloff and Phillips Parks are closed.

Families are welcome to utilize our parks, trails and play in the park. Please follow CDC guidelines at all times including;

- Limit the size of your gatherings and do not engage in sports and activities that require physical contact.
- Refrain from using parks or trails if you are exhibiting symptoms.
- Studies have shown that the virus can stay on surfaces for several days.
- Follow CDC's guidance on personal hygiene prior to and during use of parks or trails.
- Observe CDC's social distancing guidelines of 6 feet from other individuals at all times.
- Warn other users of your presence as you approach and step aside to allow ample room to pass.

<b>Status:</b>	Started
<b>Expected Completion:</b>	05-15-2020
<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:

Work is ongoing at the Campus Walk II project on New London Road. Building 1 – siding has started; all rough plumbing is completed; HVAC is complete in seven units; two units are going into drywall; and, two units are going into firestop. Building 2 – four units are complete, and four units are in final trim out. Building 3 – six units are complete, and the balance of units are in final trim out. The stormwater pond on the site is under construction.

Tenant fit out plans for the old bank in Fairfield Shopping Center have been received. Demolition of the interior of the bank is almost complete.

Property Maintenance Inspectors worked to clean up major sanitation/trash/garbage violations at East Cleveland Avenue rowhomes between 113 and 129 East Cleveland Avenue. Inspectors will work with owners and tenants along with informing Newark Police Department and University of Delaware Student Conduct. Twelve citations were issued to homes within those addresses.

Also completed by Property Maintenance this week:

- 2 Inspections
- 13 Response to Complaints
- 15 Citations Issued
- 6 Violations Issued

Parking:

Lot 3 was mapped in preparation for installation of the countdown sign and Hyatt Hotel construction. Traffic is now going in the opposite direction in the lot behind M&T Bank and paint/signage indicates as such. Fencing was installed by Lang Development Group and general contractors, effectively severing the lot in the middle. Staff is working with Public Works and Water Resources on kiosk installation and additional signage installation for in anticipation of the return of high-volume traffic.

Data was updated on the kiosk location spreadsheet. Parking staff shared with the Public Works and Water Resources Department the mapping for potential kiosk sites for review and for inspection by Miss Utility. After approval, concrete pads, grounding rods, and ADA curb cuts need to be done prior to working with ITS on kiosk installation.

Parking is working with the Electric Department to disconnect the parking attendant booth from Lot 3, as well as the equipment in that lot and in Lot 1. All online parking appeals are caught up and have been resolved and new appeals are being handled daily as they come in; the appeals hotline directs people to the online process. A purchase requisition was completed for vinyl license plate example stickers for the T2 kiosks, which direct customers how to insert license plate in the parking system. Staff worked on internal SharePoint file organization. Staff continued T2 online learning and webinars. Carol Massa met with DELL technicians on laptop repairs. Staff worked with Purchasing on numerous outstanding purchase requests/orders and worked with Police and the City Manager's Office on parking complaints going to the Police Department and how to handle them moving forward.

All parking staff working from home have been set up with regular phones. For customer service, desk phones were taken home, installed, and programmed. For management, a web app called MiCollab effectively turns their computers into VOIP phones with their existing extensions. Staff worked with the IT Division on ring group testing and phone connectivity and are currently

monitoring calls and re-directing to the appropriate departments when necessary. Residential parking permit applications are currently being handled digitally and staff will reach out to residents upon return to the office. Complimentary parking signage and programming was extended on all equipment for COVID-19. Staff continued to participate in regular COVID-19 update meetings with management, Planning Department, and internally with Parking Division. Employee screening procedures for COVID-19 were shared with Parking staff. Payroll hours and work codes were verified for time spent on COVID-19 efforts.

#### Planning/Land Use:

The Planning Commission is scheduled to meet via GoToMeeting on Tuesday, April 7 at 7:00 p.m. The agenda includes proposed amendments to the 2018 International Energy Code. The meeting will be available for viewing at the following link:

<https://global.gotomeeting.com/join/171397309>. Members of the public can also dial in by phone using Phone Number (646) 749-3112 and Access Code 171-397-309. Public comments may be submitted on the items on the agenda via email to [planning-dept@newark.de.us](mailto:planning-dept@newark.de.us) by 7:00 p.m. All public comments received will be read into the record at the meeting.

Planning and Development Director Mary Ellen Gray spent the majority of her time responding to the COVID-19 pandemic and working with City management and staff on the transition to working from home and in the field while keeping Planning and Development Department City services moving forward and keeping our staff, the citizens of Newark, the contractors and building trades we engage with every day, safe. In this regard, the following activities were worked on:

- Continued regular COVID-19 update meetings with management, Planning Department managers and staff.
- Worked with staff on procuring equipment and software changes to enable Planning and Development staff to work remotely and in the field.
- Performed tests with staff and Planning Commission on the GoToMeeting software to get ready for the virtual April 7, 2020 Planning Commission meeting.
- Community Development Block Grant program activities are continuing remotely.
- Developed and implementing a proactive strategy to reach out to essential businesses to ensure that they have their occupancy load signs posted so that they can implement the requirements for number of people in their place of business at one time – 20% occupancy load and 10% occupancy load for when seniors are shopping as well as maintenance of 6 feet separation between people – and designation of staff to enforce the number of people in the place of business per the 9th Update to the Governor’s Emergency Order, <https://news.delaware.gov/2020/04/01/governor-carney-restricts-gatherings-requires-businesses-to-strictly-comply-with-social-distancing/>

Director Gray participated in a Skype meeting with GIS Technician Jay Hodny to discuss a new GIS tool that he developed – parcel zone editing – that allows land use staff to edit zoning on parcels. Jay will also develop a layer to edit Comprehensive Plan amendments and review the current Comprehensive Plan map posted on the website as well as develop a scenario tool.

Director Gray participated on a conference call with DART representatives Veronica Vanterpool and Nathan Attard, along with Planners Tom Fruehstorfer and Mike Fortner, to discuss an FTA Innovation Grant they are applying for to pilot a microtransit system in Newark that would work with and complement the current Unicity system. Microtransit is a small-scale, on-demand public

transit service that can offer fixed routes and schedules, as well as flexible routes and on-demand scheduling. Staff is working on follow-up information regarding proposed revised Unicity routes and bus stops as well as key locations to DART to help them with the grant application.

Director Gray also worked on the April 7 Planning Commission agenda and related issues including training for staff and Planning Commission on GoToMeetings; worked on administrative and managerial tasks and issues; and worked with Code Enforcement staff on responding to complaints, signs, sidewalks.

Planner Mike Fortner completed financial draws #1 through #3 to New Castle County for the Community Development Block Grant program. Mike continued to work on the Future Land Use projections for the Transportation Improvement District analysis for DelDOT.

The following was completed this week:

- 3 Deed Transfer Affidavits
- 25 Building Permit Reviews

Land Use Projects Currently Under Review:

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

0 Independence Way, Village of Chestnut Hill, Parcel ID 1100900078 (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

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

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60

apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 9, 2018. The Planning and Development Department received revised plans on March 12, 2019. Staff comments were forwarded to the applicant on July 22, 2019. The Planning and Development Department received revised plans on November 13, 2019.

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). At their meeting on March 23, 2020, Council approved the Comprehensive Development plan amendment and minor subdivision with site plan approval.

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 has been placed on the City Council agenda for March 23, 2020 (first reading) and April 27, 2020 (second reading).

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:

- The Newark Police Department continues to serve the residents and community of Newark while striving to keep our police officers and non-sworn personnel safe. Chief Tiernan and the command staff are working in close cooperation with the City Manager and other city department management team members.
- As Chief of Police, I have been asked why we have police command staff and administrative officers who normally do not work on the street, working rotating days at the police building and at home rather than working from home every day. One reason is that we often need an administrative officer in the building during the workday for certain situations. A second reason is the officers working in the building can respond as extra personnel in the event of a situation requiring more police officers than may be available in the field. The most important reason is, we are asking our patrol officers, detectives, and special assignment officers to work in uniform, and respond to calls of assistance from the public. The officers encounter a wide variety of people, in a wide variety of situations, and sometime have no choice but to come in physical contact with individuals. As public safety officers and first responders, I do not think it is reasonable to ask these officers to put themselves and their families in harms way each day and then tell them, if they need assistance from the Chief of Police, Deputy Chiefs, Captain or Lieutenants, to contact us at home because that's where we are working from. Each member of the department is proud to be working as a team and realize the critical service we provide.

#### Patrol:

- On March 24, 2020, Newark Police responded to a residence in the unit block of Plymouth Drive after the resident found a bullet hole in the front window of the residence. An investigation at the scene determined that a bullet entered the front window and traveled within the residence and lodged in a wall inside the residence. The resident reported that the incident occurred sometime between 03/23/20 at 6:00 p.m. and 03/24/20 at about 1:00 p.m. During the investigation, officers recovered a spent shell casing in the roadway a short distance away from the residence. No one was injured during this incident.

#### Administration Division:

- The NPD Administration Unit established a COVID-19 resource page accessible at [newarkdepolicepress.com/covid-19](http://newarkdepolicepress.com/covid-19) which includes Newark-specific information.

#### Criminal Investigations Division:

- Victim Services Coordinator Melissa Pennachi reports that April is Sexual Assault Awareness Month. The National Day of Action is Tuesday, April 7th and everyone is encouraged to wear teal. Wearing teal will serve as a conversation-starter for important issues like consent, respect, and supporting survivors. Resources and additional information can be located at the National Sexual Violence Resource Center: [www.nsvrc.org](http://www.nsvrc.org). The local 24/7 YWCA Sexual Assault Response Center can be reached at 800-773-8570 or <https://www.ywcade.org/what-we-do/sarc/> The national 24/7 sexual hotline and chat option can be reached at 800.656.HOPE (4673) or <https://www.rainn.org/>

### Activity or Project:

N/A

**Description:**

N/A

**Status:** Completed**Expected Completion:** 04-02-2020**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:**

PW&WR office staff continues to have online meetings twice per week to review progress and address any issues that may come up while we are working from home. Reminders to get fresh air and ways to get up and moving during the day to promote personal wellness are also discussed during these meetings.

PW&WR crews completed a Green Wednesday Yard Waste Collection on April 1. We will continue to collect yard waste every other week until further notice. Please remember that the lids must be closed and no items outside the cart will be collected.

Bulk Collection continues to be suspended until further notice. Trash and recycling continue on their regular and holiday schedules. Due to the Good Friday holiday on April 10, recycling normally collected on Thursday will be collected on Wednesday, April 8th and recycling normally collected on Friday will be collected on Thursday, April 9th.

The City has been informed that the owner of the Newark Senior Living project has directed the contractor to cease work in response to COVID-19. More detail below.

Dickinson Demolition (321 Hillside Demo) - The demolition contractor (Terra Technical Services LLC) is tentatively scheduled to begin demo of buildings E and F on the old Dickinson Dormitory site by Wednesday, April 8th. They have subcontracted with Environmental Alliance (EA) to

perform air quality monitoring throughout the duration of the demolition phase of the project. Air quality instrumentation will be setup daily to monitor and log concentrations of airborne particulates such as crystalline silica, alpha quarts, cristobalites, and tridymite. The equipment will be setup with alarms and telemetry and will notify EA staff and our PW&WR inspector should the time weighted average exceed 0.050 mg/m<sup>3</sup>, at which point corrective action will be taken.

The earth moving at Rodney continues at a good pace. Roughly 100-125 trucks per day are hauled off of the site when the weather is good. At the current pace and with good weather, the mass excavation should be complete by the end of April.

---

**Activity or Project:**

Main Street Improvements

**Description:**

A-Del is now working concurrently in Phase 4 and Phase 6 of the Main Street Improvements project. Phase 6 includes overall reconstruction of the road and curbing while Phase 4 work involves utility adjustments to bring manhole covers, valve boxes, inlet grates up to final grade. The contractor anticipates having both phases ready for final hot mix overlay around the same time (approximately April 20th weather depending). Center Street is scheduled to be closed at Main Street on Thursday, April 9th to facilitate the utility adjustments in the intersection. All Center Street traffic will be detoured onto New Street and Chapel Street. Phase 4 and Phase 6 span from Library Avenue to South College Avenue. The contractor will pave the full extent of these phases all at one time, including the parking stalls and around bumpouts. Once Phase 4 and 6 are paved, they will move to utility adjustments in Phases 3 and 5, which span from Library to South College on the south side of Main Street. These phases will also be paved at one time.

---

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	06-30-2020
<b>Execution Status:</b>	On Track

---

**Activity or Project:**

Water Main Replacement

**Description:**

Reybold continues to install water main on Baylor Drive and is approaching the Dallam Road intersection. Once the full length of 10" water main is installed and tested, the crews will drop back to begin water service reinstatements from the old 6" main to the new 10" main. The restoration work on Wilson Road continues this week, where approximately 700 linear feet of sidewalk has been installed to date and all hot mix patching of the road is complete. The contractor will be working to restore driveways most of this week and next week. They will be topsoiling, seeding, and mulching locations where sidewalk and paving is complete. The anticipated completion date for all site restoration on Wilson Road is April 17th (weather depending).

---

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	05-31-2020
<b>Execution Status:</b>	On Track

---

**Activity or Project:**

Newark Senior Living - Work Stoppage

---

**Description:**

Public Works and Water Resources has been notified that the general contractor (KBE Building Corp.) for Newark Senior Living has been told to cease work. Although the work being performed was mostly earthwork and required little physical interaction among employees, the site contractor (Pearce-Morroto) has been directed to cease all work. This is the first private construction site in the City that has been shut down due to the public health threat. PW&WR has completed a site inspection and provided direction to the contractor on what measures need to be taken before demobilizing. At a minimum, they will be making the site safe, refreshing perimeter controls and stabilizing the site with seed, straw, and tackifier to keep the soils and straw from migrating. The contractor has hired a fence contractor to install a chain-link safety fence around the site for the duration of the work suspension. There will be equipment and material left on site for the time being and the site contractor may periodically access the site to pull a piece of equipment for their other projects. The contractor anticipates all work on the site will be suspended until at least May 4th.

<b>Status:</b>	Hold
<b>Expected Completion:</b>	05-15-2020
<b>Execution Status:</b>	On Track

Digital Records Project New Documents Created – March 26-April 1

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	309	7,890	Postal Records/PUBS Daily Cash Receipts/AP Batch Invoice Scans/Administration Correspondence Binders; Working remotely on modifications
Fred	34	1,984	PWWR Inspection Reports
Ana (PT)	0	0	Court Documents; Working remotely on modifications
Total	343	9,874	

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		
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 03/22/20-03/28/20

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	2	0
Unlaw. Sexual Contact	1	2	0	0	0	0
Robbery	3	4	1	4	8	1
- Commercial Robberies	1	0	0	3	0	0
- Robberies with Known Suspects	0	2	1	0	1	1
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	2	0	1	7	0
Assault/Aggravated	8	4	2	7	3	1
Burglary	25	6	0	53	43	0
- Commercial Burglaries	1	0	0	0	41	0
- Residential Burglaries	18	6	0	40	2	0
- Other Burglaries	6	0	0	13	0	0
Theft	125	103	7	157	68	0
Theft/Auto	14	17	3	3	1	0
Arson	0	0	0	0	0	0
All Other	35	47	2	52	43	0
<b>TOTAL PART I</b>	<b>214</b>	<b>187</b>	<b>15</b>	<b>276</b>	<b>169</b>	<b>2</b>
<u>PART II OFFENSES</u>						
Other Assaults	74	72	4	36	66	4
Rec. Stolen Property	0	0	0	4	1	0
Criminal Michief	22	28	0	29	25	0
Weapons	8	6	1	23	13	3
Other Sex Offenses	0	0	0	0	0	0
Alcohol	35	20	0	61	18	0
Drugs	52	18	0	75	25	4
Noise/Disorderly Premise	161	139	9	61	42	1
Disorderly Conduct	36	31	2	33	30	1
Trespass	65	69	7	34	19	0
All Other	88	55	1	110	79	5
<b>TOTAL PART II</b>	<b>541</b>	<b>438</b>	<b>24</b>	<b>466</b>	<b>318</b>	<b>18</b>
<u>MISCELLANEOUS:</u>						
Alarm	34	40	1	0	0	0
Animal Control	125	104	5	1	15	0
Recovered Property	50	58	2	0	0	0
Service	8820	8483	428	0	0	0
Suspicious Per/Veh	113	116	7	0	0	0
<b>TOTAL MISC.</b>	<b>9142</b>	<b>8801</b>	<b>443</b>	<b>1</b>	<b>15</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	947	11,479	498	10,773



Newark Police Department  
Weekly Traffic Report  
03/22/20-03/28/20



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	2808	2292	276	7
DUI	53	29	0	0
<b>TOTAL</b>	<b>2861</b>	<b>2321</b>	<b>276</b>	<b>7</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
<b>Fatal</b>	1	0	0	0
Personal Injury	59	51	2	0
Property Damage <b>(Reportable)</b>	305	221	20	12
*Hit & Run	72	49	2	2
*Private Property	83	43	8	1
<b>TOTAL</b>	<b>365</b>	<b>272</b>	<b>22</b>	<b>12</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.