

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This was the first week of the Council election break so there was no Council meeting on Monday evening. Staff generally uses the break to prepare for the organizational meeting and to work on ongoing initiatives that are otherwise crowded out during normal times. One item I am working on with staff is the development of a tracking spreadsheet for the Newark Sustainability Plan that we can use to log progress on the various goals included in the plan. I will be providing a status update to the CAC at their next meeting on the tracking document along with discussing the greenhouse gas inventory and baseline initiative that CAC was tasked with under the plan. Once the tracking document is fully updated, I plan to use it to provide somewhat regular updates to Council and the CAC.

There were a handful of DEMEC related items that I worked on this week, mostly related to an ongoing bond refunding but also some additional board related items that resulted in a special meeting on Thursday. I held several departmental staff meetings this week to discuss items that have come up recently and to plan for the coming year. We also held the kickoff meeting for this year's employee benefit committee process where we review our plan and discuss potential modifications.

We are working with our website host, Civic Plus, on a new citizen reporting and notification application that would replace InformMe and the website's "Report a Concern" portal. The application is called SeeClickFix and it appears to be a significant improvement over our current offerings, both in user experience and backend staff tracking, workflow and interface. Stay tuned for updates as we get more information. It is our goal to have something in place before the fall semester.

Vaccinations in Delaware and the surrounding states continue to accelerate with Delaware announcing this week that all Delawareans 16 and over will be eligible on April 6th. This is ahead of PA (the 19th) and MD (the 27th). The state also began vaccinating UD students this week which will go a long way towards reducing the rate of infection in Newark since it appears to be mostly clustered in the college aged population currently.

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

Human Resources:

CPPO Martindale completed interviews for Parks & Rec's vacant Maintenance IV position on Wednesday, 3/31. He also worked with CHRO Hardin to draft and distribute updated COVID-19 policies for staff following peak immunity for most employees following State vaccination events. He additionally prepared for interviews with PW&WR next week and coordinated with other departments on various personnel and benefits related issues. HR Administrator Pacheco worked on several verifications of employment, processed check requests for retiree medical, completed

and faxed several unemployment forms and processed Worker's Compensation claim with PMA. Ms. Pacheco also started working on the posting for certified police officer and police officer recruitment for next week, finalized scheduling interviews for PW&WR intern interviews on April 7 and assisted employees as needed.

CHRO Hardin submitted the updated resolution to the State Office of Pensions and was notified it had been received and will be up for consideration on the April agenda. Once our application is approved, they will start the set up and training with our staff. We have a police officer retiring after 25 years of service with the City, we will be completing his paperwork April 1 which is his official last day. The HR team and PW&WR team worked together on an MOU with AFSCME 3919 regarding the work schedule for the water plant operators. The MOU is under review and vote by the union. We will start coordinating with our negotiations team for upcoming FOP negotiations for the contract ending December 31, 2021. We had our first AFSCME 1670 employee complete the Career Ladder program. Phil Campbell, Jr. successfully passed the safety test and the division specific skills test. He is now eligible to move from an Equipment Operator to an Equipment Operator II. The HR office continues to stay busy with job postings, interviews, onboarding, assisting various departments with employee and labor relations issues and any other inquiries that come to our office.

Chief Purchasing & Personnel Officer:

In addition to the above HR items, CPPO Martindale held a bid opening for Contract 21-04 (Curtis Lane Culvert Replacement) and continued working with PD and PW&WR on Contracts 21-07 (Police Vehicle Equipment Procurement and Upfitting) and 21-03 (Valve Inspection). He additionally worked with Finance to investigate the potential increases to purchasing thresholds for Council approval as well as consent agenda limits for purchasing items during Council meetings. He additionally coordinated with Finance to find documents requested by the City's auditors to confirm staff's compliance with Code and purchasing policies. Finally, Mr. Martindale began reviewing proposals submitted associated with RFP 21-01 (On-Call Engineering Services and Project Management) - there were 11 submitted proposals, so reviewing has taken up a great deal of time this week.

Facilities Maintenance:

The FM team completed the following tasks this week:

- Escorted STES as needed throughout the Police Department
- Removed and replaced desks as needed to gain access to mechanical rooms
- Investigated a generator issue with the garage and Electric Department
- Staged the Rittenhouse and Dickey Parks bathrooms for toilet replacements
- Replaced various lightbulbs
- Repaired probe lines at the FOC pumps
- Began fabricating backsplashes for PD counters
- Completed normal cleaning and disinfecting duties as required

Communications:

- Met with rep from SeeClickFix to discuss next steps for city app implementation, gathering

staff feedback/questions

- Continuing to organize the staff wellness challenge
- Met with Out & About Magazine, TNP about the possibility of hosting Food and Brew in July
- Working with TNP, local businesses to create potential designated retail area for future Alfresco events
- Tracking vaccine information, logging how many are still needed for an employee clinic
- Working with the state/DPH on social gathering restrictions, our permitting process and updating the City's webpage

Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Completed resident newsletter and birthday/anniversary newsletter
- Assisting the CCO with updating and streamlining the info on the website
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal

Creative Designer/Web Specialist:

- Designed new "We're Hiring" graphic for social media
- Created District 2 Election Cancellation signage for polling place
- Edits made to staff bios on AFSCME 1670 Job Applicant Handout
- Edits made to the City/Department/Division Forms
- Edits made to Main Street Alfresco design for 8'x4' signage
- Edits made to the Renewable Energy Program
- Scheduled weekly public meeting notices via InformMe
- Scheduled District 2 Election cancellation on City website and scheduled InformMe notice
- Scheduled Good Friday recycling changes on City website, InformMe and TV22

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

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

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 3/25/21 to 3/31/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors continue to handle appeals online.

The court received 11 Indoor Social Gathering tickets from incidents over the weekend.

The bailiffs are scheduled for their first firearms requalification of the year on 4/10/21.

Terri participated in a remote manager's meeting on 3/25/21.

Activity or Project:

Payments and Court Sessions

Description:

From 3/25/21 to 3/31/21 Alderman's Court handled 61 arraignments, 32 trials and 14 capias returns. The court processed 33 Probation Before Judgment sentences this week for traffic violations. Alderman's Court collected a total of 441 parking payments of which 372 were paid online and 69 were paid at court. The court also collected criminal/traffic payments of which 212 were paid online and 25 were paid at court for a total of 237 criminal/traffic payments.

Status:

Completed

Expected Completion:

03-31-2021

Execution Status:

Completed

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

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on March 31 and Bobby was in the office on March 25 for Court.

Renee attended the management staff meeting on March 25.

Renee participated in a coronavirus-related conference call with State stakeholders on March 30 with Chief Communications Officer Gravell.

Tara staffed a bid opening on March 30.

Renee worked on several Council-related items including potential changes for the 2021-2022 Council rules of procedure and scheduling agenda items for future meetings.

Renee spent time reviewing proposals for RFP No. 21-01 as the at-large management member of the review team.

Tara spent time reviewing building permits.

Tara dedicated time to several union matters.

Renee and Danielle worked on research for several staff and Solicitor requested items.

The District 2 Council election has been cancelled after the withdrawal of Brenden Moore, which was received on March 26. As the only candidate, Sharon Hughes will be declared the winner by the Election Board at their April 15 meeting and sworn in for her second term on April 22 at the Council organization meeting. Renee, Tara and Violet spent extensive time working on items for the cancelled District 2 Council election. Violet completed a mailing to all those who filed for an absentee ballot notifying them of the cancellation of the election. Tara and Violet worked on updating records relating to past elections. Renee spent time notifying various stakeholders and vendors regarding the cancellation.

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

- * Provided a document and closed a March 8 FOIA request for a list of building permits issued from 10/2019 through 06/2020 to include date/number/permit type/description/project cost/address/contractors information from Nelja Holmquist
- * Provided documents and closed a March 10 FOIA request for plans and permits regarding 321 Hillside Road The Rail Yard Apartments from Randolph Brolo
- * Circulated to staff a follow up to a March 23 FOIA request for leases/licenses where cell towers/rooftop antennas/other wireless/24 months of payment histories are attached to City owned buildings from James Kennedy
- * Provided a response and closed a March 25 FOIA request for building permits pertaining to a property outside City limits from Audrey C. Jones
- * Provided a response and closed a March 26 FOIA request for code violations/liens/permits

pertaining to 339 Paper Mill Road from Brian Frederick Funk, Esq.

* Provided a response and closed a March 26 FOIA request for the Delaware voter registration database from William Borskey

* Provided a response and closed a March 26 FOIA request for spills/oil contamination/groundwater contamination/UST/AST pertaining to a property outside of City limits from Eric Stone

* Circulated to staff a March 30 FOIA request for any/all police reports pertaining to an individual from Nicholas Tuz, Esq.

Regarding minutes, staff time was spent on the March 9 Conservation Advisory Commission (Nichol drafted), March 18 Board of Adjustment (Nichol drafted) and March 22 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the January 26 Election Board minutes are currently in the queue.

5 discovery requests were fulfilled for upcoming Alderman's Court cases. 106 discovery requests have been filled so far for 2021. No Court calendars were processed this week due to the Court break associated with the Good Friday holiday. No pleas by mail were processed.

The office received 6 new lien certificate requests this week, which were sent to Finance for processing. 15 lien certificates were completed and sent to the requestor. 130 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Renee met with facilities staff on March 31 to review COVID-19 safety measures to be installed in the Records office to prepare for future return to in-person work for staff.

Samantha continued research and creation of an implementation plan for a graduated opening of TCM public portals. While the final implementation will be based on the results of the implementation plan, staff is looking tentatively at a 2022 launch.

Tara spent time preparing the Legislative Department scanning backlog created by the part-time Administrative vacancy to be transferred to Ana for processing.

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

The scanned documents numbers for March 25-31 are below

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

Activity or Project:

Electronic Council Packets

Description:

Renee met with the vendor for the electronic packets project to discuss migration to the new version of their software prior to the training and launch of the project. The migration is scheduled for Thursday, April 1. After it is completed, Renee will be working to schedule training for staff on the new version.

Status:	Near Completion
----------------	-----------------

Expected Completion:	
-----------------------------	--

Execution Status:	Behind Schedule
--------------------------	-----------------

Activity or Project:**Description:**

Status:	
----------------	--

Expected Completion:	
-----------------------------	--

Execution Status:	
--------------------------	--

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews started working on primary cable riser at West Main Substation after a squirrel caused damage and an outage. The crews and electricians also worked at the Army Reserve Center on Ogletown Road finishing the cable terminations and metering.

The electricians and engineering worked replacing control parts on a substation transformer that is having breaker problems. The new parts did not work, so a contractor has been contacted to work on the breaker. The electricians also performed a meter test for a high bill complaint and made substation checks for the monthly spill prevention report.

Engineering has been designing the infrastructure for electric vehicle charging stations at City Hall and the Galleria parking lots. Engineering has also worked on finding replacement bushings and lighting arrestors for substation transformers and lining up contractors to work on a substation breaker and backup generator equipment at City Hall.

Activity or Project:**Description:**

Status:	
----------------	--

Expected Completion:	
-----------------------------	--

Execution Status:	
--------------------------	--

Activity or Project:**Description:**

Status:	
----------------	--

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

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Weekly:

Applications Team:

Open Support Tickets from Previous Week - 63

Open Project Tickets from Previous Week - 20

Open Tickets with Vendor R&D from Previous Week - 21

Tickets Opened in the Last Week - 22

Tickets Closed in the Last Week - 20

Remaining Open Support Tickets - 65

Remaining Open Project Tickets - 20

Remaining Tickets with Vendor R&D - 21

1. Zoom meeting with Paymentus to discuss Tyler migration on 3/29.
2. GotoMeeting with the Employee Healthcare Committee on 3/30.
3. GotoMeeting with Tyler to discuss status of SaaS migration project on 3/30.
4. Zoom meeting with Paymentus Account Manager on 3/31.
5. Upgraded TCM Test environment to version 2021.1.0.
6. Reviewed and registered for Tyler virtual conference courses scheduled for 4/27 - 4/29.
7. Finalized plotter replacement lease.
8. Setup reporting and cashiering users in Tyler Cloud Admin in preparation for SaaS migration.
9. Continued working with Honeywell on meter firmware upgrades.
10. Scheduled FieldSense Installer and Route Manager training for 4/8.
11. Worked on and resolved support tickets for end users.
12. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.

Infrastructure Team:

Open Support Tickets from Previous Week - 108

Open Project Tickets from Previous Week - 34

Tickets Opened in the Last Week - 79

Tickets Closed in the Last Week - 71

Remaining Open Support Tickets - 112

Remaining Open Project Tickets - 38

1. Worked with electric on LPR installation.
2. SMTP config for Tyler SAAS.
3. MFA client roll out continues.
4. Researching new printers.
5. End point protection client configuration.
6. Patching Hyper-V servers.
7. Workstation patching and maintenance.
8. Server patching and vulnerability remediation.
9. Continued WFH support.
10. Worked on and resolved support tickets for end users.
11. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Description:

Status: Not Started

Expected Completion:

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Worked with Paula, Tom Z. and Rich to establish interview questions for Maintenance IV interviews; reviewed bids received for the sign replacement project; reviewed subdivision plans for upcoming projects; attended the Delaware Recreation and Parks Society awards ceremony for our organization of the year presentation; conducted the parks maintenance meeting to discuss upcoming projects and work orders; met with Rich and Tom Z. about onboarding of part-time parks maintenance staff that began working this week; visited the construction site at the White

Clay Creek Bridge project on several occasions and to view its progress and meet with the project manager about the new construction entrance and lay down area at Curtis Mill Park.

Deputy Director: Attended DRPS awards presentation with Joe and the Mayor who accepted the Outstanding Organization Award for the department, worked with Shelby on putting together a slide show to use as part of the award presentation; worked with Tom, Rich and Joe to review applicants for the Maintenance IV position, set up interview schedule and questions; worked with Shelby on signs for Hall Trail closure, Hunt@Home pick up and Camp REAL; discussed with Chrissy and Will Smith from NPD a new program including police and community engagement; worked with Shelby and Melinda to update information regarding upcoming events on the website; spoke with coordinator of learning pod at Red Roof Inn about possibility of their children attending summer camp at Camp REAL and set up time to meet with them to discuss; completed and sent April PSA's; worked with Kathy to complete purchase requisitions for sports supplies; worked with Sharon on information sent to gardeners prior to spring kick off; completed updating all corrections for the camp guide and worked with Shelby to send out the Camp Guide on March 22 through the Eblast mailing list and post online; reviewed sign bid results with Joe and Jeff; continued to worked individuals who received gathering ordinance violation and community service and Chrissy to track hours through volunteer system; continued sending applicant information to recreation staff for summer hires; continued to work with Melinda, Chrissy and Rich regarding the mission group volunteers and work at the Community Garden; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Continued to add participants from the waitlist to Soccer Shots classes; tennis lessons began, we had some new instructors begin; finalizing details for summer newsletter program information; WeRUNewark began on 3/23; completed park inspection at Rittenhouse with Parks Superintendent and submitted work order in preparation for Rittenhouse Camp; completed the before and after school care staff schedule for April; making preparations and collecting team fees for adult volleyball and softball leagues.

Recreation Supervisor of Community Events: Updated summer programs in Excel, working on summer programs including new computer and baking classes for adults; worked with volunteers and Melinda and assisted with Hunt@Home pick up for nearly 130 children; held the Community Garden opening day with eight gardeners coming out to work in their plots and three new gardeners picking up their keys.

Coordinator of GWC and Volunteers: Worked with Recreation Supervisors to update the Camp COVID FAQ forms, sent information to spring break camp participants; continued to finalize the staff schedule and camp schedule for spring break camp scheduled for April 5 - 9; continued to make updates to the Summer Camp guide; coordinated with Katie Bielicki to offer a Spotted Lantern Fly education program on March 23 in honor of National Ag Day, the program was recorded via Zoom to be sent to participants that registered and were unable to attend; finalized volunteer schedules for Hunt@Home pick up events held Wednesday - Friday; continued to communicate with community service volunteers and provided orientation to four individuals throughout the week; attended a DPRS Award ceremony on March 24 to present the Friends of Recreation Award to the missionary volunteers; provided an orientation to the newest GWC attendant on March 22; finalized and sent the staff schedule for April to GWC Attendants; met with parks administration staff on security deposits for the George Wilson Center and how they will be handled moving forward; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential

renters for future events. GWC Rentals: The Main Hall was rented on March 24 from 7 - 10:30 p.m. for a Repass with an overall attendance of 40, on March 27 from 1 - 7 p.m. for a Bridal Shower with an overall attendance of 60 and on March 28 from 12 - 6 p.m. for a 1st Birthday with an overall attendance of 50.

Recreation Specialist: Assembled all the Hunt@Home kits, sold approximately 135, worked along with the volunteers handing out kits, handling questions, etc.; supervised the volunteers at the Community Garden on Thursday and Friday, they continued weeding around plots and placed two loads of safety surfacing around the plots, the large (right side) of the garden is almost complete!

Parks Superintendent met with Amtrak representative and their Arborist contractor to review several trees along the Hall Trail that are on the Amtrak side of the fence line that need to be removed or pruned, along with Recreation Supervisor developed "Punch List" of items needing to get completed prior to the start of day camp in Rittenhouse, met with representatives of Davey Tree Company concerning tree pruning of several street trees along Marrows Road, along with Parks Supervisor reviewed all Maintenance IV applications to choose which applicants to interview, met with manager of Springhill Suites and their landscape contractor concerning work needing to be completed prior to release of 2-year surety bond funds, attended meeting along with Parks Director on trail sign post installations throughout Christina Valley Stream area and Rittenhouse Park, developed questions for upcoming interviews for Maintenance IV position, assisted Landscape Specialist on proper method to prune roses that we have in our horticulture areas and attended the last webinar session thru Penn State on Wood Lots and Forestry Practices.

Parks Supervisor assigned field staff daily and assisted as needed, coordinated volunteers at Community Garden and along with Parks Superintendent reviewed all applicants for the Maintenance IV opening and choose which applicants to interview.

Parks staff continued on plant cut backs throughout park system, did interior bed maintenance at City Hall, removed old sand in top 6 inches in the pool filter at Wilson Center and replaced with fresh sand, primed and assembled one library box for future installation in one of the city parks, spread stone and added new stone along entire length of Rittenhouse Park entry drive and parking area, dragged/scarified all ballfields, did trash removal throughout park system and provided assistance for award ceremony at McKees Solar Park.

Activity or Project:

Reservoir/Preston's Playground Restroom

Description:

Reservoir/Preston's Playground Restroom site work is completed and the pre-cast restroom should be delivered in April. The restroom will include two family restrooms and will be a welcome addition to the Park.

Status:	In-Progress
Expected Completion:	04-30-2021
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

Property Maintenance

Complaints: 14

Violations: 10

Inspections: 12

Citations Issued: 18

- 90/92/94/96 E. Cleveland Ave.: Flooring.
- 321 Hillside Rd. (townhomes): 400 building 6 units – framing and HVAC inspections are completed, 300 building 10 units - roof getting shingles, building 200 10 units – roof sheathing going on, 100 building 10 units – roof trusses and framing, 800 building 10 units foundation slab prep.
- 227 W. Park: Plumbing inspection complete, HVAC/Electric are still being installed.
- 1364 Marrows Road (Honda Service): Setting steel, underground plumbing.
- 280 The Green (UD Warner Hall): Final sitework in progress. TCO application pending.
- Thorn/Lehigh Flats: Buildings B, F and 151 are approved to close in, Buildings 161, H, and G rough inspections are in progress.
- Newark Charter School: Loop road base course paved parking and site work progressing. Site clearing for Junior High building - permit issued for footing, foundation and structural steel, footings to start next week.
- Newark Senior Living: Site work progressing, underground plumbing and footings in progress.
- 321 Hillside Rd./The Rail Yard: Site work progressing, paving base in progress, Apartment Building B (#6000/#7000 units) slab complete, framing nearly complete. Building A slab in progress. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues.
- UD Green Utility Projects: Steam and condensate connection to Memorial Hall complete. Restoration of green and pathways partially completed. Permit application for electric feeder project for Drake Hall. Brown Lab and Future Building review complete. Awaiting permit issuance.

- Rodney Storm Park Project: Weir wall constructed with additional site work progressing. Footings poured for retaining wall, footing work for some recreational equipment in progress.
- Commons Building: Framing completed, walls approved to close in, rough plumbing, ductwork, and weatherproof exterior finishes.
- 211 S. Main St.: Interior and exterior work ongoing. Exterior walls being installed.
- 325 Academy St. (UD Perkins Dining): Final inspection tentatively scheduled for first week of February.
- 625 S. College Ave. (UD Whitney): Final Certificate of Occupancy projected soon.
- 401 Bellevue Road (SAFSTOR) – Structural steel erection ongoing. Slab inspections ongoing.
- Fintech, Star Campus: All floors and roof slabs have been poured.
- College Square, 1001 College Square, building 1: Masonry shafts being installed. Underground plumbing started.
- 287 E. Main St.: Structural steel erection is still installed. Masonry shafts being installed. Second and third floor slabs 50% complete.
- 304 S. Chapel St.: Underground plumbing complete. Concrete slab poured. Exterior sheathing and roof decking underway.
- 45 E. Main St.: Drawings reviewed and approved for tenant fit out.
- UD Evans Hall: Plans and permit application received for mechanical system upgrade and replacement. Waiting for contact from applicant.

Parking

- Continued weekly communications regarding COVID-19 with Parking Management, Customer Service, and Enforcement teams and continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Office continued alternating work-from-home/in-office schedule to reduce chances of community spread. Have begun the discussion on what return-to-office would look like, based on CDC recommendations. Completed worksheet for City Manager’s Office regarding explanations for work-from-home schedules and when employees believe they can make a full office return, pending prompt second vaccinations.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing. Continued handling residential and municipal permitting for residents. Continued handling online and in-person parking appeals.
- Parking Ambassadors continued giving out masks to patrons on-street. Parking Ambassadors notifying on-street patrons they should wear a mask even while outside. With an increasing number of walk-ins, we have been giving out more masks in office and reinforcing the “double-masking” with customers and staff.
- Continued sterilization of pay stations, general cleaning, and pre-maintenance. More efforts on in-office cleaning as employee/customer volume is trending upward.
- After 5-year tenure, Parking Ambassador Shawn Humphrey will be moving on to a position outside of the City of Newark. Personnel requisition submitted to H.R. and re-scheduling performed in his absence.
- Completion of April 2021 Parking Ambassador schedule.
- Programming for the upcoming Good Friday (4/2/21) and Easter holidays (4/4/21). Parking will be normal charge on the Saturday in between the holidays (4/3/21). Signage will be printed for the parking office/galleria/kiosks, while the Passport app will display a digital message.
- Responses/concerns to 141 East Main Street (Hillcrest) proposed property.

- Generated reports and applied to worksheets parking enforcement revenues over the past 5 years for review and discussion.
- Update to fixed parking assets for insurance purposes.
- Review of proposed parking leases in Lot #4.
- Maintenance to mower/trimmers and first mowing of the year.
- Employee Healthcare Committee meeting on March 30th.
- T2 Webinar ‘The Ins and Outs of Parking Citation Collections’ for parking staff.

Planning/Land Use

- On Thursday, March 25, Planner Mike Fortner staffed the Steering Committee meeting for the Review of the Comprehensive Development Plan. The Committee reviewed the chapters on Housing and Economic Development. They also reviewed summary notes from the Coffee Break Virtual Workshops.

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 weekend of March 26-28, 2021 was the first very warm weekend in Newark this year. Officers responded to one (1) large house party on W. Main Street and backyard parties on Cleveland Avenue. Due to the unobstructed backyards on much of Cleveland Avenue, several hundred people were spread out across the yards. While the large parties were a concern and were addressed, this small number of parties is a drastic improvement over what officers would have

responded to pre-COVID. Many factors including the social gathering ordinance, the mutual cooperation between the City of Newark and the University of Delaware has greatly reduced large off-campus parties. On a pre-COVID weekend, with such warm weather, NPD would usually have responded to dozens of large party complaints. It is gratifying that most students and residents are taking COVID prevention and safeguards seriously.

Special Enforcement Division:

- On March 24, 2021, Lt. Jones organized a meeting to address traffic congestion concerns with the ongoing Elkton Road construction project. Among those in attendance were Newark Police Department, DelDOT, Diamond Materials, KCI (inspection company), and Newark Charter School. The meeting resulted in several good strategies to help reduce traffic congestion including a change to signal timing.
- The Traffic Unit is coordinating with Diamond Materials to place sign boards reminding drivers not to block intersections and the unit will conduct additional traffic enforcement in the construction zone.
- The Special Operations Unit is completing follow-up investigations on several recent large gatherings on East Cleveland Avenue, New London Road and North Chapel Street. As part of these investigations, the unit is contacting landlords, tenants, and the University of Delaware and will obtain arrest warrants as necessary.
- On March 26, 2021, the Special Enforcement Division conducted a distracted driving initiative. During the initiative, nine (9) officers were deployed to two (2) locations throughout the day. In total, one hundred forty (140) traffic citations were issued for seatbelt and cell phone violations, Driving While Suspended, Disregarding a Red Light, Failure to Yield at an Intersection, Driving over the Median, Possession of Marijuana, Blocking an Intersection, Unregistered Motor Vehicle and various other traffic offenses. Future initiatives are planned to gain further compliance on motor vehicle laws, primarily distracted driving.
- On March 30, 2021, the Special Operations Unit attended a public Naloxone training and distribution event at Dickey Park that was coordinated by the Newark Police Department and the New Castle County Community Response Team. The event was well received, and a future event will be scheduled for May.
- During the week the Special Operations Unit also met with Parks and Recreation to plan for several community engagement events scheduled for the remainder of the year.

Patrol Division:

- On March 23, 2021, at 0811 hours, Newark Police responded to a hit and run crash at the intersection of Elkton Road and Christina Parkway. During the crash, a maroon Lexus struck a vehicle and left the scene on Elkton Road. The driver of the vehicle that was struck contacted a Newark Police Officer, who stopped the suspect vehicle. Following a DUI investigation, the driver was taken into custody without incident. She was identified as Viviana Depradel, 38, of New Castle. She was charged with Driving Under the Influence of Drugs and released on her own recognizance.
- On March 24, 2021, at about 0723 hours, Newark Police responded to a single vehicle crash on Library Avenue south of East Delaware Avenue. During the crash, a vehicle struck a sign in the median and left the scene. A Newark Police Officer located the vehicle and its driver a short distance away. Following a DUI investigation, the driver was taken into custody without incident. He was identified as James Clifford, 35, of Smyrna. He was charged with Driving Under the Influence of Alcohol and released on his own recognizance.
- On March 30, 2021, officers responded to area of 419 Hamlet Drive for an unknown alarm originating from the reporting person's apartment. Upon investigation, officers observed the Riser

Room (exterior accessed room housing water pipes) to have a large amount of water seeping from under the door. Once the unsecured door was opened, a pipe that burst and was spraying water out of the door. Additionally, a hole was also observed on the interior wall. While still on-scene the original reporting person told officers that an unknown male was just observed inside of their residence. The intoxicated male was detained, and it was later determined that after he found himself in the Riser Room, the male suspect broke through the drywall and into the bathroom of the unoccupied unit on the ground floor. Warrants are pending.

Criminal Investigation Division:

- Newark detectives began an investigation into human trafficking in 2016. The case expanded to several jurisdictions in multiple states and involved the FBI, as well as Newark PD, Tinicum Township, Delaware State Police, Delaware River and Bay Police, and Philadelphia Police Department. The case was prosecuted by United States Attorney for the Eastern District of Pennsylvania. This week one of the defendants, a Delaware resident, was sentenced to 35 years in prison for his involvement in the case.
- Victim Services Coordinator Melissa Pennachi will be participating on a podcast that will be recorded this coming weekend in observance of Sexual Assault Awareness Month. The Delaware Alliance Against Sexual Violence is hosting a series of podcasts during the month of April in recognition of SAAM. Ms. Pennachi will be joining DFS and the CAC on a panel to discuss the system response to sexual violence and how victims can report. The podcast will be on multiple platforms including Spotify.

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:

Public Works and Water Resources Department

Notable Notes:

The contractor at Rodney will be working on the Good Friday holiday in order to take advantage of the good weather and make up for several rain days this week.

Regular, weekly yard waste collections are back underway through the fall season and spring leaf collection ends this week. Residents may continue to put leaves in their yard waste cart for regular collection on Wednesdays.

City staff has met with Siemens facility managers near our Well #17 site off of Old Cooches Bridge Road. The Siemens water supply well and our Well #17 draw from the same aquifer and can interfere with one another. We are working with them to agree on operational agreements ahead of our allocation results from the state.

The first participant in our Career Ladder program for field employees has successfully passed all sections of the testing and has been promoted to an Equipment Operator II. This program was initiated as part of the latest contract with the Local 1670 Union and is meant to benefit the City and employees by offering career advancement while ensuring our employees are trained to handle advanced work within their department.

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:**

Digital Records Project New Documents Created – March 25-31

Name	# of Documents	# of Pages	Types
Samantha	41	794	PWWR property attachments; Working remotely on modifications
Sandy	331	551	A/P batch invoices and reports; Timesheets
Fred	8	1,837	PWWR property attachments
Ana (PT)	2	7	Working remotely on modifications
Danielle	1	19	Current Legislative Department documents
Total	383	3,208	

Monthly Year-Over-Year New Document Page Totals

Month	2020	2021	Change +/-
January	16,856	30,925	+14,069
February	27,202	26,037	-1,165
March	43,335	28,447	-14,888
April	50,618		
May	36,670		
June	38,184		
July	28,329		
August	27,620		
September	11,916		
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		

NEWARK POLICE DEPARTMENT

WEEK 03/21/21-03/27/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	3	0	0	1	0	0
Rape	1	1	0	2	1	0
Unlaw. Sexual Contact	2	1	0	0	0	0
Robbery	4	3	0	8	2	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	2	2	0	1	2	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	1	0	7	0	0
Assault/Aggravated	4	1	0	3	3	0
Burglary	6	8	2	43	2	0
- Commercial Burglaries	0	0	0	41	0	0
- Residential Burglaries	6	7	2	2	2	0
- Other Burglaries	0	1	0	0	0	0
Theft	103	168	20	68	29	2
Theft/Auto	17	22	2	1	2	0
Arson	0	0	0	0	0	0
All Other	47	2	0	43	10	0
TOTAL PART I	187	206	24	169	49	2
<u>PART II OFFENSES</u>						
Other Assaults	72	48	6	66	9	3
Rec. Stolen Property	0	0	0	1	4	0
Criminal Michief	28	42	1	25	6	1
Weapons	6	1	1	13	1	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	20	17	2	18	10	1
Drugs	18	32	3	25	24	2
Noise/Disorderly Premise	139	152	26	42	68	7
Ordinance Violation	0	76	11	0	4	2
Disorderly Conduct	31	90	10	30	26	0
Trespass	69	77	11	19	24	3
All Other	55	89	11	79	50	3
TOTAL PART II	438	624	82	318	226	23
<u>MISCELLANEOUS:</u>						
Alarm	40	96	16	0	0	0
Animal Control	104	93	10	15	2	0
Recovered Property	58	36	4	0	0	0
Service	8483	7949	670	0	0	0
Suspicious Per/Veh	116	112	13	0	0	0
TOTAL MISC.	8801	8286	713	15	2	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	498	10,773	887	10,076



**Newark Police Department
Weekly Traffic Report**



03/21/21-03/27/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2290	2849	10	278
DUI	30	36	0	5
TOTAL	2320	2885	10	283

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	57	30	0	3
Property Damage (Reportable)	236	188	12	26
*Hit & Run	58	39	3	4
*Private Property	45	41	1	7
TOTAL	293	218	12	29

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.