

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Alarms.org selected Newark as the safest city in Delaware per their 2021 report. This is a testament to the hard work being done in the police department, especially in the face of increasing crime across the country. More information can be found here: <https://www.alarms.org/safest-cities-in-delaware/>.

I spent a considerable amount of time this week on parking related items in Lot 4 and associated with a development application. I also continued working on our sustainability plan tracking document. I will be presenting the draft document to the CAC for feedback at their meeting this coming Tuesday. Several staff members and I attended a DEMA/FEMA meeting to continue working on our tropical storm Isaias reimbursement. We have continued our rollout of two factor authentication for City IT infrastructure and are currently developing internal policy documents.

Staff has begun receiving invites to schedule their second COVID vaccination for those who received their first dose on March 19th or 21st. We have begun the planning process for bringing everyone back to the office full-time. Our current target is May 10th but we will work with employees on a case by case basis if they have extenuating or other unique circumstances that require accommodation. We are updating our internal policy documents around COVID related exposures and quarantine to align with the May 10th date.

Staff is working on a plan to potentially centralize trash collection in Lot 4 using compactors. This would improve the look and cleanliness of the lot and potentially create more open parking spaces. We have tried to do this in the past but the unique situation of vacancies in several locations, including Panera, has created a good opportunity to get it done. We will have more information on this effort later this spring or early summer.

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

Human Resources:

CPPO Martindale followed up with employees as needed related to SSN discrepancies with the IRS discovered through the City's annual ACA reporting process. He also completed miscellaneous HR tasks such as filing FMLA documentation; processing invoices for life insurance, flexible spending accounts, and health/dental/vision insurance. He additionally coordinated with the City's ICMA-RC representative for staff questions pertaining to retirement plans. The highlights of this week for Mr. Martindale were completing interviews with the PW&WR team for summer internship programs and onboarding a new Administrative Professional I for Police Department.

HR Administrator Pacheco hired several new parks seasonal employees in Munis and sent out letters of conditional hire for: Part-Time Administrative Professional I in Public Works & Water Resources Department, Maintenance IV in Parks & Recreation Department and Communications

Officer I for Police. She also sent a confirmation hire letter for our Certified Police Officer who will start Monday, April 26. She also completed several unemployment forms and job postings for Certified Police Officer (closing date April 30) and Police Officer (closing date May 7) which will be posted this Friday, April 9.

CHRO Hardin completed and submitted pension paperwork for a recent retirement. She also assisted several current employees with requests for pension calculations. She also finalized an MOU with AFSCME 3919 regarding a modified schedule and compensation plan for the Water Plant Operators. She continued working on and preparing for the new State Pension Plan the City has applied for and working with the actuary on implementation for July 1. Ms. Hardin has been working with our benefits broker to look at a new provider for the City's life insurance and long-term disability. The proposal we have received provides us with better benefits at a lower cost. We will be setting up a meet and greet with this new provider in the coming weeks.

The rest of her time has been spent preparing for the HR Team Goal Setting meeting on Wednesday, April 14. Ms. Hardin, Ms. Pacheco and Mr. Martindale will be spending the entire day looking at our current HR policies and procedures, updates to the HR website and ways to make our department more efficient to both internal and external customers. There was also time spent taking phone calls, attending meetings and working with various departments on personnel related matters.

Chief Purchasing & Personnel Officer:

On the Purchasing side, CPPO Martindale handled various Energy Savings Performance Contracting (ESPC) project items with Facilities, Finance, and Seiberlich Trane.

He additionally fielded questions pertaining to the City's updated COVID-19 policies and vaccination event opportunities for staff. After attending Governor Carney's press conference Tuesday evening with CCO Jayme Gravell, we were more assured that the State will provide shot #2 information directly to staff that signed up for shot #1, as opposed to coordinating through the City Manager's Office.

Mr. Martindale additionally finished reviewing proposals submitted through RFP 21-01 with the PW&WR team and City Secretary, distributed Contract 21-07 for PD, and continued working on Contract 21-03 with PW&WR.

Facilities Maintenance:

The FM team completed the following projects:

- Escorted and supported STES as needed
- Repaired desks in the Police records and CED rooms
- Replaced various light bulbs
- Delivered a car boot frame to Parking
- Hung acrylic guarding in Legislative's records room
- Ran the floor scrubber at the Municipal Complex
- Reset Parks' water fountain
- Completed various cleaning and disinfection tasks as needed

Communications:

- Collecting staff feedback/questions on the SeeClickFix app, continuing conversations with the vendor
- Working with TNP on potential Food and Brew event in July
- Organizing UD virtual field trip with staff, UD faculty and students
- Tracking vaccine information, logging how many are still needed for an employee clinic
- Joined the ESCO team to provide update on streetlight survey feedback
- Continue to share information regarding COVID protocols, instructions for vaccines, etc.

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
- Started working on next 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 a cover for Council manual
- Created District 2 election cancellation sandwich board signage
- Routed all RequestTracker tickets to their respective departments
- Scheduled public meeting notices via InformMe
- Scheduled the Newark Transportation Improvement District Committee meeting on the City website
- Scheduled Livestream events for the Election Board meeting and for the Council Organizational meeting
- Updated the NPD Recruitment Brochure for 2021
- Updated COVID-19 Social Gathering webpage

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 two court sessions from 4/1/21 to 4/7/21. These sessions included arraignments, trials, capias returns and code violations. Parking Ambassadors continue to handle parking appeals online.

The bailiffs are scheduled for firearms requalifications on 4/10/21.

Terri participated in a remote manager's meeting on 4/1/21.

Activity or Project:

Payments and Court Sessions

Description:

From 4/1/21 to 4/7/21 Alderman's Court handled 27 arraignments, 22 trials, 9 capias returns and 1 code violation. The court processed 46 Probation Before Judgment sentences this week for traffic violations. Alderman's Court collected a total of 340 parking payments of which 277 were paid online and 63 were paid at court. The court also collected criminal/traffic payments of which 214 were paid online and 25 were paid at court for a total of 239 criminal/traffic payments.

Status:

Completed

Expected Completion:

04-07-2021

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:

Renee attended the management staff meeting on April 1.

Tara staffed a bid opening on April 6.

Nichol finalized and posted the April 13 Conservation Advisory Commission agenda on April 6.

Renee spent the majority of her 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.

Tara submitted several items for recordation to the Recorder of Deeds.

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 completed and posted the April 15 Election Board agenda. Tara processed returned absentee ballots. Renee and Nichol completed the cancellation advertisements.

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

- * Circulated to staff an April 6 FOIA request for documents relating to current mixed use redevelopment including all architectural drawings submitted for review, comment and approval pertaining to 287 East Main Street Fulton Bank from Michael McCarter

- * Provided a response and closed an April 7 FOIA request pertaining to an address outside of City limits from Barbara Koszalka

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

8 discovery requests were fulfilled for upcoming Alderman's Court cases. 114 discovery requests have been filled so far for 2021. The April 8 and 15 Court calendars were processed this week and the 21 associated case files were compiled for the Deputy City Solicitor.

The office received 18 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 148 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Samantha spent time submitting destruction notices and organizing boxes for the Division's next shred appointment on April 12. Approximately 130 boxes that have been scanned or have met their retention schedule are to be disposed of as part of this event to clear space in preparation for the Division staff returning to the office. Samantha has found a new vendor for shredding via the state contract which is providing a cost savings of 38% per box shredded for the Department over the previous vendor.

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.

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 April 1-7 are below.

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

Activity or Project:

Description:

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Activity or Project:

Description:

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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews repaired a substation cable that blew up last week because of a squirrel. Load switching has been completed and everything is back to normal. The line crews also changed a pole at the Fulton Bank project that was too close to the building and met with the contractors on several other projects to keep things on track.

The electricians scouted out underground pipes for the engineering firm that is designing the DelDOT bike lane and other changes to Delaware Avenue. The electricians also troubleshot communication issues with reclosers and worked with engineering to change parts for a slow substation breaker.

Engineering provided contractors with the fault current at South Wellfield, worked on the infrastructure design for Briar Creek Phase 2, and met with Fintech at STAR about gear placement. Engineering also compiled UD loads for March and worked with IT to collect all the electric meter programs in preparation for a system upgrade.

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Finance Department

Notable Notes:

The Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to the City of Newark for its comprehensive annual financial report for the fiscal year ended December 31, 2019. The report has been judged by an impartial panel to meet the high standards of the program,

which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. We would like to thank Deputy Director Hollander and the Accounting team for all their continued hard work and dedication to the City.

We are encouraging all customers to log onto Customer Connect to opt-out of receiving paper bills. The inconsistent mail system continues to cause delivery issues. Utility customers can review their bills online and set themselves up to have their payments automatically drafted from their checking account or from a credit card. We would prefer that customers select the checking account option in order to keep our fees to a minimum.

Effective April 1, the summer rates for electric go into effect, and will remain in effect through September 30th. The first 250 kwh remains unchanged at 14.5 cents. The second tier (251-1000 kwh) moves from 14.5 cents to 15.65 cents, and the third tier (over 1,000 kwh) moves from 14.5 cents to 17 cents per kwh.

Audit – Staff continues to work with our auditors. Final Audit fieldwork started this week and is expected to be completed April 9th. Auditors have been working virtually throughout the review. Single Audit is also being performed simultaneously. The Single Audit focus for 2020 includes funding received from the CARES Act, and all programs funded through the State Revolving Loan Program. The latter contain water and sewer projects, including the Rodney Stormwater Project. The financial audit will be completed by June 30th and the single audit will be completed by September 30th.

Staff is monitoring the American Rescue Plan and awaiting guidance from the US Treasury on the proper use of the funds. Internally, the finance director is working with the department directors to identify needs that can be addressed with these funds, which will be proposed to the city manager and council for consideration.

On April 6, City Manager Coleman, Director Del Grande, Deputy Hollander, and Fire Marshal Tynan met with representatives from FEMA and DEMA to discuss possible reimbursement for expenses incurred from the damage caused by Tropical Storm Isaias that occurred back in August. The City also filed an insurance claim with Chubb to cover part of our \$46,000 in expenses.

On April 7, Director Del Grande attended a webinar regarding American Public Power Association's DEED program. This program, if the City were subscribed, would provide potential grants and internship programs to the City.

On April 8, Director Del Grande and Planner Fortner were panelists for a discussion on sustainability with the TNP. Also included on this panel were representatives from UD, Chemours, and Bloom. The City discussed our Sustainability Plan and the 100% Renewable Energy Program that is going into effect on June 1.

Activity or Project:

Payments & Utility Billing (PUB)

Description:

Stats for the week ending 4/02/2021: Call volume was about equal from the previous week due to the City being closed on April 2nd (223 vs. 290).

- Customer Calls/answered: 214/223
- Average call time: 4:58
- Longest hold: 2:15
- Payments processed: 3,001
- Pay by phone payments: 195
- Active Customer Connect Accounts: 8,861
- Customers signed up, not on pre-authorized payments: 6,018
- Budget Billing: 304
- Echeck/PAP Customers: 1,459 (includes budget billing)
- Credit Card PAP Customers: 1,377 (includes budget billing)

Status:	In-Progress
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Expected Completion:	12-31-2021
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Execution Status:	On Track
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City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

1. Worked with electric on LPR installation.
2. Met with VOIP regarding cell block.
3. MFA client roll out continues.
4. Ordered new printers.
5. Met with Dell regarding new infrastructure initiatives.
6. End point protection client configuration.
7. Coordinating Verizon copper replacement.
8. Patching Hyper-V servers.
9. Workstation patching and maintenance.
10. Server patching and vulnerability remediation.
11. Continued WFH support.

12. Worked on and resolved support tickets for end users.
13. Actively responded to and resolved Secureworks alerts.

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Parks and Recreation Department

Notable Notes:

Director: Reviewed basketball and tennis court repair and improvement proposals; participated in interviews for the Maintenance IV position; visited with one of the sign companies that bid on our sign replacement project to discuss their proposal and view their development process; met with Tyler about Adult Sports Leagues and park permits; met with Tom Z. about Preston's Playground equipment repair and restroom project; organized meeting with CXT Pre-Cast, subcontractors and Tim F. about delivery of the restroom unit and finishing the pad for delivery; working with the University of Delaware on grant program for Urban Forest Restoration; conducted parks maintenance meeting to discuss upcoming projects and work orders; met with Paula about recreation activities and events.

Deputy Director: Met with Chrissy and Newark Police Department staff regarding a new summer program opportunity; converted the summer program information into a workable document for Shelby to start creating the summer activity guide and continued to work with recreation staff on finalizing information; attended meeting with Sharon and coordinators of the learning pod at the Red Roof Inn regarding the possibility of participation in Camp REAL; participated in interviews for the Maintenance IV position; visited sign company with Joe to review their operation and abilities; processed special event requests; spoke with recreation staff to finalize details for the summer camp fair and worked with Shelby on creating the posters/marketing material for it;

reminded recreation staff to start working on personnel paperwork and background information for summer staff and to submit paperwork to the Department of Public Health for summer camps; processed financial assistance applications; 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; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Finalizing details for summer newsletter program information; working to hire additional skateboard instructors for classes beginning April 14; Soccer Shots programs began on Wednesday and Thursday; more students are returning to in-person learning at Downes and West Park and we are looking into having more children in before/after care and possibly adding more days of care; reviewing applications for summer camp counselors; held adult volleyball captains meeting, leagues are scheduled to begin April 19 outdoors at Downes; met with other recreation staff regarding Camp Fair scheduled on 4/8.

Recreation Supervisor of Community Events: Finalizing summer programs and preparing for the Summer Camp & Program Fair on 4/8, 4 - 7 p.m. at GWC; met with coordinators of Learning Pod at Red Roof Inn about participation in Camp R.E.A.L. this summer; updated Community Garden information and distributed to gardeners (only two plots remain for 2021 season).

Coordinator of GWC and Volunteers: Completed a Certified Pool Operator Certification course; finalized items needed for summer programming; finalized the staff schedule and camp schedule for Spring Break Camp scheduled to start on April 5; worked with Recreation Supervisors to finalize details for the Summer Camp Fair, sent information to Spring Break Camp participants that registered late; worked with the Recreation Supervisors and volunteers that assisted with the Hunt@Home pick up events held on Wednesday – Friday; continued to communicate with the Deputy Director and incoming Community Service volunteers; scheduled orientations with two Community Service individuals for the week of April 5; 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 April 3 for Jazzercise and April 4 for Church Services.

Recreation Specialist: Cleaned up and put away all materials/supplies back to storage room/yard from the Hunt@Home, reconciled the pickup list with the bags not picked up and labeled them with name/#s; labeled all items and placed them along James Hall/Pomeroy Trail for the Spring Scavenger Hunt; posted on Facebook weekly roundup and Scavenger Hunt; worked with the volunteers on Wednesday and Thursday at Community Garden and finally finished.

Parks Superintendent: Met with play equipment representative concerning getting quote on purchase of new decking and hardware for 5-12 year old play unit at Handloff Park, assisted representative from US Forest Service on transplanting two Elm trees at Curtis Mill Park due to bridge construction that are part of a study on Elm species and survivability in urban areas, along with Parks Director/Deputy Director/Parks Supervisor sat in on interviews for full-time opening on horticulture crew, assisted Code Enforcement with tree issue, met with resident concerning tree issue and reviewed rules/expectations with the two returning seasonal that started this week.

Parks Supervisor sat in on interviews for full-time opening on horticulture crew along with Parks Director/Deputy Director/Parks Superintendent.

Parks/Horticulture Staff: Continued weeding/mulching traffic islands as well as continuing on cut backs, cleaned off tops of all lawn basins and inlet pipe openings of any debris throughout park system, did interior bed maintenance at City Hall, dragged/scarified most ballfields, placed extra trash cans in Rittenhouse for opening of trout season, cleaned up melted plastic trash can in holder at Stafford and replaced burnt can at Lumbrook as well, did equipment maintenance on Jacob mowing unit, did trash removal throughout park system, did tree work at several park sites, replaced tennis net at Fairfield Crest Park, delivered more wood carpet for volunteers to spread at Community Garden, continued on painting of library boxes (second and third coats), converted both Kubota units over from snow removal to mowing operations and checked/cleaned all lawn basins/inlet pipe openings throughout park system. Volunteers completed wood carpet application and Community Garden bed clean ups at Community Garden. Water Division removed stump at Karpinski Park.....thank you. Our Arborist contractor removed creek blockage behind Squirrel Lane and removed hazardous trees in Fairfield Crest Park and Redd Park.

Activity or Project:

Traffic Island Beatification and Maintenance

Description:

Traffic island beatification and maintenance is ongoing this time of year across Newark's 28 traffic and horticulture islands. This would include doing cutbacks, trimming and pruning flowers and roses, adding mulch and installing new plantings. The traffic islands help make traveling through Newark a little more pleasant.

Status:

Started

Expected Completion:

12-01-2021

Execution Status:

On Track

Activity or Project:
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Activity or Project:
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Expected Completion:
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City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

Property Maintenance

Complaints: 18

Violations: 26

Inspections: 25

Citations Issued: 12

Property Maintenance assisted the Newark Police Department with problem properties at 123 and 123.5 E. Cleveland Avenue and 227 W. Main Street.

Property Maintenance attended meeting with the Newark Police Department and the homeowner of a problem property at 71 New London Road to work on a resolution.

Community spring clean up with Justin Murray and Cherry Hill Manor Association. Attached flyer to all residents' doors in efforts to help clean up neighborhood. Sweep will be conducted the week of April 12, 2021.

- 90/92/94/96 E. Cleveland Ave.: Flooring.
- 321 Hillside Rd. (townhomes):
400 building 6 units – Drywall.
300 building (10 units)- Inspections in progress for plumbing/HVAC/frame.
200 building (10 units) – Trades going in.
800 building (10 units) - Slab complete.
100 building (10 units) – Trades going in.
- 227 W. Park: Drywall.
- 1364 Marrows Road (Honda Service): Steal in shop completed. Roof ½ complete in shop. Underground plumbing in office area complete, slab in office complete.
- 280 The Green (UD Warner Hall): Final sitework and inspections in progress. TCO issued on April 1, 2021.
- Thorn/Lehigh Flats:
Buildings B, 21, 51 and 61: Finals in progress.
Buildings F and 151: Approved to close in.
Buildings 71, 161, 171, G, H and I: Rough inspections 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 in progress.
- Newark Senior Living: Site work progressing, underground plumbing and footings are in progress.
- 321 Hillside Rd./The Rail Yard:
Site work progressing, paving base in progress.
Apartment Building B (#6000/#7000 units) framing complete.
Building A framing started.
Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues.
300 group of townhouses rough inspections are in progress.
- UD Green Utility Projects: Steam and condensate connections complete. Restoration of green and pathways substantially completed. Electric feeder project for UD Drake Hall, Brown Lab, and future building permits issued. Work is in progress.
- Rodney Storm Park Project: Weir wall constructed with additional site work progressing. Retaining wall construction in progress. Recreational equipment construction and installation in 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: Footers and foundations progressing for both buildings. Site work and curb installation to start this week.
- 287 E. Main St.: Exterior wall framing underway.
- 304 S. Chapel St.: Underground plumbing complete. Exterior sheathing and roof decking underway. Interior framing complete.
- 45 E. Main St.: Tenant fit out work started.
- UD Evans Hall: permit ready to be issued for Mechanical Renovations.
- B. Daring attended an updated meeting with the City of Newark ESCO.

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. Parking Office prepping for May 3rd return with prompt 2nd vaccination from the State. Upon return, will continue social distancing, handwashing, surface cleaning, and double mask wearing to reduce risk of spread.
- 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.
- Continued sterilization of pay stations, general cleaning, and pre-maintenance. More efforts on in-office cleaning as employee/customer volume is trending upward.
- Parking was complimentary on Good Friday, April 2nd and Easter Sunday, April 4th. The office and all kiosks had signage affixed notifying the public of the complimentary parking status and Passport had a digital message that prevented payment. Regular rates were in effect on both Saturday and Monday.
- Waiver of Bid Draft completed for Phase 3 of the Multi-Space Kiosk Program for the Campus District.
- Discussion on American Relief Act and possible items needed by Parking Division. Added items to spreadsheet.
- Discussion on 141 East Main Street Parking terms.
- Sale of some parking spaces in Lot #1 during the demolition and prep for incoming CVS.

Planning/Land Use

- On Wednesday, April 7, Planner Mike Fortner participated in a panel discussion of the

Newark Partnership's Sustainability Institute. Mike Fortner presented an overview of the City of Newark's Sustainability Plan – "Sustainable Newark".

- On Thursday, April 1, Planner Mike Fortner toured the Hope Center – a hotel that was converted into a homeless shelter to provide safe housing during the pandemic – as well as a focal point for resident services with the Friendship House. The City is assisting with these services for Newark residents.

Activity or Project:

Description:

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Expected Completion:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

- The Easter holiday weekend was warm and sunny, however the police department responded to only one (1) large gathering on West Main Street. The lease holders and several attendees were charged with violating the social gathering ordinance. All persons charged, were also referred by UDPD to the university for administrative sanctions. The small number of large social gatherings is a continued testament to the cooperation between the city and the university and the support of residents and students.

Special Enforcement Division:

- During the week, the Special Operations Unit will conduct proactive patrol activity in the areas of the hotels on 896 and the college rental areas. The unit will also conduct follow up for an ongoing complaint of noise on Winslow Road.
- During the week, the Traffic Unit will conduct traffic enforcement at various locations throughout the city including Casho Mill Road at Church Road and Fairfield due to recent citizen complaints.

- The Traffic Unit will also monitor traffic congestion on Barksdale Road due to a scheduled vaccination event.
- Cpl. Jon Lee is attending a two-week Advanced Traffic Crash Investigation training. This is the second of a three-course series in which officers learn advanced concepts of traffic crash investigations.

Patrol Division:

- On April 1, 2021 at 1901 hours, officers responded to 150 West Main Street for the report of a loud party. Upon arrival, it was discovered that a large gathering in violation of the social gathering ordinance was occurring. Multiple subjects fled the residence and contact was made with subjects as they were leaving the residence. With the assistance of the Special Operations Unit and the University of Delaware Police Department, the party hosts and seven (7) guests of the party were arrested for a violation of the social gathering ordinance and two (2) defendants were charged with underage possession of alcohol. Students of the University of Delaware were judicially referred by the University of Delaware Police Department.

Administration Division:

- Our new police recruit begins the Delaware State Police Academy training class on April 12th.
- Administration Unit officers are preparing for a police officer applicant process. NPD is seeking both certified and non-certified applicants.

Visit: <https://selfserve.cityofnewarkde.us/ess/employmentopportunities/default.aspx> for the job posting which will open on April 9th.

Criminal Investigations Division:

- April is Sexual Assault Awareness Month. April is also Child Abuse Prevention Month. Sexual Assault Awareness Month has now been recognized nationally for 20 years. It is a time to recognize and raise awareness about sexual harassment and sexual assault.

For more information and resources about the month, please visit: <https://www.nsvrc.org/>.

Local resources:

YWCA Sexual Assault Response Center
<https://www.ywcade.org/what-we-do/sarc/>
 24/7 hotline: 800-773-8570

University of Delaware Sexual Offense Support:

<https://sites.udel.edu/sos/>
 24/7 hotline: 302-831-1001 press "1"

Delaware Alliance Against Sexual Violence (Delaware's Sexual Assault Coalition)

www.delawarealliance.org

To follow how Delaware is observing Child Abuse Prevention Month, please read this press release:

<https://news.delaware.gov/2021/03/30/child-abuse-prevention-awareness-during-covid-19/?print=print#:~:text=WILMINGTON%20%E2%80%93%20To%20begin%20Child%20Abuse%20>

20Prevention%20Month%2C,is%20traditionally%20recognized%20as%20Child%20Abuse%20Prevention%20Month.

Activity or Project:

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City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

Weekend Closures of Northbound Otts Chapel Road

Location: Otts Chapel Road Northbound, between Sandy Drive and Elkton Road, Newark.

Dates and Times:

8:00 p.m. on Thursday, April 8, 2021 until 5:00 a.m. on Monday, April 12, 2021, pending weather.

8:00 p.m. on Thursday, April 15, 2021 until 5:00 a.m. on Monday, April 19, 2021, pending weather.

As part of the ongoing Phase 1 construction work, the Otts Chapel Road northbound lanes will be closed to complete concrete roadway reconstruction.

For traffic normally using northbound Otts Chapel Road, the following detour route will be utilized:

- Motorist traveling North on Otts Chapel Road will make a right onto Chestnut Hill Road, a left onto South College Ave./SR 896, a left onto Christina Parkway/SR 4, and a left onto Elkton Road. The detour ends at Otts Chapel Road. Southbound lanes will remain open. Local traffic can access Sandy Drive by proceeding north on Otts Chapel Road. All traffic exiting Sandy Drive will need to make a left and head south on Otts Chapel Road during the closure; additional traffic

control will be in place for this movement.

- Motorist are advised to follow posted detours signs and message boards.

Activity or Project:

Description:

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

Description:

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

Description:

Status:	
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Expected Completion:	
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Execution Status:	
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Digital Records Project New Documents Created – April 1-7

Name	# of Documents	# of Pages	Types
Samantha	46	1,483	PWWR property attachments; Working remotely on modifications
Sandy	69	5,099	Munis and Harris Daily Cash Reports; Timesheets
Fred	5	1,526	PWWR property attachments
Ana (PT)	2	19	Working remotely on modifications
Danielle	15	550	Current Legislative Department documents
Total	137	8,677	

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 03/28/21-04/03/21

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	4	1	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	2	1	7	0	0
Assault/Aggravated	5	1	0	3	3	0
Burglary	7	8	0	43	2	0
- Commercial Burglaries	1	0	0	41	0	0
- Residential Burglaries	6	7	0	2	2	0
- Other Burglaries	0	1	0	0	0	0
Theft	120	182	14	73	30	1
Theft/Auto	17	23	1	1	2	0
Arson	0	0	0	0	0	0
All Other	49	2	0	43	10	0
TOTAL PART I	208	222	16	174	50	1
<u>PART II OFFENSES</u>						
Other Assaults	75	54	6	69	12	3
Rec. Stolen Property	0	0	0	2	4	0
Criminal Michief	29	50	8	26	6	0
Weapons	6	1	0	13	1	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	20	19	2	18	11	1
Drugs	18	34	2	25	24	0
Noise/Disorderly Premise	144	171	19	46	72	4
Ordinance Violation	0	80	4	0	6	2
Disorderly Conduct	34	97	7	30	28	2
Trespass	71	79	2	19	24	0
All Other	64	92	3	88	51	1
TOTAL PART II	461	677	53	336	239	13
<u>MISCELLANEOUS:</u>						
Alarm	40	107	11	0	0	0
Animal Control	115	101	8	20	2	0
Recovered Property	60	38	2	0	0	0
Service	8928	8592	643	0	0	0
Suspicious Per/Veh	127	120	8	0	0	0
TOTAL MISC.	9270	8958	672	20	2	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	518	11,291	834	10,910



**Newark Police Department
Weekly Traffic Report**



03/28/21-04/03/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2303	3037	13	188
DUI	30	36	0	0
TOTAL	2333	3073	13	188

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	58	33	1	3
Property Damage (Reportable)	243	206	7	18
*Hit & Run	62	42	4	3
*Private Property	46	48	1	7
TOTAL	301	239	8	21

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.