

**City Manager's Weekly Report****Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

Staff continues to work on items related to our May 10th broad return to work date for office staff. While most people are in the office several days per week already, there are still several employees who work entirely remote. Staff who are not first responders will be receiving their second dose of the COVID vaccine this Friday which is the reason we are able to bring everyone back in earlier than anticipated. We will continue to be flexible and work with employees who have unique situations or childcare issues, like those with students who are required to attend school remotely.

I met with representatives from the Newark Housing Authority's development team who are working on the redevelopment project for the NHA's East Main Street and George Read Village property. I also met with the owner and engineer for the Briar Creek North project to review outstanding items that need to be addressed prior to issuance of construction improvement plans. The developer would like to begin in mid- to late summer 2021.

On Tuesday night CPPO Martindale and I attended the CAC meeting where we discussed EV's and the sustainability plan. One of the big items from the sustainability plan is to develop a greenhouse gas baseline analysis. We discussed this item in detail and I will be working to bring one of our engineering and planning consultants to the next CAC meeting to begin development of the scope. I would like to complete this analysis before the end of the year if possible. We are looking at UD's GHG studies to make sure ours will be compatible with theirs as well.

We continued to prepare for the Council rules of procedure meeting and have prepared a recommendation memo for consideration next week. I also participated in a virtual "tour" of the City's operations with students from the Biden School at UD, along with several other staff members.

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

Human Resources:

This week letters of conditional hire were sent to Public Works & Water Resources interns. The Electric Groundhand applicants selected for interviews have been scheduled for Monday, April 26. On Friday we will be posting the following position vacancies: Code Enforcement Officer and Part-Time Parking Ambassador. Job postings closing on Friday are the temporary, seasonal positions in Public Works & Water Resources. HR Administrator Marta Pacheco completed several verification of employment forms sent to our office, processed retiree reimbursement for health insurance premiums, submitted worker's compensation claims to our provider and has been printing police applications for CHRO Hardin's review. An MOU was finalized and signed by AFSCME 3919 and the City regarding a six (6) month trial schedule for the Water Plant

Operators. We facilitated another career ladder safety test for a Street Division employee in Public Works & Water Resources. The employee passed the test and will be scheduling their division specific skills test in the coming weeks.

The highlight of the week was on Wednesday as the HR team was finally able to hold their goal setting meeting from 9 a.m. to 1 p.m. Topics of discussion included updates to the HR website, modifying employee forms, creating the job description for the PT HR Coordinator position, onboarding processes and updates to the Personnel Policy Manual. It was a great opportunity for the team to put their heads together and bounce ideas around. The meeting was originally scheduled in December but had to be postponed due to work volumes and year end reporting. The rest of the week was spent answering emails, processing pension paperwork, attending meetings and assisting employees in various departments with HR related matters.

I am very proud of our very own HR Administrator Marta Pacheco for receiving a WOW nomination for the first quarter of 2021. Marta was nominated for facilitating job postings for over 30 positions and scheduling roughly 100 interviews. This is the same amount of recruitment-related work that HR typically completes in a full year. Without her, we would surely not be as far along in the hiring process for 2021. Also, since we were able to hire so many employees so fast, the vast number of vacancies left from the pandemic are quickly being filled, which is a benefit to the City as a whole—a help to all departments, not just Administration. Departments are able to increase their productivity and services with additional staffing, which is only possible by filling vacancies. Marta's help in getting the City back to full staff by completing a year's worth of recruitment work in three months shows her work ethic and dedication to the City. Congratulations Marta!

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale attended the CAC meeting Tuesday night and discussed various conservation topics with the Commission.

He additionally prepared for interviews on Monday, 4/26 and scheduled onboarding for four new full-time employees and two part-time employees between now and the end of the month.

Along with many other directors and other personnel, Mr. Martindale prepared for a virtual field trip with UD's IPA. The field trip will run from 9:00 a.m. to 12:00 p.m. on Friday.

The rest of Mr. Martindale's week consisted of miscellaneous contract and personnel-related items.

Facilities Maintenance:

The FM team completed the following tasks this week:

- Installed new sink and counter in the PD men's locker room.
- Replaced light bulbs in dispatch.
- Facilitated STES walkthroughs and work.
- Installed a new toilet and equipment at Rittenhouse Park.
- Completed normal disinfecting and cleaning duties as needed.

**Communications:**

- Attended the Engagement and Wellness Committee meeting.
- Attended the check presentation with the Newark Area Welfare Committee.
- Wrote and sent a Ramadan greeting on behalf of the Mayor to Dr. Baqir at the Tabiyah School.
- Participated in the UD virtual field trip with staff, UD faculty and students.
- Various personnel tasks pertaining to the mailroom.
- Tracking vaccine information, logging how many are still needed for an employee clinic.
- 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.
- Wrote memo for Council for the WOW Employee of the Year presentation.
- Tracking wellness challenge team submissions.

**Creative Designer/Web Specialist:**

- Added landscaping guidance to the City website at <https://newarkde.gov/landscaping>.
- Created an AFSCME 3919 Interview sheet for the Electric Department.
- Designed a cover page for the NPD annual report for 2020.
- Designed Council Manual layout for City of Newark.
- Prepared the livestream production for the Election Board meeting.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled InformMe for a water main break.
- Scheduled public meeting notices via InformMe.

**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 4/8/21 - 4/14/21. These sessions included arraignments, trials, and capias returns. Parking Ambassadors continue to handle parking appeals online.

The court processed 53 PBJ's this week for traffic moving violations. The court processed 9 plea by mails this week for criminal cases.

The bailiffs completed their firearms requalifications on 4/10/21.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 4/8/21 - 4/14/21 Alderman's Court handled 41 arraignments, 27 trials and 14 capias returns. Alderman's Court collected a total of 334 parking payments of which 283 were paid online and 51 were paid at court. The court also collected criminal/traffic payments of which 168 were paid online and 23 were paid at court for a total of 191 criminal/traffic payments.

**Status:**

Completed

**Expected Completion:**

04-14-2021

**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:**

Bobby was in the office on April 8 for Court.

Renee attended the management staff meeting on April 8.

Renee finalized and posted the agenda for the April 15 Election Board meeting on April 8.

Renee participated in a coronavirus-related conference call with State stakeholders on April 13 with City Manager Coleman.

Nichol staffed the Conservation Advisory Commission on April 13. The CAC discussed the potential for the City to buy EVs for the Police and requested the City consider dimming parking lot lights to encourage bird migration.

Renee spent time working on items related to Council, including rules of procedure recommendations for the upcoming Council year and drafting the April 22 and April 26 Council agendas.

Tara spent time reviewing building permits.

Nichol spent time working on job descriptions for the City's boards and commissions to help promote the need for applicants to fill vacancies.

Tara dedicated time to several union matters.

Tara submitted items for recordation to the Recorder of Deeds.

Renee and Nichol worked on research for several items.

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

- \* Received the administrative cost payment, provided documents and closed a March 11 FOIA request regarding the issuance of COs for 1000 and 3000 Fountainview Circle from Dilworth Paxson, LLP

- \* Provided documents and closed a March 22 FOIA request for storm drainage/inlets/manholes/piping plans pertaining to Parcel 1802100145 and Parcel 1802100144 from Steve Donlevie, P.E.

- \* Provided an administrative cost estimate to requestor for a March 23 FOIA request for leases/licenses for cell towers/rooftop antennas pertaining to City owned properties and 24 months of associated payment history from James Kennedy

- \* Sent request for clarification to requestor for an April 6 FOIA request regarding a property on East Main Street from BN&M, PC

Regarding minutes, staff time was spent on the June 8 Council Executive Session minutes (Renee drafted - complete), June 22 Council Executive Session minutes (Renee drafted - complete), January 26 Election Board minutes (Renee edited - complete) and March 22 Council (Nichol drafted) minutes. Several sets of Council Executive Session minutes and the April 13 Conservation Advisory Commission minutes are currently in the queue.

7 discovery requests were fulfilled for upcoming Alderman's Court cases. 121 discovery requests have been filled so far for 2021. The April 22 Court calendar was processed this week and the 13 associated case files were compiled for the Deputy City Solicitor.

The office received 7 new lien certificate requests this week, which were sent to Finance for processing. 11 lien certificates were completed and sent to the requestor. 155 lien certificates have been processed for 2021.

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**Activity or Project:**

Digital Records Project

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**Description:**

Renee, Samantha and Sandy met with Finance staff on April 14 to review process changes regarding Finance records.

Samantha and Sandy spent time coordinating and administering the Division's shred event on April 12. Approximately 130 boxes that have been scanned or have met their retention schedule were disposed of as part of this event to clear space in preparation for the Division staff returning to the office. After the shred event was completed, Samantha and Sandy were able to pack an additional nine filing cabinets from the storage trailer into 64 boxes to be transported to the relevant departments for review and routing form completion.

Sandy spent time working with IT and Tyler Technologies testing solutions for ongoing issues with TCM.

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 8-14 are below.

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

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**Description:**

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

Electric Department

**Notable Notes:**

The line crews installed a pole, wires, and switches at the South Chapel Substation to be able to switch between the two substation transformers there. The line crews also worked at The Rail Yard installing infrastructure.

The electricians assisted finance with meter turn offs and turn ons. They also performed an infrared scan of Main Street circuits and worked on police cameras and recloser issues.

Engineering had several meetings with DEMEC, Delmarva, AMP, and UD representatives about the EV2G (Electric Vehicle to Grid) project. Now that the project engineers have applied to PJM to be a wholesale generator, many details about metering, billing, and validation need to be worked out.

Engineering also worked in the field with the SCADA equipment engineers on the outstanding communications issues with the new unit at South Chapel Substation and had a Teams meeting about the 5G antennas and the permitting process.

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

<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

**Department:**

Finance Department

**Notable Notes:**

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.

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.

Audit – Staff continues to work with our auditors. Final fieldwork was completed. 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.

Staff is working on the January financial report to be presented to Council on 4/26.

**Activity or Project:**

**Description:**

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

**Description:**

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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**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 - 65

Open Project Tickets from Previous Week - 20

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

Tickets Opened in the Last Two Weeks - 50

Tickets Closed in the Last Two Weeks - 51

Remaining Open Support Tickets - 62

Remaining Open Project Tickets - 22

Remaining Tickets with Vendor R&amp;D - 21

Applications Manager was on vacation 4/5 - 4/9.

1. Teams meeting with vendor to discuss alternative backup offerings on 4/1.
2. Assisted vendor with update on Customer Connect Test server on 4/1 to resolve issue.
3. Zoom meeting with Everbridge and Communications to discuss account credits on 4/1.
4. GotoMeeting with Paymentus to discuss configuration of payment types on 4/1.
5. Coordinated and attended Fieldsense Installer and Route Manager training with Honeywell and PW&WR Technician on 4/8.
6. Teams meeting with Employee Engagement and Wellness Committee on 4/12.
7. GotoMeeting with Tyler to discuss SaaS conversion on 4/13.
8. Zoom meeting with Paymentus account manager to discuss existing projects and communication on 4/13.
9. Connected with Tyler to perform CAFR backup and restore in preparation for PACE training on 4/20.
10. Finalized setup of Renewable Energy program in LIVE environment, enrolled pilot customers.
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 - 112  
 Open Project Tickets from Previous Week - 38  
 Tickets Opened in the Last Two Weeks - 118  
 Tickets Closed in the Last Two Weeks - 135  
 Remaining Open Support Tickets - 94  
 Remaining Open Project Tickets - 39

1. Worked with electric on LPR installation.
2. MFA hard token roll out has begun. 30 deployed so far.
3. MFA soft token roll out to management is complete.
4. Requested quote for 100 additional MFA tokens.
5. Plotter installation in PW&WR.
6. Met with Dell regarding new infrastructure initiatives.
7. Project estimates for ARP funding.
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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**Activity or Project:**

**Description:**

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	
<b>Execution Status:</b>	On Track

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**Activity or Project:**

**Description:**

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

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**Activity or Project:**

**Description:**

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

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**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Reviewed subdivision plans for comment; working with the CXT pre-cast for delivery of the restroom to the Reservoir/Preston's Playground and work associated with delivery; working on the American Rescue Plan information for Finance Department; met with Tyler and Paula about the Parks on Draft event scheduled for June; finalizing sign bid recommendation to Tom C. and Finance; met with Chrissy, Mayor Clifton and representatives of the NAACP to discuss potential history displays at the George Wilson Center; attended the Camp Fair held at the George Wilson Center, good turnout; conducted the parks maintenance meeting to discuss upcoming projects and work orders; met with Tom Z, Rich and Paula about volunteer projects that can be scheduled.

Deputy Director: Compiled and worked on first round of changes/corrections for the summer activity guide and worked with Shelby on making updates; assisted with gathering supplies for the camp fair and stopped by the event; attended quarterly PAL meeting; talked with Tyler and Joe about first Parks on Draft scheduled for June; continued to work with Joe on finalizing information for the parks signage bid and recommendation to Council; worked with Tyler to calculate staff information and invoices for the receiving of the enhanced reimbursement for childcare and the possibility of additional reimbursement moving forward; discussed with recreation staff the change for the summer with processing purchase orders for all contracted camps and field trips; worked with Kathy and Melinda to complete summer activity guide information into Civic Rec so it will be ready for registration beginning April 19; worked with Melinda on Bike Camp information; worked with Sharon on adult dance classes and determining the status; worked with Shelby to finalize and print all items needed for the summer camp fair; 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 special event application received and continued to work with various departments regarding additional applications requested for upcoming events; processed financial assistance applications; continued to work with 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; held interviews for skateboard instructors for classes beginning April 14; Christina schools were on spring break this week so before and after care were not held; we are adding another cohort for West Park after care beginning 4/19, updated staff schedule and worked with parents to get new students enrolled/paid; we received another enhanced reimbursement payment from the state for before/after care; held some Rittenhouse Camp Counselor interviews; finalized teams and made schedule for the adult volleyball league scheduled to begin 4/19; met with Director and Deputy Director regarding Parks on Draft for June.

Recreation Supervisor of Community Events: Shuffling around fitness instructors/classes for summer due to instructor conflicts and requests; updating Community Garden assignments and key pick up; reviewed first draft of 2021 summer brochure; working on items for summer camps; prepared for and held the Summer Camp Fair, approximately 60 people were in attendance throughout the evening; the final Pony Up program was held at Sunset Stables, new equestrian programs starting in May will be held at Fairwinds Farms & Stables.

Coordinator of GWC and Volunteers: Spring Break Camp was held at the George Wilson Center on April 5-9 with a total of 15 participants, camp consisted of an April spring theme each day including April Showers, Plant Flowers, Raise a Kite, Inspired by Nature and Listen to the Birds,

participants participated in many crafts and activities including spray bottle nature art, fingerprint flower painting, kite making, pine cone monsters, bird feeders, paper plane competition, nature suncatchers, bird watching binoculars, rain sticks and various games including ultimate rock, paper, scissors, superhero kickball, capture the flag, sharks and minnows, ships and sailors, flower volleyball, silent speed ball, gravel, great wall of China, dragon tails, zoo keeper, various forms of tag and dodgeball and much more; interviewed potential counselor candidates for Camp GWC; worked to create a theme and field trip schedule for Camp GWC; met with Parks and Recreation Director, the Mayor and representatives of the NAACP to discuss potential history displays at the George Wilson Center; worked with Recreation Supervisors and the Recreation Specialist to host the Summer Camp Fair on April 8 from 4-6:30 p.m. at George Wilson Center Park, camp vendors included Newark Arts Alliance, NERYC Jr. Sailing, Iron Hill Museum, Iron Hill District Boy Scouts of America, The Independence School, Griffin Theatre, the Patriot Ice Center, University of Delaware Professional and Continuing Studies, Western Family YMCA, and Newark Parks and Recreation Camps; worked to schedule swim instructors and lifeguards for Saturday Morning Swim Lessons scheduled to begin on April 17; continued to finalize information for summer programs; worked with the wildlife instructor to offer a virtual Discover Newark Wildlife: Eastern Box Turtle program on April 10, a total of 16 participants were registered; Dr. Jim Jones worked with the Newark Historical Society to offer walking tours as a part of Founder's Day that took place on Sunday, April 11- the Newark Post article can be found at Founders Day celebrates Newark's 263rd anniversary | News | newarkpostonline.com; continued to communicate with the Deputy Director and incoming Community Service volunteers; provided orientations for four Community Service individuals; 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. The Main Hall was rented on April 10 from 12-4 p.m. for a first birthday party with an overall attendance of 40; and on April 11 from 3:30-8:30 p.m. for a Baby Shower with an overall attendance of 40. Volunteer Hours: 1 Community Service volunteer devoted 16.25 hours removing litter from Lumbrook Park, Dorothy Miller Park, Rittenhouse Park and the Pomeroy Trail; a total of 10 volunteers devoted 36.5 hours for the Summer Camp Fair on Thursday, April 8; 14 volunteers devoted a total of 42 hours assisting Parks and Recreation staff on preparing the Community Gardens throughout the week of March 26 - April 4; 17 volunteers devoted a total of 49.25 hours assisting recreation staff with the Hunt@Home Pick Up kits from March 24-26; 10 volunteers completed 31 hours at Handloff Park spreading wood carpet and 2 volunteers devoted 5 hours for sanding an equipment box.

Recreation Specialist: Finished the two remaining Holiday Hoopla decorations left from December and put away all painting supplies and Holiday hoopla items, organized and labeled all the banners into boxes; followed up with Jamie and Katelyn from the Newark Bike Project to make sure they are making the syllabus for our counselor to follow and getting their volunteers lined up for the upcoming summer bike camps, we also updated the flyer to include WILMAPCO; worked on refilling all first aid kits in preparation for summer camps; pulled supplies at the yard and worked the Summer Camp Fair at the GWC; working on getting volunteer information organized and preparing to get interviews started, received about 20 applications so far; entered all sports/aquatics for summer brochure into Civic Rec registration system.

Parks Superintendent: Attended meeting online concerning installation of solar field at east end of Reservoir, met with developer concerning Old Paper Mill Road site, coordinated/set up detour/took down detour when Amtrak's arborist contractor did tree work along Hall Trail, reviewed all play unit in park system for possible additional application of wood carpet safety surfacing, assisted Code Enforcement with tree issue, followed up with play equipment

representative concerning play piece at Preston's Playground and started working on contract development for installation of concrete sidewalks at three park areas for ADA accessibility.

Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated with garage on issues with trailer and one Jacobsen mowing unit and assisted Recreation Division with volunteer coordination.

Parks/Horticulture: Staff mowed all horticulture areas, did interior bed maintenance at City Hall, did trash removal throughout park system, did equipment maintenance on Jacobsen mowing unit, dragged/scarified all ballfields, raked off/leveled /replaced two missing pegs in horseshoe pits at Dickey Park, one staff member attended two day Certified Pool Operator course, delivered wood carpet safety surfacing out to volunteers at Handloff Park, did weed control throughout park system as needed and completed pruning back all roses in horticulture bed areas. Volunteers spread wood carpet safety surfacing under several play/swing units at Handloff Park as well as another volunteer painted over graffiti on bridge abutments at train station.

**Activity or Project:**

Summer Activity Guide

**Description:**

The Summer Activity Guide will be available on Monday, April 19 and delivered electronically to our mailing list of over 9,000. The Summer Activity Guide will include over 100 programs and activities for the entire family to enjoy. For more information, please visit [www.newarkde.gov/play](http://www.newarkde.gov/play) or call the Recreation Office at 302-366-7000.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	04-19-2021
<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

### Project Name/Location

Warner Hall – 280 the Green - Final sitework in progress. Final inspections in progress. TCO issued 4/1/21.

Thorn Flats/Lehigh Flats - Buildings F, 61 and 151 finals in progress, Buildings G, H, and 161 approved to close in, buildings 71 and I rough inspections in progress.

Newark Charter School - Loop road base course paved parking and site work progressing, Junior High building – permit issued for footing, foundation, and structural steel, footings completed.

Newark Senior Living – Site work, underground plumbing, footings and building slab in progress.

321 Hillside Road/The Rail Yard – Site work progressing, paving base in progress, Apartment Building B (#6000/#7000 units) framing complete. Plumbing and sprinkler rough in progress. 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 framing and close in inspections in progress.

UD Green Utility projects – Steam and condensate connections complete, restoration of green and pathways substantially completed – Electric feeder project for Drake Hall, Brown Lab, and Future Building permit issued, work in progress.

Rodney Stormwater Park Project – Wier wall constructed, additional site work progressing, retaining wall construction in progress, seat wall construction in progress, recreational equipment construction and installation in progress.

221 S. Main Street- Interior and exterior work ongoing. Exterior retaining walls being installed.

625 S. College Avenue, Whitney - Final CO for entire project projected soon.

Fintech, Star Campus - All floor and roof slabs have poured.

College Square - Footers and foundations progressing for both buildings. Site work and curb installation to start this week.

287 E. Main Street - Exterior wall framing underway.

304 S. Chapel Street - Underground plumbing done. Exterior sheathing and roof decking underway. Interior framing complete.

45 E. Main Street - Tenant fit out work started.

Evan Hall, UD - Permit ready to be issued for Mechanical Renovations.

401 Bellevue Road, Safstor - Structural steel erection ongoing. Slab inspections ongoing.

### Meetings Attended

City of Newark ESCO - update meeting held  
Property Maintenance Team

COMPLAINTS: 18  
VIOLATIONS: 7  
CITATIONS: 5  
INSPECTIONS: 20

#### Special Mention

Working on aging report for rental permits.  
Sweep being conducted in Cherry Hill Manor/requested by Association/All homes received general notice.

High grass inspections/complaints to start Monday 4-19-2021.

#### Significant Permits Approved this Week

202100008 – 279 Orchard Road – New Single-Family Dwelling

202100287 – 139 The Green (Evans Hall) – Mechanical permit

#### 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 a “soft” May 3rd return with prompt 2nd vaccination from the State plus two weeks per CDC recommendation. 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. Continued efforts on in-office cleaning as employee/customer volume is trending upward. Order of new air purifying devices.

Main Street Alfresco scheduled for April 14th. Preparation for event with Parking Ambassadors, created signage for the event and sent notification to permit holders in affected parking lots. Set up alternative parking for private lots affected by event.

Notification to Finance/City Manager regarding vehicle 1104 being struck while in park. Report made with police and supplied to all necessary departments.

March 2021 internal financial audit completed. Supplied Finance Department with all Passport

parking information necessary to make payment.

Continued work on American Rescue Plan funds and possible parking projects that could be completed with those funds.

Completion of Campus District Kiosk Installation Waive of Bid for 4/26 Council meeting.

Office scheduling created out of conflicts due to 2nd dose vaccination of employees. Office will stay open during the event.

Reviewed A/R Aging Report with Parking staff.

Coned off area at beginning of Main Street for the Newark Housing Authority vaccination event.

Coned off area for Lot #1 light pole installation and repairs.

Planning/Land Use

The following was also completed:

- 6 Deed Transfer Affidavits
- 35 Building Permit Reviews
- 8 Certificates of Completion/Occupancy

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

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**Execution Status:**

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**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

## Police Department

**Notable Notes:**

## Patrol Division:

- On April 16, 2021 Deputy Chief Farrall presented an overview presentation of the Newark Police Department to members of the University of Delaware Institute for Public Administration as part of a Virtual Field Trip to the City of Newark.
- On April 10, 2021 at approximately 0237 hours, officers responded to the area of the Christina Parkway for a report of an impaired driver. Officers located the vehicle and conducted a traffic stop finding the driver to be under the influence. The driver was arrested for Driving Under the Influence and during a search of the vehicle a quantity of THC infused products (edibles) were found within the vehicle. The driver was charged with DUI and Possession with Intent to Deliver a Controlled substance. He was arraigned through Justice of the Peace Court 11 and later transferred to the custody of the Howard R. Young Correctional facility on \$8,000 secured bail.
- On April 12, 2021, at approximately 0225 hours, officers responded to a single vehicle collision on Hillside Road. Upon arrival, officers located a gray Hyundai Sonata which had exited the roadway and struck a utility pole. Further investigation revealed that the operator was driving under the influence of alcohol. He was subsequently issued traffic summons for DUI, No Proof of Insurance, Speed Greater than Reasonable, and Operating a Vehicle Carelessly.

## Special Enforcement Division:

- During the week, the Special Operations Unit assisted the Street Crimes Unit with an ongoing drug investigation. For most of the week, the unit will focus enforcement efforts in the college rental neighborhoods and the downtown business district. The unit will also conduct high visibility patrols in the area of the hotels along the 896-corridor.
- The Traffic Unit will focus enforcement activities on several high traffic areas including Delaware Avenue, Capitol Trail and South College Avenue. The unit will also conduct enforcement on Woodlawn Road and Barksdale Road due to citizen complaints.

## Administration Division:

- NPD is seeking both certified and non-certified applicants. Visit <https://selfserve.cityofnewarkde.us/ess/employmentopportunities/default.aspx> for the job posting and application instructions.

## Criminal Investigations Division:

- The week of April 18th is National Crime Victims' Rights Week. It is a time to raise awareness of victims' rights and services available to them, as well as to acknowledge the important work of victim advocates. The 2021 theme for the week is Support Victims. Build Trust. Engage Communities., which emphasizes the importance of leveraging community support to help victims of crime. The Delaware Victims' Rights Task Force is planning virtual ways to recognize the week. The events may be followed on their Facebook page: [www.facebook.com/delVRTF](http://www.facebook.com/delVRTF).
- On April 19, 2021, the proclamation from Gov. Carney recognizing the week of April 18th as Crime Victims' Rights Week will be released. There will be an English language video as well as a Spanish language video.
- On April 20, 2021, the VRTF Facebook page will spotlight organizations and programs across the state that serve victims.
- On April 21, 2021, a video will be shared of a victim telling her own story, in her own words about her victimization and the impact it had on her. By sharing her story, we can raise awareness

about experience of victims and the challenges they may face following the victimization.

- Thursday, April 22, 2021 is a day when outstanding professionals in the field will be recognized.
- Additionally, the Delaware House of Representatives and Senate will be releasing a joint resolution, recognizing the week as Crime Victims' Rights Week. It is part of the Advocacy Day effort where people may reach out to their legislators to remind them of the impact of crime on victims and the community; the services that assist victims but the need we also have to expand services; and the need for victims to be ensured rights and protections in our criminal justice and civil systems.
- Friday, April 23, 2021 is "Thank an Advocate Day". If you are in need of help or guidance, or are working with someone who needs assistance, please check out: [www.delawarevictimservices.org](http://www.delawarevictimservices.org) (website of available services to victims in Delaware).

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**City Manager's Weekly Report**

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**Department:**

Public Works and Water Resources Department

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**Notable Notes:**

Due to construction on the new Fulton Bank building, there will be intermittent sidewalk closures on the East side of Tyre Avenue from Delaware Circle to East Main Street. The closure is expected to be in effect for 90 days, however, will be accessible during periods when that portion of the building is not under construction.

Staff held a pre-bid meeting for our water valve exercising contract that is currently out to bid. We expect bids back in early May and the contract to come before Council later in May.

Director Filasky and Deputy Director Robinson met with a UD student and parent regarding some accessibility challenges she faces around the City utilizing her motorized chair. Several areas of concern will be addressed through the Delaware Avenue rehabilitation that is slated to begin in Fall 2021. Other areas will be addressed as staffing and priorities allow. Perspective from those actively using these facilities is always good to hear and helps staff adjust priorities accordingly.

PW&WR management, assisted by City Secretary Renee Bensley, narrowed down our engineering consultant list to a shortlist of firms who will prepare a presentation for one of our capital improvement projects and deliver the presentation before we select and recommend the contract to Council.

**Activity or Project:**

Christina Creek Pedestrian Bridge and Sewer Crossing

**Description:**

A meeting was held with City staff, DNREC staff, and our respective consultants to discuss a path forward on the repairs and stream reinforcement necessary at the sewer crossing and pedestrian bridge over the Christina between Christianstead and Delrem Drive. We will have preliminary engineering plans for an emergency repair completed shortly. Meanwhile, the DNREC consultant will complete their hydraulic analysis and streambank stabilization plans necessary to protect the existing abutments. Repairs for the bridge will follow this initial work that prioritizes the sewer line safety.

<b>Status:</b>	Started
<b>Expected Completion:</b>	09-30-2021
<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>	

Digital Records Project New Documents Created – April 8-14

Name	# of Documents	# of Pages	Types
Samantha	5	2,102	PWWR property attachments; Working remotely on modifications
Sandy	391	2,694	Munis and Harris Daily Cash Reports; Timesheets
Fred	108	1,155	PWWR property attachments
Ana (PT)	0	0	Working remotely on modifications
Danielle	0	0	Current Legislative Department documents
Total	504	5,951	

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 04/04/21-04/10/21

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	4	0	0	1	0	0
Rape	1	1	0	2	1	0
Unlaw. Sexual Contact	2	1	0	0	0	0
Robbery	4	4	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	2	0	7	0	0
Assault/Aggravated	5	1	0	3	3	0
Burglary	8	8	0	43	2	0
- Commercial Burglaries	1	0	0	41	0	0
- Residential Burglaries	7	7	0	2	2	0
- Other Burglaries	0	1	0	0	0	0
Theft	128	200	18	75	33	3
Theft/Auto	19	23	0	1	2	0
Arson	0	0	0	0	0	0
All Other	52	2	0	43	12	2
<b>TOTAL PART I</b>	<b>223</b>	<b>240</b>	<b>18</b>	<b>176</b>	<b>55</b>	<b>5</b>
<u>PART II OFFENSES</u>						
Other Assaults	77	58	4	69	15	3
Rec. Stolen Property	0	0	0	2	4	0
Criminal Michief	31	51	1	26	11	5
Weapons	6	1	0	13	1	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	20	20	1	19	12	1
Drugs	18	35	1	25	25	1
Noise/Disorderly Premise	151	188	17	50	80	8
Ordinance Violation	0	93	13	0	6	0
Disorderly Conduct	37	103	6	30	35	7
Trespass	80	90	11	19	25	1
All Other	68	95	3	89	59	8
<b>TOTAL PART II</b>	<b>488</b>	<b>734</b>	<b>57</b>	<b>342</b>	<b>273</b>	<b>34</b>
<u>MISCELLANEOUS:</u>						
Alarm	42	120	13	0	0	0
Animal Control	118	104	3	20	2	0
Recovered Property	63	41	3	0	0	0
Service	9499	9264	672	0	0	0
Suspicious Per/Veh	135	126	6	0	0	0
<b>TOTAL MISC.</b>	<b>9857</b>	<b>9655</b>	<b>697</b>	<b>20</b>	<b>2</b>	<b>0</b>

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	642	11,933	882	11,792



**Newark Police Department  
Weekly Traffic Report**



**04/04/21-04/10/21**

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2310	3473	7	436
DUI	30	39	0	3
TOTAL	2340	3512	7	439

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	59	33	1	0
Property Damage (Reportable)	250	212	7	6
*Hit & Run	63	42	1	0
*Private Property	49	50	3	2
TOTAL	309	245	8	6

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.