

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Before I begin, I would like to direct your attention to the Cleveland Avenue Improvements (Pave and Rehab) project in the Public Works section of this report. This project is likely to cause significant traffic impacts to Cleveland Avenue at various stages of construction.

I have been selected to serve on the Energize Delaware Strategic Plan Committee that is scheduled to begin meeting in September and continue through the fall. This is a great opportunity to help shape the vision for Energize Delaware and guide them towards meeting the goals in the soon to be published State of Delaware Climate Action Plan

This week we held a regular council meeting on Monday night. I also attended the monthly DEMEC Board meeting on Tuesday. We held another team meeting on the business license review currently underway in Codes. We held a regular director staff meeting, the admin team held an operating budget meeting, and staff met to discuss the potential moratorium.

Mayor Clifton, Director Spadafino, Parks Superintendent Zaleski and I visited Timber Creek to inspect a large group of Ash trees that have died from the Emerald Ash Borer that we are going to have to remove. This is the first large group of trees that we have had to remove to the tune of around \$30,000. White Ash is the most common tree on City owned property, so we are likely to face considerable tree removal expense as they continue to be attacked by the ash borer in coming years.

We are approaching the end of the state legislative session and staff has been reviewing a large number of new and revised bills and providing feedback to our lobbyists, where appropriate. There will be no administrative report next week. We will instead combine the next two weeks into a single report for the first week of July.

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

Human Resources:

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale and Purchasing Assistant Cathy Trykowski met with a Staples corporate representative to discuss the possibility of using Staples for office supplies purchases moving forward. Based on the sales pitch, the City may save several thousand dollars per year compared to our current agreement with Office Depot. The Purchasing Division will continue to review this possible switch.

Mr. Martindale also met with DNREC and STES to discuss an implementation plan for the McKees solar park expansion. Additional conversations will continue between all parties through the completion of the project.

CPPO Martindale additionally held a conversation with CCO Jayme Gravell and the Newark Historical Society to discuss the potential for events hosted by the Society.

Lastly, Mr. Martindale sat in police applicant interviews as well as interviews for a Part-Time Admin Professional I in the City Secretary's Office.

Facilities Maintenance:

The FM team completed the following tasks this week:

- Wrapped up the Dickey Park plumbing improvements
- Replaced light bulbs in the Parks building and Streets break room
- Escorted and supported STES as needed
- Investigated a urinal clogging issue in the municipal building
- Set fruit fly traps in needed areas
- Unjammed a paper shredder in the Police Chief's Office
- Installed a new lockset on the Preston's Playground bathroom doors
- Updated the GWC HVAC schedule
- Installed a new water filter on the FOC ice machine
- Removed acrylic shielding from certain office spaces at City Hall

Communications:

Chief Communications Officer:

- Continuing to communicate with CivicPlus on the app in the works for the city
- Working with TNP on additional event advertising efforts with different radio stations and other resources
- Assisting the Planning Department with formatting and editing of the updated comp plan
- Began building a photo and video library for future use
- Procured new location for the community blood drive in order to accommodate more appointments
- Multiple mailroom tasks including ordering supplies and personnel matters

Creative Designer/Web Content:

- Routed all RequestTracker tickets to their respective departments
- Scheduled closure notice for Timberline Drive/Downes Elementary connector trail via InformMe
- Scheduled public meeting notices via InformMe
- Updated City of Newark's Renewable Energy Form

Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PWWR Departments
- Received training on the use of Hootsuite, Constant Contact and Munis.
- Completed the "Measuring Consumer Confidence using Nextdoor Polls" webinar
- Edit copy from various departments
- Continued work 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

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 6/10/21 - 6/16/21. These sessions included arraignments, trials and capias returns. The Parking Ambassadors are handling parking appeals in person on Tuesdays and Wednesdays during court hours.

The court processed 23 PBJ's for traffic violations.

The court processed 5 plea by mails this week.

Terri participated in a remote manager's meeting on 6/10/21

Activity or Project:

Payments and Court Sessions

Description:

From 6/10/21- 6/16/21 Alderman's Court handled 34 arraignments, 39 trials and 17 capias returns. The court collected a total of 524 parking payments of which 381 were paid online and 143 were paid at court. The court also collected criminal/ traffic payments of which 152 were paid online and 23 were paid at court for a total of 175 criminal/ traffic payments.

Status:	Completed
Expected Completion:	06-16-2021
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 June 14 for Council and Bobby was in the office on June 10 for Court.

Tara attended the management staff meeting on June 10.

Renee attended week two of a three week series of online seminars from the University of Wisconsin on June

10 for credit towards her Master Municipal Clerk certification. Seminar topics for this week were Learning Your Conflict Management Style and Conflict Management in the Workplace.

Staff finalized and posted the agenda and packet for the June 21 Council meeting on June 14.

Renee and Paul staffed the Council meeting on June 14. An addendum adding item 2N (Council chamber A/V upgrades) was distributed to Council and posted on June 10. Staff completed follow up throughout the week.

Renee spent time working on items related to Council, including scheduling of items for Council agendas, drafting the June 28 Council agenda and drafting and reviewing items for the June 14, June 21 and June 28 Council packets.

Renee received developer comments and finalized the subdivision agreement for 1501 Casho Mill Road. This Comprehensive Development Plan amendment, major subdivision and special use permit are scheduled for public hearing at the July 12 Council meeting.

Renee spent time reviewing FOIA and election related bills pending in the State Legislature.

Renee worked on a potential training series for Council to take place after the District 1 special election.

Renee worked with staff and bond counsel on completion of the required paperwork for the next series of State Revolving Fund Loans to be issued.

Tara completed several building permit reviews.

Tara spent time on several union-related items.

Renee and Tara worked on research items for the City Solicitor and staff.

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

- * Provided a response and closed a May 26 FOIA request for BWC and MVR for Newark PD Officer pertaining to a March 29 incident from Adrian Chisholm
- * Provided a response and closed a June 3 FOIA request for 30 Minquil Drive pertaining to any violations/lienable items/open permits from Brian Frederick Funk, P.A.
- * Provided a response and closed a June 6 FOIA request for documents/memos outlining the Newark Police Department's response to the threat presented by "clowns" during the time frame of September 1 through November 1 from Jonathan Rudenberg and Tim Marchman via MuckRock News
- * Provided a response and closed a June 11 FOIA request for 24 Scotch Pine Road pertaining to any violations/lienable items/open permits from Brian Frederick Funk, P.A.
- * Circulated to staff a June 11 FOIA request for information regarding ownership/responsibility for 0 Lewis Avenue from Jennifer Linnell

Regarding minutes, staff time was spent on the June 8 Conservation Advisory Commission (Nichol drafting), June 9 Election Board (Tara drafted) and June 14 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

24 discovery requests were fulfilled for upcoming Alderman's Court cases. 265 discovery requests have been filled so far for 2021. The court calendar for July 2 completed and the 15 associated case files were compiled for the Deputy City Solicitor this week.

The office received 24 new lien certificate requests this week, which were sent to Finance for processing. 17 lien certificates were completed and sent to the requestor. 266 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Samantha researched best practices for document auditing as part of the Records Division's efforts to create a more robust document quality control program. While sampling currently is being done, the Division is working to further improve in order to provide a positive TCM user experience.

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 June 10-16 are below.

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

Activity or Project:

District 1 Special Election

Description:

Council has set the special election for the District 1 Council seat for Tuesday, July 20 with a candidate filing deadline of Monday, June 21. Nominating petitions can be picked up from the City Secretary's Office. Three people have requested petitions as of June 17.

For more information, please contact the City Secretary's office at citysecretary@newark.de.us or 302-366-7000 or visit our website for the most up-to-date information here: <https://newarkde.gov/508/District-1-Special-Election-Information>.

Status:	In-Progress
Expected Completion:	07-29-2021
Execution Status:	

Activity or Project:

Part-time Administrative Professional I Recruitment

Description:

Renee and Tara participated in interviews for the part-time Administrative Professional I position on June 16. Interviews will continue on June 18.

Status:	In-Progress
Expected Completion:	07-06-2021
Execution Status:	On Track

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

After a car crashed into a traffic signal pole at Cleveland and Kirkwood Hwy. late Tuesday afternoon, a line crew was sent out to disconnect the power. They returned later that night to reconnect.

The electricians and engineering looked at several switched capacitor banks that were inoperable. On one, the line crews were called to fix the power as the aerial transformer feeding the controller failed. Others needed new controllers or fuses.

Engineering met with UD and builders of the Fintech Building at STAR Campus to figure out where to put all the necessary transformers and switches. After several iterations over the last several months, no good solutions exist. The meeting was scheduled by the designer to see if Newark and UD could come to a consensus. UD wants to hide infrastructure behind a wall and Newark insists on accessibility in case they need to be replaced. No amicable solution has been reached so far, but several ideas will be explored.

Engineering worked on infrastructure placement on the Green Mansion Project also. Most of the issues are about meeting clearances around doors and walls according to code.

Engineering also worked on the DelDOT project along Delaware Avenue. Numerous intersections where existing aerial wires in conflict with plans. A survey was done, and estimates sent to change the City's configurations.

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:

Finance Department

Notable Notes:

American Rescue Plan Act (ARPA): The City received our first tranche of ARPA funds (\$9,047,000) on June 16th. Staff is working to identify the allowable uses of these funds and working on a prioritization list. This discussion with Council will be ongoing throughout the year.

Effective May 27, the City's Renewable Energy Program was launched. Bill 21-01 created a new, optional, 100% renewable energy fee for all electric customer classifications. The new rate will automatically apply to all new electric accounts created after May 26, 2021, and existing electric customers can opt into this program if they so choose. The fee (\$0.015) is set on a charge per kWh, and the revenue derived from this fee is used to purchase renewable energy credits (RECs) of sufficient quantity to cover all usage from accounts that have opted to participate in the program. The RECs will then be retired on behalf of those customers. New customers opting out and existing customers opting into the program will need to do so on a form provided by the City, which can be done at any time, and effective on the next bill cycle. More information is available on this link: <https://newarkde.gov/1193/Newarks-Renewable-Energy-Program>

2022 Budget: Budget Central was updated to begin the 2022 budget process. <https://newarkde.gov/1007/Budget-Central>

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:

Parks and Recreation Department

Notable Notes:

Director: reviewed subdivision plans for upcoming development projects; worked on the capital budget and general operating budget; met with IT and Finance about 2022 budget items and CIP funding; met with Rich about the trail marker project and ordering material; worked on grant application for upcoming projects and

completed the Outdoor Recreation Parks and Trail grant application for Old Paper Mill Park and hard surface improvements at Dickey Park; conducted parks maintenance meeting to discuss upcoming work orders; worked on the ACFR report for Finance; met with Advantech security about the locking system at the Reservoir Restroom; working with Paula on the park signage design and installation process; met with Paula and Chrissy about lifeguard recruitment and pool schedule adjustments due to lifeguard vacancies;

Deputy Director: attended IT budget meeting with Joe, Daina, James and Trevor and researched information for Civic Rec annual fee and iPad use for volunteer management; assisted Sharon with the logistics meeting for the Fireworks; conducted with recreation staff the annual summer camp staff orientation for counselors and volunteers; continued to work with Finance and Dave Tynan regarding questions on debris from Tropical Storm Isais for FEMA; worked with Joe on updating/reviewing CIP sheets for the budget, confirming part time scheduled hours and personnel figures for the budget for Finance; worked with Christina School District to approve facility requests for upcoming camps; searched prices for advertisement for summer employment; continued to work with NPD in securing the bike rodeo trailer during summer camps for specific dates; worked with the Newark Bike Project and Mike Fortner regarding the revenue sharing program and the upcoming bike camps, worked with Melinda to create a contract with NBP and a purchase order to contract NBP for instruction of the camps; sent reminder to recreation staff on upcoming camps that needed the parent packet sent to them in advance of camp starting along with first day letters and to ensure they had appropriate signage posted prior to camps beginning; reviewed and approved COVID procedures guide for summer camps; continued to work with Sharon to finalize net removal prior to fireworks and prepare purchase requisition, work on maps for portable toilets and light placement, contacting contractors and completing purchase orders, sharing graduation parking information with NPD, UDPD, UD Parking and DelDOT and completing UD parking lot request forms; signed and submitted the fire safety permit application for the fireworks; worked with Shelby to send out another Constant Contact message regarding the Fireworks with updated parking information, updated pool signage; continued processing background checks through DELJIS and the Child Protection portal for summer staff; 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 Melinda, Chrissy and Rich regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: continue planning for the start of summer camps, processing employee paperwork, met with football camp instructor, sent out welcome letter and prepared supplies for tennis camp which starts 6/14, assisted and presented at summer camp staff orientation on Wednesday, 6/9 at the George Wilson Center, staff training for CPR/First Aid was also held, updated staff and COVID manuals for Rittenhouse; preparing for Parks on Draft which begins 6/18, working to secure partner for the July event; before and after care programs at Downes and West Park completed the year on Friday, 6/11; working on childcare stabilization grant application.

Recreation Supervisor of Community Events: prepared for and helped conduct summer camp training at the George Wilson Center; working on the schedule of special activities for Camp REAL, preparing first day letter for Camp REAL; Pony Up and Trail Rides were held at Fairwinds Farms; prepared for and held the second logistics meeting for the Fireworks, coordinating with DelDOT and NPD to plan the traffic patterns including coordinating the lot openings and exit plans for traffic flow; reassigned some garden plots that have not been used this season.

Coordinator of GWC and Volunteers: prepared for and held a lifeguard orientation for lifeguards on June 8, finalized items needed for the pools to open on June 11, altered the lifeguard staff schedule and operating hours schedule due to lifeguard availability, pool hours have been adjusted to Monday – Friday 12:30 – 5 p.m., the pool was scheduled to open on Friday, June 11 but was closed due to inclement weather, Dickey Park pool is closed due to maintenance issues at this time; continued to recruit lifeguard and summer staff due to last minute resignations; worked with the creative designer and recreation staff to update signage at the pools; prepared for and worked with Recreation Supervisors and directors to hold a summer staff orientation on June 9; finalized employment paperwork for staff; worked with the Camp GWC Coordinator to finalize items needed for the first week of Camp GWC beginning on June 14; sent Welcome Letters and

information to parents; altered GWC Attendant Schedule due to program cancelations and rental changes; worked with a coordinator from Newark Center for Creative Learning to provide the George Wilson Center on Friday, June 11 for 8th grade graduation due to inclement weather; coordinated with long term renter David Chandlee of So Budo Kai who will be returning to the George Wilson Center to rent on Monday evenings; coordinated with long term renter Newark Folk Dancers who are hoping to return to renting on Friday evenings in the summer; 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 June 11 for the Newark Center for Creative Learning's 8th Grade Graduation from 9 a.m. – 12:30 p.m. with an overall attendance of 110; on June 12 from 11 – 5 p.m. for a 7th Birthday Party with an overall attendance of 35; and the Main Hall and Kitchen were rented from 6 – 10:30 p.m. for a Graduation Party with an overall attendance of 60; on June 13 from 12 – 6 p.m. for a Baby Shower with an overall attendance of 50. Volunteer Hours: Missionary volunteers devoted a total of 12 hours performing special park maintenance at Fairfield Park Community Gardens on June 9.

Recreation Specialist: completed volunteer summer camp orientation via Zoom, 15/20 volunteers attended, attended summer camp staff orientation and presented volunteer information & COVID training; reached out to 5 new volunteer applicants for interviews, conducted 1 interview; completed the updated COVID procedures guide for 2021 summer camps; sent volunteer roster/contact info to Camp Director for Camp GWC and a reminder to the volunteer; sent volunteer roster/info for Rittenhouse Camp Session #1 to Camp Director; made GWC volunteer sign in sheets for all 11 weeks; gathered supplies for Camp GWC; assisted with getting the missionary volunteers started at the Community Garden weeding, general cleanup and prepping a few plots for new gardeners; attended Fireworks meeting; posted weekly round up on Facebook of upcoming activities and events; coordinated with the Newark Bike Project and created contract and purchase order for the upcoming bike camps.

Parks Superintendent: inspected 9 park/open space areas and developed work orders as needed, reviewed proposed landscape plan and commented as needed, met with pool contractor concerning several items at Dickey pool, assisted Public Works with tree issue, met with head of HOA in Twin Lakes concerning tree and play equipment issues, continued coordinating for upcoming tree pruning project on New London Road from Cleveland Ave. down to Ray Street, followed up on several PO's with vendors and assisted Finance Department with work completed as part of tropical storm Isaias.

Parks Supervisor: assigned field staff daily and assisted as needed, continued researching vinyl sleeves for two upcoming park projects, continued assisting Recreation Division with volunteers, researched replacement parts for handicapped chair lift at Wilson Center pool and assisted in planning for upcoming fireworks event with Recreation Division.

Parks/Horticulture: staff continue mowing and bed maintenance operations, completed all trunk injections on selected Ash throughout park system, continued on punch list for opening of Rittenhouse Day Camp, did tree pruning at several park sites, dragged all ball fields and lined both Handloff fields for league play, did interior bed maintenance at City Hall, did trash removal throughout park system, installed wire fencing attached to wood post & rail fence at Preston's Playground, replaced broken bubble panel at Preston's Playground, raked off all horseshoe pit areas, installed library box at Reservoir, hung basketball goals at Kershaw Park and did equipment maintenance on both Kubota mowing units/string line trimmers and blowers.

Activity or Project:

Outdoor Movie Night

Description:

Let's all go to the movies this summer! Newark Parks and Recreation in partnership with The Newark Partnership invite you to an outdoor movie night.

Bring some popcorn and treats and watch Disney and Pixar's ONWARD, a family friendly animated movie, on Saturday, July 10 at 8:30 p.m. at the Newark Charter Jr/Sr High School located at 200 McIntire Drive.

Bring your own chairs and blankets to set up for seating on a large grass field to view on a 30-foot movie screen.

All seating areas will be spaced apart to allow for social distancing between groups. There will be no viewing available from vehicles. Bring your own snacks/refreshments. Alcohol and smoking (including vaping) is prohibited. Parking opens at 7:30 p.m. for ONWARD.

Admission price per movie is \$8/person. Resident discount admission price per movie is \$6/person. Each individual will have to be registered for each movie they are attending. Register online at www.newarkde.gov/play.

Status:	Not Started
Expected Completion:	07-10-2021
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:

Activity or Project:

Code Enforcement

Description:

Current Projects

625 S College Avenue, Whitney - Final inspections completed for project.

Fintech, Star Campus - Building 1 framing progressing. Building 2 concrete slab ongoing.

College Square Apartment Buildings - Steel and wood framing for Building 1 has started. Building 2 footers and foundations and UG plumbing ongoing.

287 E Main Street, Fulton Bank - Interior drywall for apartment units ongoing. Bank fit out progressing.

45 E Main Street, CVS - Interior work progressing. Storefront installation underway.

Evan Hall, UD - Interior demolition underway. Underground work progressing.

401 Bellevue Road, Safstor - Exterior wall framing and wall covering progressing. Interior cubical installation progressing.

Drake Lab Addition - Prep work in existing building underway for the addition construction. Site work ongoing.

Warner Hall - 280 The Green - final site work in progress. Final inspections in progress. TCO issued 4/1/21.

Thorn Flats/Lehigh Flats - Buildings G, H, I, 71 and 161 finals in progress, Buildings L and M approved to close in, buildings 111, and 171 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, structural steel erection in progress underground plumbing in progress. Commons building nearly completed TCO issued, exterior site work completion in progress, renovation of existing schools and connecting corridors in progress.

Newark Senior living - underground plumbing, footings and building slab completed, sitework in progress, including underground storm facility, panelized framing and DWV piping in progress.

321 Hillside Road/The Rail Yard - Site work progressing, paving base in progress, Apartment Building B (#6000/#7000 units) framing complete. Electric, plumbing and sprinkler rough in progress. Building A framing nearly complete. 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 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 - Wire wall constructed, additional site work progressing - retaining wall construction completed, fishing dock and seat wall construction in progress, recreational equipment construction and installation in progress.

Meetings Attended

- Subdivision Advisory Committee
- Newark Senior Living RFI conference call
- City of Newark ESCO Progress Meeting

Property Maintenance

Complaints: 21

Citations: 13

Violations: 20

Inspections: 78

Special Mention

- Removed over 100 illegal “now hiring” signs from poles, intersections, and neighborhoods.
- Working on resolving outstanding citation information for landlords.
- Working on resolving refunds for citations due to court ruling.
- Inspector Justin Murray helped a turtle cross the road by the Newark Reservoir.

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

Parking

Description:

- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing. Continued handling residential and municipal permitting for residents. Continued increase in future requests for permits for the fall UD semester/future renters.
- Continued handling online and in-person parking appeals. Increase in parking appeals with higher parking volume at end of May. Expectation is appeals will decrease with lower summer parking volume in due time.
- Management sat down with AFSCME employees to discuss how/when their time off would be taken through the year to ensure that the Parking Office has maintenance coverage. Provided information to City Manager's Office.
- Discussion with Passport regarding current parking value through mobile app and future forecasts.
- Provided 2022 personnel edits to City Manager's Office and Finance. Discussion on moving current Parking Managers over to Parking Ambassadors and cost savings associated with it.
- Scheduled Parking Office Verizon phone line upgrade with I.T.
- Provided Parks and Rec with photos of a leaning tree in Lot 4, inquiring about the tree's overall health.
- Provided 2022 CIP edits to Finance.
- Discussion on EV signage and symbolism for Parking Lot #1 as we prep the lot for station installation.
- Discussion with Kimley-Horn consultation regarding parking rates, code, zoning, and permitting.

Status:

Expected Completion:

Execution Status:

Activity or Project:

Planning/Land Use

Description:

Deed Transfer Affidavits: 11

Building Permit Reviews: 44

Certificates of Completion/Occupancy: 0

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

Special Enforcement Division:

- The Traffic Unit concluded a speed survey on Freemont Road and Cambridge Drive. The unit has analyzed that data along with several other recent neighborhood speed surveys and did not find any indication of chronic excessive speed related issues. A recent speed study for southbound Library Avenue indicated the need for increased enforcement in that area. A recent speed study for Apple Road bridge also indicated the need for speed enforcement, however, the roadway is currently not properly signed. The unit is working with Public Works to install new speed limit signs and will then conduct enforcement. South College Avenue, Capitol Trail and Delaware Avenue continue to be hot spot locations for speeding violations and enforcement will continue at those locations. The speed monitoring devices will be moved to West Chestnut Hill Road and Welsh Tract Road to conduct speed surveys in those locations.
- During the week, the Special Operations Unit will coordinate with Parks & Recreation for several upcoming camps and bike Rodeo. On Wednesday, the unit assisted Parks and Rec with their First Responder Program. Throughout the week, the unit, including the K9 teams will conduct proactive patrols in the business district and southern hotel corridor.
- On June 11, Animal Control Officer Donna Vickers responded to the unit block of Thorn Lane for a bat that had bitten a male subject on his hand as he worked on an air conditioning unit. After the bat bit the male, it landed in the grass next to the sidewalk. ACO Vickers captured the bat and submitted it to the Delaware Division of Public Health and Social Services to be tested for the rabies virus.
- It's kitten season, and ACO Vickers has been working with residents in Silverbrook and Fairfield, trapping the City's free-roaming/feral community cats. Once trapped, the cats go through the state-run Trap-Neuter-Vaccinate-Return (TNVR) program. So far this season, ACO Vickers has trapped six cats and six kittens. All the kittens have been placed into foster care, so they will not be returning to their feral cat colony.

Criminal Division:

- On June 8 and June 15, 2021, Victim Services Coordinator Melissa Pennachi provided public comment at the Senate and House Judiciary Committee meetings in relation to Senate Bills 7 and 11, which address bail reforms aimed at protecting the public from violent offenders. Melissa was asked to provide examples of serious felony level domestic violence offenses where offenders have received low, unsecured, or no bail and the subsequent possible ramifications of a violent domestic offender receiving low/no bail.
- On June 9, 2021 detectives arrested Desmond Elliott as part of a shooting investigation that occurred on Ethan Allen Court on June 8, 2021. Elliott was charged with Possession of a Firearm by a Person Prohibited (2 counts) and Receiving a Stolen Firearm. He was initially released on \$43,000 unsecured bail, however, on June 10, 2021 a motion to increase bail hearing was requested by the Delaware Attorney General's Office and Elliott's bail was increased to \$300,000 cash bail. Elliott was subsequently turned over to the custody of the Department of Corrections.

Administration Division:

- On Wednesday, the final police applicant oral board was conducted. The applicants will now move to the background phase of the employment process.

Patrol Division:

Over the past week the Newark Police Department received calls from residents about a telephone scam involving a person posing as a Detective from the Newark Police Department. During the call, the caller advised the victim that they had failed to appear in court and that there was a warrant for their arrest. The caller then requested payment via prepaid money cards to avoid arrest. One such resident fell victim to the scam. A press release was disseminated warning residents of the scam.

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:

Public Works has completed the planned short-term repairs to the College Park service road. Work included filling potholes with hot mix asphalt and some minor crack sealing. We are hopeful that the temporary repair will hold up until a long-term solution can be implemented. We will continue to monitor the access road during refuse collections and make minor repairs as necessary while the long-term plan is developed.

Activity or Project:

Water Quality Ambassador Program

Description:

The department is on track to successfully complete the second round of our Water Quality Ambassador Program in which residents/customers can sign up and participate in our lead and copper sampling program for a credit on their water bills. Credits of \$50 will be provided to up to 70 customers after they have completed three (3) successful samplings within 18 months of the program roll out. So far participation is high and almost all residents are following sampling our instructions and leaving samples out in a timely manner for collection and testing. The program is a great way to get our residents involved and assist the department in our goal of providing the highest quality drinking water to our customers.

Status:	In-Progress
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Expected Completion:	09-30-2021
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Execution Status:	On Track
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Activity or Project:

Cleveland Avenue Improvements (Pave and Rehab)

Description:

Public Works attended the pre-construction meeting for the Cleveland Avenue project on Wed, 6/16. The official notice to proceed will be issued on 7/6 and the contractor (Grassbusters Landscaping) will begin work the Tuesday after the July 4th holiday. Most of the work is anticipated to be completed during normal working hours but the contractor will be requesting a noise waiver for the duration of the project in the event night work is needed.

We will be modifying our refuse collection pick up schedule on Cleveland Avenue to minimize impact to the active construction zone and our collection operations. Trash collection will begin at 6:15am on Cleveland Avenue only. Cleveland Avenue trash and recycling collections are on Tuesdays and Fridays.

Status:	In-Progress
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Expected Completion:	06-17-2021
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Execution Status:	On Track
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Activity or Project:**Description:**

Status:	
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Expected Completion:	
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Execution Status:	
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Digital Records Project New Documents Created – June 10-16

Name	# of Documents	# of Pages	Types
Samantha	94	644	Court documents; Worked on modifications
Sandy	370	4,610	City Manager administrative files; Timesheets; PUBS and Finance Daily Cash Receipts
Fred	18	3,068	PWWR contracts; Subdivision records
Ana (PT)	213	646	Parks and Recreation injury and inspection reports; Worked on modifications
Total	695	8,968	

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	29,039	-21,579
May	36,670	27,920	-8,750
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 05/30/21-06/05/21

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	5	0	0	3	0	0
Rape	1	1	0	2	1	0
Unlaw. Sexual Contact	2	2	0	2	0	0
Robbery	7	11	1	24	8	4
- Commercial Robberies	1	0	0	0	0	0
- Robberies with Known Suspects	2	4	1	1	2	0
- Attempted Robberies	0	2	0	0	3	2
- Other Robberies	4	5	0	23	1	0
Assault/Aggravated	9	7	0	7	21	9
Burglary	15	14	1	63	6	0
- Commercial Burglaries	4	2	0	42	0	0
- Residential Burglaries	10	10	1	14	3	0
- Other Burglaries	1	1	0	7	2	0
Theft	191	310	16	92	53	3
Theft/Auto	26	32	1	5	4	0
Arson	0	0	0	0	0	0
All Other	73	2	0	57	22	3
TOTAL PART I	329	378	19	255	112	17
<u>PART II OFFENSES</u>						
Other Assaults	114	89	10	101	50	18
Rec. Stolen Property	0	0	0	5	4	0
Criminal Michief	53	85	2	35	22	2
Weapons	7	4	1	16	7	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	22	53	3	23	37	2
Drugs	24	60	2	33	44	3
Noise/Disorderly Premise	247	350	8	99	131	0
Ordinance Violation	0	125	0	0	21	0
Disorderly Conduct	59	182	4	42	48	1
Trespass	117	154	6	25	35	0
All Other	110	157	9	112	102	10
TOTAL PART II	753	1259	45	491	501	38
<u>MISCELLANEOUS:</u>						
Alarm	62	205	9	0	0	0
Animal Control	198	193	12	20	5	0
Recovered Property	84	76	6	0	0	0
Service	13836	14949	643	0	0	0
Suspicious Per/Veh	196	190	5	0	0	0
TOTAL MISC.	14376	15613	675	20	5	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	651	16,884	822	18,782



**Newark Police Department
Weekly Traffic Report**



05/30/21-06/05/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2411	5755	22	245
DUI	35	63	1	2
TOTAL	2446	5818	23	247

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	70	61	5	4
Property Damage (Reportable)	324	383	14	10
*Hit & Run	84	76	6	2
*Private Property	71	86	6	2
TOTAL	394	444	19	14

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.