

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Based on feedback I have received on the weekly report, I have asked department directors to pare back on the quantity of information provided and instead to focus on the type of information that they think would be most relevant to Council and the general public. It is my goal to deliver a product that adds value to Council and the general public versus providing so much information that it becomes difficult to quickly identify important information. I imagine this will be an iterative process, and I would appreciate feedback on what is and isn't working to help us fine tune the information given.

Please be advised that President Biden will be in town on Saturday the 28th to speak at UD's commencement ceremony. Anticipate significant traffic impacts during the morning and early afternoon from the event.

With the school year wrapping up, there are several City construction projects that will begin shortly. Specifically, work on Hillside Road and East Park Place will begin over the next two weeks and run several weeks. Please refer to the Public Works section of this report for more specifics.

Demolition work for the brick structure directly attached to the atrium (the main entrance into City Hall and Newark Police Department) is scheduled to start on Monday, June 6. Notice will go out to staff, Council, and the public by the end of the 27th. The project is currently scheduled to last until Friday, June 10, and we will have alternate routes available to enter the building.

As you will see further down, we continue to experience a much higher rate of turnover than normal. The Manager's Office has begun an analysis to see if we can identify specific recurring themes or reasons for the turnover but anticipate we are seeing much of the same that is affecting other industries. Due to the City being 1 or 2 deep in many positions, turnover is particularly difficult and if it continues, it will negatively impact delivery timelines. Of note, we are losing one of our Planners in the Planning and Development Department who handles much of our development plan review. This work will need to be distributed elsewhere in the department which means it will pull attention away from other planning initiatives while we work to refill it. Expect to hear more from me on this topic over the coming months.

Human Resources:

Under new Federal regulations for CDL certifications, the City is required to train our current CDL drivers to be trainers in order to train any new hires who do not already have a CDL certificate. The process we have used in the past was that the employees could get on the job training from other employees who have their CDL's. This new program will require our trainers to go through a certification process before allowing new hires to begin the certification process. We have selected two managers to go through the training and will be certified. The plan is to certify two more next year, so we have coverage as needed. This resulted in an unexpected increase in costs to our training line in the amount of \$14,000. We anticipate an annual cost moving forward but at a much lower rate.

The HR team posted four job advertisements this week. Two internal and two internal/external. This brings the 2022 job posting count above 50 as of the end of May. The City received two resignations this week one in Planning and Development and the other in the City's Communications 911 center. HR anticipates at least two maybe three more retirements this year that they are aware of and several in the pipeline for 2023.

HR will be onboarding six (6) new hires on Tuesday, May 31 including four (4) full-time hires and two (2) part-time hires. Since 1/1/2021, the City has hired 80 employees including full-time, part-time, and temporary staff. That's equivalent to about a quarter of all City staff.

Purchasing/ Facility Maintenance:

CPPO Jeff Martindale sat on a panel for UD's Institute for Public Administration on Wednesday related to our EV fleet. During the panel, Energize Delaware announced that they will be rolling out a \$5 million grant program this year for EVs and charging stations specific to municipalities. Newark would currently be eligible for up to \$500,000. Mr. Martindale will work with Electric Director Patel to investigate options for additional charging stations for City fleet use and throughout the City in hopes of applying for the grant once it becomes available.

Along with Facilities Maintenance Superintendent Joe Augustine, Mr. Martindale held interviews for custodians on Wednesday. Three people were interviewed and all three received and accepted offers, bringing the custodial team to full staff for the first time since before the pandemic.

Updated staff COVID information is attached.

The Facilities Maintenance Team completed remodeling the Rittenhouse bathroom. Staff spent time finding cost-effective and durable materials for the project. Photos are attached.

There are a few noteworthy HVAC items for PD/City Hall:

We had to keep the condenser water pumps running 24/7 to prevent the cooling towers from draining every time the chillers shut off with the inoperative valves. Now we can run both condenser pumps in automatic. These new valves are saving us thousands of gallons of water, electric, and chiller start up failures. We put a request to have Trane start the condenser pump before the chiller starts, and we noticed there is a 25 second delay before the pump starts after the chiller starts. This can cause the chiller to shutdown because of High Discharge Pressure.

The Police Department chiller is having issues running at peak efficiency and staying online during low load operation because the chill water loop is dirty and has years of scale inside of the piping. Trane is in the process of getting a side steam filter installed and the system chemical shock. As of Wednesday, the filter they like is a made-to-order item now. Trane is searching for an alternative that is in stock. After the filter is installed, the chiller will have to be shutdown so they can flush the evaporator.

Communications:

The Communications team continued work on the weekly beer garden project at the Spring Concert Series that has been well received and attended. Beer is served from 6-9 and the concert runs 7-8. DelDOT has postponed the planned ribbon cutting for the Emerson Bridge due to a conflict with the legislative session. We don't have a new date yet but will send it out as soon as it is set. We are also working with TNP and Out and About to organize this year's edition of the Food and Brew which is held annually in July. Expect more information on that event soon.

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 5/19/22-5/25/22. These sessions included arraignments, trials, capias returns, and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

The Part-Time Bailiff position will be reposted on 5/27/22 as the candidate took a full-time position elsewhere.

The court processed 33 PBJ's for traffic violations and 6 Plea by Mails for criminal violations.

Activity or Project:

Payments and Court Sessions

Description:

From 5/19/22-5/25/22 Alderman's Court handled 43 arraignments, 42 trials, 11 capias returns, and 6 video hearings. Two prisoners were transported to court for trials scheduled on 5/19/22. Court collected a total of 378 parking payments of which 349 were paid online and 29 were paid in court. The court also collected criminal/traffic payments of which 203 were paid online and 43 were paid in court for a total of 246 criminal/traffic payments.

Status:	Completed
Expected Completion:	05-25-2022
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:

The legal team was in the office on the following days:
Bobby O'Neill - May 19th for Court.
Paul Bilodeau - May 23 for Council meeting

Danielle Mapp-Purcell, Paralegal, prepared the court docket for the May 19-May 25 court calendar and

fulfilled 25 discovery requests with 45 discovery requests remaining in process.

The meetings and minutes team worked on the following relative to meetings:

May 16 Council meeting minutes were completed and distributed.

May 23 Council meeting minutes are being drafted for proofing and distribution.

Additional meetings staffed by Legislative staff:

May 24: Diversity & Inclusion Meeting: The commission reviewed the Comprehensive Development Plan 2.0 for the second time with focus on the concept of Accessory Dwelling Units presented by Mike Fortner, Planner, Planning and Development Department. Commission member Ms. Aber suggested updating the applications the City uses to include the diverse families our community has; i.e. families with two mothers, two fathers, etc.

Danielle Mapp-Purcell and Nichol Scheld staffed the May 23 Council meeting and Nichol staffed the May 23 Executive Session.

The website was updated with the newly approved minutes and the May 23 audio of the Council meeting was uploaded to the website as well.

Legislative Clerical Projects/Processes

Scanning continues on all new documents processed within the department with back scanning done as time allows.

Lien certificate requests processed during the past week are as follows:

- 14 received by attorneys and sent to Finance for processing
- 7 completed by City staff and returned back to the processing attorney

To date: 234 lien certificates have been processed for 2022.

Tara Schiano attended the International Institute of Municipal Clerks Association (IIMC) international conference in Little Rock, Arkansas from Friday, May 20 - Wednesday, May 25. All day classes were held each day from 7 a.m. - 5 p.m. with networking events in the evening. Classes attended included:

- "Ethiture" Where Ethics and Culture Merge
- HR is Sexy: Human Resource Trends in Municipal Government
- Growing as a Leader, One Difficult Conversation at a Time
- Mentorship vs. Management How Extraordinary Leaders Inspire, Retain and Engage all Employees
- Securing Election and Municipal Infrastructure
- Employee Well Being and Work Life Integration in a Hybrid Environment
- Diversity and Inclusion: Worth more than Gold
- Cyber Security, Social Engineering Attacks and How to Secure your Municipality
- High Touch Public Interface in a Low Touch World
- Leading Through Change

Legislative Updates:

HB371 - Legislation removing all penalties for possession by a person 21 years of age or older of one ounce or less of marijuana and ensure there are no criminal or civil penalties for transfers without remuneration of one ounce or less of marijuana between persons who are 21 years or older:

- Was vetoed by Governor Carney
- *This does not affect medical marijuana

Activity or Project:

Digital Records Project

Description:

The expansive City wide digital records project continues under the supervision of the Digital Records Management Coordinator Sahar Naseem. She continues to work closely with all City departments to reprioritize the backlog of documents from the various departments after the gap in staffing for six months in 2021. Ms. Naseem continues to work closely with Delaware Archives streamlining the process and accuracy of document retention. Department staff members: Ana Baluk, Sandy Bradley, and Fred Anthony continue to work with their respective assigned departments scanning various documents.

Status:

In-Progress

Expected Completion:**Execution Status:**

On Track

Activity or Project:

Council Chamber Hybrid

Description:

The project continues to streamline, fix bugs, and strives to have consistency in the process to ensure a positive experience for staff, meeting attendees, both in person and hybrid and also for presenters.

Status:

In-Progress

Expected Completion:**Execution Status:**

On Track

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

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

Two linemen who traveled to Nevada for Light Up Navajo returned this weekend. They were there for a week and said it was rewarding and a lot of work and long days. A very positive experience.

Engineering is gathering data from a recloser that blew up on Sunday. The data will be sent to a product engineer for analysis. This problem put a scare into UD personnel as a 5-minute outage was felt on some UD buildings at STAR Campus. UD shared their concerns about the President coming this weekend.

Two line crews and an electrician will be on standby at the yard until commencement is over.

Engineering met with the DelDOT Delaware Avenue bikeway designers about a conflict with underground primary and storm drain placement. It was decided that a concrete encased conduit crossing College Avenue could be shaved down two inches and the storm drain would go under the conduit.

Engineering also met with consultants and UD about the V2G project. No longer called EV2G, because they shifted sponsors and EV2G was NRG branded. The project is trying to move forward by becoming a small generator on the bulk transmission system and PJM. This is raising a lot of red flags with DEMEC and Delmarva, so engineering is stepping back and wading through the issues with the help of consultants.

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:

Through June 10th, the Payments and Utility Billing Division will be extremely busy during the “move in and move out” period of our UD students. During this time, call and walk-in customers will increase three-

fold. If you need to reach someone in PUB, please feel free to use our call-back feature or send an email to customerservice@newark.de.us for someone to get back by the end of the next business day.

Due to a paper shortage, we will not be including return envelopes in the monthly utility invoices. It's expected that the envelopes will be back in stock by the end of May. Once this order arrives, we will use what envelopes we have purchased, and then we will cease from providing return envelopes in the future. We were informed that rising costs, and four-month waiting periods for our orders will impact our ability to provide these envelopes. At that point, if customers are requesting an envelope, we will provide plain ones at the office upon request. We encourage all customers help us by opting for e-bills through Customer Connect via <https://payments.newarkde.gov/>.

The Delaware State Housing Authority has applied to the US Treasury for authorization to spend up to \$50 million in ARPA funding to allow homeowners to get caught up on past due mortgages, taxes, water, sewer, and stormwater bills. Also includes HOA fees. We are expecting a pilot program to begin at DSHA May 16. As more information becomes available, we will provide updates. Here is a link to the program's website for more information: <https://decovidhousinghelp.com/covid-19-homeowner-assistance/>.

HR Items: Director Del Grande has been working with HR in reviewing the applications for the Payments and Utility Billing Manager vacancy. The first round of interviews is estimated to take place beginning June 1. We will also be posting the job announcement for the Infrastructure Manager the week of May 26th. Donald Lynch has been named in an acting role until the position is filled permanently. Our contracted desktop support contractor should be starting with the City in a couple weeks as we complete the pre-employment screening process.

Payments and Utility Billing Group has been working with our customers helping them get their account balances up to date. If you need assistance, please reach out to PUB at 302-366-7000, option 2, to explore your options. We ask that you do not wait until your account falls into arrears, as the City has access to many programs which can provide aid to our residents.

Do you need assistance in paying the balance on your water and sewer bill? If so, please reach out to the State's Low Income Household Assistance Program (LIHWAP). Please complete the application to this program and let our staff in Payments and Utility Billing (PUB) know that you have applied for assistance. Here is the link to the application: <https://www.dhss.delaware.gov/dhss/dph/hsp/files/LIHWAPApplication.pdf>.

2023 Annual Budget: Staff is working on the timeline for the 2023 budget process. The timeline should mirror last year's process, with internal hearings taking place the week of July 11th, with departmental hearings with Council taking place beginning in August. At the moment, staff is a bit behind schedule due to a shortage of manpower.

On 5/26, Director Del Grande served as a panelist for Glasgow High School's Academy of Finance, where students gave presentations on a variety of financial topics. On the panel I served, the topic was "Financial Planning - My Plans at age 25. How can I create a plan that meets my financial goals for the person I imagine myself to be at the age of 25?". The students did a great job presenting and defending their thoughts and ideas, but it is also evident that an education on financial topics should be part of the school curriculum for all students of all ages.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

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

Information Technology Department

Notable Notes:**Applications Team:**

Open Support Tickets from Previous Week - 60

Open Project Tickets from Previous Week - 16

Open Tickets with Vendor R&D from Previous Week - 19

Tickets Opened in the Last Week - 15

Tickets Closed in the Last Week - 17

Remaining Open Support Tickets - 58

Remaining Open Project Tickets - 16

Remaining Tickets with Vendor R&D - 19

1. Modified the C/O and C/C custom report to include temporary C/O and temporary C/C as requested by NCC.
2. Created end user guide on how to manually update property tax owner in Munis.
3. Assisted PUB with deposit refund and web payment discrepancy.
4. Researched billing on a specific statistical code for Accountant to assist in reporting discrepancy.
5. Assisted Finance Assistant with resolving error message when printing checks.
6. Assisted PUB with identifying deposit discrepancy.
7. Teams meeting with Interim Infrastructure Manager Lynch and Secureworks to review their new offering.
8. Teams meeting with City Infrastructure team and Secureworks to demo their new product offering.
9. Meeting with Directors Del Grande and Patel along with electric staff to discuss any outstanding applications issues.
10. Worked on and resolved support tickets for end users.
11. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. VSS registration guide on hold, will need to script a change to vendor contact types.
3. Testing EMV devices, working with vendor to resolve newly found issues.
4. Accounting testing Payment Manager functionality within Munis ERP.

Infrastructure Team:

Open Support Tickets from Previous Week - 129
Open Project Tickets from Previous Week - 47
Tickets Opened in the Last Week - 100
Tickets Closed in the Last Week - 90
Remaining Open Support Tickets - 139
Remaining Open Project Tickets - 47

Activity or Project:

Automation Platform (Applications Team)

Description:

Planning & Scoping: 9/13/21 - 10/29/21 (COMPLETED)

- Northstar internal kick-off meeting: 9/27 - 10/1
- Northstar & Newark project kick-off meeting: 10/26

Project Oversight: 10/1/21 - 1/31/22

- Northstar & Newark internal/external weekly status meetings

Process Design: 10/18/21 - 11/12/21 (COMPLETED)

- Northstar will perform pre-install tasks and VPN access check: 10/18-10/29
- Northstar & Newark external meeting to complete the required AP checklist: 10/27
- Northstar internal meeting to review AP checklist: 10/25 - 10/29
- Northstar to install AP core suite: 11/1 - 11/12

Development: 11/8/21 - 11/19/21 (COMPLETED)

- Northstar to configure/validate AP suite: 11/8 - 11/19

Test: 11/15/21 - 12/3/21 (IN PROGRESS)

- Northstar & Newark to hold AP configuration training session and UAT hand-off: 11/15 - 11/24
- Northstar to provide UAT support: 11/25 - 12/3
- Newark to perform UAT final remediation: 12/6 - 12/10

Operate: 12/13/21 - 12/24/21 (IN PROGRESS)

- Northstar to deploy AP suite: 12/13 - 12/17
- Northstar to provide post go-live support: 12/13 - 12/24
- Northstar internal meeting to discuss project closure: 12/20 - 12/24
- Transition to support: 1/31/22

Promoted 11 of 16 workflows to production, waiting on vendor for 4 of the remaining 5 workflows.

Status:	In-Progress
Expected Completion:	01-31-2022
Execution Status:	Behind Schedule

Activity or Project:

Data Center Upgrade (Infrastructure)

Description:

Equipment tracking:

- 2 Racks - Received
- 4 PDUs - Received
- 3 VxRails - Received
- CyberVault R750s - Received

S5232s – Received

Pending shipment with expected delivery dates:

DD6900s - May 02, 2022

R450s - April 18, 2022

DP4400s - June 15, 2022

N2200s – December 28, 2022

S5224s – September 12, 2022

S3048s – July 20, 2022

S4128s – July 20, 2022

Status:	Started
Expected Completion:	12-31-2022
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks Department

Notable Notes:

Bill Johnson, the new George Wilson Center & Volunteer Coordinator, started this week and has been meeting with staff regarding current programming. Recreation staff continue to finalize information with summer staff and volunteers and prepare for upcoming camp orientation.

Another Spring Concert Series was held in conjunction with the Beer Garden with approximately 200 in attendance.

Parks Maintenance Division has been working in Rittenhouse Park improving the driveway entrance, repairing the boat ramp, and opening the block building in preparation for the opening of Rittenhouse Camp on June 20.

Activity or Project:

Ash Tree Removal Due To Emerald Ash Borer

Description:

The Emerald Ash Borer (EAB) continues to destroy ash trees throughout Newark. We have removed over 30 trees already this year with more than 30 additional scheduled for removal. Most are located along the Christina Valley Stream conservation area. We continue to work with our tree contractor to schedule the hazardous tree removals.

Status:

Started

Expected Completion:

12-31-2022

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:

Projects

*Charrette and development of revisions to the BB and RA zoning district. Attended the May 23, 2022, Council meeting where the final Charrette report was presented and discussed. We had two follow up

meetings – one with City Manager Coleman, Deputy Planning and Development Director Bensley, Planner Fruehstorfer and one with the AECOM and Newark Charrette team to review Council comments and start working on draft revisions to the BB and RA zoning codes per Council comments to be presented to Planning Commission and then to Council for their review and input as well as public input.

*Nuisance Property ordinance and revision to the Property Maintenance Code. Met with Solicitor Bilodeau, the Property Maintenance team including Code Enforcement Manager Petersen and Lead Code Enforcement Officer Poole, consultant Feeney Roser as well as representatives from the Public Works and Water Resources and Police Department to get initial feedback on the first draft of the nuisance ordinance. It was a productive discussion. We will be working on a second draft and Solicitor Bilodeau will be looking into a couple of areas. We will seek to meet as soon as feasible after these tasks have been complete.

*Downtown Parking Strategy project. Met with Planner Fortner, Parking Manager Howard, Parking Supervisor Mulvanity, and Deputy Planning and Development Director Bensley on May 24 to continue discussion on Council comments and put together a workplan and chart a path forward. Preliminarily we are planning to put together a workplan to present to Council at their June 13, 2022, meeting and to present ordinance language for revising the parking requirements and to establish a Parking Committee to Planning Commission at their July 5, 2022, meeting.

*Energov – Worked on reviewing existing and related RFP to hire a consultant for tasks including assisting the City with putting together the final budget and contract for Council review and approval; the preplanning work such as working with each department on their processes; the steps needed to be put together for Energov; and help clean up our data as well as the project management of the transition to Energov.

*Comprehensive Plan V 2.0 – Planner Fortner and Deputy Director Bensley attended the Diversity and Inclusion Commission meeting on May 24 where they answered questions following up from the April meeting where the Plan updates were originally presented. The Plan V 2.0 is scheduled for second reading and public hearing with Council on June 27.

*Transportation Improvement District – Met with Deputy Director Bensley, Planner Fortner, DelDOT, and AECOM staff to prepare for the next Steering Committee meeting to be held on June 8.

Meetings

*Multiple staff participated in the National virtual conference of the American Planning Association on Thursday and Friday, May 18 and 19.

*Director Gray and Planner Solge met with members of Council and a resident at the Main Towers who had organized a petition for changes to the Unicity service. Planning has taken Main Towers residents' feedback into consideration and will evaluate a minor route revision and other potential improvements.

Items of interest

*Planner Tom Fruehstorfer has submitted his resignation effective June 15. We thank him for his service to the City and wish him well in his new endeavors. Deputy Director Bensley spent time on a path forward for filling the soon-to-be vacant position and planning for division of the duties of the position while it is being filled.

*Staff worked to finalize the June 7 Planning Commission agenda, complete the design review, and draft the Planning and Development Report and associated notification letters for the Comprehensive Plan amendment, rezoning, major subdivision, and special use permit request for the project located at 30 South Chapel Street. The proposal is for a seven-story building with parking and 300 square feet of retail on the first floor and 65 apartments on the second through seventh floors.

Property Maintenance

*Complaints: 44
*Violations: 15
*Citations: 23
*Inspections: 83

Parking

*Residential Permits Distributed: 5
*Municipal Lot Permits Distributed: 9
*Citations Issued: 727
*Online Appeals Answered: 64
*Immobilized Vehicles: 21

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

- On May 28, 2022, multiple officers from all divisions of the department will assist with the UD Commencement Ceremony and visit by President Biden. Officers will be assigned a variety of traffic posts and security roles associated with the visit. Major traffic delays and road closures should be anticipated with this event.

Criminal Investigations Division:

- On May 19, 2022, members of the Newark Police Street Crimes Unit executed a search warrant at a residence in the 300 block of Paper Mill Road. The search warrant stemmed from an investigation into drug

activity at the residence. During the search, officers located various drugs, including marijuana, methamphetamine, heroin, and crack cocaine. In addition, officers seized more than 2,000 rounds of ammunition for various firearms. At the time of the search, three male subjects were taken into custody and arrested on numerous charges. The first subject was charged with Possession of Ammunition by a Person Prohibited (3 counts), Possession with Intent to Deliver Drugs (5 counts), Possession of a Controlled Substance in a Tier 1 Quantity (2 counts), and Possession of Drug Paraphernalia. He was committed to the Howard R. Young Correctional in lieu of \$84,200 cash bail. The second male subject was charged with possession of heroin and possession of drug paraphernalia. He was released on his own recognizance. The third male subject was charged with possession of heroin, possession of cocaine, and possession of drug paraphernalia. He was also released on his own recognizance.

- On May 21, 2022, at about 0124 hours, Newark Police responded to a parking lot in the 100 block of Thorn Lane for a report of a robbery. The male victim advised that he was standing next to his car in the parking lot when he was approached by four male suspects who arrived in a black Nissan Altima. The suspects began to strike the victim as they demanded his personal property. After taking the property, the suspects fled in the vehicle. The victim sustained minor injuries that did not require medical treatment. No weapon was observed. The suspects were described as four black males, about 16-22 years of age. The Nissan Altima the suspects arrived in was found to have been reported stolen in Pennsylvania. Anyone with information about this incident is asked to contact Det. P. Keld at (302) 366-7100 x. 3106 or pkeld@newark.de.us.

Patrol Division:

- On May 17, 2022, at approximately 2307 hours, officers responded to the area of East Main Street and Academy Street for a strong-armed robbery. Upon arrival contact was made with the victim who relayed that he was assaulted by two males. The victim stated that he was knocked to the ground, where the males removed property from his possession. The investigation is ongoing.
- On May 20, 2022, at approximately 2306 hours, officers responded to Grotto's for a fight in progress. Upon arrival officers detained a suspect who had previously been an employee of the business. Grotto's management advised that the suspect was advised on an earlier date not to return to the property. As Grotto's staff began escorting the suspect out of the building, a physical confrontation ensued. As a result of this incident, the suspect was charged on a criminal summons with Trespass.

Special Enforcement Division:

- On May 25, 2022, the Special Operations Unit will conduct a joint educational campaign with CSX PD and UDPD engaging with students that cross the CSX tracks at the rail crossing. The officers will educate students on rail safety and will pass out educational literature.

Animal Control:

- Last week Animal Control Officer Donna Vickers addressed concerns in the Fairfield neighborhood about raccoons out during the daytime hours.
- On May 20, 2022, Animal Control Officer Vickers responded to the 100 block of Cullen Way for a reported dog attack. During her investigation, she learned that a male subject was walking his leashed Labrador retriever dog when two loose unattended Rottweilers approached him and his dog. One of the Rottweilers grabbed his dog's neck and started attacking. He was able to free his dog from the Rottweiler's grip. The loose dogs then ran away, leaving the area. ACO Vickers located the Rottweilers owner. Charges are pending.

Activity or Project:

N/A

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:

Our contractor has notified us of an opening in their schedule and will begin work on the paving of Hillside Road as early as Tuesday, May 31. The initial work will be sawcutting pavement and removal and replacement of curbs. Lane closures will be necessary and signage and flaggers will be in place during the work. The mill and overlay of the pavement will follow and the scope includes paving of Forest Lane.

DNREC has issued a Draft National Pollutant Discharge Elimination System (NPDES) Draft Permit for entities in Delaware. This is our permit to discharge stormwater in the City. Staff will review the draft permit and consult with other permittees and our Water Resources Attorney before providing our comments to DNREC ahead of the issuance of the final permit, expected sometime this summer. We have budgeted funds and made efforts to get ahead of any new permit requirements as part of the Stormwater Utility.

We have a consultant coming in to work along with our water crew on a project to 'exercise' or open and close about 1/3 of the valves in our water system. This project will allow us to evaluate the effectiveness of our valves that control the flow within the water system. Non-functional valves will be repaired or replaced as needed. We expect the work to begin around June 6 in the area out Capital Trail, up Possum Park, and into the Hunt at Louviers. Citywide notifications will be going out to inform customers of what to do if they see the workers in their area and what to do if the work affects the water quality in their home, which we do not expect.

Our contractor also plans to mobilize to East Park Place on or about June 6 to begin the water main replacement at that location. There will be traffic modifications, detours, and lane closures during the course of this work. Once the water main and services are complete, the entire road will be repaved. Notifications will begin to go out next week as we are closer to the start date. The work is expected to take 4-6 weeks.

Staff met with representatives of a University of Delaware project to determine the urban heat island effect here in the City. We will be working with their staff to deploy temperature gauges at locations throughout the City for data collection for use in their analysis.

Activity or Project:

ADA Ramp Contract Kick-Off

Description:

There is a pre-construction meeting scheduled for Friday, May 27 for the ADA Ramp contract. The contract

focuses on the non-compliant ramps in the Hunt at Louviers. Notice went out May 26 for work to begin May 31.

Status:	Started
Expected Completion:	10-31-2022
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

CITY OF NEWARK STAFF CONFIRMED COVID-19 CASES STATISTICS (updated as of 10:00 a.m. on May 26, 2022)

POSITIVE CASES	UNVAXXED - PD	UNVAXXED - Muni.	UNVAXXED - Temp./Seas./Non-Union	VAXXED - PD	VAXXED - Muni.	VAXXED - Temp./Seas./Non-Union	% UNVAXXED	# OF PRESUMPTIVE POS. CASES W/ NO TEST RESULT
3/1/20 - 12/10/20	6	11	0	--	--	--	100.00%	--
12/11/20 - 3/19/21	8	7	1	--	--	--	100.00%	--
3/19/21 - 11/30/21	6	8	1	3	3	4	60.00%	--
12/1/21 - 3/31/22	12	12	0	22	35	10	26.37%	0
4/1/22 - Present	0	0	0	8	22	6	0.00%	0
TOTAL	32	38	2	33	60	20	38.92%	0

3/1/20 - 12/10/20: Vaccines not available to anyone
 12/11/20 - 3/19/21: Vaccines for first responders only
 3/19/21 - 11/30/21: Vaccines available to all City staff
 12/1/21 - 3/31/22: Omicron variant in circulation
 4/1/22 - Present: Second Omicron wave

% OF <u>CURRENT</u> UNVAXXED STAFF W/ COVID CASE	68.09%
% OF VAXXED (BOOSTED & UNBOOSTED) STAFF W/ COVID CASE AFTER VAX	32.79%
% OF BOOSTED STAFF W/ COVID CASE AFTER BOOSTER	20.93%

December 2021 & January 2022 Data (Current Staff Data Only)			
	Total Cases	Total in Group	% of Total Group
Unvaxxed	21	47	44.68%
Vaxxed	54	305	17.70%
	Unvaxxed	Vaxxed	Total Cases
First Case	15	50	65
Second Case	6	3	9
Third Case	0	1	1

February & March 2022 Data (Current Staff Data Only)			
	Total Cases	Total in Group	% of Total Group
Unvaxxed	3	47	6.38%
Vaxxed	8	305	2.62%
	Unvaxxed	Vaxxed	Total Cases
First Case	2	7	9
Second Case	1	1	2
Third Case	0	0	0

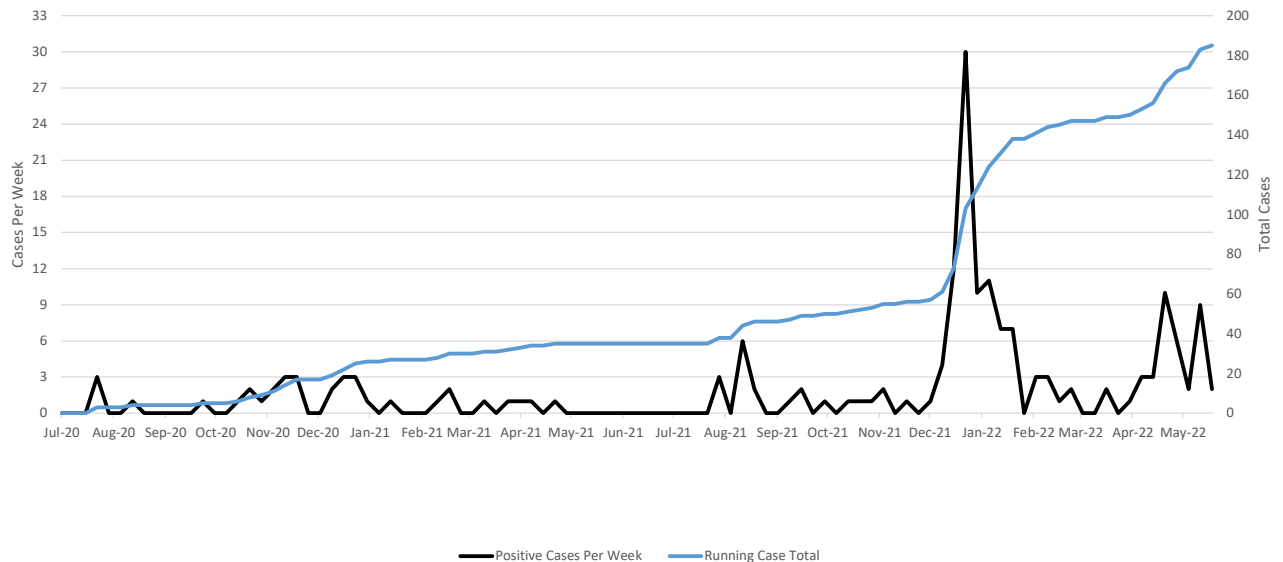
April & May 2022 Data (Current Staff Data Only)			
	Total Cases	Total in Group	% of Total Group
Unvaxxed	0	47	0.00%
Vaxxed	36	305	11.80%
	Unvaxxed	Vaxxed	Total Cases
First Case	0	34	34
Second Case	0	2	2
Third Case	0	0	0

DEPARTMENT	% OF <u>CURRENT</u> STAFF W/ POS. TEST RESULT
ADMINISTRATION	50.00%
ELECTRIC	50.00%
FINANCE & IT	42.86%
JUDIC & LEGIS	77.78%
PARKS	25.84%
PLAN, CODE, & PARKING	46.15%
POLICE	58.43%
PWWR	59.65%
TOTAL	45.94%

LABOR GROUPS	% OF <u>CURRENT</u> STAFF W/ POS. TEST RESULT
1670	60.87%
3919	38.46%
CWA	41.67%
FOP	60.00%
MGMT	68.75%
OTHER	25.00%
TOTAL	45.94%

Lists include all regular, temporary, and seasonal employees (City Council not included).

City of Newark Staff Positive Test Results (7/2020 - 5/2022)

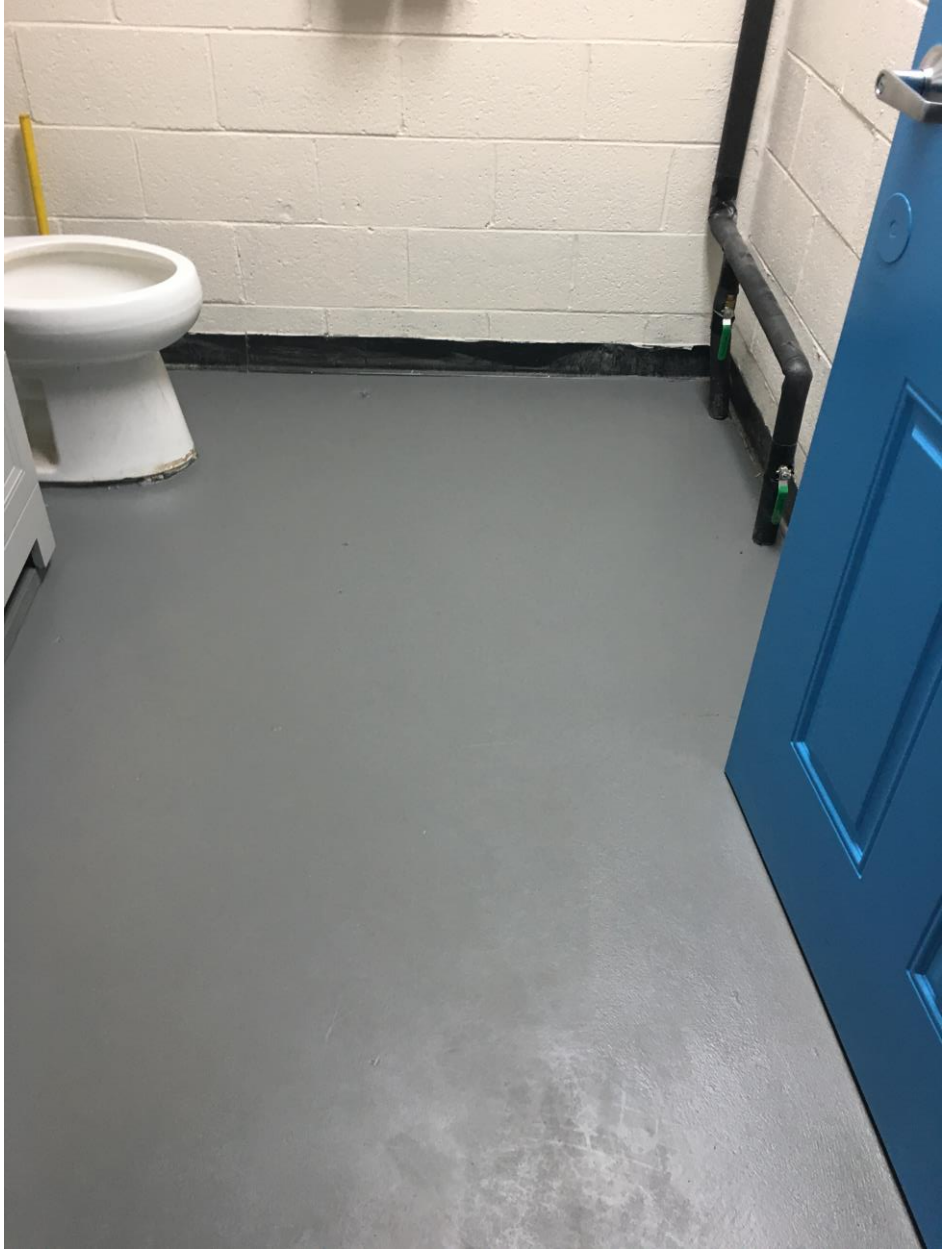


Rittenhouse bathroom remodel:









NEWARK POLICE DEPARTMENT

WEEK 05/15/22-05/21/22

INVESTIGATIONS

CRIMINAL CHARGES

	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	2	0	0	3	0
Rape	1	9	0	1	0	0
Unlaw. Sexual Contact	1	3	0	0	3	1
Robbery	10	8	2	4	9	0
- Commercial Robberies	0	0	0	0	1	0
- Robberies with Known Suspects	3	0	0	2	0	0
- Attempted Robberies	2	1	0	1	1	0
- Other Robberies	5	7	2	1	7	0
Assault/Aggravated	7	6	0	12	19	0
Burglary	13	18	1	6	6	0
- Commercial Burglaries	2	3	0	0	1	0
- Residential Burglaries	9	8	1	3	3	0
- Other Burglaries	1	7	0	2	2	0
Theft	276	318	6	49	69	1
Theft/Auto	31	22	0	4	3	0
Arson	0	0	0	0	0	0
All Other	2	8	0	18	24	0
TOTAL PART I	340	394	9	93	136	2
<u>PART II OFFENSES</u>						
Other Assaults	75	136	3	31	76	1
Rec. Stolen Property	0	0	0	4	0	0
Criminal Mischief	77	76	4	19	30	0
Weapons	3	7	0	5	46	0
Other Sex Offenses	0	5	0	0	0	0
Alcohol	45	106	13	28	171	19
Drugs	56	59	3	34	52	0
Noise/Disorderly Premise	320	227	21	116	57	0
Ordinance Violation	122	0	0	15	0	0
Disorderly Conduct	164	148	8	47	42	0
Trespass	134	130	11	33	32	0
All Other	135	246	9	87	86	4
TOTAL PART II	1131	1140	72	419	592	24
<u>MISCELLANEOUS:</u>						
Alarm	194	263	14	0	0	0
Animal Control	169	160	23	5	4	0
Recovered Property	66	58	8	0	0	0
Service	13581	12046	586	0	0	0
Suspicious Per/Veh	177	152	14	0	0	0
TOTAL MISC.	14187	12679	645	5	4	0

	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2022 TO <u>DATE</u>
TOTAL CALLS	915	16,996	841	16,033



**Newark Police Department
Weekly Traffic Report**



05/15/22-05/21/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	5235	4885	192	233
DUI	61	56	3	1
TOTAL	5296	4941	195	234

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	53	70	6	5
Property Damage (Reportable)	391	364	30	24
*Hit & Run	87	68	8	3
*Private Property	86	70	10	5
TOTAL	444	435	36	29

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.