

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week was dominated by largely administrative tasks, including several personnel issues, job description reviews, FOIA research, utility account data review, annual reviews, staff meetings, a Subdivision Advisory Committee meeting, calls with UD representatives regarding upcoming and ongoing projects, and a handful of other items.

I attended the UD Board of Trustees meeting on Tuesday. UD has ambitious plans for the spring semester regarding students returning to campus, potentially as many as 4,000 in the dorms again. This will be good for our bottom line but will be challenging in the current COVID environment. Their applications for Fall 2021 are strong and tracking above where they were two years ago.

We also continued our research into how to implement a 100% renewable energy option for Newark's electric utility. We feel confident we can pull this off. We are currently preparing a draft ordinance for Council consideration for implementation to align with the Municipal Renewable Portfolio Standards compliance year beginning June 1st, 2021. We will look to have the ordinance approved in advance of that date to give us sufficient time to implement billing systems required for the program.

Human Resources:

On Monday CHRO Hardin presented the FOP Contract to City Council and recommended ratification. Council unanimously approved the ratification of the FOP Lodge #4, 6-0. The contract is valid beginning January 1, 2021 through December 31, 2021. Some highlights of the contract include 0% pay increases for 2021, the creation of a State modeled pension plan that current officers will have an option to participate, and the requirement that new officers enter the State run County/Municipal Pension plan as opposed to the City run plan. Both parties bargained in good faith and were extremely satisfied with the outcome.

HR Team is still working with department directors on AFSCME 1670 career ladder test. The test will be a combination of safety questions from the safety manual and specific skills questions within their divisions. The eligible employee would take the exam and upon completion would be available for movement up the career ladder. Our goal is to have this in place January 1, 2021.

Employee service awards will be presented at the December 14 City Council meeting by Mayor Clifton. In the past, these awards were presented to the employees at the annual holiday luncheon which has been cancelled due to COVID-19. There is a total of 32 employees being recognized. Recognition for years of service range from 10 years to 35 years. Awards and gifts will be sent to the employee.

Interviews start this Friday and also next Wednesday for the PW&WR Supervisor vacated in July. We will be posting two more full-time positions in Police Department in the next few weeks.

These will fill vacancies due to recent resignations.

The remainder of the week has been spent working on year-end reporting, preparations for 2021, attending meetings, responding to emails and working on recent retirements and resignations. CHRO Hardin also assisted Finance Department with CARES Act documentation for submission to New Castle County. There were also several hours spent working on labor relations.

Chief Purchasing & Personnel Officer:

CPPO Martindale continued to oversee the City's COVID-19 staff contact tracing program. Along with Facilities Maintenance Superintendent Dave Greenplate, he purchased HEPA air filters for Facilities to install.

He coordinated with Seiberlich Trane Energy Services (STES) on the ongoing roofing work on City buildings that is needed ahead of solar panel installation. The roofing work at the Maintenance Yard is complete, the work at the Municipal Center is nearing completion, and the roofing work at the George Wilson Center began on Thursday.

He additionally continued working on Purchasing policy-related documents for 2021, which will be rolled out to directors and administrative staff shortly. Additionally, he made three conditional job offerings to applicants of the Planning Administrative Professional I and Customer Service Representative I positions. Beginning Friday, Mr. Martindale began interviewing for a PW&WR Supervisor along with PW&WR management as well.

Facilities Maintenance:

The FM team hung holiday wreaths in City Hall and the Police Department, installed hand sanitizer dispensers in the George Wilson Center, held meetings with STES and about the Preston's Playground restroom, repaired toilet flushers in the PD men's locker room and 2nd floor men's room in City Hall. They additionally repaired lights at the Train Station along with Electric, insulated the new wall in Code Enforcement, installed a new washing machine in the Facilities Maintenance shop, and continued typical cleaning and disinfecting duties.

Communications:

- Working with staff on wellness incentives and 2020 reimbursements
- Completed the Healthcare Bluebook Information Session
- Facilitated the staff blood drive with the Blood Bank of Delmarva. 25 out of 40 appointments were filled.
- Met with a rep from Quadient to determine if they can offer cost effective mail room equipment.
- Completed year-end performance evaluations and met with staff to review.
- Working with Planning and Jeff Martindale on a plan to move offices, store equipment, etc.
- Completed the UD Women's Leadership webinar series on Allyship, Advocacy and Accompliceship

City of Newark in the News:

Six-story Main Street development moves ahead in Newark: <https://www.wdel.com/news/six->

[story-main-street-development-moves-ahead-in-newark/article_c1623d1a-3576-11eb-b395-93483738eab0.html](https://www.newarkpostonline.com/news/spreading-the-joy-of-reading-newark-woman-installs-little-free-library-in-park/article_5412df97-4fb5-5f71-a4a6-1a3c39675235.html)

Spreading the job of reading: Newark woman installs Little Free Library in park:
https://www.newarkpostonline.com/news/spreading-the-joy-of-reading-newark-woman-installs-little-free-library-in-park/article_5412df97-4fb5-5f71-a4a6-1a3c39675235.html

Another imposing building on Newark’s Main Street:
<https://delawarebusinessnow.com/2020/12/another-imposing-building-on-newarks-main-street/>
 Newark finds \$9,530.66 error in water bill: <https://townsquaredelaware.com/2020/12/08/newark-finds-9530-66-error-in-1-water-bill/>

Restaurants offer greenhouse structures and festive outdoor spaces:
<https://www.delawareonline.com/story/life/2020/12/08/outdoor-eating-delaware-greenhouses-caffe-gelato-festive-brewhaha/3822893001/>

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
- Assisting the CCO with updating and streamlining the info on the website
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal

Creative Design/Web Specialist:

- Created a new archive on the website for the Steering Committee’s agendas and minutes
- Edits made to the applicant sheet for management positions
- Posted scheduled yard waste collection reminder to the News section on the website
- Scheduled a temporary water service disruption, and follow-up notification via InformMe
- Scheduled Steering Committee Meeting - Review of the Comprehensive Development Plan on the website calendar
- Scheduled weekly public meeting notices via InformMe
- Updated the Building Permit application and Certificate of Completion application on the website

Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
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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 is closed to the public effective 12/3/20 and will remain closed until 1/19/21. Staff continues to reschedule all court dates and capias return hearings. Plea by mails, PBJ's and plea in absentias are being processed through attorneys and Bobby O'Neill. Parking Ambassadors continue to handle any parking appeals online. Bailiffs are working in the atrium from 8 a.m. - 4 p.m. to help the public with any questions during the closure.	
Activity or Project: Payments	
Description: From 12/3/20 to 12/9/20 Alderman's Court collected a total of 297 parking payments of which 289 were paid online and 8 were paid at court. The court also collected criminal/traffic payments of which 71 were paid online and 16 were paid at court for a total of 87 criminal/traffic payments.	
Status:	Completed
Expected Completion:	12-09-2020
Execution Status:	Completed
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
Description:	
Status:	

Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Renee participated in the management staff meetings on December 3.

Renee attended a UD Women's Leadership Initiative webinar on Allyship, Advocacy and Accompliceship and Women as Allies in the Board Room on December 4.

Staff finalized and posted the December 14 Council agenda and packet items on December 7.

Paul and Renee staffed the Council meeting on December 7. Follow up was completed throughout the week.

Nichol staffed the Conservation Advisory Commission meeting on December 8. The CAC elected Sheila Smith as Chair and Robyn O'Halloran as Co-chair for 2021 and discussed the format of the Annual Report. They voted 6-0 to spend \$500 on bookmarks to be distributed by the library, informing patrons of the straw resolution.

Renee worked on items for upcoming Council meetings, including working on items for the December 14 Council packets, preparing advertising notices for upcoming meetings and cancellations through January 11, and scheduling items for upcoming Council agendas.

Renee completed boards and commissions appointment updates for the website and notification to Council. Nichol began working on job descriptions for each board in order to provide more information for potential applicants as to what is expected from each board. All available vacancies and upcoming expiring terms as well as a link to the application form can be found here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Renee updated the website with 2021 election information and began work on the required advertising notices. Districts 1, 2 and 4 are up for the April 13 election and the filing deadline is February 8 at 5:00 p.m. To make arrangements to pick up or drop off Council petitions while the Municipal Building is closed, please email citysecretary@newark.de.us or call 302-366-7000 and ask to be connected to the City Secretary's Office.

Tara reviewed several building permits.

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

Tara spent time on several union issues.

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

- * Provided documents and closed a November 11 FOIA request pertaining to 211 South Main Street citations issued to DSM Commercial or any contractor for illicit discharge of polystyrene foam from William Wersinger
- * Provided documents and closed a November 18 FOIA request pertaining to 300 West Main Street permits/COs/violations/complaints/site plans from Environmental Alliance
- * Corresponded with staff regarding a November 21 pertaining to 35 Fremont Road violations/lienable items/open permits from Kara Packard
- * Provided a response and closed a December 8 FOIA request pertaining to a property outside city limits from Jacqueline Greco
- * Circulated to staff a December 8 FOIA request for cell tower applications/site plans with the time frame 08/01/2020 through 12/08/2020 from SBA Communications

Regarding minutes, staff time was spent on the November 23 Council (Nichol drafted; Renee edited - complete) and December 7 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the December 8 Conservation Advisory Commission minutes are currently in the queue.

11 discovery requests were fulfilled for upcoming Alderman's Court cases. 390 discovery requests have been filled so far for 2020. No court calendars were received due to the holiday court closures. 32 court calendars with 423 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 8 lien certificates were completed and sent to the requestor. 418 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

As an update to the previously presented slowdown/timeout issues with TCM, the TCM upgrade that we are hopeful will fix these problems is currently being tested. Samantha has been working to compile the results to submit to IT; however, there do seem to still be some issues. Since Records Division staff has been working with larger documents in recent weeks, these problems have become more pronounced causing a large drop in numbers scanned due to having to repeatedly process the same documents. Thanks to IT Applications Manager Montgomery for her continued assistance in addressing these issues.

Tara continued preparing Legislative Department scanning for transfer to Ana on a temporary basis. The part-time position that would typically do this work is vacant and will remain unfunded in FY2021, so staff is working to realign responsibilities to ensure the work for that position stays current while the position is open.

Danielle continued document review of historical Solicitor records to determine whether items need to be scanned and retained or if their retention has been met and they can be submitted for destruction. She also worked on preparing and scanning some of the backlog of Legislative Department scanning.

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 document numbers for December 3-9 are below.

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

Description:

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Execution Status:	
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Activity or Project:

Description:

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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews switched circuits and grounded two substation transformers this week so a contractor could test the units to fulfill the insurance requirements. The crews also energized the underground primary cables coming out of South Well Field in order to check phasing on the switches on Rt. 72. They were installed late last year and haven't been needed yet. The line crews also worked with the electricians to install a police camera on Paper Mill Road.

The electricians met with Parks and Public Works to plan the power route to the Preston's Playground bathroom. The electricians also installed banners on Main Street and performed the monthly spill prevention inspections at the substations.

Engineering met with designers and contractors about the solar tie ins at the warehouse, reservoir, and McKees Lane. Engineering also worked with the meter technician to reprogram the test gatekeeper at the warehouse for more IT troubleshooting of the smart meter system. Engineering also had design conference calls about several ongoing projects including Fin Tech at STAR and the warehouse on South Chapel Street.

Activity or Project:

Description:

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

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

Staff spent this week working on a Green Energy Rate to serve as an option for our electric customers to choose if they would like their electric supply to come from renewable sources.

Met with our vendor from Harris, who owns Northstar, which is the billing system we use for utility billing. Harris purchased SilverBlaze in 2020, which is slated to be the new product Harris plans to use as their customer service portal for utilities. The City moved to Customer Connect 6 the end of 2019, which will still be supported, but will not see service upgrades from Harris. Both IT and PUB Manager are working with Harris to outline our customer issues to ensure that they are resolved going forward. As of now, the issue of changing credit cards within Customer Connect 6 is being fixed in the January 5, 2021 software update.

At the Monday, 11/2 Council meeting, City Council approved the 2021 Operating Budget and the 2021-2025 Capital Improvement Plan (CIP). Council gave staff direction to come back with revenue ordinances to amend the water and sewer customer charges effective 1/1/2021. These ordinances were introduced at the 11/23 Council meeting and will be voted on by Council on 12/14:

- 20-35: Customer charge and volumetric rate changes for water 2I (newarkde.gov)
- 20-34: Customer charge and volumetric rate changes for sewer 2H (newarkde.gov)
- 20-32: Incorporation of an Ambulance fee to be added to traffic citations 2F (newarkde.gov)
- 20-33: Language to codify the City's practice of applying utility payments equally to all utility services. 2G (newarkde.gov)

We are happy to announce that we have selected two candidates, and those candidates have tentatively accepted our employment offer for the Customer Service Representative I positions in

the Payments and Utility Billing Division. Anticipated starting dates for both candidates will be January 2021.

Both the Approved Operating and Capital budgets are now posted on Budget Central. Both budgets can be found on this link: <https://newarkde.gov/1007/Budget-Central>.

Activity or Project:

Payments & Utility Billing (PUB)

Description:

Stats for the week ending of 12/03: Call volume increased 137% from the previous week (366 vs. 154) due to the fact that the City was closed for Thanksgiving and the day after Thanksgiving.

- Customer Calls/answered: 344/366
- Average call time: 4:43
- Longest hold: 4:44
- Payments processed: 4,026
- Pay by phone payments: 259
- Active Customer Connect Accounts: 8,312
- Customers signed up, not on pre-authorized payments: 5,671
- Budget Billing: 278
- Echeck/PAP Customers: 1,352 (includes budget billing)
- Credit Card PAP Customers: 1,289 (includes budget billing)

Status:	In-Progress
Expected Completion:	12-31-2020
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:

Information Technology Department

Notable Notes:

Infrastructure Team:
Open Support Tickets from Previous Week - 188

Open Project Tickets from Previous Week - 28

Tickets Opened in the Last Week -

Tickets Closed in the Last Week -

Remaining Open Support Tickets -

Remaining Open Project Tickets -

1. After hours work to reestablish core switch redundancy after last week's failure.
2. Worked with Apps and Electric to prepare GK18 to replace GK2.
3. Met with Crown Castle to discuss repurposing the port that was used for the link to Parking prior to the office move.
4. Workstation patching and maintenance.
5. Server patching and vulnerability remediation.
6. Continued WFH support.
7. Worked on and resolved support tickets for end users.
8. Actively responded to and resolved Secureworks alerts.

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: Met with the tree contractor about the Rodney project tree work, conducted meeting with the Recreation and Parks staff about the building being closed due to COVID and working remotely; reviewing evaluation for employees and completing evaluations for direct reports; met with Tom Z. about bamboo removal in Rittenhouse Park; worked on updating the Newark Parks map and ledger; along with Paula, finalized the request for proposal for Park Signage and

installation; reviewing subdivision plans for Main Street projects; met with Paula and Tyler about Before and After Care adjustments as a result of the recent COVID restrictions put forth by the Christina School District and the Governor's mandates; met with the Parks staff about getting the holiday tree installed and decorated on Main Street; conducted Parks maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Took pictures of decorated and lit tree on the Academy Building lawn to add to the photo montage for Facebook post; updated event information for the monthly newsletter sent with the electric bill; prepared for and worked with recreation staff to cancel programs and rentals for the remainder of December through January 18 due to the closing of the Municipal Building; worked with Tyler and Kathy on the before and after care school refunds due to the schools returning to virtual classes; coordinated with Sharon and Terri to have the bailiffs hand out any remaining Turkey Trot t-shirts while the building is closed; worked with Chrissy and Jeff to supply a schedule for cleaning the Wilson Center for remaining programs before the facility is closed; worked with Joe and Rich regarding the outdoor holiday display at the Municipal Building; worked with IT on OneDrive sync; worked with Shelby to post Stories of the Season first post along with a couple dance routines from groups who were scheduled to perform at the Hall Trail Holiday event; continued to make updates to the winter/spring activity guide as more items are finalized and sent reminder to recreation staff on specific ones still needed to be confirmed; worked with Sharon and Chrissy to get information from Public Health on mask guidance for programs; reminded recreation staff on upcoming deadlines for fall statistics and the end of year reports; held weekly staff meeting; worked with Shelby on weekly Eblast information.

Recreation Supervisor of Athletics: Working on winter/spring programs; working on statistics for fall programs; was planning for before and after care to begin again 12/7 but schools are now closed through 1/11/21, completed December schedule, submitted Purchase of Care attendance for November, assisted staff with paperwork for Delaware First certification submissions, calculated refund amounts for all those enrolled, we will plan to reset before/after care in 2021.

Recreation Supervisor of Community Events: Working on several online holiday events and activities, including Holiday Trail Scavenger Hunt, items will be placed this week to start on Monday, Ugly Sweater Contest, Holiday Festival of Lights Tour, and Stories of the Season; all fitness and adult dance classes except Virtual Authentic Yoga have been suspended until February, participants were contacted and are being refunded, instructors were notified and given the option to teach virtual classes; continue finalizing details for winter/spring activities.

Coordinator of GWC and Volunteers: Worked with the Director and Deputy Director to finalize all changes for the Wilson Center due to the closure of City Hall and George Wilson Center due to the new state mandates; worked with the dance instructor on several changes to the upcoming final class/rehearsal and recital that will take place on December 12; contacted all renters scheduled to rent between December to mid-January; updated George Wilson Center Attendants with information regarding the closure of the George Wilson Center; coordinated with the Newark Senior Center to finalize items for the end of year invoice and cancelation of remaining aqua fitness programs; continued finalizing/updating Winter/Spring 2021 program information; continued working on Fall 2020 program statistics and End of Year Report; had a phone meeting with Kelley Dinsmore about volunteer programs; attended a Zoom meeting for the Christina River Watershed Clean Up proposed for April 2021; attended a weekly staff meeting; assisted with the Friday Morning Yoga class on Friday to set up the instructor via Zoom for the final class of the session.

Recreation Specialist: Completed painting and decorating holiday wood cutouts; cleaned up and organized all the painted cutouts, supplies, etc. at the maintenance yard upstairs; continued to enter winter/spring programs and events into Civic Rec registration software in preparation for registration beginning in January.

Parks Superintendent: Did modified park inspections to 10 park areas and developed work lists as needed, was a session speaker at the Delaware Invasive Species Council 2020 webinar, met with two residents concerning debris dumping issue and a tree issue, reviewed proposed landscape plan and commented as needed, continued coordinating with DelDOT's Roadside Development Coordinator on Bamboo removal issue along Christina Parkway which is on both land owned by DelDOT/City, sat in on webinar through EPA dealing with managing invasive plants, and reviewed planting for release of 2-year surety and found that due to missing plants/lack of bed maintenance surety could not be released.

Parks Supervisor: Assigned field staff daily and assisted as needed, oversaw holiday tree installation on Main Street and took pictures/video for Recreation Division to post on City's web page and started on employee yearly evaluations.

Parks Staff: Completed decorating holiday tree on Main Street, did trash removal throughout park system, did interior bed maintenance at City Hall, removed graffiti on play unit at Reservoir, put on cab on Ventrac unit for upcoming winter, mulched up leaves at Wilson Center, installed replacement Island Sponsor signs at South Main Street island #1 and started blowing off tennis/basketball courts as needed.

Activity or Project:

Festival of Lights Holiday Tour

Description:

It's time to shine! The Festival of lights Holiday Tour begins this week and will continue through December 31. Homes and businesses will be showing their holiday spirit for their neighbors and the Newark community to enjoy, as part of our socially distant holiday celebration. Visiting light displays is a great way to get into the holiday spirit and fun for the whole family! For a map of the participating locations, please visit www.newarkde.gov/play.

Status:	Not Started
Expected Completion:	12-31-2020
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

Property Maintenance

Complaints: 24

Violations: 7

Inspections: 36

Citations Issued: 4

- 90/92/94/96 E. Cleveland Ave.: Working on inside finishes.
- 321 Hillside Rd. (townhomes): Framing building 300 and 400, 4 underground plumbing is complete.
- 227 W. Park: Framing/Plumbing/HVAC.
- 280 The Green (UD Warner Hall): Handicap ramp under construction, first floor interior is nearly complete. Exterior finish work is beginning, mechanical work in basement inspections are in progress.
- Thorn/Lehigh Flats: Building Q & 41 finals are in progress. Buildings 11 & V approved for close in, Buildings 21, 31, 61, P, A and B – rough inspections are in progress. Building A and W finishes in progress.
- Newark Charter School: Loop road base in construction and partial base course paved, site clearing for Junior High building. The permit application has been received for the footings, foundation and structural steel.
- Newark Senior Living: Site work in progress. Site activated on November 16, 2020.
- 321 Hillside Rd./The Rail Yard: Site work progressing, Apartment Building A (#6000/#7000 units) underground plumbing is complete. Building B permit issuance imminent. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues.
- UD Green Utility Projects: Application for electric feeder project for Drake Hall, Brown Lab & Future Building review is complete, awaiting permit issuance. Restoration inspection scheduled for central green.
- Rodney Storm Park Project: Weir wall constructed, additional site work progressing.
- 211 S. Main St.: Interior inspections for framing, plumbing, HVAC, electric and fire protection completed for drywall. Exterior work ongoing.
- 325 Academy St. (UD Perkins Dining): Preliminary final inspection complete. Waiting for final of grease hoods and Ansul systems.
- 625 S. College Ave. (UD Whitney): Finals for second floor area complete. TCO approved.
- UD Worrilow Hall: Final inspection scheduled for next week.
- Fintech, Star Campus: Structural steel shell being erected.
- College Square: Permit applications have been submitted for two apartment buildings and three detached garage structures.

- Wyoming Rd. (UD Library Annex): Final inspections complete.
- 287 E. Main St.: Footer/Foundation permit has been approved.
- 304 S. Chapel St.: Site work is ongoing. Footers are being installed.

Property Maintenance

- Had to utilize our contractor to clean up multiple properties throughout the City: 7 Nathan Hale (move out) & 43 N. Chapel (furniture)
- Conducted sweep of E. Cleveland Avenue after numerous citations issued, no compliance, contractor hired/cleaned: 113, 113.5, 115, 115.5, 117 E. Cleveland.
- Continued meeting with owner of 3 Annabelle about police activity, social gathering and property maintenance violations.

Parking

- Continued weekly meetings regarding COVID-19 with Management, Planning, Parking and Enforcement teams.
- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Office currently on an alternating work-from-home/in-office schedule to reduce chances of community spread.
- Produce financial documentation for Finance Department and producing invoices for Purchasing. Continued handling residential and municipal permitting for residents.
- 26 masks given out/accepted by those on the street. Increased compliance with mask mandate. Drastic reduction in masks given out due to reduced parking staff in response to COVID-19 protocols and reduction in overall Main Street population.
- Responded to multiple inquiries regarding no charge for parking during the holidays and COVID-19 exemptions.
- Removed old lobby pay station out of lobby and to the warehouse. Moved old lockers from old office. Secured safe in new office.
- Concluded review of T2 subscription services, with some suggestion on reducing some underutilized services.
- Response to 94 East Main Street Subdivision/Parking Waiver.
- Received estimate on fix to parking van after it was involved in an accident from two months ago.
- Two separate meetings with Ewing Towing and Goodchild Towing regarding upcoming contracts and expectations.
- Meeting with T2 in regard to Digital Permit Transformation moving to production.
- Meeting regarding framework for parking agreement with 141 East Main Street.
- Maintenance filled multiple potholes with cold patch. Continued leaf clean up. Continued meter/kiosk maintenance and battery health with decreasing daylight.

Planning/Land Use

Permit Review

- 3 Deed Transfer Affidavits
- 20 Building Permit Reviews
- 1 Certificate of Completion/Occupancy

The Steering Committee for the review of the Comprehensive Plan V is having their first meeting on December 15, 2020 at 7:00 p.m. It will be a virtual meeting. The meeting link is <https://global.gotomeeting.com/join/200106717>. The purpose of this meeting is to provide an overview and orientation to the Comprehensive Development Plan V and the Plan for the five-year review titled “Plan for Planning.” The public is welcome and encouraged to attend.

Activity or Project:
Description:

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

Department:

Police Department

Notable Notes:

- This week marks the first time since March, that our “normal” patrol schedule is in place and officers are assigned back to their various specialty units. During the COVID-19 schedule, we had a skeleton staff working so that we could reduce the risk of the virus spreading among members. We do have several officers out this week in self quarantine, after having contact with an officer who tested positive for COVID. The return to the pre-COVID schedule will have many more officers working in the field to address some of the recent crime and traffic issues.

Administration Division:

- NPD certified background investigators have been assigned applicant backgrounds. This is the third phase of the hiring process and investigators will have until early February to complete their investigations.

Criminal Investigations Division:

- Detectives are investigating a home invasion robbery that was reported on December 6, 2020

at 0047 hours at a residence in the unit block of Church Street. Residents reported that a group of approximately seven unknown male suspects entered the residence through the front door and a group of the suspects confronted one of the residents. They assaulted the victim and struck him with a handgun. The victim was able to flee the residence. A second resident was also confronted by another group of the suspects. They demanded property from the victim at gunpoint and then assaulted the victim. The suspects fled with personal property belonging to the victim. The suspects were described only as black males and at least two were armed with handguns. Neither victim required medical attention for their injuries. Anyone with information about this incident is asked to contact Det. P. Keld at (302) 366-7100 x3106 or pkeld@newark.de.us.

- Detectives are investigating a shooting that was reported on December 7, 2020 at 0210 hours. At that time, officers responded to a parking lot in the 800 block of Library Avenue and found a female victim who suffered a wound to the foot after having been struck by a bullet. The initial investigation found that the victim and other occupants were in a vehicle when the passenger side was struck by gunfire while driving in the area of East Delaware Avenue and Library Avenue. Although the victim and some witnesses remained at the scene, the vehicle the victim was riding in left the scene. That vehicle has since been located by Newark Police detectives. One passenger was struck and was treated and released from an area hospital for a non-life-threatening injury to the leg. Anyone with information about this incident is asked to contact Det. P. Keld at (302) 366-7100 x3106 or pkeld@newark.de.us.

Special Enforcement Division:

- During the week the traffic unit finalized a speed study for Chrysler Avenue. The survey revealed the average speed on the roadway to be 24.2 mph with an 85th percentile speed of 30 mph. The traffic unit will return to strict traffic enforcement measures throughout the city to include several roadways leading into the city to include Paper Mill Road, New London Road, South College Avenue, Capital Trail and others.
- During the week, the Special Operations Unit continues to work on mitigation measures for one home in the unit block of Annabelle Street and a second home in the 200 block of South Chapel Street after repeated order maintenance violations at those locations. The unit will spend the week conducting proactive patrols for robbery suppression, DUI enforcement and order maintenance issues.

Patrol Division:

- On December 7, 2020, at approximately 1215 hours, Newark Police responded to the DART bus Hub on Delaware Avenue for a male pointing a gun at another male. Upon arrival, officers took both subjects into custody. During the investigation, it was learned that the defendant, identified as Joshua Lawton, assaulted the victim for no apparent reason. During the ensuing physical struggle, Lawton drew what appeared to be a firearm from his waistband, pointed it at the victim and then striking him with the weapon. The victim continued to fight back and was able to gain control of the firearm during the struggle at which point officers arrived on scene. As officers were taking control of the scene, they located and recovered a black BB gun in the area of the assault. As a result of the investigation Lawton admitted to pulling the BB gun on the victim and was charged with Aggravated Menacing, Assault 2nd, and Offensive Touching.

Activity or Project:

Description:

Status:

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

Department:	Public Works and Water Resources Department
Notable Notes:	<p>Leaf Collection - The entire City has been picked up over the last week. Crews will continue to make loops of the City for the next two weeks and can generally get the whole City collected each week, barring any weather event that would require equipment or staff.</p> <p>Yard Waste 'Green Wednesday' Collection will be by appointment only until March. Appointments will still be scheduled on Wednesdays on weeks that do not contain a holiday. Please call Public Works to schedule.</p> <p>USGS has installed a temporary flow meter to measure the White Clay Creek streamflow. The device, mounted to the bridge on Paper Mill Road, will measure flows of the stream, independent of the mill dam. The collected data will provide a correlation factor to accurately measure the streamflow once the dam is removed and the stream cross-sectional area profile is altered, as well as, maintain consistency with the historical data record. USGS anticipates monitoring the flow via the temporary measurement system for a period of time after the proposed dam removal.</p>
Activity or Project:	
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Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – December 3-9

Name	# of Documents	# of Pages	Types
Samantha	101	146	PWWR property attachments
Sandy	939	1,088	Timesheets
Fred	5	1,984	PWWR property attachments
Ana (PT)	0	0	Working remotely on modifications
Total	1,045	3,218	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706	27,129	+3,423
March	32,064	43,248	+11,184
April	36,965	50,610	+13,645
May	62,286	36,576	-25,710
June	69,471	38,161	-31,310
July	45,789	28,310	-17,479
August	64,117	27,646	-36,471
September	60,329	11,907	-48,422
October	52,886	19,444	-33,442
November	19,198	7,954	-11,244
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

*Includes documents created in other departments but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

**Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.

NEWARK POLICE DEPARTMENT

WEEK 11/29/20-12/5/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	1	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	5	0	1	3	0
Rape	6	4	1	11	3	0
Unlaw. Sexual Contact	5	6	0	0	5	0
Robbery	17	22	0	15	24	0
- Commercial Robberies	8	3	0	9	0	0
- Robberies with Known Suspects	1	2	0	1	1	0
- Attempted Robberies	0	1	0	1	0	0
- Other Robberies	8	16	0	4	23	0
Assault/Aggravated	24	19	0	23	13	0
Burglary	64	37	0	104	85	0
- Commercial Burglaries	9	11	1	8	45	0
- Residential Burglaries	42	20	1	60	21	1
- Other Burglaries	13	8	0	36	20	0
Theft	546	501	15	324	148	2
Theft/Auto	45	68	2	10	17	0
Arson	0	0	0	0	0	0
All Other	103	162	0	104	87	1
TOTAL PART I	812	826	20	592	386	4
<u>PART II OFFENSES</u>						
Other Assaults	265	262	7	155	180	2
Rec. Stolen Property	1	2	0	18	9	1
Criminal Michief	140	125	2	120	51	1
Weapons	21	12	0	72	42	0
Other Sex Offenses	0	0	0	7	0	0
Alcohol	183	39	1	333	42	0
Drugs	200	55	0	308	89	2
Noise/Disorderly Premise	639	573	11	250	197	4
Ordinance Violation	0	76	1	0	94	0
Disorderly Conduct	163	155	6	132	65	1
Trespass	225	305	7	82	48	1
All Other	327	252	2	431	238	3
TOTAL PART II	2164	1856	37	1908	1055	15
<u>MISCELLANEOUS:</u>						
Alarm	158	156	1	0	0	0
Animal Control	577	449	3	9	20	0
Recovered Property	223	179	3	0	0	0
Service	31906	25919	418	0	0	0
Suspicious Per/Veh	437	419	13	0	0	0
TOTAL MISC.	33301	27122	438	9	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	802	42,374	558	32,512



**Newark Police Department
Weekly Traffic Report
11/29/20-12/5/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	11308	3786	153	50
DUI	215	85	2	1
TOTAL	11523	3871	155	51

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	247	136	5	3
Property Damage (Reportable)	1153	645	23	7
*Hit & Run	265	142	4	1
*Private Property	281	146	4	2
TOTAL	1402	781	28	10

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.