

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

I was out of the office last week and there was no weekly administrative report last week, therefore this week's report will cover both this and last week. I spent the first half of the week catching up from being out of the office. We also had a Council meeting on Monday evening. I spent a good bit of the day on Tuesday following up on items that came up during the Council meeting. One such item has been added to the 2/22 Council meeting, this is a discussion about potentially charging for parking in select City parks like the future Rodney park and the Reservoir.

It has become apparent that there is a disconnect between what the City's BB zoning district allows and what Council and our residents expect will be built downtown. I have begun a discussion with staff to develop a number of changes that we will present to Council later this spring that we feel can be accomplished to address the most glaring issues relatively quickly. Any change to our zoning code is going to be a large undertaking so we think it makes sense to prioritize the discussion to the area where we are seeing the most issues. Additionally, I plan to raise an issue with Council regarding when in the process plans come to Council. I would like to see them come to Council sooner in the process, before the developer and staff have sunk extensive time and effort into the plan. I feel that this will allow Council to have more input and influence over the plans before they are so far into the process that developers are reluctant to make changes due to the engineering costs associated with changing a fully fleshed out design. Assuming Council wants to go this way, it would also not be an easy or short process but I think one that would be worthwhile for both the City and applicants.

I met with the new government relations and policy representative from Bloom Energy this week. I also met with representatives from the Newark Landlord Association to discuss a number of items. The 2020 audit is underway and I met with the auditors as part of the initial process. The majority of the latter half of the week was dominated by development plan and personnel issues.

Human Resources:

This week and last week have been extremely busy for the HR Office. First and foremost, it is time for the annual audit process and we have been assisting the Finance Department with requests from the auditors for employee files and records. We also have several job postings currently posted and in the pipeline to be posted. These are all due to promotions, resignations and other vacancies as a result of retirements. CPPO Martindale has been participating in all interviews including Water Plant Operator, Communications Officer II, PT Custodian. Selection and offers have been made to all applicants who have accepted. The Communications Officer II position was an internal promotion from a resignation. The vacancy made by the promotion of the Communications Officer I has been posted and applicants have been vetted and contacted for further steps. The Communications Officer I applicants will be going through a similar process that police officers go through in terms of testing and pre-employment screenings.

We are still reviewing applications for the Administrative Professional I in Police and should be contacting applicants shortly. Applications for the Maintenance I in Water has closed and applicants will be contacted for interviews in the coming weeks. We posted an internal position only for an Administrative Professional I in Planning due to a recent resignation. This position closes on Friday, February 12. There is also a posting for a PT Community Center Attendant which will also be closing on Friday, February 12. We will be posting for a PT Administrative Professional I in PW&WR vacated by a resignation for two weeks. Finally, we will be posting an internal position for Maintenance IV in Parks due to a vacancy. This will be posted for one week. We also had a resignation in the Public Utility Billing (PUBS) Division by our newest Customer Service Representative I. That position will also be re-posted. Interviews were held last Friday, February 5 for the PT Carpenter in Facilities.

At the February 1 Council meeting, CHRO Hardin presented to Council a resolution authorizing the City to enter into the application process with the Delaware State Pension Office. Per the most recent contract with the FOP Lodge #4 the City must establish a pension plan with the State for all new officers hired after January 1, 2021. CHRO Hardin met with the State Pension Office staff this week and provided the resolution to get the application process started. The staff member said the next steps would be to have the application reviewed by the Board but assured it would not take long and that the City would be established prior to the required July 1, 2021 effective date.

On February 8, CHRO Hardin and CPPO Martindale participated in the Lieutenant promotional interviews. Six Sergeants interviewed for the vacancy and were asked questions by the interview panel consisting of Chief Tiernan, Deputy Chiefs Farrall and Feeney and Captain Van Campen. A selection for the vacancy was made and offered. This promotion creates a vacancy for Sergeant, which ultimately opens up another vacancy for Master Corporal. Due to the recent promotional exam conducted in fall of 2020, an accepted list was created for Sergeant and Master Corporal. These promotions will be presented and announced by the Chief Police.

The rest of CHRO Hardin's time has been spent mostly working on labor relations and preparing for legal proceedings, attending conference calls, responding to emails and phone calls as well as assisting employees with personnel issues and questions.

Purchasing & Facilities Maintenance:

CPPO Jeff Martindale spent most of the month so far on recruitment processes. There are currently twelve (12) positions at some point in the hiring process.

On the purchasing side, Mr. Martindale worked with Parks and PW&WR on various contract and RFP items. As we near the end of winter, contractual work for the City will likely begin on a more intense scale. Mr. Martindale additionally coordinated with the town solicitor from Ocean View and UD's Institute for Public Administration on various purchasing-related items as well as met with auditors as part of the City's annual single audit.

Facilities Maintenance:

The FM team completed the following tasks since Monday, February 1:

- Cleared snow from around loading dock.
- Replaced AHU #1 drive motor.
- Continued work on new police locker room countertops.
- Replaced light bulbs in police station.
- Installed shelving for police station men's shower area to organize soaps.
- Continued painting on first floor Municipal Building.
- Rehung various acrylic shields that fell.
- Replaced one broken shield.
- Repaired worn door closer on police entry door.
- Received notice of a voluntary battery recall for the electrostatic sprayers and worked on getting those replaced.
- Met with Anaconda Protective Concepts for fire alarm issues.
- Participated in various Seiberlich Trane ESCO meetings.
- Completed normal and COVID-related cleaning and disinfecting.

Communications:

- Internal, external communication regarding the extended snow storm, building closures, resident/business responsibilities, etc.
- Joined Mayor Clifton for a call with Gov. Carney to discuss the vaccine rollout and other issues
- Continuing to work on organizing the vaccine clinic for staff, registering information with DPH and completing forms for the CDC
- Working with CPPO to become a DVHT Healthy Workplace
- Completed the 2020 Employee of the Year selection process with the Wellness Committee leaders
- Scheduling a blood drive for March with the Blood Bank of DE
- Organizing a virtual field trip for UD IPA
- Various mailroom organization, personnel and purchasing tasks

City of Newark in the News:

Newark's City Hall will reopen to the public Monday:

https://www.newarkpostonline.com/news/newark-s-city-hall-will-reopen-to-the-public-monday/article_8e10a03d-aec6-5485-a9c9-5808e408bd81.html

Police warn Newarkers about increase in catalytic converter thefts:

https://www.newarkpostonline.com/news/police-warn-newarkers-about-increase-in-catalytic-converter-thefts/article_5ffcf8c8-010c-5f6d-94d2-20027d03ecdc.html

Newark declares snow emergency: https://www.wdel.com/news/newark-declares-snow-emergency/article_478afcf8-63f0-11eb-a1b4-57d98b81884a.html

Winter Storm Updates: Christina declares Monday a snow day; Newark closes City offices:

https://www.newarkpostonline.com/news/winter-storm-updates-christina-declares-monday-a-snow-day-newark-closes-city-offices/article_562e2689-dd46-590e-a549-f4f588766db4.html

Delaware volunteer fire departments adapt to a new age:

<https://delawarestatenews.net/news/delaware-volunteer-fire-departments-adapt-to-a-new-age/>

Storm updates: snowfall totals, DelDOT dusts off the plows; Monday COVID tests canceled:
<https://delawarebusinessnow.com/2021/01/delDOT-preparing-for-storm/>

Winter storm gives some First State students a snow day:
<https://www.delawarepublic.org/post/winter-storm-gives-some-first-state-students-snow-day>

More than 100 cited after neighbors raise concerns about illegal on Capitol Trail:
https://www.newarkpostonline.com/news/more-than-100-cited-after-neighbors-raise-concerns-about-illegal-racing-on-capitol-trail/article_1bb8516f-c128-534c-a1dc-334577ee7f43.html

Winter storm fizzles, drops 3.3 inches of snow in Newark:
https://www.newarkpostonline.com/news/winter-storm-fizzles-drops-3-3-inches-of-snow-in-newark/article_562e2689-dd46-590e-a549-f4f588766db4.html

Deadline to file for Newark City Council election is Monday:
<http://firststateupdate.com/2021/02/deadline-to-file-for-newark-city-council-election-is-monday/>

Thousands of Newark electrical customers will get option to purchase fully renewable energy:
<https://www.delawarepublic.org/post/thousands-newark-electrical-customers-will-get-option-purchase-fully-renewable-energy>

TNP hosting virtual events about pandemic recovery, Chinese New Year:
https://www.newarkpostonline.com/news/tnp-hosting-virtual-events-about-pandemic-recovery-chinese-new-year/article_a4e13385-550f-5c6d-9aae-2d97353b4105.html

Newark council rejects five-story building proposed for Main Street:
https://www.newarkpostonline.com/news/newark-council-rejects-five-story-building-proposed-for-main-street/article_d4cca430-2a8e-52e6-965c-e21a831b81b7.html

Newark gearing up for council district reapportionment after 2020 Census:
https://www.newarkpostonline.com/news/newark-gearing-up-for-council-district-reapportionment-after-2020-census/article_40c2f9bf-847f-5142-95ea-69652c4579f6.html

Newark 5-story apartment building denied over parking concerns on Main Street:
<https://www.delawareonline.com/story/news/local/2021/02/09/newark-city-council-denies-main-street-mixed-use-project/4371641001/>

Parking concern leads Newark City Council to deny Main Street 5-story mixed use plan:
https://www.wdel.com/news/parking-concern-leads-newark-city-council-to-deny-main-street-5-story-mixed-use-plan/article_01853514-6a6f-11eb-80f7-bb8e9b404069.html

UD sophomore challenging District 2 incumbent Hughes in Newark council election:
https://www.newarkpostonline.com/news/ud-sophomore-challenging-district-2-incumbent-hughes-in-newark-council-election/article_4664a33b-0f6c-5dae-9a41-018af1070674.html

Communications Assistant:

- Assisting the Finance Department with incoming tax calls
- Answer and direct all incoming calls to correct departments

- Log Miss Utility tickets for Electric and PWWR Departments
- Edit copy from various departments
- Began April newsletter
- Updated staff phone extension list
- Created and distributed new employee birthday and anniversary newsletter
- Assisting the CCO with updating and streamlining the info on the website
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal

Web Content/Graphic Design:

- Added Andrea Coyle to the Request Tracker module to replace Lisa for PW&WR
- Scheduled weekly public meeting notices via InformMe
- Scheduled holiday refuse change via InformMe and the City website
- Updated the Comprehensive Development Plan webpage

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court reopened to the public on 2/1/21. Court sessions were held from 2/1/21 to 2/10/21. These sessions included trials, arraignments and capias returns. Parking Ambassadors continue to handle parking appeals online.

Bailiffs attended taser training on 2/1/21.

Terri participated in a remote managers' meeting on 1/28/21.

Activity or Project:

Court Sessions and Payments

Description:

From 1/28/21 to 2/10/21 Alderman's Court handled 17 arraignments, 51 trials and 17 capias returns. The court collected a total of 414 parking payments of which 403 were paid online and 11 were paid at court. The court also collected criminal/traffic payments of which 258 were paid online and 44 were paid at court for a total of 302 criminal/traffic payments.

Status: Completed

Expected Completion: 02-10-2021

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 February 8 for Council.

Renee participated in the management staff meeting on January 28.

Staff finalized and posted the February 8 Council agenda and packet on February 1. Additional items were forwarded to Council and posted on February 4 and 5.

Renee took part in a coronavirus-related conference call for State municipal stakeholders on February 2 with Mayor Clifton and Chief Communications Officer Gravell.

Renee had a follow up meeting with a representative of the Heritage Emergency National Task Force with FEMA on the Delaware Project to Protect Cultural Heritage in her capacity as

President of the Delaware Municipal Clerks Association on February 2. HENTF is working to inventory cultural assets in all 50 states to be able to reach out to those in communities affected by disasters such as extreme weather events or pandemics to provide opportunities for assistance. DEMA is the local Delaware partner that co-hosted the meeting.

Paul and Renee staffed the February 8 Council meeting. Follow up from the meeting was completed by staff throughout the week.

Nichol staffed the February 9 Conservation Advisory Commission meeting, which was cut short due to an electrical outage in the City. The CAC approved their 2020 annual report for submission to Council and discussed progress on publicity efforts for the straw initiative and putting a discussion on repairs for the footbridge in Christianstead on the March agenda.

Renee worked on items for upcoming Council meetings, including drafting the agenda for the February 22 Council meeting, drafting items for the February 8 and 22 Council packets, drafting and submitting advertising notices for upcoming meetings, and scheduling items for upcoming Council agendas.

Nichol completed the agenda posting, newspaper notices, direct mailings and packets for the February 18 Board of Adjustment meeting. There is one request for variance for building setback lines at 302 Bent Lane on the agenda.

Renee drafted, received comments from staff, revised the subdivision agreement, forwarded it to the developer for review, received comments from the developer and distributed those comments to staff for review for 141 East Main Street and 19 Haines Street. Renee also drafted direct mail notices and Danielle completed the direct mailing for this project. This major subdivision with site plan approval, special use permit and parking waiver review is scheduled for public hearing at the February 22 City Council meeting.

The filing deadline for the 2021 Council election passed on February 8. There is one contested race in District 2. Renee and Violet worked on the initial absentee affidavit mailing for District 2 registered voters to encourage them to vote absentee in the upcoming election to help slow the spread of COVID-19. Congratulations to James Horning and Dwendolyn Creecy who will be sworn in at the April 22 Council organizational meeting as the Council members for Districts 1 and 4 respectively.

Renee and Tara spent time working on building permit reviews and working with developers on outstanding materials.

Renee and Nichol worked with potential applicants for various boards and commissions vacancies.

Renee and Tara 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 January 14 FOIA request for 1000 Fountainview Circle from Dilworth Paxson, LLP

- * Provided a response and closed a January 19 FOIA request for violations/lienable items/open permits regarding 723 Bent Lane from Brian Frederick Funk, P.A.
- * Circulated to staff a follow up for a January 25th FOIA requesting a list of properties which were issued high grass citations/violations between November 2020 to present from Ryan Yeasted
- * Provided a response and closed a January 26 FOIA request for extensive detailed excel sheet regarding City leased properties from Tim Moroz
- * Circulated to staff and provided an administrative cost estimate to the requestor for a February 2 FOIA request for hazardous spill reports/fire/permits/COs/violations/complaint/site plans pertaining to 7000-7010 Woolen Way from Environmental Alliance
- * Circulated to staff and provided an administrative cost estimate to the requestor for a February 2 FOIA request for hazardous spill reports/fire/permits/COs/violations/complaint/site plans pertaining to 43 Center Street from Environmental Alliance
- * Circulated to staff and provided an administrative cost estimate to the requestor for a February 2 FOIA request for hazardous spill reports/fire/permits/COs/violations/complaint/site plans pertaining to 60 North College Avenue from Environmental Alliance
- * Provided an administrative estimate to a requestor for February 2 FOIA requesting hazardous spill reports/fire/permits/COs/violations/complaint/site plans pertaining to 60 North College Avenue from Environmental Alliance
- * Circulated to staff a February 3 FOIA request for open liens/permits regarding 13 Shull Drive from delaware@deretitle.com
- * Circulated to staff a February 3 FOIA request for 3000 Fountainview Circle any and all documents related to the issuance of COs from Dilworth Paxson, LLP
- * Declined and closed a February 4 FOIA request for a mug shot from Katie Groop
- * Provided documents and closed a February 5 FOIA request pertaining to cell towers/applications from SBA Communications Corporation
- * Provided a response and closed a February 9 FOIA request for the Reserve at Cavaliers Country Club outside of City limits from ECS Limited
- * Circulated to staff a February 10 FOIA request for properties which had water shut off since July 2020 to present from Yusuf Sariii

Regarding minutes, staff time was spent on the January 12 Conservation Advisory Commission (Nichol drafted; Tara edited - complete), January 21 Board of Adjustment (Nichol drafted; Tara edited - complete), January 25 Council (Nichol drafted; Renee edited - complete), February 1 Council (Nichol drafted) and February 8 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes, the January 26 Election Board minutes and the February 9 Conservation Advisory Commission minutes are currently in the queue.

16 discovery requests were fulfilled for upcoming Alderman's Court cases. 33 discovery requests have been filled so far for 2021. The court calendars for February 5, 11 and 18 was received and 33 case files were compiled for the Deputy City Solicitor. No pleas by mail were processed.

The office received 16 new lien certificate requests this week, which were sent to Finance for processing. 22 lien certificates were completed and sent to the requestor. 67 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Records and IT Applications staff continued working to review issues identified and compiled by the Records team with Tyler Content Management. We have seen progress in some of the scanning quality issues, permitted document type issues as well as the reporting issues. Thanks to Samantha, Sandy and IT Applications Manager Daina Montgomery for their continued efforts to get these items resolved.

Samantha spent time processing destruction notices for scanned documents that are not eligible for permanent preservation at State Archives.

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 January 28-February 10 are below.

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

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews installed a transformer bank for the 304 South Chapel project and made the primary and secondary terminations at the Park N Shop. They also performed tree trimming and wind damage cleanup, repaired the feed for school zone lights on Delaware Avenue, and fixed streetlights. They also continued working at Devon Drive pulling out the faulted underground cable and preparing for a new pull in at a future date.

Electricians worked on lights in Police Department, checked and repaired all the exit and emergency lights, and worked with the solar installers on the best routes for tie ins at City Hall. They also helped the contractor testing another substation transformer and worked on a substation

relay that was giving false voltages.

Engineering compiled the monthly UD loads. Engineering also continued working with the SCADA developer and worked in the field with the electricians and vendor technicians installing new SCADA equipment at South Well Field. Engineering also worked with Finance and IT on investigating several account issues. Two of which are apparent production slowdowns on Bellevue Road, and another needed a meter upgrade to register the solar system's production installed in December.

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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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:

Finance Department

Notable Notes:

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

Staff continues to work with our broker, WillisTowersWatson, on our insurance renewal process. The City's policies expire the end of March, and we will be coming to Council with recommendations during the March 15th meeting. Many carriers are asking more in-depth questions than in the past due to the nature of how the insurance world has changed over the past year. Due to the nature of industry, we are anticipating seeing some premium changes for the City's coverage.

Audit - Fieldwork began on 2/8 and will be running through 2/19. Final Audit fieldwork will be 3/22 through 4/9. Most of the fieldwork will be done virtually when possible. Single audit will be completed during the fieldwork. City's CARES funds will be the focus of the single audit. Single audits are in addition to the standard financial review, since the City received more than \$750,000 in federal funding in 2020.

2/02 – Director Del Grande attended an Efficiency Smart meeting where the staff from DEMEC and Efficiency Smart discussed the program and the benefits that it provides to our electric customers.

2/03 – Director Del Grande attended a special meeting for the DEMEC Board of Directors.

2/04 – Director Del Grande was interviewed by Sophia Schmidt of Delaware Public Media regarding the City's Renewable Energy Program. The interview can be read here: <https://www.delawarepublic.org/post/thousands-newark-electrical-customers-will-get-option-purchase-fully-renewable-energy>.

2/05 - Director Del Grande attended Senator Hansen's Energy & Climate Forum on February 5th. The topic of discussion was the Community Solar Bill. Newark has been ahead of the curve with the Community Solar concept, as shown with our first solar project on McKees Lane. Attached is a letter submitted to Senator Hansen on the subject.

2/08 – Director Del Grande, Deputy Hollander and the HR team met with Milliman, who supports the City's pension program. Milliman is offering new software which will reduce the amount of time staff spends on pension-related issues. Staff is evaluating the software to determine if it is worth the expense.

2/10 – Director Del Grande, along with Manager Jones and Montgomery met with our Northstar vendor regarding issues we are having with our utility customer portal, Customer Connect. When the City upgraded from Customer Connect 2 to Customer Connect 6, we lost some features that we used quite heavily, leak detection and the ability for our landlords to manage their accounts under one user-ID. Since we have upgraded, Northstar purchased a new system called SilverBlaze, so Customer Connect will not be updated, but only patched to fix issues. We're working with Northstar to determine what they consider a fix or a patch, and if the City should move to a new customer platform if the new platform contains what we are looking for.

2/11 - Director Del Grande and Deputy Hollander attended the annual stewardship meeting along with PW&WR, HR and McKees. Meeting was to cover our open auto claims and to review any potential needs the City may have in regard to training, etc.

Renewable Energy Program – Director Del Grande has begun research and is working with Communications and DEMEC to create infographics for the program. To date, the billing system has been tested and the opt-in/out form has been created.

Working with Police and PW&WR to identify and seek approval to replace four police interceptors with six new police interceptors. The police fleet currently has one vehicle (2017 Tahoe) that is in need of \$19,000 in repairs (engine, transmission and ECM). Our goal is to lease four of the vehicles and use the asset-seizure fund to purchase the other two. The four police

interceptors in the worst condition will be sent to auction. This item will be on the March 8th agenda.

Activity or Project:

Coronavirus Assistance

Description:

All obligations due to the City can be made online, and then selecting the type of payment you choose to make. Contactless bill payment options:

- Make payments online by visiting <https://payments.newarkde.gov>. This landing page will guide you to the correct site to pay a bill issued by the City of Newark.
- Utility bills can also be paid by phone by calling (302) 366-7000. There is no fee for paying by credit or debit card, although we do ask our customers to please pay by ACH (bank draft), if possible. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment.
- Drop your utility bill check or money order into the dropbox at City Hall.
- Pay via kiosk at City Hall. There are two (one located in the lobby and the other located inside the Alderman's Court).

Status:	In-Progress
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Expected Completion:	12-31-2021
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Execution Status:	On Track
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Activity or Project:

Payment and Utility Billing

Description:

Payments and Utility Billing is currently shorthanded and will be for the immediate future. One of our two new customer service representatives is no longer with the City, and we will be advertising for this vacancy soon. Our other trainee is doing well, but is still requiring some shadowing due to the nature of the business in PUB. We ask that all customers who need to call into PUB to please seek other means to obtain an answer to your questions by checking your account on Customer Connect, pay your bill online, or use our pay-by-phone system to avoid staying on hold.

Status:	In-Progress
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Expected Completion:	12-31-2021
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Execution Status:	On Track
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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:

Information Technology Department

Notable Notes:

Weekly:

Applications Team:

Open Support Tickets from Previous Week - 64
 Open Project Tickets from Previous Week - 16
 Open Tickets with Vendor R&D from Previous Week - 20
 Tickets Opened in the Last Two Weeks - 85
 Tickets Closed in the Last Two Weeks - 83
 Remaining Open Support Tickets - 66
 Remaining Open Project Tickets - 15
 Remaining Tickets with Vendor R&D - 21

1. Hosted a post upgrade discussion with Payments and Utility Billing Manager Jones on 1/29.
2. Attended GoToMeeting with Paymentus to discuss project status on 2/3.
3. Conference call with Tyler to discuss plan and requirements for SaaS migration on 2/9.
4. Teams meeting with Deputy Director Robinson to discuss stormwater violations and billing in Munis on 2/9.
5. Teams meeting with Director Del Grande, Payments & Utility Billing Manager Jones and Harris to discuss Customer Connect functionality vs. Silverblaze on 2/10.
6. Gathered and submitted IT audit requirements for Finance.
7. Continued working with Tyler TCM group to resolve application issues.
8. Scheduled Tyler led training with various staff covering general billing, permits and code enforcement and human resources.
9. Application Support Administrator performed billing functions while Billing Technician was on vacation.
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.

Infrastructure Team:

Open Support Tickets from Previous Week - 108
 Open Project Tickets from Previous Week - 37
 Tickets Opened in the Last Two Weeks - 178
 Tickets Closed in the Last Two Weeks - 158
 Remaining Open Support Tickets - 124
 Remaining Open Project Tickets - 41

1. Adding car 925 to the domain.
2. Created 5 onboarding training videos.
3. Creating plan for reclaiming equipment when an employee separates.
4. Updating termination ticket workflow to accommodate asset tracking.
5. Launched a project to implement multifactor authentication.
6. Developed training for MS OneDrive Sync.
7. Troubleshooting connectivity for car 935.
8. OneDrive and Teams Roll out continues.

9. Patching Hyper-V servers.
10. Workstation patching and maintenance.
11. Server patching and vulnerability remediation.
12. Continued WFH support.
13. Worked on and resolved support tickets for end users.
14. Actively responded to and resolved Secureworks alerts.

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

Parks and Recreation Department

Notable Notes:

Director: Reviewed several subdivision plans and subdivision agreements from developers; working with a couple of different families to have memorial benches installed in our parks; met with Tom Z. and Rich about snow removal plans for winter storms and scheduling of parks staff; met with JMT about the Rodney project and playground safety surface, park benches, picnic tables and landscaping; reviewed working with the contractors for the Reservoir Restroom site work; met with Tyler and Paula about park permit rentals and attendance maximums to coincide with State COVID regulations for outdoor gatherings; met with Tim, Ethan and representative from PKF Construction about upcoming project and potential wetland mitigation requirements; met with Tom Z. about tree inventory and removal tracking through GIS system for tracking tree work and installation on City property and the Valley Stream area; conducted Parks Maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Reached out to registration software companies regarding updates and closing of account; reviewed park signage bids with Joe and Jeff; reviewed several months of invoices with

portable toilet contractor to ensure all was current and correct; sent out new portable toilet bid requests for remainder of 2021; conducted weekly staff meetings; set up part-time summer job postings on Quadjobs.com; sent reminder to recreation staff to reach out to all employees from last year regarding how to access their W-2 information; worked on summer camp guide ads with Shelby and contacted local newspapers for price quotes; met with the DRPS award committee to discuss the upcoming award nomination process; worked with Shelby on final vendor and sponsor packets and sent out; completed February PSA's and sent out; met with Tyler and Joe regarding park permit information for 2021 based on current state and local mandates; completed final review of Delaware Division of the Arts Grant submission with Melinda and sent in; worked with Chrissy, Rich and Tom regarding volunteer project at Dickey Park; reviewed information in the registration system for the vendor and sponsor opportunities Melinda created; worked with Jill on insurance information for the bike camps tentatively scheduled for this summer; created 5-year estimation of possible minimum wage increase; worked with Marta to advertise open GWC attendant position; worked with Recreation staff to ensure registration deadline dates are correct in Civic Rec regarding their programs since they vary based on the program; worked with Shelby on Calendar of Events for the first quarter of the year; worked with Sharon on getting information updated for the start of the season of the Community Garden; worked with Sharon on updates for the sign and sounds bid requests and sent them out; worked with Shelby on weekly E-blasts

Recreation Supervisor of Athletics: Completed February schedule for before and after care staff, some staff may have the opportunity to get vaccinated in February; sent out information to previous teams regarding participation in outdoor adult volleyball and softball leagues this spring/summer; reviewed portable toilet and apparel bids; working on field use requests from regular users including Newark Charter School and UD Club Softball; attended IT training on One Drive/Sharepoint syncing; contacted 2020 Rittenhouse staff to determine who is planning to work with us again this year; working to determine tennis instructors for spring lessons; working on summer camp plans.

Recreation Supervisor of Community Events: Working on summer camps and programs, virtual tech camps and program dates are being established, reached out to several other potential camp coordinators and businesses to develop new programs; sent email to previous camp staff to gauge interest for 2021; updating Community Garden information, sent email to potential gardeners as well as a final reminder to previous participants, the 2021 gardening season officially kicks off on March 1st; new session of most fitness programs began, reached out to the potential new Zumba instructor; completed sign and sound bids and sent out for quotes.

Coordinator of GWC and Volunteers: Prepared for and hosted a staff meeting for George Wilson Center attendants to go over new policies, procedures, rules, regulations and other updates, multiple forms were updated to reflect the changes for rentals taking place in 2021; sent information to staff about ESS and W2 documents; sent information to the dance instructor and participants on classes beginning February 3; updated instructors on upcoming programs; took photos of the Friday Morning Yoga program; made updates to programs in Civic Rec to ensure the correct registration dates were displayed; continued to make changes in Civic Rec as needed for programs and the George Wilson Center; scheduled social media posts from programs taking place in February; continued to work on volunteer appreciation posts to go up the week of February 17; prepared the facility for reopening and programs/rentals beginning on February 1; updated and sent out the GWC Attendant staff schedule which will now be electronic via Outlook due to the constant changing of program, rental and staff schedules; the calendars have been updated to one online calendar via Civic Rec, sent instructions and information to necessary contacts for

accessing this calendar; new advertisements for the open GWC Attendant position has started; continued to speak with scheduled renters about rescheduling and/or canceling their events; continued to speak with potential renters and talking them through the online registration system for programs. Volunteer Hours: A total of 16 volunteers devoted 47 hours during the week of January 25 spreading wood carpet at Dickey Park, Handloff Park and litter removal from Lumbrook Park. Spoke with two potential Adopt a Park volunteers; one volunteer expressed interest in adopting Coleman Park and the other expressed interest in adopting an open space area on Bent/Briar Lane.

Recreation Specialist: Updated Vendor Package information for all 2021 events in Civic Rec, researching insurance policies for bike camps, uploaded supporting documents and completed submission for the Delaware Division of the Arts; inventoried supplies left from last year's Egg Hunt both downstairs/at the yard to assist in planning/preparation for the upcoming Egg Hunt; inventoried most of the craft supplies in storage room for annual bid submission; viewed the Teams training video and set up my account; updated Sponsorship opportunities for all events in Civic Rec; continued to update Vendor opportunities – Egg Hunt, 4th of July and Santa's Secret Shoppe are fully entered and live for registration.

Parks Superintendent: Inspected 13 park/open space areas and developed work orders as needed, at the request of DeIDOT monitored Bamboo removal project within the Christina Parkway/Rittenhouse Park area daily, reviewed proposed landscape plan and commented as needed, met volunteers at Dickey Park to sign them in and explain how to apply the woodcarpet safety surfacing in the play/swing areas and showed them Lumbrook Park for trash removal effort, attended webinar on Woodlots and Forestry practices thru Penn State (first of eight sessions), met with arborist contractor to get quotes on several tree removals/pruning and creek blockages, started gathering quotes for next area of Bamboo removal for 2022 budget request and continued on researching prices for upcoming purchases in 2021.

Parks Supervisor assigned field staff daily and assisted as needed, got police report for graffiti along Hall Trail under Library Avenue bridge (3rd incident at this site), followed up with dealer on purchase of new pick up to replace truck #1430 and continued entering labor/equipment data in Munis.

Parks Staff: Continued on cut backs of plant material throughout park system, did interior bed maintenance at City Hall, salted downtown parking lots in advance of potential storm, delivered many loads of woodcarpet safety surfacing for volunteers to spread under play/swing units at Dickey Park, did trash removal throughout park system as needed and replaced damaged wood seat slats on bench at Olan Thomas Park. Landscape contractor started Bamboo removal project along Christina Parkway/Rittenhouse Park area. Volunteers spread woodcarpet safety surfacing under/around all play/swing units at Dickey Park and did a trash sweep at Lumbrook Park.

Activity or Project:

Newark Community Garden

Description:

The City of Newark Community Garden is taking root again at Fairfield Park in 2021! The Newark Community Garden offers a variety of gardening opportunities for individuals and families. There are a limited number of plots available. Services provided include the initial preparation of the garden area, water sources, maintained paths, composting facilities and a tool shed. Current garden

plot holders can register through the Parks and Recreation Department. Registration for new gardeners has begun. Plots will be open for use beginning on March 1 for new gardeners. To register, please visit www.newarkde.gov/play or call the Recreation Office at 302-366-7000.

Status:	Started
Expected Completion:	09-30-2021
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:

Code Enforcement

Property Maintenance

Complaints: 13

Violations: 5

Inspections: 5

Citations Issued: 28

- 90/92/94/96 E. Cleveland Ave.: Cabinets and vanities on backorder.
- 321 Hillside Rd. (townhomes):
 - a) 400 Building – 6 units: Plumbing complete.
 - b) 300 Building – 10 units: Roof trusses and sheathing ongoing.
 - c) 200 Building – 10 units: Roof trusses and sheathing ongoing.
 - d) 100 Building – 10 units: Framing.
 - e) 800 Building – 10 units: Footers complete.
- Framing 300, and 200 building, 400 building plumbing and roof completed.
- 227 W. Park: Framing/Plumbing/HVAC.
- 1364 Marrows Road: Honda Service – footings/piers.
- 280 The Green (UD Warner Hall): Handicap ramp under construction, first floor interior framing complete, exterior finish work in progress, ductwork inspections in progress and

mechanical piping inspections in progress. Above ceiling inspections in progress.

- Thorn/Lehigh Flats: Buildings V, W, 11, and 31 finals in progress, Buildings 21, 51, 61, A, and B approved to close in. Buildings E and F rough inspections are in progress.

Clubhouse/leasing office renovations complete.

- Newark Charter School: Loop road base course, paved parking and site work progressing. Site clearing for Junior High building - permit application reviewed for footing, foundation and structural steel, variance granted for building height, lines and grades revised and submission received. Additional restrictions placed on site 2/9 based on increased issues due to weather and site conditions.
- Newark Senior Living: site work, underground plumbing and footings in progress.
- 321 Hillside Rd./The Rail Yard: Site work progressing, paving base in progress, Apartment Building A (#6000/#7000 units) slab complete, framing started. Building B permit issued, footings are in progress. 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 connection to UD Memorial Hall complete. Restoration of green and pathways partially completed. Permit application for electric feeder project for Drake Hall. Brown Lab and Future Building review complete. Awaiting permit issuance and restoration inspection scheduled for Central Green.
- Rodney Storm Park Project: Weir wall constructed with additional site work progressing.
- Commons Building: Framing completed, walls approved to close in, rough plumbing, ductwork, and weatherproof exterior finishes.
- 211 S. Main St.: Interior drywall and trim work ongoing.
- 325 Academy St. (UD Perkins Dining): Final inspection completed. Certificate of Completion can be issued.
- 625 S. College Ave. (UD Whitney): Concourse area approved for use. Final Certificate of Occupancy for entire project projected for first week in March.
- 401 Bellevue Road (SAFSTOR) – 2nd floor concrete has been poured and steel is progressing.
- UD Worrilow Hall: Structural steel erection ongoing.
- Fintech, Star Campus: Structural steel mostly complete. Floor slab installation ongoing.
- 100 Station Way, Train Station: CO has been issued in conjunction with continuing SEPTA service to the site.
- College Square: Building permits have been issued for two apartment buildings and three garage buildings.
- 287 E. Main St.: Structural steel ongoing.
- 304 S. Chapel St.: Structural steel mostly complete.
- Brian Daring attended a meeting at the UD Evans Hall for a major mechanical and sprinkler upgrade. He also attended a pre-construction meeting for apartment and garage buildings for the College Square. He also attended a meeting at the Municipal Building for the ongoing improvements to City Hall and the Police building.
- Tim Poole attending a meeting for Lehigh Flats for electric service completions and meter banks with Electric Department and property owner representative. He also attended a meeting on the site progress for the Rodney site.
- Tim Poole placed two stop work orders this past week for interior renovations without a permit for 5 Lincoln Drive and 207 Madison Drive.

Parking

- Continued weekly meetings regarding COVID-19 with Parking Management 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.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing. Worked with Finance on some aging invoices that have yet to be paid to City.
- Created some redundancy involving lot parking permits to ensure that Parking Ambassadors can visibly see permits via their handhelds, ensuring that citations are not incorrectly given to patrons for not having a permit.
- Continued handling residential and municipal permitting for residents. Preparing for a huge increase in residential parking permits from returning students and a slight increase in parking lot permit sales. Responded to questions regarding ability to handle increased permits if needed and on a temporary basis during COVID-19 pandemic.
- Parking Ambassadors continued giving out masks to patrons on-street, over 50 in the last two weeks. Prepared a large number of masks for handout by Ambassadors with students returning to the area.
- During student move-in, Parking Division was asked to lightly enforce move-in areas to ensure safety of students during move-in process.
- Parking Management attended the Subdivision Advisory Committee meeting on February 10th regarding two properties submitted to Planning Department. Comments previously supplied to Planning Department.
- Parking Maintenance worked diligently during the snow event on February 1st, ensuring that sidewalks, driveways, and parking spaces were cleared of snow for return on February 2nd. Multiple areas were salted, and salt was stored in preparation for next snow event that is forecasted to occur in the next week.
- Preparing next order of citation rolls. Reached out to Parking and Alderman's Court staff regarding verbiage on the back of the citation.
- Worked with T2 regarding Phase 3 CIP for parking kiosks. Parking plans to take to Council in late-spring/early-summer.
- Worked with Passport regarding a new reporting feature that makes it easier for Parking Ambassadors to see who paid and who hasn't under a single list view.
- Parking Ambassadors delivered packets for Planning Commission, City Council, and City Solicitor.

Planning/Land Use

The following was completed:

- 14 Deed Transfer Affidavits
 - 145 Building Permit Reviews
 - 0 Certificates of Completion/Occupancy
- On Tuesday, February 2, 2021, Planner Mike Fortner presented the Ordinance proposal for the "RE" zoning district and agriculture use in Section 32-9.
 - Planner Mike Fortner is planning a series of virtual public workshops to obtain community input for the review of the Comprehensive Development Plan V which are scheduled for the week of March 8, 2021.

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 February 9, 2021, Chief Tiernan, Deputy Chiefs Farrall and Feeney, Captain VanCampen, along with representatives from the Human Resources Division conducted interviews of candidates for the position of Police Lieutenant. A selection was made the following day and submitted to the City Manager for approval.

Patrol:

- On January 30, 2021 at approximately 2356 hours, officers responded to a single vehicle collision into the bridge on Capital Trail. While officers were responding, the caller advised that the vehicle had left the scene and pulled into the McDonalds parking lot on East Main Street. Upon arrival contact was made with the driver who was found to be DUI and consumed alcohol prior to his 21st birthday. The four passengers of the vehicle, three of which were juveniles, were all found to have consumed alcohol prior to their 21st birthday and were charged accordingly. Additionally, two of the passengers were charged with resisting arrest for their actions during the investigation. Another was charged with civil possession of marijuana.
- On February 1, 2021, at approximately 1829 hours, officers were dispatched to a 9-1-1 call reporting an intoxicated driver who had been involved in a collision on East Delaware Avenue and was leaving the scene. The suspect vehicle, a gray Toyota Camry, was observed by witnesses pulling into the parking lot of Springhill Suites. As officers arrived, the suspect was observed fleeing on foot from the vehicle through the Springhill Suites parking garage. After a brief foot pursuit, the suspect complied with the officer's commands and was taken into custody without incident. He was charged with resisting arrest, DUI drugs, leaving the scene of an accident, civil possession of marijuana as well as additional charges relating to traffic violations.

- On February 6, 2021, officers responded to the DART Bus Hub, located at 1 East Chestnut Hill Road, in reference to a domestic. Upon arrival, it was discovered that the suspect, Wilbert Normand, argued with the victim and the victim called 9-1-1. Normand took the phone from the victim while the victim was on the phone with 9-1-1 and fled the area. A warrant was issued for Normand's arrest for Robbery Second Degree, Malicious Interference with Emergency Communications and other offenses.
- On February 7, 2021, at approximately 0620 hours, Newark Police responded to a business in the 300 block of Markus Court, in the Sandy Brae Industrial Park, for a report of a burglary. Arriving officers contacted an employee of the business. The employee advised that when they arrived at the business that morning, they found that the business had been entered overnight and property from within had been removed. In addition, the keys to a vehicle belonging to the business were taken and used to steal the vehicle. There was no apparent force used to enter the business.

Auxiliary Services Division:

- Candidates for the vacant Communications Officer I position will be taking the Criticall 911 Dispatcher Test beginning Wednesday, 02/10/2021. Applicants can take test online via the Criticall platform.
- On January 29, 2021, NPD's S.W.A.T. team initiated an arrest and search warrant in support of an active Criminal Investigations Unit robbery case.

Administration Division:

- The winter range qualification sessions began Wednesday, 02/10/2021 at the Chester County Public Safety Range in Coatesville, PA.
- The Administration Unit conducted the yearly in-service training which was attended by half of the department. The training sessions were presented in a virtual format and covered a wide range of topics.

Criminal Investigations Division:

- On January 29, 2021, at approximately 0030 hours, officers responded to a residence in the 100 block of West Main Street for a report of a home invasion robbery. Arriving officers contacted three male victims. The victims reported that the suspects knocked on the door of the residence. When one of the victims opened the door, three suspects forced their way into the residence. At least one of the suspects was armed with a handgun. One of the victims was struck over the head multiple times causing lacerations to the head and face. The suspects demanded personal property from the victims. They held a gun to the head of one of the victims as they demanded property. All three victims complied with the demands and the suspects then fled the residence. Based upon statements made by the suspects to the victims, this robbery appeared to target this specific residence and the residence was not randomly chosen. One victim was transported to an area hospital for treatment of his injuries which were non-life threatening. The suspects were described as three black males, wearing dark clothing and face masks. One of the males was approximately 5'7", while the other males were taller. Based upon witness interviews and review of surveillance video, Newark Police Detectives located video identifying the suspect vehicle and possible suspects. Detectives were able to identify one of the suspects as Cameron Wade, 19, of Middletown. A warrant was issued for Wade's arrest. On January 29, 2021, Detectives, aided by the Newark Police Department's SWAT Team, executed a search warrant at Wade's residence in Middletown. Wade was taken into custody without incident. Wade was transported to Newark Police headquarters where he was charged with Robbery First Degree (3 counts), Burglary First Degree, Assault Second Degree and Conspiracy Second Degree. Wade

appeared before Justice of the Peace Court #2 by video and was ordered to be held in default of \$107,000 secured bail. Wade was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington. Detectives are still investigating the identity of additional suspects in this incident. Anyone with information about this incident is asked to contact Det. W. Anderson at (302) 366-7100 x 3469 or wanderson@newark.de.us.

- Detectives are investigating a shooting that occurred in a hotel room at the Red Roof Inn, 1119 S. College Avenue on February 6, 2021 at approximately 12:03 a.m. Responding officers located a male suffering from a gunshot wound at that location. The victim was transported by ambulance to an area hospital. Anyone with information about this incident is asked to contact Detective W. Anderson at 302-366-7100 x 3469 or wanderandson@newark.de.us.
- February is teen dating violence awareness month. One in three teens in the United States will experience emotional, physical, or sexual abuse from a dating partner before they're adults.

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:

Much has been in the news this past week about the breach of a water treatment plant in a Florida water system. City staff is confident that this type of attack would not be possible in Newark due to the safeguards we have built into our system; however, it was a good reminder to review our system with our consultants, IT, and water plant operators and implement any necessary upgrades. Reviews of the situation in Florida revealed outdated software, poor password management, and lack of limits allowed by remote access. Incidents such as these also remind us that continued funding of our utility infrastructure, and the security required to maintain the system, must remain a high priority for the City.

Due to the Presidents' Day holiday, refuse normally collected on Monday, February 15 will be collected on Tuesday, February 16. Refuse normally collected on Tuesday, February 16 will be collected on Wednesday, February 17.

Field staff has been busy this past few weeks with several snow events. The storms generally were a little lighter than forecasts called for, but still warranted crews to plow and treat all of the streets in the City. We were able to apply brine to streets ahead of the events, which helps prevent the snow from bonding to the pavement. This gives crews the ability to focus on the primary roads and keep them passable during the storm and address the secondary streets when possible. Use of brine also reduces the amount of wasted salt at the beginning of an event. This is a benefit to both the environment and our budget. Staff is planning some resident outreach on the use of brine, as there is still some confusion on it's uses and benefits.

DelDOT has informed the City that plans and specifications for the reconstruction of Delaware Avenue are near complete and will be out for bid this spring, with a start date possible in Fall 2021. Several other DelDOT projects are also slated for that timeline, including Cleveland Avenue paving and drainage, and Library Avenue pavement rehabilitation. City staff will continue to provide input on these projects with DelDOT to minimize disruption while the needed upgrades are planned.

Activity or Project:

Rodney - Park and Pond Construction

Description:

Weather has slowed progress at the site, but the contractor is working on storm structures and laying out the playground equipment area. There will be a small water disruption of less than five homes on Forest Lane in the next week in order to terminate some of the existing water line and remove a redundant fire hydrant from the site. Those affected will be notified at least 48 hours in advance of this work.

Status:	In-Progress
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Expected Completion:	06-30-2021
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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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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 – January 28-February 10

Name	# of Documents	# of Pages	Types
Samantha	377	1,685	PWWR property attachments; Working remotely on modifications
Sandy	394	8,348	City Manager correspondence and administrative files; A/P batch invoices and reports; Timesheets
Fred	55	2,235	PWWR property attachments
Ana (PT)	0	0	Working remotely on modifications
Danielle	12	27	Current Legislative Department files
Total	838	12,295	

Monthly Year-Over-Year New Document Page Totals

Month	2020	2021	Change +/-
January	16,856	30,925	+14,069
February	27,202		
March	43,335		
April	50,618		
May	36,670		
June	38,184		
July	28,329		
August	27,620		
September	11,916		
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		



FINANCE DEPARTMENT
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7169 · www.newarkde.gov

February 5, 2021

Senator Stephanie Hansen, 10th District
Legislative Avenue
Dover, DE 19901
Email: Stephanie.Hansen@state.de.us

RE: Energy and Climate Forum

Dear Senator Hansen,

Thank you for providing an open forum to discuss the draft bill which would establish the Community Sustainable Energy Authorities Act. The City of Newark is appreciative of the opportunity to be a part of the conversation which impacts all who live, work and play in the State of Delaware.

Our residents, City Council and staff are committed towards reducing Newark's carbon footprint, making the City of Newark more sustainable for our future generations. While this list is not all-inclusive, it does highlight Newark's *electric* initiatives towards working towards our goal to become a greener community:

- The creation of the City's Conservation Advisory Commission (CAC) in 1977. One of CAC's primary functions is to focus on energy conservation within the City and their responsibilities are set forth in *City Code*.
- The establishment of McKees Solar Park in 2014. Not only was this Delaware's first community solar project, it also revitalized the brownfield site on which it was constructed.
- Active participation in the Efficiency Smart program through DEMEC to reduce/maintain the City's overall electric load by encouraging our customers to conserve electric and use construction materials that would exceed efficiency standards.
- Adoption of the LEED – Energy efficiency program for buildings.
- Current project to install approximately 1,300 kW of new solar generation on City buildings and land (increases City owned solar generation by roughly 500%)
- The purchase of hybrid vehicles for the City's fleet, and the incorporation of three new electric vehicles in 2021, along with installation of charging stations.
- In January 2021, City Council approved the 100% Renewable Energy Program, where all new customers will be automatically opted-into a program where 100% of their electric will be provided by renewable resources. Existing customers will have the ability to

voluntarily opt-into the program on their own. The go-live date for this program is June 1, 2021.

Most relevant to the topic at hand was City Council's approval of our Sustainability Plan in 2019. Within this plan, the City of Newark has pledged to have a distributed electricity mix of at least 30% renewable resources by 2025 and 65% by 2035. The ultimate goal is to reach 100% as soon as practicable but no later than 2045. The City is confident we will meet these goals with the programs that we have in place today, relying upon the powers and authority that we have in our Charter, along with the assistance of DEMEC to help guide us.

We are most appreciative of the fact that the Community Solar Bill is exclusive of municipalities. The City of Newark pledges to continue to maximize renewable resource opportunities in order to preserve our environment for both the current and future residents of Newark. Thank you for your dedication and leadership to the preservation of our environment.

Sincerely,

David Del Grande
Finance Director, City of Newark

Relevant sources:

- City of Newark Sustainability Plan: [Link](#)
- Energy Savings Performance Contracting Initiative: [Link](#)
- Efficiency Smart Program: [Link](#)
- McKees Solar Park: [Link](#)
- Conservation Advisory Commission (CAC): [Link](#)
- Renewable Energy Program: [Link](#)
- Making Newark a "Green" Place to Live: [Link](#)

CC: Tom Coleman, City Manager
Jerry Clifton, Mayor
All of Newark City Council
Renee Bensley, City Secretary
Rick Armitage, City Lobbyist
James Deschene, City Lobbyist
Paul Bilodeau, City Solicitor
Patrick Mc Cullar, President & CEO, DEMEC
Kimberly Schlichting, COO – SVP Power Supply, DEMEC

NEWARK POLICE DEPARTMENT

WEEK 01/31/21-02/06/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO DATE	2021 TO DATE	THIS WEEK 2021	2020 TO DATE	2021 TO DATE	THIS WEEK 2021
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	2	0	0	0	0	0
Rape	0	1	0	0	1	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	1	3	2	0	0	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	0	2	1	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	1	1	0	0	0
Assault/Aggravated	2	1	1	1	0	0
Burglary	5	2	0	8	1	0
- Commercial Burglaries	1	0	0	6	0	0
- Residential Burglaries	4	2	0	2	1	0
- Other Burglaries	0	0	0	0	0	0
Theft	51	61	6	27	16	4
Theft/Auto	9	8	2	0	1	0
Arson	0	0	0	0	0	0
All Other	28	0	0	7	2	0
TOTAL PART I	98	76	11	43	21	4
<u>PART II OFFENSES</u>						
Other Assaults	34	22	2	19	4	3
Rec. Stolen Property	0	0	0	0	4	2
Criminal Michief	10	15	3	15	1	0
Weapons	2	0	0	2	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	5	5	3	2	3	0
Drugs	10	7	1	13	13	5
Noise/Disorderly Premise	28	23	8	6	9	3
Ordinance Violation	0	4	0	0	2	1
Disorderly Conduct	13	23	13	10	12	3
Trespass	30	33	9	13	12	2
All Other	25	34	6	40	30	15
TOTAL PART II	157	166	45	120	90	34
<u>MISCELLANEOUS:</u>						
Alarm	8	36	7	0	0	0
Animal Control	60	41	4	15	2	2
Recovered Property	25	12	0	0	0	0
Service	3980	3261	516	0	0	0
Suspicious Per/Veh	47	53	10	0	0	0
TOTAL MISC.	4120	3403	537	15	2	2

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	817	5,025	642	3,969



**Newark Police Department
Weekly Traffic Report**



01/31/21-02/06/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	1204	1038	184	142
DUI	10	14	4	4
TOTAL	1214	1052	188	146

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	25	12	7	2
Property Damage (Reportable)	83	68	15	19
*Hit & Run	16	17	5	5
*Private Property	14	20	3	5
TOTAL	108	80	22	21

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