

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This was a short week due to the Presidents' Day holiday on Monday. We had a relatively large snow and ice event on Thursday morning that lasted through Friday afternoon that resulted in the closure of City Hall on Thursday due to poor driving conditions. Field crews did a great job during the storm and I would like to thank them for their efforts.

Finance Director Del Grande and I attended the February DEMEC Board meeting on Tuesday. As part of the DEMEC strategic planning process, we are moving forward with plans to build a lineworker training facility where we will host training sessions for our electric utility employees. We feel this will be a real asset to DEMEC members and it is a continuation of DEMEC's migration towards providing more shared services to our member communities.

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

Human Resources:

Last week two positions close on Friday, February 12, one was a PT Community Center Attendant and the other was an internal only posting for an Administrative Professional I in Planning. Applications will be reviewed and interviews will be rescheduled for the coming weeks. A PT Administrative Professional I in PW&WR will be posted this week with a close date of March 5 and an internal only posting for a Maintenance IV in Parks was posted on February 18 and will close on February 25. CPPO Martindale participated in interviews this week for the Maintenance I in the Water Division on Wednesday, February 17 and Friday, February 18. Once interviews are completed an offer will be made. Interviews for Administrative Professional I in Police have been scheduled and will take place next week. The HR Team continued to assist the auditors with any questions or materials they need for their audit of the personnel files. CHRO Hardin spent a majority of this week working on labor relations matters involving the unions and employee worker's compensation. CHRO Hardin also met with employees regarding retirement benefits and options for pensions. The rest of the week was spent catching up on emails, attending meetings and conference calls.

Purchasing/Facilities Maintenance:

CPPO Jeff Martindale spent most of the week in interviews or preparing for interviews. As of Friday, 2/19, he is wrapping up Maintenance I interviews with the PW&WR team. A Part-Time Administrative Professional I position for PW&WR and a Maintenance IV position for Parks are being posted today. The PT position is an external posting and the Maintenance IV is currently internal only.

Mr. Martindale additionally worked with Finance to modify the payment process for various HR

bills to better comply with City purchasing policy. The City's internal purchasing processes are continually improving and staff is generally much more aware of purchasing provisions now than at any time in the last two years at least.

Finally, Mr. Martindale is reviewing three contracts and one RFP for distribution:

- Contract 21-02: Purchase of Okonite EPR Wire or Equal (Electric)
- Contract 21-04: Curtis Lane Culvert Replacement (PW&WR)
- Contract 21-05: City of Newark Parks Signage Replacements (Updated for 2021; Parks & Rec)
- RFP 21-01: On-Call Engineering and Project Management (PW&WR)

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 2/11/21 to 2/17/21. These sessions included arraignments, trials and capias returns. The court continues to do plea in absentias and plea by mails. Parking Ambassadors are handling all parking appeals online.

Terri participated in a remote manager's meeting on 2/11/21.

Activity or Project:

Court Sessions and Payments

Description:

From 2/11/21 to 2/17/21 Alderman's Court handled 26 arraignments, 36 trials and 10 capias returns. The court processed 36 PBJ's by mail this week. The court collected a total of 236 parking payments of which 217 were paid online and 19 were paid at court. The court also collected criminal/traffic payments of which 113 were paid online and 23 were paid at court for a total of 136 criminal/traffic payments.

Status:	Completed
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Expected Completion:	02-17-2021
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Execution Status:	Completed
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Activity or Project:

Description:

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Expected Completion:	
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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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on February 17 for meetings.

Renee participated in the management staff meeting on February 11.

Staff finalized and posted the February 22 Council agenda and packet on February 12.

Renee, Tara, Danielle and Nichol participated in OneDrive training provided by IT on February 12.

Renee participated in a staff meeting regarding potential improvements to the development plan process on February 12.

Renee worked on several Council-related items including drafting items for the February 22 Council meeting, drafting the March 1 Council agenda and scheduling agenda items for future meetings.

Renee spent time working with staff on revisions to the subdivision agreement for the major subdivision and special use permit at 141 East Main Street. This project was withdrawn from the

February 22 Council agenda by the applicant.

Renee drafted and circulated to staff the subdivision agreement for 94 East Main Street (Green Mansion). Renee and Tara drafted the public hearing notices and Nichol and Violet completed the direct mail notices for the project. This major subdivision, special use permits and parking waiver review are scheduled for public hearing and consideration at the March 8 Council meeting.

Tara provided assistance and additional coverage during Renee's scheduled vacation during the week of February 15.

Tara sent a confirmation letter for the District 2 polling place and reached out to the District 1 and District 4 polling places to let them know their facilities would not be needed and thanked them for their willingness to provide a location for our election.

Tara attended a bid opening on February 16.

Tara worked with Violet to fulfill several absentee ballot requests.

Tara worked on updating the materials for the District 2 election and ordered additional materials for the election.

Tara spent time working on building permit reviews.

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

Tara spent time on several union issues.

Tara edited the February 1 Council minutes.

Nichol attended a virtual BOA seminar.

Nichol worked with staff, applicant and contractor regarding the upcoming BOA meeting scheduled for February 18.

Nichol worked on updating several forms on the City website.

Nichol assisted Violet in a City Secretary's Office mailing and Planning Department mailing.

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

- o Provided a response and closed a January 25th FOIA request for properties with citations/violations for unkept/high grass between November 2020 to current from Ryan Yeasted
- o Provided a response and closed a January 25th FOIA request for properties with citations/violations for unkept/high grass between November 2020 to current from Alexis Ledoux
- o Provided a response and closed a February 9th and February 16th FOIA request for the Reserve at Cavaliers Country Club which is outside of City limits from Alexander Smith
- o Circulated to staff a February 11th FOIA request for violations/lienable items/open permits pertaining to 932 Alexandria Drive from Brian Frederick Funk, P.A.
- o Provided a response and closed a February 11th FOIA request for a mugshot from an

individual.

- o Circulated to staff a February 16th FOIA request for violations/lienable items/open permits pertaining to 259 Pennwood Street
- o Circulated to staff and closed a February 20th request for records pertaining to self Sean Michael Quinn

Regarding minutes, staff time was spent on the February 8 Council minutes (Nichol drafted; Tara edited), 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.

10 discovery requests were fulfilled for upcoming Alderman's Court cases. 43 discovery requests have been filled so far for 2021. The court calendars for February 25 and March 5 were received and 30 case files were compiled for the Deputy City Solicitor. No pleas by mail were processed.

The office received 5 new lien certificate requests this week, which were sent to Finance for processing. 7 lien certificates were completed and sent to the requestor. 72 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. Ana worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public. The scanned documents numbers for February 11-17 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:

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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City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews prepared another substation transformer for testing (switched out and grounded). They also replaced a broken insulator on a 34kV circuit that caused an outage and installed electronic fuses on a radial feed at the UD Stadium Complex.

The electricians worked on the City Hall parking lot lights, substation communication issues, and maintained substation batteries.

Engineering met virtually with a cable rejuvenating company to price out projects that involve old underground cable replacement. Engineering also continued working with the SCADA developer enhancing the new system and worked on wireless 5G design with consultants and AT&T.

Activity or Project:
Description:

Status:	
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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:
Description:

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

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with sign company about their bid, product information and designs; reviewed landscape plans for upcoming subdivisions; along with Tom Z., met with Delaware Forest Service about our reforestation plan; working on plan for removal of abandoned bikes on the Municipal Building bike racks located along Veterans Lane; worked with Marvin and Courtney from Parking

Division on report for Council on charging non-residents for parking at the Newark Reservoir and potentially other parks in Newark; worked with Rich and Tom Z. on snow plan for upcoming winter storms and adding to our resources for snow removal; met with Tom Z. about organizing RFQ for tennis court hard surface improvements at Philips Park and Fairfield Park and multi-purpose court resurfacing; working with New Castle County community services for pick up of Little Free Library that will be placed at Folk Park; met with Paula and Sharon about community garden maintenance and updating the garden regulations.

Deputy Director: Sent out apparel bid requests for 2021; met with Joe and possible sign contractor; met with Sharon, Melinda and Shelby regarding the Egg Hunt at White Clay Creek State Park and determined it would be canceled based on current regulations and created an alternative event, Hunt@Home Egg Hunt kits, worked on supplies needed and marketing schedule for the new event; compiled sports and craft requests from staff and worked on completing bid requests to send out to various companies; worked with Jeff to log in all bid requests over \$5,000 with the Purchasing Division; worked on position description with Joe and Tom for Maintenance IV position; worked with Debi Keeley and Kathy on timesheet changes; worked with James in IT to get Smartboard and projector for free from a local school getting rid of them; worked with the state and Tyler on setting up another Curative testing site at Dickey Park; worked with Shelby and Melinda to update information on the event calendar, website, in Civic Rec, and the vendor and sponsor packets regarding the change for the Egg Hunt; worked with Sharon and Melinda to update the vendor sponsor list for the Egg Hunt and send out new information regarding the change for the event; worked with Shelby and Melinda to create banners and events on Facebook for upcoming events; worked with Sharon, Chrissy, Melinda and Rich on the work needed for the community garden for the volunteers scheduled for the next few weeks; worked with Melinda to complete the vendor information for Civic Rec; worked on answering insurance questions regarding the possible bike camp this summer; researched some updated guidelines for community gardens and sent to Sharon to assist in the updating of the current guidelines; worked with Shelby on special Valentine posts for Facebook page; sent job applications received to recreation staff for summer positions; conducted weekly staff meeting; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Basic archery class began on Monday, the class filled; reviewed and submitted updated bid requests for sports equipment and arts & craft supplies; working on summer camp plans, working on facility use requests for programs that take place at Christina School District facilities; worked with Shelby to update park permit information on the website; working to determine staff needs for Rittenhouse Camp.

Recreation Supervisor of Community Events: Reached out to last year's Camp REAL staff about returning this year; emailed several businesses about cooking classes and other potential summer camps, received some interest in offering a baking, music, and sewing camps; researching revision options for Newark Community Garden Regulations; finalizing Create and Learns (computer education) vendor registration so they will be set for Spring Break and summer camps; receiving submissions for sign bids due back by 2/19; finalized plans for Hunt@Home, the alternative to the 2021 Egg Hunt.

Coordinator of GWC and Volunteers: Attended a presentation with IT on One Drive/Sharepoint; attended weekly staff meeting; worked with the Director to coordinate a pickup of a Little Free Library to be installed in one of our parks; continued working with potential returning staff and new staff for Camp GWC; set up interviews for new summer staff; continued working with instructors to finalize information on summer camps to be offered in 2021; worked with

Recreation Supervisors on finalizing items needed for the Porta Potty, Apparel, Arts, & Sports equipment bids; worked with the Recreation Supervisor and Deputy Director on potential new equipment (smart board and projector) for the George Wilson Center; coordinated with volunteers to perform maintenance at the community garden site in preparation for opening on March 1; continued to work with GWC Attendants and administrative staff for new procedures at GWC and the new registration software; 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. The Main Hall was rented on February 13 from 12 - 6 p.m. for a 1st Birthday Party with an overall attendance of 25; the Main Hall was rented on February 14 from 2 - 8 p.m. for a Gender Reveal with an overall attendance of 50; the church rental scheduled for Sunday canceled due to inclement weather. Volunteer Hours: 4 Volunteers devoted a total of 10 hours on February 10 assisting the Recreation Specialist with the community garden.

Recreation Specialist: Continued to update vendor opportunities for Community Day, Harvest Festival and other fall events in Civic Rec; created the weekly roundup post and event for the Summer Camp & Program Fair on Facebook; met volunteers at the community garden to get them to assist in organizing the garden shed, removed old/broken items, and marking all the plots needing cleaning; discussed the cancelation of the in-person Egg Hunt and assisted in the creation of the alternative Hunt@Home event with Sharon, updated Civic Rec for vendor opportunities and updated the Sponsorship Opportunity.

Parks Superintendent: Inspected 10 park/open space areas and developed work orders as needed, met with resident concerning tree issue, met Urban Forest Coordinator from State Forestry concerning grant application for upcoming tree pruning project along New London Road, continued gathering quotes for possible upcoming Bamboo removal project in Rittenhouse Park behind Arbor Drive for 2022 budget consideration, set up meeting between Parks Director, Deputy Director and Parks Superintendent concerning grant possibility for tennis court/basketball court overlays scheduled in 2021 with sports court contractor, did research and requested quotations for tennis net windscreens for Fairfield Park tennis court, continued attending webinar thru Penn State on Woodlots and Forestry Practices (3rd class of 8) and gathered bids to widen tennis court entry at Folk Park for ADA accessibility.

Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated snow/ice removal/control efforts for park areas of responsibility and coordinated with volunteer group to do community garden bed clean up at Fairfield Park.

Parks Staff: Completed snow/ice removal/control throughout park system, did interior bed maintenance at City Hall, installed new sign of island sponsor that was stolen on South Main Street island, did trash removal throughout park system as needed, replaced bollard on Pomeroy Trail at North College Avenue and continued on cut backs of perennials/ornamental grasses throughout park system.

Activity or Project:

Hunt@Home Egg Hunt Kits Available

Description:

Due to current COVID-19 restrictions on outdoor gathering limits, we are canceling the 2021 Egg Hunt normally held at White Clay Creek State Park. In its place, we will be offering Hunt@Home

Egg Hunt kits for children up to 9 years old. These kits will contain age appropriate candy/toy stuffed eggs, coloring/activity pages, crafts, and more. Additional activity information and how to register is listed below.

We don't want you to miss out on the fun of the annual Newark Egg Hunt again this year, so we are packaging the hunt for you to do at home. Each registered child will be given a Hunt@Home kit containing a dozen candy and toy pre-filled eggs, crafts, activities and other springtime goodies. There will be a limit of 60 registrants per age group: 2 & under, 3-4 yrs., 5-6 yrs. and 7-9 yrs. old. Registration fee for the Hunt@Home Egg Hunt kit is \$10. Participants must pre-register for the event by 3/23/21. Registration can be found at <https://secure.rec1.com/DE/newark-de/catalog> under the Events tab.

Registrants can drive through and pick up Hunt@Home kits at the Newark Municipal Building, 220 South Main Street, March 24-26 between 11 a.m. - 4 p.m.

Status:	In-Progress
Expected Completion:	03-26-2021
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:

Violations:

Inspections:

Citations Issued:

- 90/92/94/96 E. Cleveland Ave.: Cabinets and vanities on backorder.

- 321 Hillside Rd. (townhomes): 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. Basement walls approved to close in.
- Thorn/Lehigh Flats: Buildings V and W finals in progress, Buildings 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.
- 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.
- 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 approved footings 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 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 and exterior work ongoing.
- 325 Academy St. (UD Perkins Dining): Final inspection tentatively scheduled for first week of February.
- 625 S. College Ave. (UD Whitney): Concourse area approved for use. Final Certificate of Occupancy for entire project projected for first week of March.
- 401 Bellevue Road (SAFSTOR) – 2nd floor concrete has been poured and steel is progressing.
- Fintech, Star Campus: Structural steel mostly complete. Floor slab installation ongoing. Tested.
- 100 Station Way, Train Station: CO has been issued in conjunction with continuing SEPTA service to the site.
- College Square: Footer and foundations have started for Building 1, (1001 College Square).
- 287 E. Main St.: Structural steel is still ongoing.
- 304 S. Chapel St.: Structural steel mostly complete.
- 45 E. Main St.: Drawings received for CVS tenant fit out at the Galleria.
- B. Daring attended a major mechanical and sprinkler upgrade for Evans Hall and also had a phone meeting regarding a new 5 story student housing building for the UD.

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. Numerous T2 invoices needing to be coded and sent to appropriate department to proceed with payment.
- Completed 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. This two-factor authentication should decrease cites being incorrectly given to permit holders.
- Continued handling residential and municipal permitting for residents. Major increase in residential and municipal permitting with returning students. Started scheduling appointments to ensure that employees and patrons can properly socially distance and cleaning in between customers.
- Parking Ambassadors continued giving out masks to patrons on-street, over 35 since last week. 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. Returned to normal enforcement.
- Worked with Parks and Recreation and City Manager's Office in putting together a memo for Council regarding Parking in Parks. Sent out in packets with Parking Ambassadors.
- Parking was complimentary for Presidents' Day on February 15th. Signage was posted in the galleria, on kiosks, and in the office, while the Passport application had a notification for patrons that parking was no charge. Regular rates resumed on Tuesday, February 16th.
- Increase in revenue due to return of students. Move-in resulted in a 50% increase in daily revenue.
- Work with T2 and City of Newark I.T. on rebuilding/access to T2 BOSS.
- Discussion on safety improvements for office and safety glass at counter.
- Preparation for snow event.

Planning/Land Use

The following was completed:

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

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:

- This week, Sergeant Christopher Jones was promoted to Lieutenant, Master Corporal James Skinner was promoted to Sergeant, and Corporal Joe Kendrick and Aaron Olicker were promoted to the rank of Master Corporal. We congratulate all the recently promoted and wish them the best in their new ranks.

Administration Division:

- Members of the Administration Unit attended two virtual recruiting events this week. One was held at Delaware State University and one was held at the University of Delaware.
- Sgt. Conover has transferred to the Administration Unit and has been assigned as the Training Coordinator due to the promotion of Lt. Chris Jones.

Criminal Investigations Division:

- On February 16, 2021, Newark Police, assisted by New Castle County Police, executed a search warrant at a residence in New Castle where 18-year-old Carlos Vasquez was arrested without incident. Detectives identified Vasquez as being one of two subjects that fired shots inside of a hotel room at the Red Roof Inn on February 6, 2021. Vasquez was charged with Possession of a Firearm During the Commission of a Felony, Possession of a Firearm by a Person Prohibited, and Reckless Endangering 1st Degree. He was video arraigned in front of Justice of the Peace Court #2 and given \$76,000 cash bond. Vasquez was subsequently turned over to the custody of the Howard R. Young Correctional Institution.

Special Enforcement Division:

- During the week, Lt. Jones began his transition into the Special Enforcement Division. As part of the transition he met with D/C Farrall regarding job responsibilities, expectations, etc. and met individually with Sgt. D'Elia of the Special Operations Unit and Sgt. Bolden of the Traffic Unit. Lt. Jones will also attend training and orientation regarding Office of Highway Safety enforcement programs, grants and related training as well as receiving orientation on the overtime/pay job management program which he will oversee. Lt. Jones will also provide training and orientation to Sgt. Jay Conover who will take over the role as Police Training Coordinator for the department. He also met with ACO Vickers to develop a plan for modifications to the newly purchased Animal Control vehicle.

- During the week the Special Operations Unit will focus their activities on pro-active, high-visibility patrols in the business district, college rental areas and the 896 hotel corridor.
- The unit continues follow up on an assault investigation which occurred on West Main Street and graffiti vandalism which occurred on the James Hall Trail.
- On Wednesday, Sgt. D'Elia will instruct at the Command and Leadership Class and Cpl. Graber will serve as a firearms instructor at the range for firearms qualifications.
- M/Cpl. Fountain and Cpl. Spencer will provide road coverage for the patrol shift while they attend firearms qualifications.
- The Traffic Unit will focus enforcement activities on several locations throughout the city including Paper Mill Road due to citizen complaints. The unit will also conduct early morning enforcement on Capitol Trail due to complaints of motorists disregarding stopped school buses.

Patrol Division:

- On February 15, 2021, at approximately 0732 hours, officers responded to East Cleveland Avenue and Capitol Trail for a three-car collision which involved a vehicle rollover. Upon arrival, it was discovered that a Chevrolet Silverado was traveling southbound on Capitol Trail and turned right onto East Cleveland Avenue. During the turn, the operator of the Silverado lost control of his vehicle and struck a Chevrolet Cruz. This collision caused the Silverado to roll over and strike a third vehicle. Only minor injuries were reported to officers on scene by the operator of the Chevrolet Cruz who was transported to CER for evaluation. The operator of the Silverado was issued a traffic summons for failing to maintain a lane.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

Crews continue to address the snow and ice concerns from the February 18 event. The precipitation was varied, seemingly by the minute. All primary roads were treated with brine ahead of the storm and all roads were plowed and treated with salt during the event. There are some icy spots as of Friday morning and we are addressing them as reported. Please remember that all sidewalks should be clear of snow and ice within 24 hours from the end of the storm, which will be announced on the City's website and social media pages.

Staff has advertised a Request for Proposals for On-Call Engineering and Project Management services. We typically contract with two firms for four years to assist the City by managing some of our large CIP projects, as well as help with facilitating working groups and committees. Our current consultants have been instrumental in completing critical projects over the past four years and we look forward to reviewing the submissions and bringing a recommendation to Council later this spring.

Activity or Project:

Northwest Booster Station Backup Generation

Description:

This project has a bit more meaning this week after seeing the chaos in the Texas water systems due to the cold snap and loss of power supply. We intend to install a natural gas generator to backup the electric power supply at our Northwest Booster Station, which boosts water supply to our New London service area. The project is partially funded by approximately \$75,000 from the DEMA Pre-Disaster Mitigation program. A bid opening was held this past week and we received favorable bids based on our estimates. We expect this project to be completed within the next two (2) months.

Status:	In-Progress
Expected Completion:	05-31-2021
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – February 11-17

Name	# of Documents	# of Pages	Types
Samantha	52	1,150	PWWR property attachments; Working remotely on modifications (Out of the office for part of week)
Sandy	8	1,456	City Manager correspondence and administrative files (Out of the office for part of week)
Fred	14	316	PWWR property attachments
Ana (PT)	1	1	Working remotely on modifications
Danielle	10	112	Current Legislative Department files
Total	85	3,035	

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		

NEWARK POLICE DEPARTMENT

WEEK 02/07/21-02/13/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	2	0	0	1	0	0
Rape	0	1	0	0	1	0
Unlaw. Sexual Contact	1	0	0	0	0	0
Robbery	1	3	0	0	0	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	0	2	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	1	0	0	0	0
Assault/Aggravated	2	1	0	1	0	0
Burglary	4	4	2	8	1	0
- Commercial Burglaries	0	0	0	6	0	0
- Residential Burglaries	4	3	1	2	1	0
- Other Burglaries	0	1	1	0	0	0
Theft	57	71	10	28	18	2
Theft/Auto	9	12	4	0	1	0
Arson	0	0	0	0	0	0
All Other	30	1	1	7	5	3
TOTAL PART I	106	93	17	45	26	5
<u>PART II OFFENSES</u>						
Other Assaults	44	27	5	26	4	0
Rec. Stolen Property	0	0	0	0	4	0
Criminal Michief	14	19	4	17	1	0
Weapons	2	0	0	2	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	7	5	0	4	4	1
Drugs	11	11	4	16	14	1
Noise/Disorderly Premise	58	35	12	18	14	5
Ordinance Violation	0	6	2	0	2	0
Disorderly Conduct	13	28	5	14	14	2
Trespass	32	40	7	13	14	2
All Other	35	40	6	45	31	1
TOTAL PART II	216	211	45	155	102	12
<u>MISCELLANEOUS:</u>						
Alarm	10	41	5	0	0	0
Animal Control	70	48	7	15	2	0
Recovered Property	30	12	0	0	0	0
Service	4696	3923	662	0	0	0
Suspicious Per/Veh	58	55	2	0	0	0
TOTAL MISC.	4864	4079	676	15	2	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	937	5,962	836	4,805



Newark Police Department Weekly Traffic Report



02/07/21-02/13/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	1340	1220	136	182
DUI	11	15	1	1
TOTAL	1351	1235	137	183

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	32	12	7	0
Property Damage (Reportable)	110	89	27	21
*Hit & Run	24	19	8	2
*Private Property	21	23	7	3
TOTAL	142	101	34	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.