

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

I participated in the monthly DEMEC Board meeting this Tuesday. I also accompanied our property maintenance team on an inspection of two units on North Chapel Street which resulted in condemnation of the structures due to their extremely poor condition. I was unable to attend the monthly TNP Board meeting due to a conflict so ahead of the meeting I scheduled a separate meeting with the Executive Director to review the agenda items and provide feedback. I began discussions with one of our engineering consultants on the greenhouse gas inventory item included with the Newark Sustainability Plan. I was out of the office for most of the day Thursday, so we held the regular directors' meeting on Wednesday this week. We also held a separate meeting with Director Gray, Director Filasky, and Solicitor Bilodeau to discuss the procedure for right-of-way vacation as it would apply to two locations currently under consideration. On Friday I met with Hal Prettyman and his engineer to discuss the 62 North Chapel project. I also participated in the weekly call with DPH and UD.

Thursday evening, we held the Council Organizational meeting. Following that meeting I began to update the project and initiative prioritization document for future presentation and discussion with Council. ARPA funding is going to dramatically increase staffing workload and we will need to have a thorough conversation about prioritization and contractual staffing to keep projects moving along.

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

Human Resources:

CPPO Jeff Martindale completed a policy regarding the City's long-term use of specific fringe benefit plans. He also onboarded two new full-time employees - Cameron Sweisthal in Parks and Katelyn Dinsmore in Planning - as well as a new part-time employee Juli Schultz in PW&WR. The rest of his week was devoted to miscellaneous HR items or purchasing issues. HR Administrator Marta Pacheco sent invite letters to police applicants to take the written and physical tests on Saturday, May 22. She distributed interview packet for Electric Groundhand to panel members for interviews scheduled for Monday, April 26. Ms. Pacheco also processed an ER copay payment for employees, processed retiree reimbursements for health insurance and prepared May employee status forms. She also started working on the Annual Survey of Public Employment & Payroll which is due on April 27.

Tomorrow HR will be posting the Maintenance I in the Street Division of Public Works & Water Resources which will post until May 14. This position will fill a vacancy made by a recent resignation. CHRO Devan Hardin finalized the job description for the new Part-Time HR Coordinator position which will be posted on April 30. She also finished working on Pension/OPEB spreadsheet for the City actuary and continued working with actuary on the new Police Pension Plan which will go into effect July 1. The City is on the agenda for the State

Pension Board's meeting on April 30. Ms. Hardin also met with the Field Operations Superintendent and PW&WR Supervisor on the skills test for the next AFSCME 1670 Career Ladder test scheduled for Monday, April 26. Along with other City staff, Ms. Hardin participated in the UD ICMA Student Chapter Local Government Day with a presentation about Human Resources and Labor Relations on Friday, April 16. The rest of the week was spent assisting department directors and managers with HR matters, attending meetings, conference calls and working on labor relations matters.

Purchasing/FM:

For Purchasing, CPPO Martindale completed the third and final addendum for Contract 21-07 (Police Vehicle Equipment Procurement & Upfitting). The bid opening for this contract, as well as Contract 21-06 (Street Improvements), is next Tuesday (4/27).

Mr. Martindale also investigated changes to City contracts' "General Provisions" sections to provide more clear direction for bidding vendors pertaining to warranty periods and SAM.gov registration for projects using federal funds. PW&WR and Finance assisted in this investigation.

Finally, CPPO Martindale coordinated with the Delaware Preservation Fund to extend a grant period, purchased additional air filters for City facilities, and wrapped up a purchase recommendation memo to Council on the procurement of three electric vehicles (presented 4/26).

The FM team completed the following tasks:

- Rehung fallen acrylic at the George Wilson Center
- Begun preparation work at the Dickey Park bathrooms
- Inspected AEDs around City buildings
- Finished hanging acrylic in the Records room
- Repaired a water fountain in the PD
- Finished display of retired K9s
- Repaired a standing desk for reuse
- Delivered various standing desks to new staff
- Completed normal cleaning and sanitizing duties

Communications:

- Scheduled professional headshots for two councilmembers and two managers
- Editing council manual based on template from Lewes
- Livestreamed the Thursday night Organizational meeting
- Answered multiple calls about potential social events at private homes, working with DPH on possible event at a Main Street restaurant
- Tracking vaccine information, logging how many are still needed for an employee clinic
- Continue to share information regarding COVID protocols, instructions for vaccines, etc.

Communications Assistant:

- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments

- Started working on next resident newsletter and birthday/anniversary newsletter
- Assisting the CCO with updating and streamlining the info on the website
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal
- Tracking wellness challenge team submissions

Creative Designer/Web Specialist:

- Edits made to the Electric Department's interview sheet
- Routed all RequestTracker tickets to their respective departments
- Scheduled public meeting notices via InformMe
- Set up CivicPlus permissions for Katie Dinsmore, from the Planning Department
- Updated the Planning Commission's Rules of Procedure on the City website
- Updated UDNI (UDon't Need It?) postcard and signage for 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:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 4/15/21 to 4/21/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors continue to handle parking appeals online.

The court received 64 Indoor/Outdoor Social Gathering tickets from incidents over the weekend.

These cases have all been scheduled for arraignments on 6/16/21. The community service hours are being completed through the Parks Department.

Terri participated in two remote manager's meetings on 4/15/21 and 4/21/21.

The court processed 57 PBJ's for traffic violations this week.

Activity or Project:

Payments and Court Sessions

Description:

From 4/15/21 to 4/21/21 Alderman's Court handled 53 arraignments, 33 trials and 14 capias returns. The court collected a total of 269 parking payments of which 232 were paid online and 37 were paid at court. The court also collected criminal/traffic payments of which 150 were paid online and 20 were paid at court for a total of 170 criminal/traffic payments.

Status:	Completed
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Expected Completion:	04-21-2021
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Execution Status:	Completed
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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:

City Secretary and City Solicitor's Office

Notable Notes:

Bobby was in the office on April 15 for Court.

Renee attended the management staff meetings on April 15 and 21.

Staff finalized and posted the agenda and packet for the April 22 Council organizational meeting on April 15.

Renee staffed the Election Board meeting on April 15 where the Board members certified the 2021 Council election winners and had a brief discussion on ranked choice voting.

Renee was one of the management presenters for the UD IPA virtual field trip for students interested in local government on April 16. Renee was also interviewed by a UD student on City elections on April 21.

Staff finalized and posted the agenda and packet for the April 26 Council meeting on April 19.

Renee attended the Ranked Choice Voting Town Hall on April 21.

Renee spent time working on items related to Council, including rules of procedure recommendations for the upcoming Council year and drafting the May 3 Council agenda.

Renee drafted, circulated to and received comments from staff on the subdivision agreement draft for 141, 143 and 145 East Main Street and 19 Haines Street. Renee completed the public notices and Nichol and Violet worked on the associated direct mail notices. This major subdivision with site plan approval, special use permit and parking waiver review are scheduled for public hearing at the May 10 Council meeting.

Tara drafted five proclamations to be presented to the 2020 Employees of the Year at the April 26 Council meeting.

Renee spent time reviewing bills in the state legislature related to FOIA and voter registration.

Tara spent time reviewing building permits.

Tara dedicated time to several union matters.

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

- * Declined and closed a March 30 FOIA request for police reports from Nicholas Tuz
- * Declined and closed an April 14 FOIA request for all documents/audio/911 calls in connection with an incident on April 7th from Emery Abdel-Latif
- * Circulated to staff an April 16 FOIA request for records/documents regarding certain dog bite incidents from 2010 to present from Hobbie, Corrigan and Decarlo
- * Provided a response and closed an April 19 FOIA request for a property outside of City limits from Nancy Roudis
- * Circulated to staff an April 20 FOIA request for outstanding building/zoning/land use/fire/health code/spills regarding 235 East Delaware Avenue from Ruth Menefee

Regarding minutes, staff time was spent on the March 15 Council (Renee edited - complete), March 22 Council (Renee edited - complete) and April 13 Conservation Advisory Commission (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

26 discovery requests were fulfilled for upcoming Alderman's Court cases. 147 discovery requests have been filled so far for 2021. The April 29 Court calendar was processed this week and the 10 associated case files were compiled for the Deputy City Solicitor.

The office received 14 new lien certificate requests this week, which were sent to Finance for

processing. 9 lien certificates were completed and sent to the requestor. 169 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Samantha and Ana worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned documents numbers for April 15-21 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:

City Secretary's Office Remodel

Description:

Renee met with Chief Purchasing and Personnel Officer Martindale and Facilities Supervisor Greenplate on April 21 to discuss remodeling the City Secretary's Office in anticipation of staff returning full time post-COVID. Changes to the main office area will likely be made during the month of May. This project previously was paused in March of 2020 due to COVID constraints.

Status:	In-Progress
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Expected Completion:	
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Execution Status:	Behind Schedule
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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 covered lines for the Paper Mill Road bridge construction and at the Newark Charter School addition. They also energized the Army Reserve Center and dug up the primary pipes feeding the apartments across from City Hall to see if they could be used for electric vehicle charging stations.

The electricians continued doing turn offs for Finance. They also installed an underground service

for the Preston's Playground bathroom house.

Engineering met with the College Square Shopping Center developer about getting temporary service for construction using infrastructure in place for permanent services. Engineering also worked on the DeDOT Delaware Avenue Project identifying poles and service locations. Engineering and electricians attended code classes online for electrical license requirements and attended an online workshop for the smart meter system.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

Effective April 1, the summer rates for electric go into effect, and will remain in effect through September 30th. The first 250 kwh remains unchanged at 14.5 cents. The second tier (251-1,000 kwh) moves from 14.5 cents to 15.65 cents, and the third tier (over 1,000 kwh) moves from 14.5 cents to 17 cents per kwh.

We are encouraging all customers to log onto Customer Connect to opt-out of receiving paper bills. The inconsistent mail system continues to cause 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.

Audit – Staff continues to work with our auditors. Final fieldwork was completed. Auditors have been working virtually throughout the review. Single Audit is also being performed

simultaneously. The Single Audit focus for 2020 includes funding received from the CARES Act, and all programs funded through the State Revolving Loan Program. The latter contain water and sewer projects, including the Rodney Stormwater Project. The financial audit will be completed by June 30th and the single audit will be completed by September 30th.

Staff is monitoring the American Rescue Plan and awaiting guidance from the US Treasury on the proper use of the funds. Internally, the Finance Director is working with the department directors to identify needs that can be addressed with these funds, which will be proposed to the City Manager and Council for consideration. We will be discussing the ARP with Council at the May 3 Council meeting.

The January Financial Update will be discussed at the April 26th Council meeting. Here is a link to the presentation: <https://newarkde.gov/DocumentCenter/View/14750/6>.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 62

Open Project Tickets from Previous Week - 22

Open Tickets with Vendor R&D from Previous Week - 21

Tickets Opened in the Last Week - 24

Tickets Closed in the Last Week - 25

Remaining Open Support Tickets - 64
 Remaining Open Project Tickets - 19
 Remaining Tickets with Vendor R&D - 21

1. Utilization review with Harris Smartworks and city stakeholders to discuss overall purpose of AMI and MDM on 4/19.
2. Utilization review with Harris Smartworks to discuss CSR use cases on 4/19.
3. Teams meeting with Tyler technologies to finalize configuration of ACFR on 4/20.
4. GotoMeeting with Tyler to discuss SaaS conversion on 4/20.
5. Utilization review with Harris Smartworks to discuss Billing, VEE, Service orders, MiMo's and Connect/Disconnection automations on 4/20.
6. GotoMeeting with Paymentus to discuss conversion, testing of payment types and EMV devices on 4/21.
7. Utilization review with Harris Smartworks to discuss Water Loss Analysis and Leak Detection Notification on 4/21.
8. Utilization review with Harris Smartworks to discuss Asset Management, Transformer Loading, Voltage Analysis, Outage Performance and Blink Analysis on 4/21.
9. Worked on and resolved support tickets for end users.
10. 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 - 94
 Open Project Tickets from Previous Week - 39
 Tickets Opened in the Last Week - 93
 Tickets Closed in the Last Week - 91
 Remaining Open Support Tickets - 96
 Remaining Open Project Tickets - 39

1. Worked with electric on LPR installation.
2. MFA hard token roll out continues. 77 deployed so far.
3. Met with PW&WR regarding SCADA redundancy.
4. Built new domain controllers for the SCADA and DMZ domains.
5. Patching Hyper-V servers.
6. Workstation patching and maintenance.
7. Server patching and vulnerability remediation.
8. Continued WFH support.
9. Worked on and resolved support tickets for end users.
10. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Description:

Status:

Not Started

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: Two additional Little Free Libraries were installed at Stafford Park and Folk Park with volunteers stepping up to manage the libraries; worked on the American Rescue Plan submittals for the Finance Department; working with a volunteer group to install trail markers in Rittenhouse Park and along the Christina Valley Stream; attended the Rodney Project progress meeting and reviewing the park signage plan for the project; finalized the delivery of the pre-cast restroom at the reservoir and helped with delivery coordination on Friday. The unit is installed and will remain closed for a couple of more weeks until the electrical, plumbing and concrete work is completed. Reviewed subdivision plans for comment and conducted Parks Maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Working with Jeff and Jill on purchase order requirements for the summer programs and camps, spoke with the recreation staff regarding new requirements; attended Wellness Committee meeting; spoke with UD and Public Health regarding July 4th, reviewed information sent from UD and continue to discuss; complied and worked on final round of changes/corrections for the summer activity guide and worked with Shelby on making updates for it to go live on Monday, April 19; covered programs for Tyler during his vacation, worked with After School Care staff to update rosters, ensured additional snacks were available from Child Nutrition office and brought paperwork over for new students, took volleyball equipment out for the start of the season, worked with skateboarding instructors for start of class and approved park pavilion rental requests; worked with Melinda to get volleyball schedules added to the website; continued to work with Joe on finalizing information for the parks signage bid and recommendation to Council; continued to work with Kathy and Melinda to finalize summer activity guide information into Civic Rec for registration beginning April 19; worked with Shelby to finalize and schedule all marketing items needed for the summer activity guide going live; reminded recreation staff to start working on personnel paperwork and background information for summer staff and to submit paperwork to the Department of Public Health for summer camps;

processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events; processed financial assistance applications; continued to worked individuals who received gathering ordinance violation and community service and Chrissy to track hours through volunteer system; continued sending applicant information to recreation staff for summer hires; continued to work with Melinda, Chrissy and Rich regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Community Events: Working on the Camp REAL themes and schedule, set up visitation from Vision to Learn to provide vision exams and glasses to those that need them for participants of Camp REAL, sent messages for Public Works to visit camp for discussions on stormwater and refuse/recycling; preparing for summer programs; updated Newark Community Garden plot assignments and sent information to gardeners about virtual trainings from the Cooperative Extension at UD; reviewed Summer Activity Guide; working on items for the modified Memorial Ceremony.

Coordinator of GWC and Volunteers: Continued to work with Community Service volunteers, including providing orientations, providing playground cleaning opportunities and completing the verification of hour letters; interviewed and completed employment paperwork for a new swim instructor; sent a staff schedule and provided orientation for swim instructors/lifeguards for swim lessons starting April 17; communicated with volunteers registered for the Spring Community Clean Up; worked with missionary volunteers and the recreation specialist to set up for and pick up supplies for the Spring Community Clean Up; a total of 61 volunteers devoted 184 hours removing over 110 bags of trash from the Newark area; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential renters for future events. GWC Rentals: The Main Hall and kitchen were rented on April 17 from 9-6 p.m. for a Bridal Shower with an overall attendance of 30; and on April 18 from 2-7 p.m. for a Baby Shower with an overall attendance of 40. Volunteer Hours: 61 volunteers devoted 184 hours for Spring Community Clean Up; 4 missionary volunteers devoted a total of 12 hours on April 15 assisting with preparations for Community Clean Up and removing large limbs from Lumbrook Park; a total of 11 community service volunteers devoted 24 hours assisting park staff with playground cleaning and litter removal from various parks and roadways.

Recreation Specialist: Met community service volunteers at Rittenhouse, Devan and Douglas D. Alley Parks for play structure cleaning and trash cleanup; finished input of summer brochure programs and made corrections based on input into Civic Rec; proofed/submitted corrections to summer brochure; put away all supplies into the basement and at the yard from the summer camp fair; completed Facebook weekly roundup and reminder for Spring Scavenger Hunt; removed items from the James Hall/Pomeroy Trails from the spring scavenger hunt, considering moving summer scavenger hunt to the Reservoir and all of Redd Park; currently 22 have submitted applications for summer camp volunteers, all have been sent an initial email for interviews, 4 interviews completed this week; posted volleyball schedules to City website; hung new poster and put camp guides at the information board at the Reservoir; worked the Spring Community Clean Up, a LOT of trash, many volunteers needed more bags and stated how much trash was out there, and how more needed to be done.

Parks Superintendent: Attended meeting online concerning installation of solar field at east end of Reservoir, met with developer concerning Old Paper Mill Road site, coordinated/set up detour/took down detour when Amtrak's arborist contractor did tree work along Hall Trail, reviewed all play units in park system for possible additional application of wood carpet safety

surfacing, assisted Code Enforcement with tree issue, followed up with play equipment representative concerning play piece at Preston's Playground and started working on contract development for installation of concrete sidewalks at three park areas for ADA accessibility.

Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated with garage on issues with trailer and one Jacobsen mowing unit and assisted Recreation Division with volunteer coordination.

Parks/Horticulture: Staff mowed all horticulture areas, did interior bed maintenance at City Hall, did trash removal throughout park system, did equipment maintenance on Jacobsen mowing unit, dragged/scarified all ballfields, raked off/leveled/replaced two missing pegs in horseshoe pits at Dickey Park, one staff member attended two day Certified Pool Operator course, delivered wood carpet safety surfacing out to volunteers at Handloff Park, did weed control throughout park system as needed and completed pruning back all roses in horticulture bed areas. Volunteers spread wood carpet safety surfacing under several play/swing units at Handloff Park as well as another volunteer painted over graffiti on bridge abutments at train station.

Activity or Project:

Little Free Libraries Installed at Folk and Stafford Parks

Description:

Two additional Little Free Libraries have been installed at Stafford Park and Folk Park. Little Free Libraries help build community, inspires readers, and expands book access for all through a global network of volunteer-led little libraries. Through Little Free Library book exchanges, millions of books are exchanged each year, profoundly increasing access to books for readers of all ages and backgrounds. There is also a Little Free Library at Leroy Hill Park.

Status:	Completed
Expected Completion:	01-29-2022
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

Project Name/Location

90/92/94/96 E Cleveland Ave – Final inspections complete. CO application received.

227 W Park – drywall

1364 Marrows Road – Honda Service; steel in office going up, underground plumbing is complete, slab in parts department complete.

321 Hillside

- 400 Building 6 Units – trim
- 300 Building 10 Units – drywall
- 200 Building 10 Units – trades going in
- 100 Building 10 Units – roof complete, trades going in
- 800 Building 10 Units – framing

211 S Main Street – Interior and exterior work ongoing. Exterior retaining walls and concrete ongoing.

625 S College Avenue, Whitney – Final CO for entire project projected soon.

Fintech, Star Campus – Parapet framing on the room and installation of roof underway.

College Square – Footers, foundations and site work progressing. Underground plumbing for building 1 ongoing.

287 E Main Street – Exterior wall framing underway.

304 S Chapel Street – Building exterior mostly complete. Site work is ongoing.

45 E Main Street – Demolition of existing space mostly complete. Site work is ongoing.

Evan Hall, UD – Permit issued for Mechanical Renovations.

401 Bellevue Road, Safstor – Exterior framing is ongoing. Roof installation in progress.

Drake Lab Addition – Prep work in existing building underway for the additional construction.

Warner Hall, 280 The Green – Final sitework in progress. Final inspections in progress. TCO issued 04/01/2021.

Thorn Flats/Lehigh Flats – Buildings F, 61, and 151 finals in progress. Buildings G, H, I, and 161 approved to close in, buildings 71, and 171 rough inspections in progress.

Newark Charter School - Loop road base course paved parking and site work progressing, Junior High building – permit issued for footing, foundation and structural steel, footings completed, structural steel erection in progress.

Newark Senior Living – Underground plumbing, footings and building slab completed, sitework in progress, including retaining wall, first floor framing to start in the next week.

321 Hillside Road/The Rail Yard – Site work progressing, paving base in progress, Apartment Building B (#6000/#7000 units) framing complete, plumbing and sprinkler rough in process.

Building A framing started. Restrictions/conditions placed on site remain in place to limit community impact and mitigated ongoing violations and issues. 300 group of townhouses approved to close in.

UD Green Utility Projects – Stem and condensate connections complete, restoration of green and pathways substantially completed, Electric feeder project for Drake Hall, Brown Lab, and Future Building permit issued, work in progress.

Rodney Stormwater Park Project – Weir wall constructed, additional site work progressing, retaining wall construction in progress, seat wall construction in progress, recreational equipment construction and installation in progress.

Meetings Attended

City of Newark ESCO

College Square – site meeting to discuss underground utility and road work

Subdivision Advisory Committee

Items of Interest

The stone façade is being installed on the retaining wall at Rodney

The restroom building was set in place at Preston’s Playground, utility connections and sitework are in progress

Property Maintenance Team

COMPLAINTS:22

VIOLATIONS: 13

CITATIONS: 10

INSPECTIONS: 18

Special Mention

Condemnation of 31 N Chapel St

Condemnation of 33 N Chapel St

High grass/weed sweep of entire City has been initiated

High volume of complaints on Choate St have initiated extra patrol from multiple dept.

Parking

- Continued weekly communications regarding COVID-19 with Parking Management, Customer Service, Maintenance and Enforcement teams and continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Office continued alternating work-from-home/in-office schedule to reduce chances of community spread. Parking Office prepping for a “soft” May 3rd return due to receiving prompt 2nd vaccinations.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing. Continued handling residential and municipal permitting for residents. Continued handling online and in-person parking appeals.
- Parking Ambassadors continued giving out masks to patrons on-street. Rededicated efforts to hand out masks as younger population, who only recently became eligible to receive vaccinations, have seen an increase in COVID cases.
- Continued sterilization of pay stations, general cleaning, and pre-maintenance. Continued efforts on in-office cleaning as employee/customer volume remains high.
- Main Street Alfresco was on April 14th. Parking Ambassadors created and posted signage for the event and the office sent notification to permit holders in affected parking lots. Set up alternative parking for private lots affected by event. Parking Ambassadors helped clear Main Street and there were no tows due to people leaving their vehicles in the event zone.
- Parking staff went down to Dover, DE to receive their 2nd vaccination on Friday, April 16th.
- Worked with ComSonics and Genetec as one of the License Plate Recognition systems had a glitch where the scanning software was cleared off computer on Monday. As of Tuesday, the LPR

was back up and running.

- Meeting with Kimley-Horn to discuss Phase 1 of consultation on Tuesday, April 20th.
- Multiple webinars for Parking staff regarding workplace safety and T2 Flexport programming.
- Completed Waive of Bid request for Mayor and Council and submitted to City Secretary's Office for disbursement.
- Parking Ambassadors delivered packets to Council.
- Supplied Finance Department with T2/Passport audit reports for October 2020 to March 2021.

Planning/Land Use

- On Tuesday, April 20th, Planner Mike Fortner spoke to a University of Delaware "Sustainability and Planning" class on the impact of Zone Code's minimum parking requirements on the urban form.
- On Friday, April 16, Planner Mike Fortner participated in a "Virtual Field Trip" for a University of Delaware Local government class. The class was a survey of municipal departments and their functions. Mike represented the Planning and Development Department and focused on the Newark Sustainability Plan.
- The Planning and Development Department received an application for a Special Use Permit for a cell "node" on the property of the Newark Senior Center (City owned portion) at 200 Whitechapel. Mike Fortner distributed the application to operating departments. Because the cell node is on a property greater than one-acre, the SUP will be reviewed by the Planning Commission for a recommendation before it goes to Council. The agenda item will be on the June Planning Commission meeting.
- On Tuesday, April 20th, Planner Mike Fortner spoke to a University of Delaware "Sustainability and Planning" class on the impact of Zoning Code's minimum parking requirements on the urban form. The presentation covered city policies and recommendations from the City of Newark Report from the Parking Steering Committee "A Bold New Future for Newark: A Comprehensive Parking Solution."

April 15–20

- 8 Deed Transfer Affidavits (plus what Mike F. did)
- 13 Building Permit Reviews
- 0 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:

Auxiliary Services Division:

- During the week of April 26th, Newark Communications/Dispatch will welcome a new hire for the vacant dispatcher position. The new dispatcher will start a 12-week training program.

Administration Division:

- NPD is seeking both certified and non-certified applicants. Visit <https://selfserve.cityofnewarkde.us/ess/employmentopportunities/default.aspx> for the job posting and application instructions.

- Cpl. Walker met with a local Boy Scout Troop at St. Paul's Lutheran Church and provided an overview of the law enforcement profession.

Criminal Investigations Division:

- On April 14, 2021 officers responded to the parking lot of the Park 'N Shop Shopping Center for a report of an attempted robbery. The victim reported that she was inside a business when a male suspect removed her vehicle keys that were on a table in the business. The suspect fled with the keys and gave the keys to a second suspect who was waiting outside. The second suspect used the keys to start the victim's vehicle and the victim then entered the back seat of the vehicle. A witness to the incident approached the car to help the victim and was struck in the face by one of the suspects. Both suspects fled the area with a third suspect who was present at the scene.

Detectives assumed the investigation and worked with detectives from several other Delaware police agencies who were investigating similar crimes. On April 16, 2021, the suspects in this incident were taken into custody by the Delaware State Police after they were found operating a vehicle stolen in a similar crime. Two (2) 16-year-old males and a 14-year-old male were charged with Attempted Robbery Second Degree, Wearing a Disguise During the Commission of a Felony, and Conspiracy Second Degree. The 14-year-old was additionally charged with one count of Assault Third Degree. All three (3) suspects were ordered held at the New Castle County Detention Center in default of cash bail ranging from \$18,000 to \$19,000.

Patrol Division:

- On April 14, 2021, at approximately 1053 hours, a Newark Police Officer observed both an ATV and a motorcycle riding on the roadway in the area of Willa Road and Lehigh Road. The officer engaged in a short pursuit with both the ATV and the motorcycle. The operator of the ATV, a 17-year-old male from Bear, fell off the ATV while attempting to negotiate a turn. He attempted to get back onto the ATV but was stopped by the officer. The operator did not suffer

any injury. The operator of the motorcycle, a 28-year-old male from Newark, was stopped at the same time and taken into custody without incident. Both operators were charged with various traffic offenses as a result of the incident. A conviction for a first offense on an OHV can include a \$100 fine and/or impoundment of the OHV for up to 100 days, at the expense of the owner.

- On April 26, 2021 a new police recruit will start orientation and training. The officer is already a certified police officer from another police agency and will, therefore, have an abbreviated field training officer program and will not need to attend a police training academy.

Special Enforcement Division:

- During the week, the Traffic Unit will conduct traffic enforcement activities at various locations throughout the city including Otts Chapel Road, Delaware Avenue, South College Avenue, Paper Mill Road and Nottingham Road due to large numbers of traffic violations and citizen complaints.
- During the week, the Special Operations Unit will continue high visibility patrols and enforcement in the downtown business district, college neighborhoods and southern hotels. The unit will conduct follow up for on several large parties and problem residences from last weekend's social gathering violations.
- PFC Velasquez will complete a temporary job rotation with the Special Operations Unit.
- During the week, the Animal Control Officer conducted a follow up investigation and obtained a warrant for charges of Animal at Large and Keeping a Viscous Animal on Chickory Way.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

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Execution Status:

Activity or Project:

Description:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

Wishing all of the administrative support staff a happy Administrative Professionals Day, especially PW&WR Administrative Andrea. She keeps all of our ducks in a row and is truly appreciated.

Our sewer contractor attempted to make a repair on Cleveland Avenue on Tuesday. Due to the traffic backup caused by the lane closure, DelDOT has requested we move this work to next week and do it overnight. A noise waiver for the work has been granted and the repair will be completed on Monday night April 26, and Tuesday night, April 27.

Water Division staff had a review and training session with our meter reporting vendor, Smartworks, to review our current use of the product and how it could help with other tasks related to smart meters and the information they gather on water usage.

PW&WR welcomes it's newest staff member, Juli. Juli will be our part-time administrative assistant working at City Hall and handling the refuse and water meter scheduling.

Director Filasky took part in the UD IPA Program virtual field trip. It is nice to see a large group of motivated students that are interested in public service.

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:**

Digital Records Project New Documents Created – April 15-21

Name	# of Documents	# of Pages	Types
Samantha	46	3,450	PWWR property attachments; Working remotely on modifications
Sandy	490	762	Payroll Reports; PUBS Daily Cash Reports; Timesheets
Fred	205	205	PWWR property attachments
Ana (PT)	0	0	Working remotely on modifications
Danielle	18	282	Current Legislative Department documents
Total	759	4,699	

Monthly Year-Over-Year New Document Page Totals

Month	2020	2021	Change +/-
January	16,856	30,925	+14,069
February	27,202	26,037	-1,165
March	43,335	28,447	-14,888
April	50,618		
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 04/11/21-04/17/21

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	4	0	0	1	0	0
Rape	1	1	0	2	1	0
Unlaw. Sexual Contact	2	1	0	0	0	0
Robbery	5	5	1	8	3	1
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	2	2	0	1	2	0
- Attempted Robberies	0	1	1	0	1	1
- Other Robberies	3	2	0	7	0	0
Assault/Aggravated	5	1	0	3	3	0
Burglary	10	8	0	43	2	0
- Commercial Burglaries	1	0	0	41	0	0
- Residential Burglaries	9	7	0	2	2	0
- Other Burglaries	0	1	0	0	0	0
Theft	134	210	10	75	33	0
Theft/Auto	21	23	0	2	2	0
Arson	0	0	0	0	0	0
All Other	55	2	0	43	12	0
TOTAL PART I	237	251	11	177	56	1
<u>PART II OFFENSES</u>						
Other Assaults	79	59	1	71	16	1
Rec. Stolen Property	0	0	0	2	4	0
Criminal Michief	32	56	5	27	11	0
Weapons	6	1	0	13	2	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	20	25	5	19	14	2
Drugs	19	37	2	25	25	0
Noise/Disorderly Premise	155	204	16	50	87	7
Ordinance Violation	0	102	9	0	13	7
Disorderly Conduct	40	119	16	31	36	1
Trespass	85	99	9	19	25	0
All Other	72	99	4	90	68	9
TOTAL PART II	508	801	67	347	301	28
<u>MISCELLANEOUS:</u>						
Alarm	43	130	10	0	0	0
Animal Control	132	110	6	20	2	0
Recovered Property	69	44	3	0	0	0
Service	9999	10026	762	0	0	0
Suspicious Per/Veh	145	136	10	0	0	0
TOTAL MISC.	10388	10446	791	20	2	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	573	12,506	974	12,766



**Newark Police Department
Weekly Traffic Report**



04/11/21-04/17/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2313	3737	3	264
DUI	31	40	1	1
TOTAL	2344	3777	4	265

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	59	35	0	2
Property Damage (Reportable)	256	237	6	25
*Hit & Run	64	45	1	3
*Private Property	51	53	2	3
TOTAL	315	272	6	27

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.