

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Monday evening was our first regular Council meeting following the election break. The Diversity and Inclusion Committee was formally created, and we have opened up the application process. We later put out a press release on this topic to help drive applications. We also moved forward with the EV purchase approved by Council on Monday. Coincidentally, we held a meeting with Senator McBride to discuss potential legislation that would obligate new construction to include conduit and capabilities for installing EV charging equipment. The Senator was happy to hear that the City has already been strongly recommending all new construction include charging equipment and that we have such a progressive stance toward EV adoption generally. Since we are back to regular Council meetings again, I spent time this week preparing ordinances and memos for the next two Council meetings.

Following updated CDC guidance, the governor issued another modification to his emergency order this week that modified guidance around mask wearing, loosened seating restrictions at restaurants, and a handful of other items. Staff spent time this week updating our policies to conform with DPH and CDC guidance that has been revised over the last two weeks. I continued outreach with DPH on updated COVID related thresholds that would trigger reinstatement of our local gathering restrictions should cases spike in the future.

This week's Main Street Alfresco event was extremely well attended, with all participating restaurants experiencing very high demand and long wait times. I have requested staff work with restaurants to investigate ways we can work to increase table count to reduce the chances that someone would come out and not be able to find somewhere to eat. Wait times were very long starting around 5:00. Considering the popularity of the event, I will be asking Council on Monday night as part of the ARPA discussion to consider moving the event to weekly starting in June. I have some concern about negative impacts to non-restaurants on Main Street, so I will continue to spend time looking for ways to either involve them in the event or mitigate the negative impact.

I attended a call between Public Works, DNREC, and their engineering consultant, Brightfields to discuss the Syntech brownfield site and its impact on our public drinking water Well #16. Staff has requested the State consider relocating our well to state property elsewhere that would not be impacted by the contaminant plume and will be working with the State to develop some potential locations for their consideration. I also attended a call with a representative from Aetna HHL and their partner developer to discuss their proposed capital upgrades and new fire station for the Burger King site. Later in the week, I continued work on the greenhouse gas inventory initiative, interviewing another consultant. I will be bringing a consultant to the June CAC meeting to kick the process off formally. Lastly, I participated in a special meeting of the DEMEC Board of Directors Friday afternoon.

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

Human Resources:

This week HR Administrator Marta Pacheco completed and submitted the 2021 US Census Annual Survey of Public Employment & Payroll and continued to print certified and police officer applications as they come in for CHRO's review and invite to written exam on May 22. On Friday HR will be posting two vacancies: Part-Time Community Center Attendant in Parks and a Part-Time HR Coordinator in the City Manager's Office.

CPPO Martindale updated the City's personnel requisition form and created a checklist to better guide management staff through the hiring process. He also completed an exit interview for a Full-Time Parking Ambassador that is leaving employment with the City on May 3. Finally, Mr. Martindale completed new employee onboarding for Police Officer John Saitis and Communications Officer I Laurie Gravell. There were six new regular employees that began working for the City this month.

CHRO Hardin reviewed police officer and certified police officer applications for approval to take the written exam. CHRO Hardin facilitated and proctored a skills test for an employee in Public Works and Water Resources as part of the career ladder program. CHRO Hardin and CPPO Martindale participated in a virtual meeting with a prospective carrier for the City's life insurance and long-term disability who can match our current benefits plus more and will result in a savings. CHRO Hardin met with employees to talk about retirement options and go over retirement benefits.

CHRO Hardin and CPPO Martindale worked on updating COVID-19 policies and coordinated responses to employees regarding return to work on May 10th. CHRO Hardin and City Manager Coleman participated in meetings revolving around labor relations. CHRO Hardin spent time working on the police pension updates and will be attending the virtual State Pension meeting on Friday, April 30 which the City application is an agenda item for approval by the Board. She spent the rest of the week attending meetings, answering emails and addressing employee and labor relations matters. Next week the HR team will begin the process to start updating the City Personnel Policy Manual which has been long overdue. The team will be meeting once a week for two hours until the review has been completed.

Chief Purchasing & Personnel Officer:

CPPO Martindale's week began with preparation of Monday's EV purchase discussion, as well as collaboration with the CAC and discussion with Porter Nissan.

Mr. Martindale also assisted PW&WR with two RFPs: RFP 21-01 (On-Call Engineering Services) and RFP 21-02 (SCADA Integration Services). The review team is in the presentation stage with the shortlisted vendors for RFP 21-01 and wrapping up preliminary reviews of RFP 21-02 proposals.

There were two bid openings on Tuesday (4/27) for Contract 21-06 (2021 Street Improvement Plan) and Contract 21-07 (Police Vehicle Equipment Procurement and Upfitting). There were eight bids received for Contract 21-06 and two for Contract 21-07.

Lastly, Mr. Martindale put together updated credit card responsibility statements for City cardholders to sign. These statements better outline staff expectations on providing receipts/invoices so that the City can continue to make payments without paying late fees.

Facilities Maintenance:

The FM team completed the following projects this week:

- Installation of acrylic in the Records room
- Paint new door in FOC bldg. #1 by the time clock
- Move furniture in PW&WR offices for return-to-work set ups
- Support STES as needed
- Troubleshoot issues with HVAC system and fuel pumps
- Normal cleaning and disinfecting duties

Communications:

- Completed the “Utilities and Texting - Recent Supreme Court Decision Impacts Utility Use of Text and Robocalls” webinar.
- Wrote and distributed announcement seeking applications for the Diversity and Inclusion Commission.
- Scheduled radio interview for Mayor Clifton, wrote talking points.
- Various tasks related to Main Street Alfresco.
- Continue to answer calls regarding private social gatherings, accept and process applications.
- Revised online social gathering permit application to reflect updated guidelines.
- 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.
- Completing the upcoming resident newsletter and birthday/anniversary newsletter.
- Updated and shared phone extension list to include all new hires.
- 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:

- Created a graphic for the Diversity and Inclusion Commission.
- Created InDesign template for City/Department/Division Forms.
- Designed first draft of the 2020 NPD annual report.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Trained Katelyn Dinsmore on the Archive Center and Calendar CivicPlus modules.
- Updated Pending 2021-2022 Real Estate Tax Assessments on the City:

<https://newarkde.gov/taxassessment>.

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 4/22/21 to 4/28/21. These sessions included arraignments, trials, capias returns and code violations. Parking Ambassadors continue to handle any parking appeals online.

The court processed 28 PBJ's for traffic violations.

Terri participated in a remote manager's meeting on 4/21/21.

Activity or Project:

Payments and Court Sessions

Description:

From 4/22/21 to 4/28/21 Alderman's Court handled 71 arraignments, 34 trials, 16 capias returns and 1 code violation. Alderman's Court collected a total of 514 parking payments of which 436 were paid online and 78 were paid at court. The court also collected criminal/traffic payments of which 289 were paid online and 28 were paid at court for a total of 317 criminal/traffic payments.

Status:

Completed

Expected Completion:

04-28-2021

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:

Bobby was in the office on April 22 for Court.

Renee staffed the Council Organizational meeting on April 22 where new and returning Council members were sworn into office and the 2021-2022 Council rules of procedure were adopted.

Staff finalized and posted the agenda and packet for the May 3 Council meeting on April 26.

Paul and Renee staffed the Council meeting on April 26. Follow up was completed by staff throughout the week.

Renee participated in a coronavirus-related conference call for State stakeholders on April 27 with Mayor Clifton, City Manager Coleman and Chief Communications Officer Gravell.

Renee spent time working on items related to Council, including scheduling of outstanding items for Council agendas based on the meeting changes adopted as part of the Council rules of procedure, drafting items for the April 26 executive session and May 10 Council packet and drafting the May 10 Council agenda.

Renee circulated to and received comments from the City Solicitor and forwarded the subdivision agreement draft to the developer for review for 141, 143 and 145 East Main Street and 19 Haines Street. Tara, Nichol and Violet completed 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 spent time reviewing building permits.

Nichol worked on several boards and commissions related items, including working with potential applicants, updating recent appointments, and working on the May 11 Conservation Advisory

Commission agenda.

Tara dedicated time to several union matters.

Tara and Danielle worked on research items for Council and the City Solicitor.

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

- * Provided documents and closed an April 6 FOIA request for plans pertaining to 287 East Main Street from BN&M
- * Provided a response and closed an April 22 FOIA request for 701 Georgetown Building which is outside of City limits from Chelsea Gittle
- * Provided a response and closed an April 22 FOIA request for 600-698 Pencader which is outside of City limits from Kevin Raftery
- * Provided a response and closed an April 23 FOIA request for 850 Dawson Drive which is outside of City limits from David Bachman
- * Provided a response and closed an April 25 FOIA request for 70 Albe Drive which is outside of City limits from David Bachman

Regarding minutes, staff time was spent on the April 13 Conservation Advisory Commission (Nichol drafted; Tara editing), April 22 Council Organizational meeting (Nichol drafted) and April 26 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

6 discovery requests were fulfilled for upcoming Alderman's Court cases. 153 discovery requests have been filled so far for 2021. The May 7 Court calendar was processed this week and the 11 associated case files were compiled for the Deputy City Solicitor.

The office received 7 new lien certificate requests this week, which were sent to Finance for processing. 13 lien certificates were completed and sent to the requestor. 176 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 22-28 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: <p>The line crews changed the primary rotation at the Army Reserve at the electrical contractor's request, covered lines in Fairfield for tree removal, and finished the service at 304 S. Chapel Street. The line crews also straightened a streetlight near a South College crosswalk.</p> <p>Electricians worked at Preston's Playground installing a network connection for the remote-controlled doors. They also worked on installing a panel at Lot 1 parking lot for electric vehicle charging stations.</p> <p>Engineering interviewed candidates for a groundhand position. Engineering met with Delmarva contractors tasked with redesigning their oil retention system. Because one of our transformers is in the Delmarva side of the substation and drains into their system, the City will have to make changes also. Engineering also worked with DEMEC on proposed solar applications and the customer load curtailment program.</p>	
Activity or Project:	
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City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

Effective April 1, the summer rates for electric went 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. Electric rates have not changed in the City for about 10 years.

Did you know that only 30% of our utility customers have opted to not receive a paper bill? 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, as the audit is about 75% complete. The financial audit will be done by June 30th, and the Single Audit will be completed by September 30th. The Single Audit focuses on grant funding received by the City, which are primarily the state revolving loans for our water, stormwater and sewer infrastructure, along with funding received from the CARES Act.

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 link to the memo can be found here:
<https://newarkde.gov/DocumentCenter/View/14773/3A>.

Staff is working on a tentative schedule to commence the 2022 budget process.

Staff is working with HR to schedule interviews the week of 5/10 for the vacant Customer Service Representative position.

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 - 64

Open Project Tickets from Previous Week - 19

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

Tickets Opened in the Last Week - 21

Tickets Closed in the Last Week - 23

Remaining Open Support Tickets - 63

Remaining Open Project Tickets - 19

Remaining Tickets with Vendor R&D - 19

1. Utilization review with Harris Smartworks to review System Administration of the application on 4/22.
2. Teams meeting with Infrastructure to discuss CT60 connectivity to Newark server on 4/23.
3. Attended opening session, general session and keynote speaker for Tyler Technologies virtual conference on 4/27.
4. Attended benefits enrollment, recruiting and purchasing sessions for Tyler Technologies virtual conference on 4/28.
5. Attended GIS Forum, AP Forum and closing session for Tyler Technologies virtual conference on 4/29.
6. Continued working on updating Munis end user guides to reflect version 2019.1.
7. Working on obtaining interval water meter data for all meters over the last few years for Water Division.
8. Worked on and resolved support tickets for end users.
9. 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 - 96

Open Project Tickets from Previous Week - 39

Tickets Opened in the Last Week - 78

Tickets Closed in the Last Week - 88

Remaining Open Support Tickets - 90

Remaining Open Project Tickets - 35

1. Toured the cell block with VOIP so they could quote a new intercom.
2. MFA token roll out continues. 107 hard tokens and 91 soft tokens deployed so far with some overlap.
3. We have started deploying the MFA endpoint software. 115 complete.
4. Talked to Advantech about migrating access control to the hosted platform.
5. Asked Advantech for a meeting to discuss their intercom system.
6. Patching Hyper-V servers.
7. Workstation patching and maintenance.
8. Server patching and vulnerability remediation.
9. Continued WFH support.
10. Worked on and resolved support tickets for end users.
11. 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: Met with parks staff to discuss work orders and priority work to be completed; worked on two memos for bid awards for upcoming Council meeting; reviewed subdivision plans for upcoming projects; met with JMT about the Old Paper Mill Park design project; met with Chrissy, Paula and Terri Conover regarding high volume of community service volunteers and additional opportunities with other organization for volunteer hours; met with Paula and Sharon about upcoming events and activities; met with parks staff about pool preparation and cleaning for June opening; reviewing Rodney Park signage for playground area and wayfinding; worked with Tom Z. about ADA work that will be completed this fall and other ADA projects throughout our parks.

Deputy Director: Sent reminder to recreation staff on upcoming purchase requisitions that will need to be completed for the summer programs and camps starting in May along with camp staff paperwork; sent recreation staff updated DE Public Health camp guidance and asked them to update all the camp plans, parent packet and camp procedures guide from last summer to reflect any changes to the COVID procedures; attended meeting at Old Paper Mill Park with Joe and representatives from JMT; assisted Sharon with set up for CERT Training class held at the Municipal Building on Friday and Saturday; worked with Kathy and Finance to finalize details to processing financial assistance and gift cards through Civic Rec and Munis; worked with Shelby on posting summer activity guide to the website, sending out the Eblast and updating all marketing material for it; worked with Melinda to finalize information for the bike camps with the Newark Bike Project; sent updated Camp REAL registration packet to the coordinator at the Red Roof Inn and worked with Mike Fortner to update all paperwork required for CDBG for the camp registration; continued to work with Joe on finalizing information for the parks signage bid and recommendation to Council; worked with Shelby on Eblast information to send out to previous Memorial Day Parade participants regarding the cancelation of the event and also sending out Camp REAL information to previous participants; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events; processed financial assistance applications; met with Chrissy, Joe and Terri Conover regarding high volume of community service volunteers and additional opportunities with other organization for volunteer hours, continued to work with Chrissy and those who received violations and community service to track hours through volunteer system, we have received over 100 individuals with community service hour requests; 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 Athletics: Outdoor adult volleyball leagues started on Mon., Tue. and Wed., 4/19-4/21, a total of 23 teams participating; completed adult softball schedule and sent out to 4 teams registered, league is scheduled to begin 4/27; skateboarding classes began on Wed., 4/21 with 1 returning and 2 new instructors; West Park Cohort A (Mon./Tue.) after care started again on 4/19, Cohort B (Thu./Fri.) has been meeting since January; sent out lottery information for Downes Aftercare registration for 2021-2022.

Recreation Supervisor of Community Events: Working on items related to Camp REAL, reaching out to potential Camp REAL staff, sent several screening emails to applicants, working on camp schedule, researching and contacting potential guest presenters, scheduled a presenter from the Delaware Blue Coats to present during Teams & Dreams week, scheduled Public Works to bring a refuse truck and present on recycling during Environmental week; summer camp registrations are coming in; Newark Community Garden is almost full and gardeners are starting to put plants in,

volunteers did a great job getting everything ready; new fitness classes are beginning with several new instructors, the bulk of new classes will begin in June.

Coordinator of GWC and Volunteers: Continued to work with court ordered community service volunteers, including providing orientations, providing playground cleaning opportunities and completing the verification of hour letters; attended a meeting with the Deputy Director, Director and Alderman's Court to discuss additional opportunities for volunteers to complete their hours due to the high number of volunteers coming in, spoke with other volunteer organizations including Delaware State Parks, the Newark Arts Alliance and the Food Bank of Delaware pertaining to community service volunteers; finalized items needed for the Earth Day Volunteer Day that took place on April 24; interviewed a substitute lifeguard and potential summer camp counselor; worked with the Wildlife Programs instructor on a virtual Wildlife in the Garden program; worked with GWC Attendants to pick up the fobs needed for email/computer identification purposes; worked with the newest GWC Attendant on fixing issues he has been having with logging onto Civic Rec; worked with the dance instructor on finalizing dance costumes for the upcoming recital in May; working on items for summer camp and interviewed another potential recreation leader, working to finalize staff for summer; 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 24 from 11 am. – 3 p.m. for a celebration of life with an overall attendance of 75 and was rented from 4 – 8 p.m. for a 1st Birthday with an overall attendance of 22; the Main Hall and kitchen were rented on April 25 from 2 – 7 p.m. for a Birthday Party with an overall attendance of 40. Volunteer Hours: 8 volunteers completed a total of 16 hours of community service throughout the week removing litter from multiple parks, trails and roadways, and playground cleaning at Fairfield Park, Fairfield Crest and Elan Park; a total of 76 volunteers devoted over 220 volunteer hours participating in Earth Day Volunteer Day completing mulching at Folk Park, the George Wilson Center and the Municipal Building and litter removal from various parks and roadways (removing over 30 bags of trash from Sandy Brae Open Space area, Fairfield Park, Fairfield Crest Park, Dickey Park, Handloff Park, the James Hall and Pomeroy Trails and the Newark Reservoir; missionary volunteers assisted parks crew with safety surfacing at Elan Park on April 21, and Rittenhouse Park on April 23 and devoted a total of 24 hours.

Recreation Specialist: Created the weekly listing of programs out of summer brochure; made summer brochure classes/events viewable to the public and relabeled session numbers to make them viewable chronologically in Civic Rec; scanned/saved on OneDrive the volunteer sign in sheets so far this year; scheduled 12 camp volunteer interviews this week; posted weekly roundup posting on Facebook; covered at GWC Tuesday morning for Stay Fit and helped set up for rental afterwards; worked the Earth Day Volunteer Day event with volunteers at GWC; posted softball schedules on website.

Parks Superintendent: Assisted coordinating for Earth Day event with recreation staff, picked up tree from State Forestry for planting in park system, with assistance from our GIS Specialist updated tree/creek work throughout park system on tree GIS layer, met with UD professor in the Wildlife Ecology Department concerning Spotted Lantern Fly egg masses on some possible park trees, attended meeting with Parks Director and Director of Public Works concerning partnership options with different nature/environmental groups in the area, met with fencing contractor at Lewis Park to obtain quote for opening tennis court entry for ADA accessibility and reviewed proposed planting plan and commented as needed.

Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated water fountain delivery to new bathroom unit at Preston's Playground, coordinated with recreation staff for volunteers to place more wood carpet under play/swing units in park system as well as assisting with Earth Day event, and completed onboarding of new full-time employee.

Parks/Horticulture: Staff continue mowing/bed maintenance operations, delivered wood carpet safety surfacing to volunteers as needed, placed water fountain unit inside new bathroom structure at Reservoir, dragged/scarified all ballfields including completion of ballfield punch list, did trash removal throughout park system, did interior bed maintenance at City Hall, continued on work orders as assigned and turned on water to block building in Rittenhouse Park for Building Maintenance Department. Volunteers spread wood carpet at Elan Park.

Activity or Project:

Parks on Draft

Description:

Parks on Draft will kick off June 18 at Handloff Park featuring Home Grown Café. The first Parks on Draft of the summer will take place at Handloff Park on Friday, June 18 from 4 to 9 p.m., Saturday, June 19 from 4 to 9 p.m. and Father's Day, Sunday, June 20 from 1 to 5 p.m. The event is open to all ages and pet-friendly, but attendees must be over the age of 21 and have ID on-hand to purchase alcohol. Attendees are encouraged to bring their own chairs and blankets and relax in the shade with a cold drink, some great food, and live music while we let the good times roll together! Stay tuned for additional Parks on Draft events this summer!

Status:	Not Started
Expected Completion:	06-20-2021
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

Project Name/Location

Warner Hall – 280 The Green – Final sitework in progress. Final inspections in progress. TCO issued 04/04/21.

Thorn Flats/Lehigh Flats – Buildings F, 61 and 161 finals in progress, Buildings G, H, and I approved to close in, buildings I, M, 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. Commons building framing completed, most ceilings approved to close in, above ceiling and weatherproof exterior finishes in progress exterior sitework at bus entrance in progress.

Newark Senior Living – Underground plumbing, footings and building slab completed, sitework in progress, including retaining wall, first floor framing started.

321 Hillside Road/The Rail Yard - Site work processing, paving base in progress, Apartment Building B (#6000/#7000 units) framing complete. Plumbing and sprinkler rough in progress. Building A framing 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 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.

90/92/94/96 E Cleveland Ave – CO in the review process.

227 W Park – drywall.

1364 Marrows Road – Honda Service, steel in office going up, wall skins going up in service area, slab prep in garage area.

321 Hillside

- 400 Building 6 Units – Trim, porches complete sidewalk going in
- 300 Building 10 Units – Drywall, working on porches
- 200 Building 10 Units – Going into insulation
- 100 Building 10 Units – Plumbing/heating and electric going in
- 800 Building 10 Units - Framing

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.

- Received new plans for Green Mansion.
- Received plans for 118 - 130 New London infill.

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. Continued efforts to get masks to younger populations and University of Delaware. Effort to give out masks during Alfresco events.
- Continued sterilization of pay stations, general cleaning, and pre-maintenance. Continued efforts on in-office cleaning in preparation of “soft” return of employees.
- Main Street Alfresco was on April 28th. 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.
- City Council meeting on Monday, April 26th. Council voted to approve third phase of the T2 Multi-Space kiosk installation project to phase out single-space parking meters. Subsequent order of multi-space meters placed.
- Subdivision Advisory Committee on Wednesday, April 28th.
- Personnel Requisition for Full-Time Parking Ambassador position.
- Meeting with Passport on Thursday, April 22nd regarding possible downtime and new upcoming parking zones.
- Discussion with Code Enforcement regarding abandoned/unregistered vehicles on Cambridge Drive.
- Completed and distributed May 2021 Parking Ambassador and Tow Schedules.
- Continued work with Finance regarding Passport/T2 bi-annual audits.
- Discussion on return-to-work for in-person parking appeals.

Planning/Land Use

- On Wednesday, April 28, Planner Mike Fortner attended the pre-meeting with the consultant for the Transportation Improvement District (TID) Planning. The Steering Committee for the TID will meet on May 12th
- The Planning and Development Department received an application for a Special Use Permit for 954 Devon for an in-home day care. The application was distributed to Department staff for review.
- Planner Mike Fortner will staff the Steering Committee for the Comp Plan Review on April 29. The Committee is reviewing revised chapters of 1, 2, and 3.
- Planner Mike Fortner has sent out the Revenue Sharing Agreements to subgrantees for the 2021 Revenue Sharing Program.
- 8 Deed Transfer Affidavits (plus any Mike has done)

- 41 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:

Patrol Division:

- On April 25, 2021, at 0410 hours officers responded to a single vehicle collision in the drive thru lane at McDonald's on East Main Street. Upon arrival, a black Infinity Q50 was located with its front bumper pressed against the drive thru with the vehicle still running. The male driver was found in the driver's seat asleep with the seat reclined. After waking the driver, and through further investigation, he was found to be operating a vehicle under the influence of alcohol and was arrested for DUI. During the arrest, a loaded Smith and Wesson handgun was located in the driver side door compartment. In addition to the DUI, the driver was charged with possessing a firearm while intoxicated. He was arraigned through Justice of the Peace Court #11 and was released on his own recognizance.

Special Enforcement Division:

- During the week the Traffic Unit will conduct traffic enforcement at various locations throughout the city including Delaware Avenue, New London Road, Capitol Trail and South College Avenue. The unit will also conduct a speed survey in the 100 block of Meriden Drive to address a complaint of speeding vehicles at that location.
- The Special Operations Unit will continue high visibility patrols in the business district and

college rental areas. The unit will also maintain high visibility patrols in the area of the hotels along the South College Avenue corridor. Cpl. Spencer and K9 Luto are spending the week completing their national K9 certification testing.

- On April 27, 2021 the Special Operations Unit assisted the Maryland State Police and other allied agencies with a criminal initiative in the area of the Delaware/Maryland state line.
- During the week the Animal Control Officer handled numerous animal complaints including assisting a resident with a nuisance groundhog and removing a large Snapping Turtle from a yard and relocating it to the Christiana Creek.

Administration & Investigation Division:

- Certified Officer John Saitis started with NPD this week and will be sworn in on Friday, April 30th. PO Saitis will attend in-house training for two weeks prior to beginning Field Training within the Patrol Division.
- The certified officer application process closes on Friday, April 30th. Further information is accessible at: <https://selfserve.cityofnewarkde.us/ess/employmentopportunities/default.aspx>.

Criminal Division:

- On April 24, 2021, members of the Criminal Investigation Division participated in the 20th National Take Back Initiative at the Newark Police Department. During the initiative, the public was provided the opportunity to turn in potentially dangerous expired, unused and unwanted prescription drugs. At the conclusion of the event, Newark Police turned in approximately 578 pounds of various medications to the U.S. Drug Enforcement Administration for destruction.
- On April 25, 2021, at approximately 1:28 p.m., Newark Police responded to a residence on West Park Place for a report of a burglary in progress. The homeowner called 911 after arriving home and finding an unknown female in the residence. Newark Police entered the residence and immediately took the suspect into custody without incident. The suspect was identified as April Summers (aka April Edwards), 57, of Newark. An investigation at the scene revealed that the suspect entered the residence while the residents were not home. She proceeded to go through various rooms in the residence and caused damage and removed property in the process. Summers had previously been charged with unlawfully entering this same residence in 2020 and was court-ordered not to return to the residence. Summers was transported to Newark Police headquarters where she was charged by detectives with Burglary 2nd Degree, Theft Under \$1,500, Criminal Mischief, and Breach of Release. Summers appeared before Justice of the Peace Court #11 by video and was ordered to be held in default of \$7,500 secured bail. Summers was turned over to the custody of the Delores J. Baylor Women's Correctional Institution.
- On April 27, 2021, Street Crimes assisted the Maryland State Police and other allied agencies with a criminal initiative in the area of the Delaware/Maryland state line.

Auxiliary Services:

- Newly hired Communications Officer Laurie Gravell started this week. CO Gravell will be assigned to Field Training for a period of 8-12 weeks and then assigned to a platoon upon successful completion of training.

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:

The contractor at Rodney will be working on Saturday, May 1 during regular working hours, 7 a.m. to 3 p.m. Preparation continues for the concrete work associated with the playground and entrance area near the underpass.

PW&WR staff, along with Renee Bensley and Jeff Martindale are viewing presentations from our shortlisted firms for our Engineering and Project Management On-Call Contract. Presentations will wrap up this week and final decision should be ready for Council review in the coming weeks.

PW&WR welcomed our new Part-Time Administrative Professional Juli Schultz. She will be another helpful member of the PW&WR staff to guide the residents with schedule bulk collections, meter appointments, and many other things.

Staff met with DNREC representatives regarding the contamination of one of our water supply wells. Well 16 is currently not in use due to the contamination, which DNREC is actively working to clean up. There was discussion on abandoning the existing well and exploring a new well site on state owned property. We plan to provide more information to the state in order to determine other available sites that could easily feed into our current system.

Field Operation Superintendent Jason Winterling held progress meetings with new members of staff to review their work product and discuss feedback from other employees and management. Both employees are doing well and enjoy the work they are doing for the City.

Activity or Project:

Sanitary Sewer Point Repairs

Description:

Our contractor, Reybold Construction, is currently working at various location around the City to make repairs to compromised sewer lines. They recently completed repairs on Cleveland Avenue and Barksdale Road, before moving to Briar Lane for two repairs. The crews will be returning to Briar Lane for road restoration early next week and then on to other repairs at Tanglewood. Additional repairs will be made on Haines Street and at our Cooches Bridge Pumping Station in the coming weeks. Notification of all nearby residents and businesses have been given at least five (5) days in advance of the work.

Status:	In-Progress
Expected Completion:	06-30-2021
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 – April 22-28

Name	# of Documents	# of Pages	Types
Samantha	54	443	PWWR property attachments; Working remotely on modifications
Sandy	223	5,577	Timesheets; City Manager correspondence files
Fred	12	1,008	PWWR property attachments
Ana (PT)	0	0	Working remotely on modifications
Danielle	14	173	Current Legislative Department documents
Total	303	7,201	

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 04/18/21-04/24/21

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	0	8	3	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	2	2	0	1	2	0
- Attempted Robberies	0	1	0	0	1	0
- Other Robberies	3	2	0	7	0	0
Assault/Aggravated	6	1	0	5	3	0
Burglary	11	8	0	43	2	0
- Commercial Burglaries	1	0	0	41	0	0
- Residential Burglaries	10	7	0	2	2	0
- Other Burglaries	0	1	0	0	0	0
Theft	138	222	12	76	35	2
Theft/Auto	22	23	0	3	3	1
Arson	0	0	0	0	0	0
All Other	59	2	0	43	12	0
TOTAL PART I	248	263	12	181	59	3
<u>PART II OFFENSES</u>						
Other Assaults	83	63	4	74	23	7
Rec. Stolen Property	0	0	0	2	4	0
Criminal Michief	36	61	5	30	11	0
Weapons	6	1	0	13	2	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	20	30	5	20	21	7
Drugs	20	43	6	25	30	5
Noise/Disorderly Premise	162	224	20	50	98	11
Ordinance Violation	0	110	8	0	14	1
Disorderly Conduct	42	128	9	33	41	5
Trespass	90	106	7	20	32	7
All Other	77	106	7	92	68	0
TOTAL PART II	536	872	71	359	344	43
<u>MISCELLANEOUS:</u>						
Alarm	45	140	10	0	0	0
Animal Control	138	120	10	20	2	0
Recovered Property	72	48	4	0	0	0
Service	10566	10721	695	0	0	0
Suspicious Per/Veh	152	146	10	0	0	0
TOTAL MISC.	10973	11175	729	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	632	13,138	930	13,696



**Newark Police Department
Weekly Traffic Report**



04/18/21-04/24/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2314	4054	1	317
DUI	31	43	0	3
TOTAL	2345	4097	1	320

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	59	37	0	2
Property Damage (Reportable)	259	253	3	16
*Hit & Run	65	48	1	3
*Private Property	51	58	0	5
TOTAL	318	290	3	18

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.