

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Following Monday's Council meeting, staff continued working on ARPA related planning. I attended a site visit with Councilwoman Creecy and PW&WR to review the current condition of the service roads. We will be preparing a two phased plan to address the potholes which will need to be approved by Council since these are privately maintained roads. Mayor Clifton and I attended a meeting at Bloom. I attended a time management training seminar offered by DEMEC. Worked with Parks and Recreation on fireworks related discussions. We are planning to hold fireworks again this year, which is welcome news, although the event will be a little different than in the past due to COVID. Stay tuned for more information soon.

WILMAPCO hosted a roundtable this week with Delaware and Maryland that we attended to discuss bringing MARC to the Newark train station. We are very encouraged by this and it is looking like it may actually happen this time. We will provide additional updates as we get more information.

Beginning Tuesday, May 11 and lasting up to three (3) working days, Kent Construction will be closing the eastbound lane of Hillside Road near Dallam Road to complete utility work associated with the storm sewer at the Rodney Project. Signage has been put in place and flaggers will be used to manage traffic in the area. PW&WR staff will be monitoring the area closely during this operation and adjust operations as necessary. We do expect delays and will work to minimize the disruption.

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

Human Resources:

The HR team continued to be busy this week. HR Administrator Marta Pacheco continued to print police officer applications as received for CHRO Hardin's review. Those applicants that qualify have been invited to take the written exam and physical assessment on May 22. The police officer position will close today at 4 p.m. The Certified Police Officer posting closed last Friday. A total of six applications were received. So far four applicants have been invited to take the police officer written exam on Saturday, May 22. The Lead Code Enforcement Officer posting was distributed internally. The deadline to apply is 4 p.m. today.

Ms. Pacheco processed retiree health insurance invoices for May. She also processed an employee's on-the-job injury with PMA and sent out interview confirmation emails for the Customer Service Representative I position to applicants. All interview panelists were provided their interview packet for interviews to be held on Wednesday, May 12 and Friday, May 14.

CPPO Martindale completed COVID contact tracing for City staff as needed. He also pushed out

an updated COVID-19 policy for staff that accounts for updated CDC and DPH guidance. He also completed a job posting for a Full-Time Parking Ambassador position. Besides repeat administrative and billing tasks, all other tasks completed were Purchasing-related.

CHRO Hardin spent the majority of the week on labor relations matters and meeting with management to discuss employee return to work schedules. Ms. Hardin received confirmation from the State Office of Pensions that the City's application was approved by the State Pension Board at their meeting on Friday, April 30. The next steps will be getting the City set up in the State pension system and will need to send the appropriate staff for the requires training. Ms. Hardin provided the FOP with their pension designation forms to elect whether they stay in the current plan or move to a new plan that mirrors the County/Municipal - Police/Firefighters Pension Plan.

The HR team began the process to update the current Personnel Policy Manual which is long overdue for updates. The team will be meeting every Wednesday to review the current document and make updates. The goal is to have the document updated and finalized for employee distribution by the fall. On Thursday morning CHRO Hardin attended a webinar put on by Delmarva SHRM Chapter regarding Diversity, Equity and Inclusion. The presentations covered several topics that will be beneficial with the newly created D,E& I Commission. The rest of the week was spent working on pension numbers, attending meetings and answering emails and phone calls.

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale purchased additional PPE and air filters for City staff and facilities, respectively, in advance of larger staff presences at City Hall beginning next week.

Mr. Martindale also scheduled the pickup of electric vehicles from Porter Nissan next week. All three vehicles will be in use shortly.

He additionally discussed updating policies with IT, Police, and Electric on various items.

Facilities Maintenance:

The FM team primarily focused on setting up office space for staff returning to work physically at City Hall next week. Beyond that, they also completed the following:

- Inspected AEDs and refilled air fresheners
- Supported STES on ESCO-related items
- Picked up materials for various other projects
- Rearranged panels in cubicles for PW&WR
- Scrubbed floors at the GWC
- Normal cleaning and disinfecting duties

Communications:

Chief Communications Officer:

- Working with the Fire Marshal to update outdoor dining floorplans to accommodate Gov.

Carney's 5/21 date to lift capacity restrictions.

- Partnering with TNP to increase marketing and advertising efforts for Main Street Alfresco.
- Submitted special event permit application to DeIDOT to close Main Street every Wednesday from June through September.
- Organizing event to welcome staff back to the office after a year of telecommuting.
- Working with NPD leadership to arrange something for officers in recognition of National Police Week.
- Completed the Delaware Lead Grant webinar to learn if Newark qualifies for HUD grant funding for lead hazard control.

Creative Designer & Web Specialist:

- Designed new organization chart for the NPD Annual Report.
- Re-created Laurie Gravell's Everbridge account for NPD Dispatcher Access.
- Resized Michael Fortner's Bike Month poster for large print.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Scheduled UDNI event Information on News Flash and published newarkde.gov/UDNI.
- Scheduled water main flushing notice for Yorkshire via InformMe.
- Updated NPD recruitment graphics for May.

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.
- Completed and shared 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.

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 4/29/21 to 5/5/21. These sessions included arraignments, trials, capias returns and code violations. Parking Ambassadors continue to handle parking appeals online. The Parking Ambassadors will return to court on 6/1/21 to handle parking appeals in person.

Court processed 26 PBJ's for traffic moving violations this week.

Terri participated in a remote manager's meeting on 4/29/21.

Activity or Project:

Payments and Court Sessions

Description:

From 4/29/21 to 5/5/21 Alderman's Court handled 45 arraignments, 31 trials, 19 capias returns and 1 code violation. Alderman's Court collected a total of 378 parking payments of which 313 were paid online and 65 were paid at court. The court also collected criminal/traffic payments of which 189 were paid online and 18 were paid at court for a total of 207 criminal/ traffic payments.

Status:

Completed

Expected Completion:

05-05-2021

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:

Renee attended the management staff meeting on April 29.

Renee participated in the second round presentations for RFP No. 21-01 as the at-large management evaluation team member on April 29 and 30.

Renee attended a webinar on social media records retention and managing increased records requests on April 29 for credit towards her Master Municipal Clerk certification.

Renee had the pleasure of swearing in Newark's newest police officer on April 30.

Renee participated in a meeting with Senator Hansen, legislative attorneys and other municipal stakeholders regarding SB94, the upcoming virtual meetings bill to be considered in the state legislature on April 30.

Staff finalized and posted the agenda and packet for the May 10 Council meeting on May 3.

Nichol finalized and posted the agenda for the May 11 Conservation Advisory Commission meeting on May 4.

Paul and Renee staffed the Council meeting on May 3. Follow up was completed by staff throughout the week.

Renee spent time working on items related to Council, including scheduling of items for Council agendas, working with City Manager Coleman and Finance Director Del Grande on a preliminary schedule for meetings related to the FY2022 budget process, drafting items for the May 10 Council packet and drafting the May 17 Council agenda.

Renee corresponded with the developer and staff regarding developer comments and finalized the subdivision agreement and resolution for 141, 143 and 145 East Main Street and 19 Haines Street. 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.

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.

Renee worked on a letter of support from Mayor Clifton and City Manager Coleman.

Tara dedicated time to several union matters.

Renee spent time on personnel issues and office workspace preparations related to the May 10 return to the office for employees who have been working remotely.

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

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

- * Provided a response and closed an April 20 FOIA request for outstanding building/zoning/land use/fire/health code violations/spills/toxic materials pertaining to 235 East Delaware Avenue from Ruth Menefee
- * Provided a response and closed an April 22 FOIA request for applications/site plans for cellular/communication/telecommunication/wireless towers between March 5 through April 22 from SBA Communications Corp
- * Circulated to staff and received a response for a May 3 FOIA request for AST/UST/boilers/permits/violations/site plans/septic systems/environmental site assessments pertaining to 63 Corbit Street from White Clay Investments

Regarding minutes, staff time was spent on the April 13 Conservation Advisory Commission (Tara edited - complete), April 22 Council Organizational meeting (Renee edited - complete) and April 26 Council (Nichol drafted; Renee edited - complete) minutes. Several sets of Council Executive Session minutes and the May 3 Council minutes are currently in the queue.

19 discovery requests were fulfilled for upcoming Alderman's Court cases. 172 discovery requests have been filled so far for 2021. No additional court calendars were completed this week.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 6 lien certificates were completed and sent to the requestor. 186 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Tara and Danielle reviewed boxes stored in the City Secretary's Office and prepared destruction notices to be submitted to State Archives for approval for five (5) boxes that have met their retention schedules.

Samantha spent time training new employees on using TCM.

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:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:
Electric Department

Notable Notes:

The line crews upgraded the transformer in the Galleria parking lot in preparation for the EV charging stations. The crews also built up conduits and assisted the contractor in pulling cables for temporary service at the College Square Shopping Center project. The line crews also performed emergency tree removal in Fairfield due to high winds.

The electricians mostly performed metering tasks while the Meter Technician is off. Lots of tagging and turn offs and a few meter installs and wiring for CT services.

Engineering worked with multiple consultants on the draft of the System Analysis Report by Sargent & Lundy. A few issues were quickly found to be due to modelling errors. Other recommendations were discussed with the previous electric director and are philosophy changes, while some recommendations are better operating procedures. The comments on the draft are due next week and the final report will be issued subsequently.

Engineering also continued working on cell antenna issues for new and old locations. Engineering compiled the monthly UD loads and discovered smart meter issues in the process. Engineering is working with IT and the vendor to mitigate errors.

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

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Expected Completion:	
Execution Status:	

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

Finance Department

Notable Notes:

Staff is reviewing the current layout of the utility bills. Due to the amount of information now included on the bills, there have been months where the utility bill rolls over to more than one page for some customers.

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 80% 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. In addition, Accounting staff is working with New Castle County's auditors on follow up questions from the \$2.3 million CARES grant received in 2020.

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>. As of 5/6/21, official guidance has not yet been made available.

Staff is working on a tentative schedule to commence the 2022 budget process. Internal departmental budget review will be the week of July 12th.

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 - 63

Open Project Tickets from Previous Week - 19

Open Tickets with Vendor R&D from Previous Week - 19

Tickets Opened in the Last Week - 22

Tickets Closed in the Last Week - 29

Remaining Open Support Tickets - 58

Remaining Open Project Tickets - 19

Remaining Tickets with Vendor R&D - 17

1. Attended Zoom session on Meeting & Time Management on 5/4.
2. Attended GoToMeeting with Tyler to discuss status of SaaS migration project on 5/4..
3. Attended Teams meeting with Smartworks on Optimizing your VEE Configuration and Processes on 5/4.
4. Attended GoToMeeting with Paymentus to discuss project status on 5/4, provided vendor updates for site in preparation for conversion.
5. Continued working with Tyler on SaaS migration, resolving reporting and CSS issues and testing of Cashiering.

6. Continued working on updating Munis end user guides to reflect version 2019.1.
7. Updated vendor purchase order to include important information about mailing and EFTs.
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 - 90

Open Project Tickets from Previous Week - 35

Tickets Opened in the Last Week - 85

Tickets Closed in the Last Week - 87

Remaining Open Support Tickets - 89

Remaining Open Project Tickets - 34

1. Toured the cell block with Advantech so they could quote a new intercom.
2. MFA token roll out continues. 54 municipal employees remaining.
3. We have started deploying the MFA endpoint software.
4. Planning MFA deployment for the police.
5. Attended Dell World virtual conference.
6. Preparing for IT projects from the ARP list that have conditional approval.
7. Patching Hyper-V servers.
8. Workstation patching and maintenance.
9. Server patching and vulnerability remediation.
10. Continued WFH support.
11. Worked on and resolved support tickets for end users.
12. 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: Working with contractors for Reservoir Park restroom completion; reviewing park signage drafts for Rodney project; reviewed subdivision plans for review of landscape areas and requirements; completed park inspections of two parks for maintenance issues and work orders; met with recreation staff about DPH requirements and how it affects events and activities; met with Paula and Sharon about firework crowd restrictions and what is needed for Public Health plan approval; finalized memos for Council on hard surface improvement and park signage contract awards; met with Ethan and Tom Z. about ADA improvement plans in several parks and getting scope of work completed; conducted the parks maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Met with Melinda and representatives from the Bike Project regarding the upcoming bike camps; completed May PSA's and worked with Shelby to send out; worked with Shelby on Eblast regarding cancelation of the Memorial Day Parade and Ceremony on the Green to previous participants and sent out and updated the website; reviewed current pool restrictions from DPH with Chrissy regarding upcoming season; spoke with Joe and Tyler regarding the Before and After Camp care van; worked with Joe on memo for City Council on update for Spring Events and information on the memorial wreath laying event scheduled in place of the parade and ceremony; reached out to vendor for inflatable movie screen regarding two upcoming dates for outdoor movies, working with Leann Moore from the TNP and Newark Charter on dates; continued to confirm information for background checks for summer staff; worked with Melinda and Shelby to update the website and City calendar on upcoming event information; discussed with Joe and Sharon the possibility of July 4th fireworks and what we needed to do; reminded staff to complete purchase orders for upcoming programs starting; worked with Shelby to start creating events of the summer programs, for the camps and upcoming events on Facebook; worked with Melinda to start reviewing updated DE Public Health and CDC camp guidance and to review camp plans with each supervisor along with updating the parent packet and camp procedures guide from last summer to reflect any changes to the COVID procedures; 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 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: Adult softball league at Handloff began on Tuesday, 4/27, four (4) teams are participating; completed the before/after care staff schedule for May, sent out May payment information to parents, our 2021-2022 registration for after care at Downes continues through 5/5; sent out background check and contract information to summer camp staff, continue recruiting for Rittenhouse Camp staff, working on details for after camp care and pool visits to

Persimmon Creek; continue planning for Parks on Draft event; looking for more tennis instructors to work the next session of classes.

Recreation Supervisor of Community Events: Researching 4th of July fireworks throughout the state; reaching out to potential camp staff; working on camp schedules for Camp REAL and Safe Kids Camp; Newark Community Garden has one spot open; new sessions for most fitness classes have begun, an additional session of Friday Morning Yoga will begin on 5/7, per the registrants request; Adult Dance classes have begun; working on the Memorial Wreath Laying (5/13), drafted letter for Mayor and Council, sent emails to DMA, VFW and American Legion representatives.

Coordinator of GWC and Volunteers: Continued to work with court ordered community service volunteers, including providing playground cleaning and invasive plant species garlic mustard removal on Monday, Tuesday and Thursday; continued communicating with volunteers that were individually tracking their hours as a part of their community service; attended weekly staff meeting; finalized and sent the George Wilson Center Attendant calendar to all staff; continued working on items for summer camp and met with the director to discuss items needed for camp; continued to work on finalize staff for summer; met with an officer on the upcoming First Responder Friday's program scheduled to start on May 7; updated the instructors for the Migratory Bird Watching program that took place on May 1 from 9-11 a.m. at Curtis Mill Park, a total of 16 participants attended and saw over 32 types of birds throughout the walk; completed May PSA's; 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 was rented on May 2 from 2-7 p.m. for a Bridal Shower with an overall attendance of 50. We are continuing to have issues with broken glass in the parking lot of GWC; the coordinator reported a case of possible illegal dumping that was observed via security cameras on April 27 and filed a police report. Volunteer Hours: 11 volunteers devoted 32 hours on April 26 cleaning playground equipment and removing litter from the Newark reservoir; 2 volunteers devoted 8.5 hours cleaning playground equipment and removing an invasive plant species garlic mustard on April 27; 3 volunteers devoted 11.25 hours removing litter from Christina Parkway, 6 volunteers devoted 18 hours on April 27 cleaning the playground equipment and removing litter from Lumbrook Park; 4 missionary volunteers devoted 29.5 hours mulching at the Municipal Building and Folk Park; a total of 14 volunteers devoted 54 hours removing garlic mustard from Hidden Valley Park; 8 volunteers devoted a total of 47.5 hours removing litter from various parks and roadways as a part of their community service hours; total hours for the week were 200.75.

Recreation Specialist: Posted Weekly Roundup and Arbor Day planting on Facebook; assisted with Arbor Day tree planting at Downes and contacted Josh Shannon to take photos/publish article in Newark Post; updated volleyball scores/standings on website; held Bike Camp progress meeting with Newark Bike Project and dropped off camp flyers; put away camp supplies in the basement; printed and reviewed documents from 2020 camps and reviewed updated CDC guidance, began marking up 2020 camp docs and will distribute to supervisors next week for needed updates/changes; assisted with volunteers at Hidden Valley Park, checked on progress and dropped off supplies for them.

Parks Superintendent: Inspected two (2) park areas and developed work orders as needed, met with representative of Sussex Protection to review traffic control for tree work to be done at Hill Top and 896, assisted coordinating Arbor Day Tree Planting ceremony at Downes School, assisted coordinating volunteers doing mulching at Folk Park and City Hall, met with Deputy Director of Public Works and Engineering Technician at Lewis Park concerning future installation of

wheelchair ramp to tennis court from parking lot, met with several homeowners concerning tree issues along Timber Creek Lane as well as a resident on West Chestnut Hill Road concerning another tree issue.

Parks Supervisor: Assigned field staff as needed, assisted Recreation Division with Earth Day event and started coordinating to open pools for the season.

Parks/Horticulture: Staff continued mowing and bed maintenance operations, dragged/scarified/lined both Handloff fields and dragged/scarified Folk Park field, did trash removal throughout park system, did interior bed maintenance at City Hall, did equipment maintenance on Jacobsen mower and assisted with Arbor Day tree planting ceremony at Downes School; volunteers continued mulching bed areas at City Hall and Folk Park, did trash removal along Christina Parkway, cleaned several play units within the park system as well as doing Garlic Mustard removal at several park sites.

Activity or Project:

Downes and West Park Before and After School Care for the 2021-2022 School Year

Description:

The Downes and West Park Before and After School Care for the 2021-2022 School Year is having registration take place now with over 80 children participating each year. Space is limited. The schedule will be determined by the Christina School District schedule and is for children attending Downes and West Park Elementary Schools only. To register or for more information, please visit our web site at www.newarkde.gov/play.

Status:	Not Started
Expected Completion:	06-10-2022
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 Team

COMPLAINTS:24

VIOLATIONS: 19

CITATIONS: 26

INSPECTIONS: 42

Special Mention

City contractor hired to cut:

341 S Main St

161 Madison

153 Madison

145 Madison

33 Madison

167 W Main St

Project Name/Location

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 roof and installation of roof underway. Grade floor slabs being poured.

College Square Apartment Buildings - Steel and wood framing for Building 1 has started. Building 2 footers and foundations ongoing.

287 E Main Street, Fulton Bank - Interior framing and UG plumbing progressing. Exterior wall modifications underway.

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

45 E Main Street, CVS - Demolition of existing space mostly complete. Interior framing for tenant fit out ongoing.

Evan Hall, UD - Permit issued for Mechanical Renovations.

401 Bellevue Road, Safstor - Roof installation mostly complete. Fireproofing structural steel underway.

Drake Lab Addition - Prep work in existing building underway for the addition construction. Site work started.

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

227 W Park – Working on drywall.

1364 Marrows Road - Honda Service - Steel in office area complete, wall skins in service area complete, partial slab poured, slab prep in garage area continues.

321 Hillside

400 Building 6 Units - Working on Trim.

300 Building 10 Units - Drywall, working on porches.

200 Building 10 Units - 5 units approved for drywall, 5 units be insulated, porches going on.

100 Building 10 Units - Plumbing/heating and electric going in.

800 Building 10 Units - Framing is going up.

Warner Hall - 280 The Green - Final sitework in progress. Final inspections in progress. TCO issued 4/1/21.

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, ceilings approved to close in, final finishes and final inspections 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 progressing, paving base in progress, Apartment Building B (#6000/#7000 units) framing complete, plumbing and sprinkler rough in progress. Building A framing nearly complete. 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 - Wier 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

Significant Permits Approved this week

202199425 - Tenant fit out for Oishii Sushi & Ramen 129 East Main Street (formerly Delaware Running Company).

Fire Marshal:

- Working with manager's office team on Main Street events
 - o Outdoor seating, Al Fresca, outdoor heating
- Working with CEO Poole on outdoor seating
- Conducting occupancy load inspections as requested
- Plan reviews and site reviews are being conducted daily on new and existing projects
 - o Fintech, 321 Hillside, Hyatt Hotel, Fulton Bank and various other projects
 - o Site meetings at Charter School and Green Mansion to go over fire requirements
- Fire Code revisions are being updated in Munis
- Business License meeting and updates ongoing at a snail's pace
 - o Business owners and questions about changes in registrations
 - o Meeting with managers about fixing process and updates
- Fire Safety Registration Inspections have been implemented back in service Main Street
- Fire Marshal's Office procedures in process of review and updating...inspections and registrations
 - Fire Marshal's Office joint effort of multiple set fires with DSFM and NPD

Emergency Management:

- Actively working with City Manager's Office during this Emergency Operation incidents.
- Actively meeting with UD and NCC and DEMA on COVID-19 updates and planning.
- Actively reviewing the EOP Plan and adding a Pandemic Annex with current concepts and plans being updated.
- Parks and Recreation plans to bring camps back with provisions and rain day occupancies.
- EOP update emails sent to department heads rough draft submissions.
- Training matrix has been made and updates will be sent out to those in need of ICS training.
- EOC operations with UD for home games is ongoing.
- Meetings with Parks and Recreation for upcoming events (EOP).

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 had a "soft return" starting May 3rd, in preparation for full return on May 10th. With exception to AFSCME employee group, as of this week all employees are back on their regularly scheduled shifts and locations.
- 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 during "soft" return of employees.
- Placed order for pay stations with T2 Kiosks after approval from City Council.
- New connections for parking security system and made updates to existing cameras and monitors.
- New summer uniforms came in for Parking Ambassadors.
- Allowed Tsionas Management to bring crane into Lot #2 to put in HVAC on top of building.

- Supplied Finance with memorialization of what Parking Division did with personnel at the beginning of COVID-19 for auditing purposes.
- Supplied Police Department with quick reference guide of parking citations and costs for each citation.
- Prepared and discussed posting for open full-time Parking Ambassador position. Review of part-time applications.

Planning/Land Use

The following was also completed:

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

Planner Tom Fruehstorfer attended the Maryland Rail Roundtable on May 4 for a discussion on the extension of MARC train service to Newark, DE. The attendees included MDOT, MTA, SEPTA, DelDOT, the Greater Washington Partnership teams, and Delaware organizations representing potential passengers. Attendees were asked to provide information on desired service for the future. Meetings will follow in the future to provide updates on progress.

Activity or Project:

Description:

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City Manager's Weekly Report

Department:

Police Department

Notable Notes:

- On May 4, 2021, Chief Tiernan and the administrative staff held a department-wide meeting, via GoToMeeting. These meetings are an excellent opportunity for all members of the police department to discuss any concerns or issues. During the meeting, it was once again mentioned the tremendous support the police department receives from the City Council, management, and the community. A reference was made to the positive comments about the police department from our newest councilmember in a recent Newark Post article.
- Also discussed during the meeting, was an email sent from a member of the public, commending Officer Iommelli for his response to a motor vehicle accident, the writer's daughter was involved in. The writer mentioned that Officer Iommelli handled himself in a professional yet comfortable manner and immediately put his daughter at ease. This is yet another great example of the positive emails we receive from the public of how our officers conduct themselves on "routine" police interactions.
- On April 30, 2021, John Saitis was sworn-in as the newest member of the Newark Police Department. John is already a certified Delaware police officer. After completing his field training, John will be ready to serve the residents of Newark.

Patrol Division:

- On May 1, 2021, at approximately 1517 hours, two (2) Newark Police Officers were conducting foot patrol on East Cleveland Avenue near Wilbur Street. They observed a line of traffic traveling eastbound on East Cleveland Avenue. A blue sedan was observed driving in the oncoming lane and over a double yellow line to pass the line of traffic. One of the officers stepped into the roadway to stop the vehicle. The vehicle accelerated and the officer was able to avoid being struck by the vehicle. Officers observed the license plate number of the vehicle and area police agencies were advised of the incident. The officers were not injured. A short time later, a Newport Police Officer observed the suspect vehicle pulling into the driveway of a Wilmington area residence. The Newport officer contacted the driver of the vehicle and took him into custody after a brief struggle. The driver was transported to Newark Police headquarters where he was charged with DUI and resisting arrest by Newport Police Department as well as reckless endangering first degree, disregarding a police officer's signal, reckless driving and overtaking a vehicle on the left by the Newark Police Department. The driver appeared before Justice of the Peace Court #11 by video and was later released on \$8,200 unsecured bail.
- On Wednesday, May 5, 2021, several members of the Patrol Division will attend the Police Memorial Service in Dover.

Special Enforcement Division:

- During the week, the Traffic Unit conducted speed surveys on Meriden Drive at Stamford Drive and Barksdale Road at Apple Road. The unit will conduct traffic enforcement at various locations throughout the city including several high traffic areas along Delaware Avenue, Capitol Trail and South College Avenue.
- During the week, the Special Operations Unit officers attended the Newark HUB meeting, held a planning with Parks & Recreation for the First Responder Fridays program, and attended the Police Memorial Service in Dover.
- During the week, Cpl. Stevens and K9 Varg are participating in the National Police Canine Association Certification. The unit will conduct high visibility patrols in the college neighborhoods, downtown business district and the hotel corridor on South College Avenue.

Administration Division:

- The police officer application process closes on Friday, May 7th. Further information is accessible at: <https://selfserve.cityofnewarkde.us/ess/employmentopportunities/default.aspx>.

Criminal Investigations Division:

- May is Trauma Awareness Month. Many people will experience trauma at some point in their life, whether it's related to a natural disaster, violence, personal losses, and other events that have a significant impact on them. Trauma, especially when not treated, can affect a person's health and wellness. Delaware began recognizing Trauma Awareness Month every May, beginning in 2019, beginning as an initiative of First Lady Carney and Governor Carney. To learn more about Trauma, events and trainings during the month, and additional resources, visit:
 - <https://traumamattersdelaware.org/what-is-trauma/>
 - <https://news.delaware.gov/2021/04/26/governor-carney-announces-trauma-awareness-month-starts-may-1-2021/>

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:**

Public Works and Water Resources Department

Notable Notes:

Beginning Tuesday, May 11 and lasting as long as three working days, Kent Construction will be closing the eastbound lane of Hillside Road near Dallam Road in order to complete utility work associated with the storm sewer at the Rodney Project. Signage has been put in place and flaggers will be used to manage traffic in the area. PW&WR staff will be monitoring the area closely during this operation and adjust operations as necessary. We do expect delays and will work to minimize the disruption.

The EPA has adopted revised Lead and Copper Rules, effective June 2021. The program is the mechanism to test for lead and copper throughout our water system, mostly taken through

residential samples. Additional sampling will be required through this program, along with completing an inventory of service lines, both privately and publicly owned. Continuing with our popular 'Water Ambassador' program will help us comply with these additional testing requirements. Staff is currently planning a strategy for material identification on a wide scale using estimated pipe age, historic data, as well as uncovering services in areas representative of larger areas of the City. We are also preparing a formal policy on lead service line replacement, which has received some press lately as part of the recovery plan currently making it's way through the federal government.

Staff attended a demonstration of a long-range sewer cleaning operation, capable of cleaning and flushing large sewer lines up to one mile from a single setup. This is especially useful in areas where access is difficult. We plan to utilize this technology, which relies on being able to recycle the water used eliminating the need to refill the vehicle frequently, to clean some of our largest sewer trunk lines in both sewer basins.

Activity or Project:

Rodney Park and Pond Construction

Description:

The contractor at Rodney continues with site improvements, including entrance features, retaining wall finishing, and utility installation. As noted above, the storm sewer tie in to the pond will take place the week of May 10. We also plan to close on the ownership of the property the week of May 10. Once we own the property, we can close out the Brownfield portion of the project and collect reimbursement from the Brownfield grant for environmental cleanup.

Status:	In-Progress
Expected Completion:	07-31-2021
Execution Status:	On Track

Activity or Project:

Abbotsford Stormwater Pond Retrofit Grant

Description:

PW&WR was awarded a grant through the Community Environmental Project Fund in the amount of \$25,000 for use in a project to add water quality features and landscape enhancements to the existing stormwater management pond in the Abbotsford subdivision. Plans and specifications are complete and will be out for bids in the coming weeks. We also received this grant funding for signage at the Rodney project. The grant is funded through fines for environmental releases and violations and is typically granted within the same watershed as the violation, helping to mitigate damages to streams and rivers.

Status:	Started
Expected Completion:	05-31-2021
Execution Status:	On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Digital Records Project New Documents Created – April 29-May 5

Name	# of Documents	# of Pages	Types
Samantha	11	536	PWWR property attachments; Working remotely on modifications
Sandy	30	1,553	City Manager correspondence files; Payroll reports
Fred	10	1,983	PWWR property attachments
Ana (PT)	0	0	Working remotely on modifications
Danielle	6	8	Current Legislative Department documents
Total	57	4,080	

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	29,039	-21,579
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 04/25/21-05/01/21	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	4	1
- 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	1	1
Assault/Aggravated	6	4	3	5	3	0
Burglary	11	9	1	43	3	1
- Commercial Burglaries	1	1	1	41	0	0
- Residential Burglaries	10	7	0	2	3	1
- Other Burglaries	0	1	0	0	0	0
Theft	150	236	14	77	41	6
Theft/Auto	22	24	1	3	3	0
Arson	0	0	0	0	0	0
All Other	62	2	0	43	15	3
TOTAL PART I	263	282	19	182	70	11
<u>PART II OFFENSES</u>						
Other Assaults	89	64	1	74	24	1
Rec. Stolen Property	0	0	0	2	4	0
Criminal Michief	39	65	4	30	14	3
Weapons	6	1	0	13	2	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	20	36	6	21	21	0
Drugs	21	44	1	26	33	3
Noise/Disorderly Premise	175	249	25	56	103	5
Ordinance Violation	0	113	3	0	14	0
Disorderly Conduct	46	136	8	33	43	2
Trespass	96	113	7	20	32	0
All Other	82	108	2	94	80	12
TOTAL PART II	574	929	57	369	370	26
<u>MISCELLANEOUS:</u>						
Alarm	49	152	12	0	0	0
Animal Control	151	128	8	20	5	3
Recovered Property	74	52	4	0	0	0
Service	11134	11606	885	0	0	0
Suspicious Per/Veh	162	153	7	0	0	0
TOTAL MISC.	11570	12091	916	20	5	3
TOTAL CALLS	THIS WEEK 2020 671	2020 TO DATE 13,809	THIS WEEK 2021 653	2021 TO DATE 14,349		



Newark Police Department Weekly Traffic Report



04/25/21-05/01/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2342	4462	28	408
DUI	32	49	1	6
TOTAL	2374	4511	29	414

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	59	41	0	4
Property Damage (Reportable)	271	285	12	32
*Hit & Run	67	56	2	8
*Private Property	54	65	3	7
TOTAL	330	326	12	36

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.