

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

All staff returned to the office full-time this Monday, May 10th. We are excited to be getting back to normal and look forward to increased opportunities for in-person collaboration moving forward. This week we took delivery of three electric vehicles. This begins our move toward electrification of our fleet and is a critical step toward reducing the City's greenhouse gas footprint, a central component of the Council adopted sustainability plan. Monday evening we held a regular Council meeting, and I spent considerable time throughout the week following up on items from the meeting. We have another meeting this coming Monday which I also spent time preparing for. I held meetings and calls with several councilmembers this week. I will be working toward the goal of setting regular meeting dates with all councilmembers again, something that fell off alongside the pandemic. Following the CDC's updated mask guidance released this week, staff began preparing and strategizing for how we can return Council meetings to a hybrid format of both in-person and virtual. We will bring a proposal to Council for consideration at an upcoming meeting. We held several meetings this week to discuss ongoing issues and initiatives. I also attended a wreath laying ceremony at the Academy Lawn.

The remainder of the week was spent of general administrative tasks and HR/labor related tasks.

Human Resources:

CPPO Jeff Martindale facilitated interviews for temporary laborer and customer service representative positions along with the PW&WR and Finance teams, respectively. He made conditional offers to two applicants for the temporary laborer and electric groundhand positions as well. Additionally, he completed a few more onboarding/payroll checklists to ensure that the hiring process is efficient for all new employees. Lastly, Mr. Martindale assisted CHRO Hardin in preparing a recommendation memo to City Council for a vendor switch related to life and long-term disability insurance coverage for City employees. The rest of his week revolved around purchasing, facilities, or other administrative tasks.

HR Administrator Marta Pacheco continued to contact certified and regular police officer applicants who are still missing documents in order to complete their applications. She continued to provide CHRO police officer applications received to review and invite to written exam on Saturday, May 22. She posted internally the Parking Ambassador vacancy on Monday, May 10; deadline to apply is Friday, May 14 at 4 p.m. Additionally she reported several on-the-job injuries to PMA. Lastly, she finalized interview packets for PW&WR Temporary Laborer II and Laborer I vacancies. The Part-Time HR Coordinator position will be closing today at 4 p.m.

CHRO Hardin spent the majority of the week assisting City Manager Tom Coleman and department directors with several labor relations matters. The HR team met for their weekly team huddle and spent time this week working on updates to the Personnel Policy Manual. Additionally, CHRO Hardin continued working on pension calculations requested by employees. She also finalized pension calculations for an employee retiring at the end of May. CHRO Hardin also

completed a long-term disability (LTD) claim for a retiree who left the City on a disability pension. She worked with CPPO Martindale on finalizing the bid waive proposal for a new life and LTD carrier for the City employees. This will be presented to Council on May 24 for consideration. She continued working on the pension ordinance amendments for the new FOP pension plan. The rest of her week was spent attending meetings, conference calls, answering emails, and phone calls.

#### Chief Purchasing & Personnel Officer:

In addition to the noted HR items completed, CPPO Jeff Martindale continued to coordinate with finance to roll out a new credit card responsibility statement for City Fulton Bank cards. Purchasing and finance also agreed to reduce blanket vendor purchase amounts on City Home Depot credit cards to match blanket vendor purchase amounts on Fulton cards (\$200).

Perhaps most importantly for this week, Mr. Martindale facilitated the pick-up of three Nissan LEAF S Plus vehicles, which are the first electric vehicles in the City's fleet.

At Monday night's Council meeting, he also reported on the proposed MARC train expansion pilot program, which could extend the MARC rail system from Perryville, MD to Newark, DE.

The following contracts were approved by Council Monday night as well:

- Contract 21-02 (Okonite Wire)
- Contract 21-05 (Parks Signage Replacement)
- Contract 21-07 (Police Vehicle Equipment Procurement & Upfitting)

He spent the rest of the week working on administrative tasks or facilitating lesser contractual issues.

#### Facilities Maintenance:

The FM team completed the following items this week:

- Started renovations for City Secretary's Office.
- Distributed tabletop air filters in specified locations.
- Installed acrylic shielding in Alderman's Court.
- Worked on a smart board setup in the GWC.
- Supported STES as needed.
- Installed air filters in Bldgs. #1 and #2 at the Yard.
- Normal cleaning and disinfecting duties.

#### Chief Communications Officer:

- Participated in the Employee Engagement and Wellness Committee meeting, discussed upcoming wellness opportunities and events for staff as well as recruiting new members and updating bylaws.
- With CPPO, organized and oversaw Welcome Back to Work lunch for staff returning to in-person work.
- Joined Mayor Clifton, City Manager Coleman and Jeff Martindale to pick up three EVs from

Porter Nissan.

- Met with TNP leadership to go over projects in the works, plan future events, and discuss best ways to provide support to one another.
- Collaborated with DEMA and Curative to host a walk-up vaccine clinic at Main Street Alfresco. We will continue to host these events as long as DEMA has the supply and the community remains interested.
- Attended the Parks & Recreation Memorial Day wreath laying ceremony.

Creative Design & Web Content:

- Additional edits made to the 2020 NPD Annual Report.
- Created Curative Staff Parking signs.
- Designed web graphic for Pop-up Clinic at Main Street Alfresco.
- Print and hang Bike Month poster in the lobby.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Trained Katelyn Dinsmore on creating/publishing Planning and Development webpages.

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.
- 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.
- Tracked Newark-branded inventory and ordered new summer products.

<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
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<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	

<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court held three court sessions from 5/6/21 to 5/12/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors continue to handle appeals online. They will return on 6/1/21 to handle appeals in person at court.

Terri participated in a remote manager's meeting on 5/6/21.

**Activity or Project:**

Payments and Court Sessions

**Description:**

From 5/6/21 to 5/12/21 Alderman's Court handled 49 arraignments, 26 trials and 18 capias returns. The court processed 32 Probation Before Judgment sentences this week for traffic violations. Alderman's Court collected a total of 401 parking payments of which 339 were paid online and 62 were paid at court. The court also collected criminal/traffic payments of which 211 were paid online and 39 were paid at court for a total of 250 criminal/traffic payments.

<b>Status:</b>	Completed
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<b>Expected Completion:</b>	05-12-2021
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<b>Execution Status:</b>	Completed
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**Activity or Project:**
**Description:**

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<b>Expected Completion:</b>	
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**Activity or Project:**
**Description:**

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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on May 10 for Council and Bobby was in the office on May 7 for Court.

Renee attended the management staff meeting on May 6.

Staff finalized and posted the agenda and packet for the May 17 Council meeting on May 10. Addendums were posted on May 11 and 12.

Paul and Renee staffed the Council meeting on May 10. Follow up was completed by staff throughout the week.

Renee participated in a coronavirus-related conference call for State stakeholders with Mayor Clifton and City Manager Coleman.

Nichol staffed the May 11 Conservation Advisory Commission meeting. The CAC unanimously passed a recommendation to encourage the City to partake in the National Lights Out Movement to assist migrating birds during the April-May and August-November migrating seasons. They also discussed planting losses at Redd Park, electric vehicles, Federal Energy Policy implications to the City and received an update on the Comprehensive Plan from Mr. Fortner.

Renee spent time working on items related to Council, including scheduling of items for Council agendas, drafting items for the May 17 Council packet and drafting the May 24 Council agenda.

Tara completed several plan reviews.

Renee and Nichol worked with several potential applicants for boards and commissions.

Tara dedicated time to several union matters.

Danielle worked on several items for the Recorder of Deeds.

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:

- \* Circulated to staff a May 10 FOIA request for a list of properties with water shutoff/vacant/violations from March 2020 to present.
- \* Provided a decline and closed a May 11 FOIA request for extensive financial data from an out of state entity.

Regarding minutes, staff time was spent on the June 22 Council executive session (Renee drafted - complete), July 13 Council executive session (Renee drafted - complete), August 10 Council executive session (Renee drafting), May 3 Council (Nichol drafted) and May 10 Council (Nichol and Tara drafting) minutes. Several sets of Council Executive Session minutes and the May 11 Conservation Advisory Commission minutes are currently in the queue.

23 discovery requests were fulfilled for upcoming Alderman's Court cases. 195 discovery requests have been filled so far for 2021. The court calendars for May 13 and 20 were received and the 23 corresponding case files were compiled for the Deputy City Solicitor this week.

The office received 11 new lien certificate requests this week, which were sent to Finance for processing. 7 lien certificates were completed and sent to the requestor. 197 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 May 6-12 are below.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:**

**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

The line crews repaired an underground service in Devon and energized a new traffic signal at Elkton Road and McIntire Drive. They also finished the temporary service at College Square Shopping Center and started work at The Rail Yard.

The electricians escorted a contractor into all the substations for infrared scanning, reworked a grounding issue at Preston's Playground found by the electrical inspector, fixed issue at McKees Solar Park, and continued helping finance with turn offs.

Engineering had a preconstruction walk through of several small cell sites around the city, worked with T-Mobile on changes to a cell tower in the West Main Substation, and is working with USDA

on the service at the Beneficial Insects Building on Farm Lane and changes being made.

Engineering also met with a crane contractor about Fintech the future replacement of electrical infrastructure. Currently, the City is at an impasse about the location of transformers and switches which cannot be removed without a crane in an emergency. Fintech wants to see if the cost of putting the crane contractor on retainer is worth the changes that need to be made for access.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**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 discussed 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>. Interim final guidance was released May 13th by the US Treasury, and we are working with the State Treasurer’s office on our first disbursement.

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

Staff conducted the first round of interviews for the Customer Service Representative position.

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**Activity or Project:**

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**Description:**

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**Expected Completion:**

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**Execution Status:**

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**Activity or Project:**

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**Description:**

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**Execution Status:**

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**Activity or Project:**

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**Description:**

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**Status:**

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**Expected Completion:**

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**Execution Status:**

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**City Manager's Weekly Report**

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**Department:**

Information Technology Department

**Notable Notes:****Applications Team:**

Open Support Tickets from Previous Week - 58  
 Open Project Tickets from Previous Week - 19  
 Open Tickets with Vendor R&D from Previous Week - 17  
 Tickets Opened in the Last Week - 44  
 Tickets Closed in the Last Week - 41  
 Remaining Open Support Tickets - 61  
 Remaining Open Project Tickets - 19  
 Remaining Tickets with Vendor R&D - 17

1. Attended Employee Engagement & Wellness Committee meeting on 5/7.
2. Identified potential repeater issue for a group of non-communicating out-of-town water meters on 5/7, Electric to investigate.
3. Attended Teams meeting with Water Technician to review hardware configuration and connectivity to new server on 5/7.
4. Attended GoToMeeting with Tyler to review SaaS migration project status on 5/11, resolved all issues and scheduling forms testing.
5. Attended Teams meeting with Purchasing and Finance to discuss Vendor Self Service and process improvements on 5/11.
6. Attended Teams meeting with PUB Supervisor to review support ticket statuses on 5/11.
7. Completed updates of Munis end user guides to reflect version 2019.1 and uploaded to Sharepoint.
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 - 89  
 Open Project Tickets from Previous Week - 34  
 Tickets Opened in the Last Week - 67  
 Tickets Closed in the Last Week - 87  
 Remaining Open Support Tickets - 71  
 Remaining Open Project Tickets - 32

1. Received VOIP quote for cell block intercom system.
2. MFA token roll out continues. 33 municipal employees remaining.
3. Toured the Rail Yard project with Capt. Van Campen to establish a location for the police call box.
4. Working with the developer on the Rail Yard project on technical specification for the call box.
5. Office moves within IT.
6. Working on organizing storage to make accessing current inventory easier.
7. Scripted access to the Net Booter so access could be given to dispatch.
8. Patching Hyper-V servers.

9. Workstation patching and maintenance.
10. Server patching and vulnerability remediation.
11. Supported colleagues as they returned to the office full-time.
12. Worked on and resolved support tickets for end users.
13. Actively responded to and resolved Secureworks alerts.

**Activity or Project:****Description:**

<b>Status:</b>	Not Started
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	On Track
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**Activity or Project:****Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:****Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Met with Tom Z. and Rich about maintenance work needed in several park areas, worked with Paula and Sharon on Delaware Division of Public Health requirements for events; continued working with JMT on the park signage plan for the Rodney Project; met with Tyler about the Parks on Draft schedule for July and August; met with contractors about the Reservoir restroom work still outstanding; conducted parks maintenance meeting to discuss upcoming projects and work orders; met with Paula and Tyler about event permits and requirements; met with the Chrissy on an upcoming NAACP and History at the George Wilson Center meeting.

Deputy Director: Worked with Shelby to send out information on Camp REAL to previous participants and opened up registration for the camp, distributed camp registrations to the Red Roof Inn for families who are temporarily residing there; met with Sharon and Joe to discuss possibility of July 4th and to work on a plan to submit to the Division of Public Health if held; met with Tyler and Joe to discuss grant application for the Childcare Stabilization grant; spoke with Caitlin Olsen and Joe regarding possibilities for fireworks at UD; continued to work with the

Criminal History Unit of the Department of Services for Children, Youth and Families regarding background check information on summer camp staff; worked with Jeff Martindale on ordering additional PPE supplies for summer camps; worked with Sharon to finalize information for the wreath laying ceremony at the Academy Building lawn; completed meeting minutes for the April PAL board meeting and sent to board members; researched prices for hand sanitizing stations and if portable toilet vendor can provide; sent information to recreation staff on background check packets to send to their summer staff and contracted instructors, encouragement to promote all summer camps and programs occurring beyond just Facebook and PSA's and updated guidance from the State of DE regarding COVID restrictions effective 5/21/21; reviewed updates made to Camp REAL COVID guidance and Camp FAQ sheets and made edits; worked with Sharon to finalize staff for Camp REAL and ensure she has enough hired and that the Food Bank would be involved again this year; confirmed outdoor inflatable movie screens and dates with the contractor, TNP and Newark Charter for two upcoming events; started processing background checks through DELJIS and the Child Protection portal for summer staff; 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 now received over 120 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: 2021-2022 registration for after care lottery at Downes ended, all 41 of those registered for the lottery have been offered a spot; continue recruiting for Rittenhouse Camp staff, interviews held and ongoing, working on details for pool visits to Persimmon Creek; continue planning for Parks on Draft event; continue looking for more tennis instructors to work the next session of classes; Adult and Parent/Child golf programs began this week, both classes are full; met with Director and Deputy Director to discuss grant application for the Childcare Stabilization Grant.

Recreation Supervisor of Community Events: Met with Director and Deputy Director to discuss the possibility of fireworks and started writing a plan to submit to the Division of Public Health, working with agencies involved to finalize details for the plan; confirmed participants and completed an outline for a brief wreath laying ceremony at the Newark War Memorial Monument and sent invitations to the identified representatives laying wreaths; working on items for Camp REAL and Safe Kids Camp including staff; added another session for Friday Morning Yoga; confirmed participation of vendor for June Parks on Draft for family oriented activities.

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 and Tuesday, communicated with the coordinator of the Big Event, a service group with a mission to bridge the gap between students and the surrounding area with service, giving back to the community through service and civic engagement who will also be offering an opportunity to Community Service volunteers to complete hours, continued communicating with volunteers that were individually tracking their hours as a part of their community service, completed 25 letters of verification of community service hours and sent to volunteers; completed bids for pool supplies for the upcoming pool season; sent a work order to the deputy director to begin opening pools for the summer season; completed a bus bid for utilizing bus services for summer camp field trips; met with the summer camp director to go over items for camp; sent

contacts and employment paperwork to camp staff; completed employment paperwork for new and returning staff; met with the director on an upcoming NAACP and History at the George Wilson Center meeting; updated the George Wilson Center staff calendar based on some rental changes; finalized items needed for the Friday Morning Birding program that will take place Fridays in May at Phillips Park; finalized items needed for the Second Saturday History Stroll scheduled to take place on Saturday, May 8 (full program with 5 on the waitlist!); worked with officers on postponing the first First Responder Friday's program scheduled to start on May 7, the Summer Safety information and will now be presented at the Fishing with First Responders on June 4; 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. Volunteer Hours: 41 volunteers devoted 119.5 hours on May 3 and 4 removing an invasive plant called garlic mustard from Fairfield Crest, Curtis Mill Park, Fairfield Park, Olan Thomas Park and Pomeroy Trail and Coverdale Park; 6 volunteers devoted 21 hours removing litter from various parks and roadways and providing office assistance; 12 missionary volunteers devoted 48 hours mulching at the Folk Park Wednesday – Friday; total hours for the week were 188.5.

Recreation Specialist: Worked with and checked on Community Service Volunteers at Fairfield Crest and Fairfield Park pulling garlic mustard, signed in volunteers at 10 a.m., 12 p.m., and 1 p.m. at Fairfield Crest and began them at second location at Fairfield Park at 2 p.m., met with Tom at Coleman/Coverdale Parks planning next week's service; posted weekly roundup posting and Kids to Parks Day on Facebook page and created summer programming Events for Fitness, Soccer, Strolls, and Baking; worked on updating camp COVID Guidelines, started on Camp REAL guidance and updating FAQ's summer camps; emailed 5 new summer camp volunteer applicants for interview times, currently have 18 interviews done, 11 more interested, 2 interviews scheduled; updated volleyball scores/standings on website.

Parks Superintendent inspected 13 park/open space areas and developed work orders as needed, met with representative of the CAC to review the reforestation planting completed in 2019, assisted with volunteers mulching at Folk Park, assisted recreation staff with Community Service workers removing Garlic Mustard throughout park system, met with contractor installing replacement trees along Main Street and the Pomeroy Trail concerning installation next week, met with Manager of Klondike Kate's and contractor installing new tree pit along Main Street, met with representative from DNREC to inspect state easement behind Curtis Mill Park along the creek, assisted Electric Department with two tree issues, met with resident concerning tree issue and continued following up on PO status.

Parks Supervisor assigned field staff daily and assisted as needed, assisted coordinating with Recreation Division on upcoming special events and started coordinating with DelDOT on upcoming lane closures for working on Elkton Road islands.

Parks/Horticulture staff continue mowing and bed maintenance operations throughout park system, did interior bed maintenance at City Hall, raked off/leveled all horseshoe pits, dragged/scarified all ballfields and lined/cut in foul lines on both Handloff fields, did equipment maintenance on Kubota mower/walker mower/all walk behind mowers/stringline trimmers, did trash removal throughout park system, started tree injections for Emerald Ash Bore (every three years) on selected Ash trees throughout park system, replaced tot swing seats in Kells and Phillips Parks, installed island sponsor sign on South Main Street island #2 and delivered mulch for volunteers to spread at Folk Park. Volunteers spread mulch at Folk Park and started

priming/painting green equipment storage box at Parks Maintenance Building. Community service workers removed Garlic Mustard from several park areas.

**Activity or Project:**

Ash Tree Injections to Prevent Emerald Ash Borer (EAB)

**Description:**

The second round of Ash tree injections to prevent Emerald Ash Borer (EAB) on selected Ash trees throughout our park system began this week. The injections are required every three years to prevent the infestation of the Ash tree by EAB. Once infected the trees will not survive. EAB has killed hundreds of Ash trees throughout Newark. We are hoping that the trees we are treating will act as a seed source for future generations of Ash trees.

**Status:** Started

**Expected Completion:** 05-28-2021

**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:

Current Projects

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

227 W Park – drywall is being installed.

1364 Marrows Road - Honda Service - partial slab poured in garage area.

321 Hillside

- 400 Building 6 Units – Trim is being installed.
- 300 Building 10 Units – Trim is being installed.
- 200 Building 10 Units - 5 units drywalled, 5 units being insulated.
- 100 Building 10 Units - plumbing/heating and electric going in, porches going on.

- 800 Building 10 Units – Framing currently ongoing.
- 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 - Roof top work continuing. Slab and UG plumbing work progressing.
- 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 shell is complete. Site work and interior work ongoing.
- 45 E Main Street, CVS - Interior framing 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 ongoing.

#### Meetings Attended

- City of Newark ESCO – Progress meeting.
- NCCL, Phillips Avenue – Meeting regarding adjacent house allowable use.

#### Property Maintenance Team

COMPLAINTS 19  
 CITATIONS 8  
 NOTICES 35  
 INSPECTIONS 56

#### SPECIAL MENTION:

- Working with Tom Zaleski on tree issues.
- Condemned room at the Red Roof Inn.

#### 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.
- Full employee 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, which has been increasing with upcoming end of semester and changeover of residential leases. Continued handling online and in-person parking appeals.
- Parking Ambassadors continued giving out masks to patrons on-street. With the CDC's guidelines suggesting that fully vaccinated individuals do not need to wear masks outside, emphasis has only been on those that request a mask while on Main Street.

- Continued sterilization of pay stations, general cleaning, and pre-maintenance. Continued efforts on in-office cleaning with return of employees.
- Budget amendment request for Parking Office color copier upgrade. Color copier will be used primarily for signage updates and temporary signage creation that will save the City money in its Advertising/Signage budget line and speed up project creation in-office.
- Work with T2 on pay station order. Pay station are scheduled to arrive late next week. Preparation on GIS Map regarding pay station locations and pad/grounding rod placement.
- Financial breakdown and projections of 2021 parking revenues provided to Finance Department.
- Discussion and site review of Main Street Court fire lane and citations issued in area.
- Discussion on 4G Upgrade of ParkingLogix equipment.
- Request for new residential parking phone line. Current phone is being damaged by cleaners as the phone is shared between multiple employees.
- Justification for personnel figures in 2022 provided to Planning Department.
- Review of Part-Time Parking Ambassador position applicants and scheduling of virtual interviews.
- Preparation of Newark Main Street Alfresco on 5/12/21. Created parking area for vaccination event volunteers.
- Parking Management attended Council meeting in regards to the vote concerning the proposed building/parking garage on 142 East Main Street.

Parking Management attended Subdivision Advisory Committee on 5/12/21.

#### Planning/Land Use

- 5 Deed Transfer Affidavits
- 26 Building Permit Reviews
- 0 Certificates of Completion/Occupancy
- On Tuesday, May 11, Planner Mike Fortner presented at the Conservation Advisory Commission meeting on the Comprehensive Development Plan Review. Mike will give a detailed presentation at the July CAC meeting and facilitate a discussion with CAC members.
- On Thursday, May 13, Planner Mike Fortner attended the Steering Committee meeting for the Transportation Improvement District.

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#### Activity or Project:

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#### Description:

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**Status:**

**Expected Completion:**

**Execution Status:**

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#### Activity or Project:

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#### Description:

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**Status:**

**Expected Completion:**

**Execution Status:**

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

Police Department

**Notable Notes:**

## Administration Division:

- The Year 3 Commission on Accreditation for Law Enforcement Agencies (CALEA) assessment was completed last Friday by an assessor from an outside agency. The assessment consisted of an online review of numerous policies and NPD passed with no issues. The on-site CALEA assessment is scheduled for December 2021.
- On Wednesday and Thursday, Sgt. D'Elia and Sgt. Conover hosted an in-house supervisor training course. The training focused on a variety of topics for newly promoted and future NPD supervisors.

## Criminal Investigations Division:

- On May 5, 2021, Detectives charged Benez Woodard, 20, of Newport News, Virginia, with robbery and related offenses stemming from a February 2, 2021 reported robbery on Hamlet Way. In addition, on April 29, 2021, a 17-year-old male from Newark was also charged for the same incident. At the time of the initial report, two victims reported that they arrived on Hamlet Way to visit a friend. They reported that the friend came up to their vehicle and spoke with them. A short time later, two males came to their vehicle and pointed a handgun at them while demanding their property. The suspects stole personal property from the victims and fled the area. Newark Detectives quickly determined that the incident did not occur exactly how it was reported and believed that the "friend" may have set-up a robbery of the two victims. Both suspects turned themselves in to Newark Police and were charged with: Robbery First Degree, Conspiracy Second Degree, and Theft Under \$1,500. Woodard appeared before Justice of the Peace Court #2 by video and was released on \$7,000 unsecured bail. The 17-year-old male was additionally charged with Aggravated Menacing. He appeared before Justice of the Peace Court #2 by video and was ordered to be held in default of \$45,000 secured bail. He was turned over to the custody of the New Castle County Detention Center in Wilmington.
- On May 6, 2021, Victim Services Coordinator Melissa Pennachi was informed that she was selected as a Compassionate Champion Award 1st Runner Up in the first responder category by the Family Services Cabinet Council and Trauma Matters Delaware. The award recognizes individuals and organizations providing exemplary trauma-informed services in Delaware. More information about the award can be found at: <https://governor.delaware.gov/family-services-cabinet-council/compassionate-champion-award/>.
- On May 10, 2021 members of CID attended the funeral services for Cpl. Keith Heacock from the Delmar Police Department in Salisbury, MD.

## Patrol Division:

- On April 6, 2021, Newark Police responded to a parking garage in the 100-block of East Main Street for a report of a subject breaking into a vehicle. Officers contacted the victim who advised that an unknown male suspect entered a vehicle and rummaged through items within. Nothing was taken from the vehicle and the vehicle was not damaged. On May 4, 2021, Newark Police responded to the same parking garage for a report of a subject breaking into a vehicle. Officers detained a suspect at the scene. A review of surveillance video showed the suspect attempting to enter a vehicle by pulling on its door handle. However, the doors were locked. Comparison of the videos revealed that the suspect detained was the same suspect in both incidents. The suspect was identified as Joseph Knapp. Knapp was transported to Newark Police headquarters where he was charged with burglary third degree (3 counts) and attempted burglary third degree. Knapp appeared before Justice of the Peace Court #11 by video and was ordered to be held in default of \$4,000 secured bail. Knapp was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.
- On Saturday, May 8, 2021, at approximately 0218 hours, officers responded to Aetna Station #8 for the report of suspects trespassing in the firehouse. Upon arrival contact was made with a male who was speaking with firefighters. It was determined that the male had replica handcuffs stuck on his wrist and was seeking assistance after he locked himself in the handcuffs and could not get out. The male was released from his own custody and turned over to his friends.
- On Saturday, May 8, 2021, a theft was reported at Dash Discount Liquors at 1142 Elkton Road. The theft occurred on May 7, 2021 at about 1815 hours. During the theft, a male and female suspect entered the business. The female suspect engaged an employee in conversation while the male suspect removed the entire display of lottery tickets from the front counter. Both suspects fled the store on foot towards Maryland with the male suspect carrying the lottery ticket display. The suspects are described as a black male, tall, thin and wearing a black hooded sweatshirt, tan boots lined with fur and a blue glove. The female is white or Hispanic with tattoos on her left arm.

#### Special Enforcement Division:

- On May 10, 2021, the Traffic Unit motor officers assisted with the funeral escort for Cpl. Keith Heacock. During the week, the Traffic Unit will conduct high visibility patrols at various locations throughout the city.
- On May 14, 2021, the unit will conduct a distracted driving operation with members of the Special Operations Unit.
- On May 10, 2021, members of the Special Operations Unit participated in the funeral detail for Cpl. Heacock. Members of the unit from both the K9 unit and the Honor Guard participated in the ceremony.
- During the week, Officer Santos will begin a temporary rotation with the unit. The temporary rotation is designed to give a familiarity to patrol officers who have an interest in the unit and future opportunities.
- Throughout the week, the unit will conduct proactive patrols throughout the city including the business district and student rental areas.
- The unit will continue working with UDPD enforcing the COVID Emergency Ordinance.
- The unit will also conduct Cops in Shops patrols and ID checks at local restaurants.

#### Activity or Project:

#### Description:

#### Status:

<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Public Works and Water Resources Department

**Notable Notes:**

Tyre Avenue is scheduled to close for 6-8 hours on Tuesday, May 18th to allow for the construction of a stair case that will be lowered into the stair tower at the Fulton Bank mixed use building site (287 East Main Street). VMS boards are out (one on Main Street located in a parking stall and one located in the old Burger King parking lot off Delaware Avenue). The detour is identical to the previous detour required for the sanitary sewer work that was completed for the subject site last summer. This closure will not coincide with any planned Main Street Alfresco events.

On Thursday, May 13, a water line broke on Benny Street, resulting in loss of water for the majority of Benny and Chambers Streets. The repair was made quickly and water restored within a few hours. The area was placed under a boil water advisory and the affected residents were notified. When the advisory is lifted, a separate notice will be issued. Adjacent areas may have experienced discolored water as well. We thank everyone for their patience while this is resolved. Continued investment in our infrastructure can minimize these emergency occurrences, which put significant strain on our resources.

IPR has begun lining operations to rehabilitate several corrugated metal pipes (CMPs) throughout the city as part of our CMP lining program (Contract 20-10). The following locations are planned for rehab and notice has been distributed to anyone that may be impacted: Longwood Lane, Wrangler Road, Eleanor Way, Creek Bend Court, Hawthorne Avenue, Adelene Avenue, and Briarcreek Court.

Staff held a pre-construction meeting with our contractor for the Curtis Lane culvert replacement. RE Pierson will be completing this work and is the same contractor currently working on the Emerson Bridge. Materials are scheduled to be delivered in mid-June and the work will begin at

that time. All affected residents have been notified, and we have coordinated alternate parking sites for them in order to give the contractor necessary space to complete the work in a timely fashion.

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**Activity or Project:**

Rodney Park and Pond Construction

**Description:**

The contractor continues to make progress on some major items at the Rodney Park and Pond Project. The pipe that connects the drainage from the neighborhood to the pond was installed over the last week. Foundations for the fishing pier are in progress and stone veneer on the outfall structure and playground walls is nearing completion. Additional closures of Hillside Road will be necessary for the curb and sidewalk work to take place. Advanced signage will be placed to warn motorists of the lane closure. Due to the work around the railroad side of the park, the pedestrian path from Forest Lane will be closed for at least the next two weeks. The path from behind the Oaklands pool and former Dickinson site will remain open to access the underpass and signage will be in place alerting pedestrians of the closure.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	07-31-2021
<b>Execution Status:</b>	On Track

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**Activity or Project:**

Cross Connection Control and Backflow Prevention

**Description:**

Recent legislation passed by the State of Delaware requires the City to have a plan to address cross connection and backflow in our potable water system. Delaware Rural Water is assisting municipalities to achieve compliance with these laws by vetting consultants that can essentially run the program on the City's behalf. The first step is to write a plan and pass an ordinance, which will be completed over the next few months prior to bringing the ordinance to Council for consideration.

<b>Status:</b>	Started
<b>Expected Completion:</b>	12-31-2021
<b>Execution Status:</b>	On Track

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**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

Digital Records Project New Documents Created – May 6-12

Name	# of Documents	# of Pages	Types
Samantha	196	3,257	PWWR property attachments; Worked on modifications
Sandy	164	2,183	A/P Batch invoices; A/P Cash Disbursement Journals; Vendor EFT Register; Miscellaneous Payroll Reports; Bank Reconciliations; Timesheets
Fred	6	1,052	PWWR property attachments
Ana (PT)	173	1,735	Current Legislative Department documents; Parks and Recreation injury reports; Worked on modifications
Danielle	1	1	Current Legislative Department documents
Total	540	8,228	

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 05/02/21-05/08/21

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	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	1	0
Assault/Aggravated	6	4	0	5	5	2
Burglary	12	12	3	43	5	2
- Commercial Burglaries	1	2	1	41	0	0
- Residential Burglaries	10	9	2	2	3	0
- Other Burglaries	1	1	0	0	2	2
Theft	160	252	16	79	43	2
Theft/Auto	23	27	3	4	3	0
Arson	0	0	0	0	0	0
All Other	65	2	0	43	17	2
<b>TOTAL PART I</b>	<b>278</b>	<b>304</b>	<b>22</b>	<b>185</b>	<b>78</b>	<b>8</b>
<u>PART II OFFENSES</u>						
Other Assaults	97	66	2	77	29	5
Rec. Stolen Property	0	0	0	3	4	0
Criminal Michief	39	68	3	31	16	2
Weapons	6	2	1	13	4	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	22	40	4	22	21	0
Drugs	22	46	2	26	33	0
Noise/Disorderly Premise	188	264	15	66	109	6
Ordinance Violation	0	117	4	0	15	1
Disorderly Conduct	49	146	10	38	46	3
Trespass	98	115	2	25	32	0
All Other	85	113	5	95	82	2
<b>TOTAL PART II</b>	<b>606</b>	<b>977</b>	<b>48</b>	<b>396</b>	<b>391</b>	<b>4</b>
<u>MISCELLANEOUS:</u>						
Alarm	50	167	15	0	0	0
Animal Control	162	144	16	20	5	0
Recovered Property	75	59	7	0	0	0
Service	11658	12268	662	0	0	0
Suspicious Per/Veh	167	163	10	0	0	0
<b>TOTAL MISC.</b>	<b>12112</b>	<b>12801</b>	<b>710</b>	<b>20</b>	<b>5</b>	<b>0</b>

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	608	14,417	881	15,230



**Newark Police Department  
Weekly Traffic Report**



**05/02/21-05/08/21**

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2347	4795	5	333
DUI	32	52	0	3
<b>TOTAL</b>	<b>2379</b>	<b>4847</b>	<b>5</b>	<b>336</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	59	43	0	2
Property Damage (Reportable)	281	307	10	22
*Hit & Run	69	62	2	6
*Private Property	56	70	2	5
<b>TOTAL</b>	<b>340</b>	<b>350</b>	<b>10</b>	<b>24</b>

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.