

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

I am pleased to announce that we will again be hosting our 4th of July fireworks show this year after last year's hiatus due to COVID. The Department of Public Health has approved our operations plan for the event, and we are ready to go. Due to scheduling limitations with the contractor, we will be hosting our show on Friday, July 2nd. We will be sending out more information, including the rain date, soon.

The majority of my week was spent on personnel and labor related issues. Outside of that, we held a regular Council meeting on Monday evening which included two executive sessions. I attended a training session hosted by DAPE on ethics and overlapping practice issues between PE's and PLS's. I researched municipal zoning authority with regard to regulating uses and provided information to Representative Baumbach. Continued to work on an insurance requirement topic associated with Parks on Draft. I participated in FMC's Spring Community Advisory Panel meeting where we received an update on the goings on at their Stine research facility. We continued to work on updating our business license database and operating procedures. The remainder of the week was spent on general administrative tasks.

Human Resources:

We had several job postings that closed on Friday, May 14 including: Part-Time Community Center Attendant with interviews scheduled for Wednesday, May 26, an internal posting for Full-Time Parking Ambassador, and Part-Time HR Coordinator. A final reminder email was sent to all police officer applicants invited to take the written exam on Saturday, May 22 and HR coordinated any last minute logistics with the Police Department. We had two employees retire from the City this month – Jim Kiesel on May 19 after 24 years of service in Code Enforcement and James McKenney will retire on May 28 after 31 years of service in the City's Refuse Division. The HR team prepared and distributed a job posting for a Part-Time Administrative Professional I in City Secretary's Office. Deadline to apply is June 4th. The rest of the week was spent working on labor relations matters, pension calculation, attending meetings and updating new policies with the recent mask mandates put in place by the State and CDC. The HR team will also be assisting the Police Department with their police testing process on Saturday, May 22.

Chief Purchasing & Personnel Officer:

CPPO Martindale spent most of the week working on personnel-related matters with the HR team and rest of the City Manager's Office. He also met with Safety Committee Chairperson Ryan Straub to review recent near misses and safety concerns. He additionally worked to update the City's Purchasing Manual and completed sections 1 through 4. Finally, he began review of Contract 21-08 (2021 City Sidewalk Improvements), which will be posted next week.

The FM team completed the following tasks:

- Supported/escorted STES as needed.
- Continued City Secretary's Office renovations.
- Began painting in the Purchasing Assistant's new (to her) office space.
- Installed new locks on the Preston's Playground bathroom.
- Finished fabricating smartboard cart for GWC and assembling smartboard.
- Relocated air fresheners in the Parking Office.
- Relocated various office furniture for staff as needed.
- Replaced lightbulbs in roll call.
- Snaked out drain lines in holding cells after being clogged by someone in holding.
- Completed normal cleaning and disinfecting duties as needed.
- Cleaned dead bugs from light fixtures and around City facilities.

Chief Communications Officer:

- Participated in meeting with Governor's Office staff to discuss messaging related to the 5/21 SOE updates.
- Continue to answer questions about social gathering limits and work with the CPPO to process applications.
- Various personnel tasks and communication.
- Met with TNP Executive Director to tour the old Train Station, discussed multiple new and ongoing projects.
- Received DelDOT approval to schedule Alfresco events weekly starting in June.

Creative Designer and Web Specialist:

- Continue to edit the 2020 NPD Annual Report.
- Covered the Welcome Center phone calls on Monday.
- Created a CWA Job Applicant Handout for Jeff.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled a water service disruption notice for Benny St. (Lovett to Chambers) via InformMe.
- Scheduled public meeting notices via InformMe
- Trained Katelyn Dinsmore on the Document Center module of the website.
- Updated the Social Gathering Permit application.

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.
- Continue to work on 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, working on meeting minutes and the next agenda.

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**Activity or Project:**

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

### City Manager's Weekly Report

<b>Department:</b> Alderman's Court	
<b>Notable Notes:</b>  Alderman's Court held three court sessions from 5/13/21 to 5/19/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors continue to handle appeals online but will return to in-person appeals on 6/1/21.  The court processed 25 PBJ's for traffic violations. The court processed 7 plea by mails.  Terri participated in a remote manager's meeting on 5/13/21.	
<b>Activity or Project:</b> Payments and Court Sessions	
<b>Description:</b> From 5/13/21 to 5/19/21 Alderman's Court handled 64 arraignments, 28 trials and 10 capias returns. Alderman's Court collected a total of 437 parking payments of which 375 were paid online and 62 were paid at court. The court also collected criminal/traffic payments of which 273 were paid online and 10 were paid at court for a total of 283 criminal/traffic payments.	
<b>Status:</b>	Completed
<b>Expected Completion:</b>	05-19-2021
<b>Execution Status:</b>	Completed
<b>Activity or Project:</b>	

**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:**

Paul was in the office on May 17 for Council and Bobby was in the office on May 13 for Court.

Renee attended the management staff meeting on May 13.

Staff finalized and posted the agenda and packet for the May 24 Council meeting on May 17.

Paul and Renee staffed the Council meeting on May 17. Follow up was completed by staff throughout the week.

Renee attended a webinar on leadership in a digital workplace on May 18 for credit towards her Master Municipal Clerk certification.

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

Tara drafted nine proclamations recognizing the coach, manager and players on the Newark High School basketball team.

Renee completed and submitted the required paperwork to Human Resources to begin the recruitment process for the part-time Administrative Professional I position approved by Council at the May 17 meeting.

Tara completed several plan reviews.

Renee worked with several potential applicants for boards and commissions with applications received for the Board of Ethics and Diversity and Inclusion Commission this week.

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 documents and closed a May 3 FOIA request for AST/UST/boilers/permits/violations/site plans/septic/environmental assessments pertaining to 63 Corbit Street from John Cisneros
- \* Circulated to staff a May 18 FOIA request for Pitney Bowes lease/purchasing agreements

Regarding minutes, staff time was spent on the August 10 Council executive session (Renee drafted - complete), August 24 Council executive session (Renee drafting), May 3 Council (Renee edited - complete) and May 10 Council (Nichol, Danielle and Tara drafted; Renee editing) minutes. Several sets of Council Executive Session minutes, the May 11 Conservation Advisory Commission minutes and the May 17 Council minutes are currently in the queue.

31 discovery requests were fulfilled for upcoming Alderman's Court cases. 226 discovery requests have been filled so far for 2021. The court calendar for May 27 was received and the 10 corresponding case files were compiled for the Deputy City Solicitor this week.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 9 lien certificates were completed and sent to the requestor. 205 lien certificates have been processed for 2021.

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**Activity or Project:**

Digital Records Project

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**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 13-19 are below.

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

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**Activity or Project:**

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**Description:**

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

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**Activity or Project:**

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**Description:**

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

## City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

Sunday morning there was an outage on an East Main Substation circuit. A squirrel caused a capacitor to blow up and the substation breaker did not operate correctly. The surge that went through the transformer before its high side fuses blew caused enough of a disturbance that UD question what happened even though they weren't on the circuit.

Electricians worked with engineering troubleshooting the issue with the East Main Substation breaker. The trip coil was replaced, and the unit tested good. An electrician met with the Water Division about a discovery probe with their camera on the oil containment at Kershaw Substation. Better knowledge of the way the pipes are run is needed before a new design can be made. The electricians also checked capacitors in preparation for maintaining proper system power factor during hot summer loads.

Engineering attended a conference call about the solar installations on City properties, attended a seminar on the smart meter system and changes to the software, and attended a virtual meeting with DEMEC about NERC compliance standards. Engineering also met with USDA officials and UD about the transformer feeding the beneficial insects research building on Farm Lane because of load changes and interest in updating their emergency procedures.

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

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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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**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:**

## 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 90% complete. The financial audit will be done by June 30th, and the Single Audit will be completed by September 30th. The Single Audit focuses on grant funding received by the City, which are primarily the state revolving loans for our water, stormwater and sewer infrastructure, along with funding received from the CARES Act. Staff resolved all outstanding issues with New Castle County's auditors pertaining to the \$2.3 million CARES grant received in 2020.

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. Recommended Budget schedule is on the 5/24 Council agenda for discussion: <https://newarkde.gov/DocumentCenter/View/14844/2C>.

Staff conducted the first round of interviews for the customer service representative position last week. Three finalists will be brought back for a round two interview/test to be scheduled shortly.

**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 - 61

Open Project Tickets from Previous Week - 19

Open Tickets with Vendor R&amp;D from Previous Week - 17

Tickets Opened in the Last Week - 49

Tickets Closed in the Last Week - 59

Remaining Open Support Tickets - 52

Remaining Open Project Tickets - 18

Remaining Tickets with Vendor R&amp;D - 17

1. Attended Zoom meeting with Paymentus to discuss project status on 5/14.
2. Installed distro update in Compass TEST environment on 5/17 to resolve bar graph issue due to missing interval reads. Once tested this will be promoted to LIVE.
3. Coordinated FieldSense training with Electric staff on 5/18 covering Metersense and Inspector Apps.
4. Attended Admin training on 5/18 for MeterCat Server.
5. Attended GoToMeeting with Tyler to review SaaS migration project status on 5/18.
6. Electric repeater replaced and the affected group of out of town water meters are now communicating.
7. Performing upgrades of Metercat Standalone to MeterCat Server on user machines.
8. Working on VSS registration guide and updating of workflow processes for Purchasing.
9. Worked on and resolved support tickets for end users.
10. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Renewable Energy training scheduled with PUB staff on 5/25.
3. Tyler Forms testing scheduled on 5/27.
4. Upgrade of Compass OS scheduled on 6/4.
5. Upgrade of Compass DB scheduled on 6/18.

Infrastructure Team:

Open Support Tickets from Previous Week - 71

Open Project Tickets from Previous Week - 32

Tickets Opened in the Last Week - 122

Tickets Closed in the Last Week - 106

Remaining Open Support Tickets - 89

Remaining Open Project Tickets - 30

1. Sent MFA materials to Captain Van Campen for distribution to the police.
2. MFA token roll out continues. 30 municipal employees remaining.
3. Actively defended against a potential attack. Security monitors later indicated that it might have been a false positive.
4. Updating PTRG monitors.
5. Office moves within IT.
6. Working on organizing storage to make accessing current inventory easier.
7. Moved iDrac devices to the management network.
8. Planning Aerohive deployment at the maintenance yard.
9. Patching Hyper-V servers.
10. Workstation patching and maintenance.
11. Server patching and vulnerability remediation.
12. Continued WFH support.
13. Worked on and resolved support tickets for end users.
14. Actively responded to and resolved Secureworks alerts.

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**Activity or Project:**

**Description:**

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	
<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>	

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**Activity or Project:**

**Description:**

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

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**City Manager's Weekly Report**

**Department:**

Parks and Recreation Department

**Notable Notes:**

Deputy Director: Worked with missionary coordinator on projects for the week; worked with Mike Fortner on Bike Month pop up event; continued to work with coordinator at Red Roof Inn on Camp REAL participants and transportation; scheduled to be an assessor for the City of Philadelphia Program Manager interviews; completed summer camp staff orientation schedule and coordinated with guest speakers; worked with Sharon coordinating the wreath laying ceremony held on May 13; worked with Civic Rec and IT Division regarding issue with email and logging into Civic Rec; worked with Sharon to research prices for inflatable movie screens and movie rights for outdoor movies this summer partnering with the TNP; spoke with Leann Moore from the TNP on possible events; submitted plan to the Division of Public Health for the fireworks, continuing to work with the contractor and other agencies involved and set up initial meeting with them to discuss possibility; worked with Sharon on adult dance program changes; worked with Sharon to contact the Food Bank to set up things for Camp REAL; worked with Shelby to cover the wreath laying ceremony and post pictures/video from the event on social media pages; worked with Tyler on the before and after camp van; 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 125 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: Continue planning for camp and recruiting staff for Rittenhouse Camp, interviews held and ongoing; continue planning for Parks on Draft event, met with director and local restaurant regarding July event; continue looking for more tennis instructors to work the next session of classes, held interview; participated in conference call on the stabilization grant available to Delaware childcare facilities, researching options and working with schools on ideas for the grant.

Recreation Supervisor of Community Events: Finalized plans for and held a brief wreath laying ceremony at the war monument on the Academy Building Lawn; preparing work orders, purchase requisitions, etc. for summer camps, programs, and events, including Camp REAL, outdoor movies, fireworks and summer programs and camps; set up meeting for major fireworks players.

Coordinator of GWC and Volunteers: Continued to work with court ordered community service volunteers, including providing confirmation of community service letters (18) and communication about signing up for future opportunities; continued communicating with volunteers that were individually tracking their hours as a part of their community service; followed up on pool and bus bids for the upcoming summer season; continued finalizing summer staff and schedules for camps; spoke with a member of Paws for People to coordinate a guest speaker to meet with the director and member of the NAACP on an upcoming NAACP and History at the George Wilson Center meeting; attended weekly staff meeting; finalized all items for the dress rehearsal, picture night and dance recital, dress rehearsal and picture night were held on May 14 at the George Wilson Center, dance recital was held on May 15 at the George Wilson Center with a total of 60 family members and friends attending and additional family and friends watched via Zoom; updated the George Wilson Center staff calendar based on some rental changes; 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 16 from 1 – 6 p.m. for a Bridal Shower with an overall attendance of 30. Volunteer Hours: 42 volunteers devoted 128.25 hours on May 10 and 11 removing the invasive plant garlic mustard from Coleman Park and Coverdale Park; 4 volunteers devoted 15 hours removing litter from various parks and roadways; 8 missionary volunteers devoted 28 hours completing special park maintenance Wednesday and Friday; total hours for the week were 171.25.

Recreation Specialist: Supervised and checked in/out community service volunteers pulling garlic mustard at Coverdale Park on Monday and Coleman Park on Tuesday; updated volleyball scores/standings on the website; sent out summer schedules to all summer camp volunteers (18) and Volunteer Manual; three (3) interviews this week, one (1) scheduled for next week, volunteer training will be Monday, June 7th, 6-7 p.m. via Zoom; updated and promoted on Facebook Outdoor Play; updated Rittenhouse COVID procedures manual and distributed to Tyler for comments/updates.

Parks Superintendent inspected six (6) park areas and developed work orders as needed, completed light inspection along Hall/Pomeroy Trails and Main Street tree pit up lights and developed repair lists as needed, assisted Code Enforcement with tree issue, met with fencing contractor concerning getting quotes for repair work at two (2) park sites as well as getting quote for possible fence replacement project in 2022, coordinated with landscape contractor to replace vandalized trees along Main Street and plant tree along Pomeroy Trail by Newark Shopping Center, started coordinating for tree pruning project along 896 at Hill Top and assisted with volunteers spreading wood carpet under play units in park areas.

Parks Supervisor assigned field staff daily and assisted as needed, assisted with volunteers spreading wood carpet under play units and doing invasive weed control throughout park system and continued entering data into Munis work order system.

Parks/horticulture staff continued mowing and bed maintenance operations throughout park system, did trash removal throughout park system, dragged/scarified/lined all ballfields for league play, continued on tree injections of selected Ash trees for EAB control throughout park system, did interior bed maintenance at City Hall, started on pool opening list, assisted Recreation Division with wreath laying ceremony at Academy Building for Memorial Day and delivered wood carpet out to selected park sites for volunteers to spread under play/swing units. Volunteers spread wood carpet under several play/swing units as well as doing invasive weed control throughout park system.

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**Activity or Project:**

Fireworks Display

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**Description:**

Created and submitted COVID plan for fireworks display to the Delaware Division of Public Health for approval.

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<b>Status:</b>	Completed
<b>Expected Completion:</b>	05-12-2021
<b>Execution Status:</b>	

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**Activity or Project:**

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**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 currently in progress.

1364 Marrows Road - Honda Service - Slab poured in garage area.

321 Hillside

400 Building 6 Units - Final trim in progress.

300 Building 10 Units - Trim in progress.

200 Building 10 Units - All units drywalled.

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

800 Building 10 Units - Framing in progress.

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

Thorn Flats/Lehigh Flats - Buildings G, H, I, 71 and 161 finals in progress, Buildings L and M approved to close in, Buildings 111, 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, framing in progress.

321 Hillside Road/The Rail Yard - Site work progressing, paving base in progress, Apartment Building B (#6000/#7000 units) framing complete electric, 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.

211 S Main Street - Walk thru of apartment units scheduled.

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

Fintech, Star Campus - Roof top work continuing. Exterior framing started.

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

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

304 S Chapel Street - Final walk thru scheduled.

45 E Main Street, CVS - Interior drywall started. Exterior work underway.

Evan Hall, UD - Permit issued for Mechanical Renovations

401 Bellevue Road, Safstor - Exterior wall framing and wall covering progressing.

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

#### Meetings Attended

Preconstruction Meeting for 279 Orchard Road.

#### Property Maintenance Team

12 Citations

41 Notices

21 Complaints

48 Inspections

#### Notable Events:

Lifted condemnation at Red Roof Inn

### Parking:

- Continued weekly communications regarding COVID-19 policy and compliance with Parking Management, Customer Service, Maintenance and Enforcement teams. Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- No incidents of note from our May 10th return. Employees are now back at their regular workstations and working their regular work schedules.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing. Continued handling residential and municipal permitting for residents, with continued increase due to the upcoming end of semester and changeover of residential leases. Continued handling online and in-person parking appeals.
- With change in Center for Disease Control mask guidelines and change in Governor's mask mandate, Parking Ambassadors have stopped offering masks to individuals on Main Street. They will still carry masks upon request for those patrons that may forget one but would like to wear one.
- Review of part-time Parking Ambassador applications and scheduling of interviews. Supplied Parking Ambassador questions to Human Resources. Supplied bios for addition to the interview packet.
- Discussion with ComSonics regarding Patroller update and quote for change of the LPR from the Ford Rangers to the new EV Nissan Leaf.
- Work with T2 and Newark I.T. to get T2 BOSS update pushed through for access the system. Started programming for new multi-spaces kiosks, expected in at the end of the week.
- Walked Campus district for signage pole placement and multi-space kiosk mapping and geofencing.
- Discussion on updates to Parking web page.
- Worked with Finance to explain CIP necessary updates on rollover projects from 2020.
- Preparation for student move-out with dumpster placement and temporary signage explaining the process to all nearby residents.
- Fix to the lot countdown signage. Working with Parking Logix to find the root cause of the issue that is making the numbers fall over time, but signs are back to being operational for now.
- 1st Fireworks meeting on May 18th in Council Chamber. Notification received from Parks and Recreation that there will be no vendors, but fireworks only at the upcoming show due to COVID restrictions and uncertainty.
- Put out cones and signage for the Blood Bank event out on Lovett Avenue on May 18th. Put out cones for multiple work projects on Main Street and Lot #1.

### Planning/Land Use:

- 6 Deed Transfer Affidavits
- 26 Building Permit Reviews
- 0 Certificates of Completion/Occupancy
- On Wednesday, the Planning and Development Department received a special use permit application from the property at 901 Kenilworth Avenue in Newark to open a In-home day care with up to 9 pupils.
- Planner Mike Fortner completed a review and report of a special use permit application for an Accessory Use, with impact for an AT&T small cell "node" on the city-owned property that is the location of the Newark Senior Center.
- Planner Mike Fortner completed a review of the CDBG-COVID Draw from the Delaware

Department of Human and Social Services for services to Newark residents experiencing homelessness.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Police Department

**Notable Notes:**

Patrol Division:

- On May 14, 2021, at approximately 1914 hours Officers were notified by a passerby that a black sedan was traveling on the roadway riding on the rim of the vehicle behind the officer's vehicle. Officers observed a black Verano that did in fact have a blown front tire that had pieces of the tire flying off the rim as it drove westbound on East Main Street. Officers were able to stop the vehicle in the area of Iron Hill Brewery. Incident to the stop, the driver of the vehicle was found to be driving under the influence of alcohol and/or drugs. The driver was arrested and issued a traffic summons for DUI and driving a vehicle while suspended.

Special Enforcement Division:

- During the week, the Special Operations Unit, will conduct proactive enforcement in the college neighborhoods and downtown business district. The unit along with the K9 teams will also conduct patrols in the 896-hotel corridor due to ongoing calls for service.
- Members of the unit will attend a meeting with Bike Newark on Thursday.
- The Traffic Unit will conduct speed surveys at the Apple Road Bridge and on Stamford Drive. The unit is concluding a speed study on Meridan Drive. These studies are used to determine the need for traffic enforcement based on statistical analysis of traffic volume and speeds.

- Throughout the week, the unit will conduct traffic enforcement at various locations throughout the city including several high volume roadways and Barksdale Road due to a citizen complaint.

#### Criminal Investigations Division:

- Detectives are investigating two robberies, one attempted robbery and one assault, all occurring within a two-hour time frame on 5/16/2021 between 0130 and 0337 hours. During three of the incidents, the suspects confronted victims, displayed a firearm, and demanded their property. In two of the incidents, property was turned over, while in the third incident, no property was turned over. The three incidents occurred on East Park Place, West Park Place and on the Pomeroy Trail near the Newark Shopping Center. Based upon the investigation, the firearm involved is believed to be a BB gun. During the fourth incident, the suspects walked up to a victim on foot on Benny Street. They engaged the victim in conversation and then shot the victim in the hand with a BB gun. The suspects fled and the victim later received treatment at an area hospital for a non-life-threatening injury. The suspects in all four of these incidents were described as up to four males, of various races, and ages 20-30. Anyone with information about these incidents is asked to contact Det. P. Keld at (302) 366-7100 x. 3106 or pkeld@newark.de.us.

#### Activity or Project:

##### Description:

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Expected Completion:

Execution Status:

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### City Manager's Weekly Report

#### Department:

Public Works and Water Resources Department

#### Notable Notes:

Hillside Road will have lane closures associated with curb and sidewalk May 24-27. The westbound lane will be closed and flaggers will direct traffic.

Crews repaired a leak on our raw water line that feeds our South Well Field treatment plant.

Staff met with several automated pavement conditions assessment technology companies. Selecting one of these companies will help give us a cost effective, objective evaluation of the streets which can streamline the selection process for road rehabilitation.

**Activity or Project:**

Cleveland Avenue Paving and Rehabilitation

**Description:**

The paving and drainage work on Cleveland Avenue, west of Chapel to New London Road, will begin work in late June. Advanced notice will be provided and DelDOT will work with the City to facilitate refuse collection and other necessary services that may be impacted during the project.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	10-31-2021
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

Digital Records Project New Documents Created – May 13-19

Name	# of Documents	# of Pages	Types
Samantha	84	3,884	PWWR property attachments; Worked on modifications
Sandy	587	1,524	Timesheets; PUBS postal records; PUBS daily cash receipts; City Manager administrative files
Fred	448	448	PWWR property attachments
Ana (PT)	547	710	Parks and Recreation activity registrations; Worked on modifications
Danielle	3	5	Current Legislative Department documents
Total	1,669	6,571	

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 05/09/21-05/15/21

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>
<b><u>PART I OFFENSES</u></b>						
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	6	5	0	8	4	0
- Commercial Robberies	1	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	7	4	0	5	5	0
Burglary	12	12	1	43	5	0
- Commercial Burglaries	1	2	1	41	0	0
- Residential Burglaries	10	9	0	2	3	0
- Other Burglaries	1	1	0	0	2	0
Theft	168	267	14	79	43	0
Theft/Auto	25	30	3	4	3	0
Arson	0	0	0	0	0	0
All Other	68	2	0	43	17	0
<b>TOTAL PART I</b>	<b>293</b>	<b>322</b>	<b>18</b>	<b>185</b>	<b>78</b>	<b>0</b>
<b><u>PART II OFFENSES</u></b>						
Other Assaults	99	72	6	78	30	1
Rec. Stolen Property	0	0	0	3	4	0
Criminal Michief	41	74	6	31	16	0
Weapons	6	2	0	14	4	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	22	42	2	22	21	0
Drugs	23	54	8	28	33	0
Noise/Disorderly Premise	210	292	28	86	110	1
Ordinance Violation	0	120	3	0	15	0
Disorderly Conduct	51	158	12	40	46	0
Trespass	104	127	12	25	32	0
All Other	91	121	8	97	83	1
<b>TOTAL PART II</b>	<b>647</b>	<b>1062</b>	<b>85</b>	<b>424</b>	<b>394</b>	<b>3</b>
<b><u>MISCELLANEOUS:</u></b>						
Alarm	54	180	13	0	0	0
Animal Control	173	157	13	20	5	0
Recovered Property	80	62	3	0	0	0
Service	12186	12893	625	0	0	0
Suspicious Per/Veh	174	169	6	0	0	0
<b>TOTAL MISC.</b>	<b>12667</b>	<b>13461</b>	<b>660</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	528	14,945	851	16,081



**Newark Police Department  
Weekly Traffic Report**



**05/09/21-05/15/21**

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2355	5026	8	231
DUI	32	56	0	4
<b>TOTAL</b>	<b>2387</b>	<b>5082</b>	<b>8</b>	<b>235</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	60	44	1	1
Property Damage (Reportable)	290	324	9	17
*Hit & Run	70	66	1	4
*Private Property	58	72	2	2
<b>TOTAL</b>	<b>350</b>	<b>368</b>	<b>10</b>	<b>18</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.