

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Councilman Horning announced his resignation Monday evening after the Council meeting. We have scheduled a special Council meeting for Tuesday, June 1st where Council will set the date for a special meeting to replace Mr. Horning. Staff is recommending July 20th which is in compliance with Code and Charter requirements. I would like to thank Mr. Horning for his dedication to the City and wish him the best with future endeavors.

We cancelled this week's Main Street Alfresco event due to poor weather. Fortunately, we start weekly events this coming Wednesday through the rest of the summer. We are also working to bring back Parks on Draft events for the summer months, more information will be released on this soon.

Effective this week, our customers who call the Payments and Utility Group, are now able to leave a message to be called back, versus waiting on hold. This feature came at a perfect time due to the peak of our move-in/move-out season and increases in call volume that come with it.

Effective May 27, the City's Renewable Energy Program was launched. Bill 21-01 created a new, optional, 100% renewable energy fee for all electric customer classifications. The new rate will automatically apply to all new electric accounts created after May 26, 2021, and existing electric customers can opt into this program if they so choose. The fee (\$0.0.15) is set on a charge per kWh, and the revenue derived from this fee is used to purchase renewable energy credits (RECs) of sufficient quantity to cover all usage from accounts that have opted to participate in the program. The RECs will then be retired on behalf of those customers. New customers opting out and existing customers opting into the program will need to do so on a form provided by the City, which can be done at any time, and effective on the next bill cycle (immediately for new customers). More information is available on this link: <https://newarkde.gov/1193/Newarks-Renewable-Energy-Program>.

Most of my week was spent on labor and personnel related items or general administrative tasks. I also participated in a training webinar hosted by the Florida LTAP Center on Speed Calming and Speed Management as part of the continuing education requirements of my engineering license and International City Management Association membership.

Human Resources:

HR Administrator Marta Pacheco mailed police officer written exam answer sheets to PSI for scoring. Once received we can notify applicants and schedule oral interviews for those that passed. Interviews will be held the week of June 7. Also, she informed applicants that did not attend the written exam of their disqualification from the process. She scheduled Round II skills assessment simulation for Customer Service Rep. I in PUBs and notified other applicants not selected. Additionally, she called applicants to schedule interviews for the Part-Time HR

Coordinator position. Ms. Pacheco also assisted CHRO Devan Hardin with labor relations matters throughout the week.

CPPO Jeff Martindale completed numerous personnel-related duties along with the rest of the City Manager's Office this week. This took up most of his time. He also held interviews for Part-Time Parking Ambassadors (two) with the Parking team and a Part-Time George Wilson Center Attendant with the Recreation team. Finally, he completed various new hire information forms for the Delaware Department of Labor.

The HR Team assisted the police department with the police applicant testing process on Saturday, May 22. At the Monday, May 24 Council meeting CHRO Hardin presented to Council about the City's move to a new provider for employee Life and Long-Term Disability. The current provider was raising rates and not providing the best customer service to the employees or City. The new provider will provide better services than our current provider and will also save the City approximately 20% per year in premiums. CHRO Hardin spent the majority of the week assisting the city manager with labor relations matters. The rest of the week was spent working on pension numbers and completing the State Pension Application process. Members of the HR team and Finance team will be attending End User training to access the State pension system. CHRO Hardin also set up a meeting with the FOP, actuary, Solicitor Bilodeau and City staff to discuss and finalize the Pension Ordinance updates per the current CBA.

Chief Purchasing & Personnel Officer:

In addition to the HR items noted above, CPPO Martindale also finished review of Contract 21-08 (2021 Sidewalk Contract) and RFP 21-04 (PD OT Administration).

The HVAC work at City Hall is in full swing and CPPO Martindale and Facilities Maintenance Superintendent Dave Greenplate were heavily involved in meetings and work associated with this portion of the project.

Facilities Maintenance:

The FM team completed the following tasks:

- Support Trane's efforts.
- Install some air filters.
- New wire hole access in City Secretary's Office.
- Install filter in Deputy Chiefs office.
- Work on trophy case for communications.
- Deliver and set up smartboard cart at GWC.
- Continue work on Dickey Park.
- Paint purchasing office.
- Remove and install new carpet in purchasing office.
- Normal cleaning duties.
- Sanitize/disinfect as needed.
- Give initial cleaning to Preston's bathroom. Will be added to weekend and evening service.

Set to open on June 1.

Chief Communications Officer:

- Completed the copy and FAQ language for the Renewable Energy Program web pages.
- Worked with TNP to develop Alfresco radio commercials to begin airing next week.
- Met with NPD to discuss and organize National Night Out in coordination with Alfresco.
- Working with Parks and Recreation to organize and schedule a ribbon cutting for the restroom at Preston's Playground.
- Wrote and shared communication announcing the resignation of Councilman Horning.
- Various personnel communication items.

Creative Design & Web Content:

- Created a part-time CWA applicant bio sheet.
- Created the Newark's Renewable Energy Program webpage.
- Designed new hours of operation signage for the atrium.
- Final edits were made to the 2020 NPD Annual Report.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled holiday refuse collection notices via InformMe.
- Scheduled public meeting notices via InformMe.
- Trained Katelyn Dinsmore on the 'Pages' CivicPlus module.

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.
- Distributed awards for the staff wellness challenge.
- Assisted mailroom staff with various tasks.

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:
Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 5/20/21 to 5/26/21. These sessions included arraignments, trials, capias returns and code violations. Parking Ambassadors will return to court on 6/1/21 to handle parking appeals in person.

The court processed 53 PBJ's for traffic violations and processed 6 plea by mails.

Terri participated in a remote manager's meeting on 5/20/21.

Activity or Project:

Payments and Court Sessions

Description:

From 5/20/21 to 5/26/21 Alderman's Court handled 37 arraignments, 30 trials, 11 capias returns and 2 code violations. Alderman's Court collected 500 parking payments of which 377 were paid online and 123 were paid at court. The court also collected criminal/traffic payments of which 267 were paid online and 30 were paid at court for a total of 297 criminal/traffic payments.

Status:	Completed
Expected Completion:	05-26-2021
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Bobby was in the office on May 20 for Court.

Renee attended the management staff meeting on May 20.

Paul and Renee staffed the Council meeting on May 24. Follow up was completed by staff throughout the week.

Renee participated in a coronavirus-related conference call for State stakeholders on May 25 with City Manager Coleman.

Renee attended the International Institute of Municipal Clerks 2021 Institute Director Colloquium on May 25, which helps IIMC to develop their continuing education offerings for the upcoming year from the member feedback received.

Staff completed and posted the agenda for the June 1 special Council meeting on May 25. An addendum adding an executive session and the supporting packet memo for the public meeting were completed and posted on May 26.

Renee spent time working on items related to Council, including scheduling of items for Council agendas and drafting and reviewing items for the May 24 and June 1 Council packet.

Tara worked with developers to get documentation needed to process 15 permit reviews.

Danielle processed several items for the Recorder of Deeds.

Renee and Nichol worked with potential applicants for boards and commissions with applications received for the Diversity and Inclusion Commission this week.

Tara worked on research items for staff.

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

- * Provided a response and closed a May 25 FOIA request for debriefing regarding the reward of RFP No. 21-01 from Century Engineering, Inc.

- * Circulated to staff a May 26 FOIA request for BWC and MVR for Newark PD Officer pertaining to a March 29th incident from Adrian Chisholm

Regarding minutes, staff time was spent on the April 15 Election Board (Tara drafted), May 10 Council (Renee edited - complete), May 17 Council (Nichol drafted) and May 24 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the May 11 Conservation Advisory Commission minutes and the May 17 Council minutes are currently in the queue.

10 discovery requests were fulfilled for upcoming Alderman's Court cases. 236 discovery requests have been filled so far for 2021. The court calendars for June 4 and June 10 were received and the 24 corresponding case files were compiled for the Deputy City Solicitor this week.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 12 lien certificates were completed and sent to the requestor. 215 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Samantha spent time working on revised reference documentation for departments to help streamline the process of determining retention requirements and proper coding of documents being sent to the Records Division.

Samantha attended an ARMA virtual seminar.

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 20-26 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track

Activity or Project:

District 1 Special Election

Description:

Councilman Horning submitted his resignation from City Council on Tuesday, May 25. We thank him for his service and wish him well in his future endeavors. Per City Charter, a special election must be held between 30 and 60 days from the occurrence of the vacancy to fill the vacant seat.

Renee met with Mayor Clifton, City Solicitor Bilodeau and City Manager Coleman on May 25 to discuss the path forward for the special election. Subsequently, Renee worked with Chief Communications Officer Gravell on the press release for the announcement. Renee also worked with the Department of Elections staff to begin the process of scheduling the election.

Council will set the special election date and associated candidate filing deadline at their special meeting on June 1. Nominating petitions can be picked up from the City Secretary's Office starting June 2. For more information, please contact the City Secretary's office at citysecretary@newark.de.us or 302-366-7000 or visit our website for the most up-to-date information here: <https://newarkde.gov/508/District-1-Special-Election-Information>.

Status:	In-Progress
Expected Completion:	07-29-2021
Execution Status:	On Track

Activity or Project:

Part-time Administrative Professional I Recruitment

Description:

Renee worked with HR to finalize the posting for the part-time Administrative Professional I position, which went out on May 21. Applications are open through Friday, June 4. The posting can be found here:

<https://selfserve.cityofnewarkde.us/ess/EmploymentOpportunities/ApplicationEntry.aspx?form=GEN&req=2021&sreq=35&desc=PART-TIME%20ADMINISTRATIVE%20PROFESSIONAL%20I>.

Status:	In-Progress
Expected Completion:	07-06-2021
Execution Status:	On Track

City Manager's Weekly Report**Department:**

Electric Department

Notable Notes:

Cables burned down 4:30 Monday morning around Farm Lane and South Chapel Street causing a sustained outage. The loads were switched around as soon as the line crews and engineering got in.

A pressure device on a main transformer at Kershaw malfunctioned Sunday morning causing an alarm. Although there was no outage, the load was switched, and the problem identified and isolated. Early next week a contractor is scheduled to look at the issue.

The line crews worked at SAF store on Bellevue Road installing poles and a primary crossing for the pad mount transformer service.

The electricians mostly escorted the infrared contractor and the oil analysis contractor around the system and into substations. They also helped engineering troubleshoot the Kershaw alarm and make modifications to a Wyoming Road breaker involved in the outage on Farm Lane because of a slow trip.

Engineering worked at the South Chapel Substation with the SCADA equipment engineers trying to finish the punch list for communicating with the existing infrastructure. Engineering also tracked down substation bushings and arresters that need to be replaced as per the transformer testing contractor's report. Engineering also worked on a T-Mobile antenna upgrade project inside the West Main Substation.

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Finance Department

Notable Notes:

Effective this week, our customers who call the Payments and Utility Group, are now able to leave a message to be called back, versus waiting on hold. This feature came at a perfect time due to the peak of our move-in/move-out season and increases in call volume that come with it.

Effective May 27, the City's Renewable Energy Program was launched. Bill 21-01 created a new, optional, 100% renewable energy fee for all electric customer classifications. The new rate will automatically apply to all new electric accounts created after May 26, 2021, and existing electric customers can opt into this program if they so choose. The fee (\$0.0.15) is set on a charge per kWh, and the revenue derived from this fee is used to purchase renewable energy credits (RECs) of sufficient quantity to cover all usage from accounts that have opted to participate in the program. The RECs will then be retired on behalf of those customers. New customers opting out and existing customers opting in to the program will need to do so on a form provided by the City, which can be done at any time, and effective on the next bill cycle. More information is available on this link: <https://newarkde.gov/1193/Newarks-Renewable-Energy-Program>.

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 – A draft of the 2020 financial statements was sent to our auditors for review. 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.

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 - 52

Open Project Tickets from Previous Week - 18

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

Tickets Opened in the Last Week - 53

Tickets Closed in the Last Week - 46

Remaining Open Support Tickets - 59

Remaining Open Project Tickets - 18

Remaining Tickets with Vendor R&D - 17

1. Attended Teams meeting with Harris to discuss Bill Automation project on 5/20.
2. Attended Teams meeting with Pitney Bowes to discuss OMR on 5/20.
3. Attended GoToMeeting with Tyler to review SaaS migration project status on 5/25.
4. Held a Teams meeting with PUB Team to review Renewable Energy Program on 5/25.
5. Conducted Tyler Forms testing on 5/27 to prepare for SaaS conversion.
6. Scheduled IT Budget meetings with departments.
7. Continued working on VSS registration guide and updating of workflow processes for Purchasing.
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.
2. Upgrade of Compass OS scheduled on 6/4.
3. Upgrade of Compass DB scheduled on 6/18.

Infrastructure Team:

Open Support Tickets from Previous Week - 89
 Open Project Tickets from Previous Week - 30
 Tickets Opened in the Last Week - 132
 Tickets Closed in the Last Week - 132
 Remaining Open Support Tickets - 88
 Remaining Open Project Tickets - 29
 Remaining New Employee/Termination Tickets - 2

1. Capture client configuration.
2. Updating documentation.
3. Firewall clean up.
4. 4TB external connected to backup prod.
5. GIS mapping troubleshooting.
6. Installed new printer in HR.
7. New employee provisioning.
8. Planning Aerohive deployment at the Maintenance Yard.
9. New Net Booter installed with script integration.
10. Patching Hyper-V server.
11. Workstation patching and maintenance.
12. Server patching and vulnerability remediation.
13. Continued WFH support.
14. Worked on and resolved support tickets for end users.
15. Actively responded to and resolved Secureworks alerts.

Activity or Project:**Description:**

Status:	Not Started
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:**Description:**

Status:	
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Expected Completion:	
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Execution Status:	
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Activity or Project:

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

Parks and Recreation Department

Notable Notes:

Recreation Supervisor of Community Events: Prepared for and held a logistics meeting for the fireworks, scheduled a follow up meeting to hash out more details prior to the event; scheduled a meeting for Camp REAL staff to get to know each other; fitness and adult classes end in the next week, new fitness sessions begin the second week of June, emailed current and past fitness participants about the new sessions; Adult Dance will no longer be offered due to the relocation of the instructor.

Coordinator of GWC and Volunteers: Continued to work with court ordered community service volunteers, provided 19 additional confirmation of community service letters – a total of 75 letters have been completed for community service volunteers; the coordinator was in communication with the Deputy Director and Alderman's Court about volunteers that disputed the total number of hours they devoted with the department; continued communicating with volunteers that were individually tracking their hours as a part of their community service; sent the awarded pool bid letter to Leslie's Pool to order pool supplies; continued finalizing summer staff and schedules for camps and lifeguards; hosted a meeting with the Mayor, NAACP, UD and other individuals on the History at the George Wilson Center displays on May 20, a total of 5 attended in person at the George Wilson Center and 12 attended via Zoom; attended weekly staff meeting; worked with IT and the facilities maintenance crew on the smart board that was donated to GWC; worked with the Deputy Director to discuss COVID regulations including capacity and mask policies moving forward for the George Wilson Center; began to finalize items to go over with GWC Attendants for a staff meeting scheduled for May 24; updated the George Wilson Center staff calendar based on some rental changes and sent the June calendar to attendants; 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 Saturday, May 22 from 3 - 9 p.m. for a Baby Shower with an overall attendance of 40 and on Sunday, May 16 from 1 - 6 p.m. for a Bridal Shower with an overall attendance of 25. Volunteer Hours: 36 volunteers devoted 117.5 hours on May 17 and 18 removing an invasive plant called garlic mustard from Coverdale Park and removing litter from New London Road; 4 volunteers devoted 20 hours removing litter from various parks and roadways; total hours for the week were 137.5.

Recreation Specialist: Worked with Community Service Volunteers signing in and out and supervising volunteers pulling Garlic Mustard at Coverdale Park on Monday and Tuesday; sent out schedules to three more summer camp volunteers, session #1 of Rittenhouse has a full roster of eight volunteers; attended fireworks meeting; updated volleyball scores/standings on City website; posted Weekly Roundup on Facebook; completed data entry of 2021 volunteers into new volunteer spreadsheet.

Parks Superintendent inspected three park/open space areas and developed work list as need, met with developer to review landscape installation and get revised planting plan to start 2-year surety bond, coordinated with Electric Department on light removal at Olan Thomas, met with residents adopting the Fickes Trail thru Rittenhouse Park, met with several contractors to secure quotes for tree spraying and fence repair and started measurements at several park/horticulture site for maintenance standards.

Parks Supervisor assigned field staff daily and assisted as needed, started coordinating for volunteers next week to place wood carpet under play/swing units in park system and started assembling materials for volunteer group installing trail markers throughout the Fickes/Christina Valley Stream Trail system.

Parks/Horticulture staff continue mowing and bed maintenance operations, did interior bed maintenance at City Hall, dragged/scarified/lined both Handloff ballfields for league play, continued tree injections for EAB and continued on “punch list” for opening both pools at Dickey and Wilson Center.

Activity or Project:

Newark Fireworks Friday, July 2

Description:

One of Delaware's best annual pyrotechnic shows will take place on Friday, July 2, at the University of Delaware's Athletic Complex beginning at dusk. Vendors and entertainment will not be present. This will be a Fireworks only event.

Free parking and viewing from your vehicle location is available in the University of Delaware Athletic Complex lots, including those surrounding the UD Stadium and Bob Carpenter Center, as well as the Woods Lot (off of Route 4) and the STAR Campus north and south parking lots. Information on parking times will be available after June 1. There will be NO lawn or grass viewing areas available for this event in these parking areas.

Alcohol is not permitted during the event, and the community is asked to leave pets at home and be sure they are secured safely during the fireworks display, as the noise can frighten animals. The rain date for fireworks is Monday, July 5. If weather is questionable, please call the Leisure Time hotline at (302) 366-7147.

Status:	Not Started
Expected Completion:	07-02-2021
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/trim in progress.

1364 Marrows Road - Honda Service - light gauge framing in office area/electric/HVAC going in.

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 - rough plumbing complete in 5 units going in last 5 units, heating and electric going in.
- 800 Building 10 Units – Framing currently in progress.

211 S Main Street - Final inspections complete for apartment units and building core and shell.

625 S College Avenue, Whitney - Final inspections completed for project.

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

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 - Rough plumbing completed for apartment units. UG plumbing for bank fit out complete.

304 S Chapel Street - Final inspections complete.

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

Evan Hall, UD - Interior demolition underway.

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.

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 underground storm facility, panelized 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 completed, fishing dock and seat wall construction in progress, recreational equipment construction and installation in progress.

Items of Interest

18 Country Club - Received application and plans for Fairfield Apartment Fire repair.

62 N Chapel Street Received application and plans for new apartment building.

Meetings Attended

City of Newark ESCO - Progress meeting
Progress and RFI update meeting with Architects at 924 Barksdale Road (Newark Senior Living)

Significant Permits Approved This Week

202100479 - 137 East Main Street - 5 Guys Tenant fit-out (formerly Cheeburger Cheeburger)

Property Maintenance Team

Inspections: 24
 Complaints: 13
 Citations: 22
 Notices: 18

Parking:

- Continued weekly communications regarding COVID-19 policy and compliance with Parking Management, Customer Service, Maintenance and Enforcement teams. Distributed new mask policy to all and spoke on the importance of all employees keeping distance and to stay vigilant so the spread of COVID continues to go down.
- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- 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. Duties have been reassigned to employees to make up for a temporary loss of a full-time Parking Ambassador. All appeals are being handled within seven days of being entered.
- Part-time Parking Ambassador interviews and scoring. Staff has selected candidates for hire and all applicants will be notified in the coming days.
- Prepared for the Main Street Alfresco, but the event was ultimately canceled due to threat of thunderstorms. Created signage and programming for street closure. Placed cones for businesses that require parking due to being impacted by road closure.
- Received quote for License Plate Recognition device move from old Ford Ranger to new Electric Nissan Leaf.
- Placed cones for electric to work on transformer as they prepare for new EV Charging stations. Placed cones for Main Street Galleria power washing and coloring and for dumpsters for student move-out.
- Worked with Finance Department on old CIPs that still have money left over and incoming revenue accounts.
- Designed and submitted for new Immobilization sticker. New verbiage stresses the importance of making a payment prior to contacting the City and direct users directly to web portal for payment.
- Discussion with warehouse regarding old meters and the eventually sale of old IPS single-space technologies.
- Touch base with Victor Hill and Danny McConaha of T2 Systems to discuss upcoming projects and previous orders.
- Parking management spoke to Passport CEO David Evans on the future of mobile technology and their expansion into new parking services and technologies.
- Parking management attended the bi-weekly Subdivision Advisory Committee.

Planning/Land Use:

- 10 Deed Transfer Affidavits completed this week.
- 29 Building Permit Reviews

•3 Certificates of Completion/Occupancy

- The next Steering Committee meeting for the Comprehensive Development Plan review is scheduled for June 3 at 7 p.m. via GoToMeetings. The Committee will review revised Chapter 5: Housing and Community Development and Chapter 6: Transportation.
- Planner Mike Fortner participated in the Transportation Improvement District meeting on Wednesday, May 26.
- On Friday, May 21, Planner Mike Fortner attended a panel discussion on the State's new report on Analysis of Impediments to Fair Housing in Delaware.
- Planner Mike Fortner completed a report for a Special Use Permit for the AT&T Cell tower as an Accessory Use, with Impact at 200 Whitechapel Drive.
- Planner Mike Fortner received an application for a SUP for an in-home Day Care at 901 Kenilworth Avenue. The application has been distributed to the SAC Committee for comments.

Activity or Project:

Description:

Status:

Expected Completion:

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Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

Patrol Division:

- On May 20, 2021, at approximately 0842 hours, Newark Police responded to a residence in the 200 block of Vassar Drive for a report of an assault. The residence is a group home consisting of clients and their caregivers. Responding officers arrived to find that a female caregiver had been assaulted by a client of the facility. The female caregiver was transported to an area hospital by Delaware State Police helicopter for treatment of her injuries. The client was also transported to an area hospital for evaluation.

- On Monday, 5/24/21, at approximately 0219 officers responded to the report of a vehicle stuck on the railroad tracks on West Main Street near the Deer Park. Upon arriving on scene officers found a black Nissan Altima stopped on the train tracks. Through investigation it was determined that the driver was only 19 years of age and was operating the vehicle under the influence of alcohol. She was subsequently arrested for DUI and underage consumption of alcohol.

Special Enforcement Division:

- On Wednesday, Sgt. D'Elia met with Parks & Recreation regarding upcoming summer camps and community events.
- Sgt. D'Elia will also attend a Zoom meeting with the NAACP to discuss community programs and partnership opportunities.
- The unit will conduct proactive patrols throughout the city including the 896 Hotel Corridor along with the business district and student rental areas.
- During the week, the Traffic Unit will conduct traffic enforcement at various locations throughout the city including West Chestnut Hill Road following citizen complaints. The unit will also focus on moving violations as well as seatbelt and cell phone violations.
- On Monday, the unit issued 26 citations during a seatbelt and cell phone enforcement detail.

Administration Division:

- On May 22, 2021, NPD hosted a police applicant written exam and physical fitness testing for a group of 19 applicants. Applicants who pass both elements will move on to the structured oral board phase.

Criminal Division:

- On May 21, 2021, detectives charged Jasiah Brooks, 18, of Bear, with multiple offenses related to several robberies and assaults that occurred on May 16, 2021 after a search warrant was executed at his residence. Brooks was taken into custody at his residence without incident. Brooks was identified as a suspect following witness interviews and review of various surveillance video. Throughout the investigation, Detectives identified 11 different victims involved in these incidents.

Detectives are continuing the investigation to identify additional suspects. Brooks was transported to Newark Police headquarters where he was charged with 30 total offenses, including:

- Attempted Robbery First Degree (2 counts)
- Robbery First Degree
- Robbery Second Degree
- Possession of a Firearm During the Commission of a Felony (2 counts)
- Conspiracy Second Degree (3 counts)
- Reckless Endangering Second Degree (7 counts)
- Conspiracy Third Degree (3 counts)
- Assault Third Degree (7 counts)
- Menacing (4 counts)

Brooks appeared before Justice of the Peace Court #11 by video and was ordered to be held in default of \$60,000 secured bail. Brooks was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington. Anyone with information about these incidents is asked to contact Det. P. Keld at (302) 366-7100 ext. 3106 or pkeld@newark.de.us.

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

Public Works and Water Resources Department

Notable Notes:

UDon't Need It? student move out program continues at the STAR Campus until Thursday, June 10 for disposal only. Students and landlords can bring their unwanted items for free disposal. The site will be closed on Memorial Day, Monday, May 31.

Hillside Road will have lane closures continuing through June 4 for curb and sidewalk replacement associated with the Rodney Park and Pond Construction. No closures are slated for May 28 or May 31. Flaggers will be on site to control traffic.

PW&WR staff met with staff from the New Castle Municipal Services Corporation, which provides water and electric utilities to the City of New Castle. Topics of discussion at this meeting were lead and copper testing rules, backflow prevention, SRF funding opportunities, personnel insights, and many others. The exchange of information with these and other local utilities is always beneficial to our operations and keeps lines of communication open in the event of emergencies.

Director Filasky and Environmental Coordinator Kelley Dinsmore gave a tour of the Rodney site to a group from the Delaware Section of the American Water Resources Association. The diverse group of about 20 were very interested in our approach to the project, environmental benefits, and the interest the residents showed in the entire process.

New grant funding through FEMA associated with Hurricane Isaias is now being solicited by DEMA in the form of hazard mitigation grants. City staff will be discussing potential projects for backup generation as well as flooding issues in areas such as Rahway Drive.

Activity or Project:

Sanitary Sewer Point Repairs

Description:

Reybold Construction has completed 7 of the 9 point repair locations under this contract. All restoration has also been completed at the 7 completed locations. The remaining locations are waiting for material delivery in order to complete. Contractors across the state are experiencing long lead times of up to 8 weeks for pipe and concrete materials. The supply and demand will likely drive costs up on future contracts; however, the suppliers are ramping up production in an attempt to meet the demand.

Status:	In-Progress
Expected Completion:	06-30-2021
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – May 20-26

Name	# of Documents	# of Pages	Types
Samantha	13	1,357	PWWR property attachments; Worked on modifications
Sandy	21	2,478	PUBS daily cash receipts; City Manager correspondence and administrative files
Fred	218	218	PWWR property attachments
Ana (PT)	629	1,122	Parks and Recreation activity registrations, injury reports and volunteer group records; Worked on modifications
Danielle	10	36	Current Legislative Department documents
Total	891	5,211	

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 05/16/21-05/22/21

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	7	10	5	24	4	0
- Commercial Robberies	1	0	0	0	0	0
- Robberies with Known Suspects	2	3	1	1	2	0
- Attempted Robberies	0	2	1	0	1	0
- Other Robberies	4	5	3	23	1	0
Assault/Aggravated	8	7	3	6	12	7
Burglary	11	13	1	57	6	1
- Commercial Burglaries	1	2	0	41	0	0
- Residential Burglaries	9	9	0	10	3	0
- Other Burglaries	1	1	0	6	2	0
Theft	177	276	9	85	49	6
Theft/Auto	26	31	1	4	4	1
Arson	0	0	0	0	0	0
All Other	68	2	0	48	18	1
TOTAL PART I	304	340	18	227	93	15
<u>PART II OFFENSES</u>						
Other Assaults	105	75	3	95	31	1
Rec. Stolen Property	0	0	0	4	4	0
Criminal Michief	45	77	3	31	19	3
Weapons	7	3	1	15	5	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	22	45	3	22	28	7
Drugs	23	56	2	29	34	1
Noise/Disorderly Premise	226	320	28	94	116	6
Ordinance Violation	0	122	2	0	15	0
Disorderly Conduct	52	164	6	40	47	1
Trespass	110	134	7	25	33	1
All Other	98	135	14	103	87	4
TOTAL PART II	688	1131	69	458	419	25
<u>MISCELLANEOUS:</u>						
Alarm	55	194	14	0	0	0
Animal Control	179	169	12	20	5	0
Recovered Property	81	66	4	0	0	0
Service	12761	13581	688	0	0	0
Suspicious Per/Veh	182	177	8	0	0	0
TOTAL MISC.	13258	14187	726	20	5	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	663	15,608	915	16,996



**Newark Police Department
Weekly Traffic Report**



05/16/21-05/22/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2366	5218	11	192
DUI	32	59	0	3
TOTAL	2398	5277	11	195

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	61	50	1	6
Property Damage (Reportable)	297	353	7	29
*Hit & Run	74	73	4	7
*Private Property	60	82	2	10
TOTAL	358	403	8	35

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.