

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

We received notice this week that the Final ARPA grant to the City will be \$18,094,136.34. The previous amount discussed in our Council meeting was \$17,089,516.42, so we are receiving \$1 million more than initially projected. We are expecting to receive the first tranche June 26th (\$9,047,068.17). This increase is due to a revision in the methodology used to calculate the grant award. More information on the change is available in the Finance section of this report.

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 be the default rate for all new electric accounts created after May 26, 2021 unless they choose to opt for the traditional rate. Existing electric customers can opt into this program if they so choose. The fee (\$0.015 per kWh) will be 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. This rate will fluctuate periodically based on current market rates for RECs and could be higher or lower in the future. 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. More information is available on this link: <https://newarkde.gov/1193/Newarks-Renewable-Energy-Program>.

City Hall was closed on Monday in observance of the Memorial Day holiday. On Tuesday we held a special City Council meeting to set the date for the upcoming special election to fill the District 1 vacancy. July 20th is now the official election date, and we are accepting petitions for candidates currently. I continued to work on labor related issues throughout the week related to AFSCME 1670. On Wednesday, I hosted a meeting between the development and construction team for the Rail Yard project and our project inspection and review team. The Rail Yard is pushing toward the finish line and are preparing for Certificates of Occupancy in several buildings. On Thursday, we held a ribbon cutting event for the new bathroom at Preston's Playground. This project has been six years in the making and it was great to finally bring it to conclusion. I attended another training webinar this week as I continued working on continuing education requirements for my engineering license and ICMA requirements. The remainder of the week was spent on general administrative and personnel related tasks.

Human Resources:

HR Administrator Pacheco processed several employee injuries with PMA as well as retiree invoices for June. The HR Division was provided with the scores for the written police exam and contacted the police officer applicants that successfully passed the written exam and PT to schedule their oral board interviews. Interviews will be held on Wednesday, June 9 and Thursday, June 17. Ms. Pacheco prepared random drug screen letters for June tests. Ms. Pacheco also sent out interview confirmation emails to the Part-Time HR Coordinator applicants. Interviews will be held on Tuesday, June 22. An internal only posting for the Lead CEO position will be posted on

Friday, June 4. The PT Administrative Professional I position in CSO will close on Friday, June 4. CHRO Hardin spent the majority of the week working on new police pension updates and setting up the staff training with the State Pension Office for the new officers going into the State Plan. The training is mandatory before accessing the State portal. Seven employees will be attending from the City from Finance and HR. Training is scheduled for July 1 and will be virtual. The rest of the week was spent catching up on labor relations matters, emails, attending meetings and catching up on filing. CPPO Martindale assisted CHRO Hardin with various assignments and projects throughout the week.

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale worked second shift (5:00 p.m. – 2:00 a.m.) along with Seiberlich Trane and Summit Mechanical this week. This was done to facilitate access to the secure HR rooms in the City Manager’s Office. Most of the work he completed was related to facilitating this work and catching up on emails and projects that he was unable to work on during regular business hours.

The FM team completed the following tasks this week:

- Continued work at Dickey Park.
- Supported STES as needed.
- Fabricated shelves for the City Secretary’s Office.
- Facilitated AC work at Kershaw substation.
- Rehung acrylic as needed.
- Assembled a desk chair for PW&WR.
- Installed light bulbs as needed.
- Reattached toilet paper holder at FOC.
- Normal cleaning and disinfecting duties.

Chief Communications Officer:

- Attended the ribbon cutting for the restrooms at Preston’s Playground.
- Scheduled staff and community blood drive at City Hall for June 24.
- Continuing to work with the Wellness Committee to schedule health and wellness related lunch and learns beginning next month.
- Assisting restaurants participating in Alfresco with updated outdoor plan and support letters to ABC.

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.
- Started working on next 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.

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 5/27/21 to 6/2/21. These sessions included arraignments, trials and capias returns. The Parking Ambassadors returned to court on 6/1/21 to handle all parking appeals in person.

Terri participated in a remote manager's meeting on 5/27/21.

The court processed 58 PBJ's for traffic violations this week.

Activity or Project:

Payments and Court Sessions

Description:

From 5/27/21 to 6/2/21 Alderman's Court handled 53 arraignments, 36 trials and 10 capias returns. The court also processed 5 plea by mails this week. Alderman's Court collected a total of 389 parking payments of which 345 were paid online and 44 were paid at court. The court also collected criminal/traffic payments of which 201 were paid online and 40 were at court for a total of 241 criminal/traffic payments.

Status:

Completed

Expected Completion:

06-02-2021

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 27 for Court.

Renee attended week one of a three week series of online seminars from the University of Wisconsin on May 27 for credit towards her Master Municipal Clerk certification. Seminar topics for this week were COVID Trauma and the Impact on Mental Health and Emotional Intelligence.

Nichol finalized and posted the June 8 Conservation Advisory Commission agenda on June 1.

Paul and Renee staffed the special Council meeting on June 1. Follow up was completed by staff throughout the week.

Renee participated in a meeting with IT and Finance staff regarding the FY2022 Legislative Department IT budget on June 2.

Staff completed and posted the agenda for the June 9 Election Board meeting on June 2.

Renee spent time working on items related to Council, including scheduling of items for Council agendas, drafting the June 14 Council agenda and drafting and reviewing items for the June 14 Council packet.

Renee drafted the newspaper and direct mail notices and Tara completed the direct mail notices for the motion to reopen the public hearing for the development project located at 141, 143 and 145 East Main Street and 19 Haines Street. This motion to reopen, major subdivision with site plan approval and special use permit are scheduled for the June 14 Council meeting.

Renee completed the newspaper ad and Tara completed the direct mail notices for the vacation hearing for Lawson Street. This street vacation is scheduled for public hearing at the June 21 Council meeting.

Renee drafted and circulated to staff for review the subdivision agreement for 1501 Casho Mill Road. This Comprehensive Development Plan amendment, major subdivision and special use permit are scheduled for public hearing at the July 12 Council meeting.

Tara worked with developers to get documentation needed to process 10 permit reviews.

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

Tara drafted proclamations for two Newark residents who are celebrating their 100th birthdays.

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

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

- * Provided a document and closed a May 10 FOIA request for a list of properties from 03/01/2020 to present with water shutoff/vacant/violations from Catherine Shorts
- * Provided a document and closed a May 18 FOIA request for any lease agreements between the City and Pitney Bowes regarding equipment leased or purchased from Quadient
- * Circulated to staff a May 26 FOIA request regarding the body worn camera footage of Newark Police Department officer from Adrian Chisholm
- * Provided a document and closed a May 27 FOIA request for the scoring sheet pertaining to RFP No. 21-01 from Century Engineering, Inc.
- * Circulated to staff a June 2 FOIA request for documents/memos between September 1, 2016 through November 1, 2016 outlining the Newark Police Department's response to the threat of "clowns" from MuckRock News

Regarding minutes, staff time was spent on the August 24 Council executive session (Renee drafted - complete), November 9 Council executive session (Renee drafted - complete), November 23 Council executive session (Renee drafted - complete), January 11 Council executive session (Renee drafted - complete), April 15 Election Board (Renee edited - complete), May 11 Conservation Advisory Commission (Nichol drafted - complete), and May 24 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the June 1 Council minutes are currently in the queue.

1 discovery request was fulfilled for upcoming Alderman's Court cases. 237 discovery requests have been filled so far for 2021. No court calendars 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. 5 lien certificates were completed and sent to the requestor. 223 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 27-June 2 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track
Activity or Project:	
District 1 Special Election	
Description:	
<p>Council has set the special election for the District 1 Council seat for Tuesday, July 20 with a candidate filing deadline of Monday, June 21. Nominating petitions can be picked up from the City Secretary's Office. One person has requested a petition as of June 2.</p> <p>Renee coded newly registered voters with City districts and submitted the coded records to the Department of Elections. 558 voter records were updated as part of this effort. Renee also secured the polling place for the election, which will be submitted to Council for approval as part of the June 14 agenda. Additionally, Renee completed and submitted the required newspaper and physical notice postings and the application forms and associated supporting documentation to the Department of Elections and updated the City website with relevant election information.</p> <p>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.</p>	
Status:	In-Progress
Expected Completion:	07-29-2021
Execution Status:	On Track
Activity or Project:	
Part-time Administrative Professional I Recruitment	
Description:	
<p>Applications for the part-time Administrative Professional I position in the Legislative Department 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.</p>	
Status:	In-Progress
Expected Completion:	07-06-2021
Execution Status:	On Track

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The pressure device on Kershaw's T3 was repaired and the transformer's load switched back.

The line crews finished installing a primary road crossing, riser, and transformer for the SAF store service on Bellevue Road and the meter technician completed the CT wiring and installed the meter.

The line crews also switched and grounded East Main 19 for testing.

The electricians worked on the battery charger at Kershaw after getting a low DC alarm and worked on restoring recloser communications to several devices. The electricians also finished the infrared scanning and oil testing started last week and started checking capacitors.

Engineering compiled the University loads for billing and worked on the T-Mobile agreement for the tower in the West Main Substation. Engineering also started checking switched capacitors that the electricians reported as inoperable.

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:

We received notice this week that the Final ARPA grant to the City will be \$18,094,136.34. The previous amount discussed in our Council meeting was \$17,089,516.42, so we are receiving \$1 million more than initially projected. We are expecting to receive the first tranche June 26th (\$9,047,068.17). This increase is due to a revision in the methodology used to calculate the grant award. 2019 Census data was used this time for all recipients, as the 2020 data previously used was not available for all cities and municipalities across the country. In addition, updated employment information was used as well. This recalculation resulted in an additional \$5 million coming to the municipalities/small cities across Delaware, for which Newark was entitled to 20% of that number based on population.

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 (\$0.015) 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. More information is available on this link: <https://newarkde.gov/1193/Newarks-Renewable-Energy-Program>.

Council approved the schedule for the 2022 budget hearings. 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 and will be providing a simulation drill for round two which will be held on June 4th. We expect to be able to make an offer to one of our three finalists by June 11.

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 - 59

Open Project Tickets from Previous Week - 18

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

Tickets Opened in the Last Week - 50

Tickets Closed in the Last Week - 45

Remaining Open Support Tickets - 64

Remaining Open Project Tickets - 18

Remaining Tickets with Vendor R&D - 17

1. The Renewable Energy program is now active, most accounts with a start date of 5/25 or later have been enrolled in the program.
2. Attended GoToMeeting with Tyler to review SaaS migration project status on 6/1, TylerForms testing went smoothly, prepping for go live.
3. Coordinated Teams meeting with PW&WR regarding service order workflow on 6/1/21.
4. Applications Administrator attended Harris Smartworks VEE Training on 6/1 & 6/2.
5. Attended Teams meeting with Planning to discuss Business License process improvements on 6/1.
6. Attended Zoom meeting with Paymentus to discuss Tyler conversion on both 5/27 and 6/2. Paymentus is prepping production environment.
7. Held IT Budget meeting with Legislative and Police Departments on 6/2.
8. Continued working on testing VSS contact types in preparation for registration guide creation.
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. Bill Automation file creation scheduled to be turned on in production on 6/3.
2. Upgrade of Compass OS scheduled on 6/4.
3. Upgrade of Compass DB scheduled on 6/18.
4. Waiting on Harris to provide information needed in order to utilize OMR feature of mail stuffer machine.

Infrastructure Team:

Open Support Tickets from Previous Week - 88

Open Project Tickets from Previous Week - 29

New Employee/Termination Tickets from Previous Week - 2

Tickets Opened in the Last Week - 166
 Tickets Closed in the Last Week - 152
 Remaining Open Support Tickets - 105
 Remaining Open Project Tickets - 28
 Remaining New Employee/Termination Tickets - 0

1. Capture client configuration.
2. New hire process automation.
3. Rodney fiber repair.
4. Failed hard drive replacement in the SAN.
5. Budget meetings.
6. Planning a network connection in dispatch for UD police to use in an emergency.
7. Patching Hyper-V server.
8. Workstation patching and maintenance.
9. Server patching and vulnerability remediation.
10. Continued WFH support.
11. Worked on and resolved support tickets for end users.
12. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Description:

Status:	Not Started
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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:	
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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with subcontractors for Preston's Restroom about punch list items that needed to be completed for opening; working on two Outdoor Recreation Parks and Trail (ORPT) grant

application; reviewed landscape plans for new subdivision projects; reviewing sign and amenities for the Rodney project; completed ORPT grant project updates and reimbursement submittals for the White Clay Creek/Charles Emerson Bicycle and Pedestrian Bridge; met with Tyler about Parks on Draft scheduled for June 18-20 at Handloff Park and hosted by Home Grown Café; talked with two developers about landscape surety for their projects; met with Jayme and Paula about the Preston's Playground ribbon cutting that was held on Thursday.

Deputy Director: Was an interview rater for the City of Philadelphia Human Resources Office for a position in the Philadelphia Parks and Recreation Department, reviewed candidate interviews and completed assessments of the candidates; completed June PSA's and completed event PSA's for Fireworks and movie nights to send to media list through Constant Contact and worked with Shelby on creation of events on Facebook and marketing material; completed interviews with Chrissy and Jeff for the Wilson Center Community attendant position; reviewed updated guidance from the Division of Public Health for pools with Chrissy; met with management team regarding staffing; continued to work with Jill to provide information for the Newark Debris Project; worked with Melinda and the Newark Bike Project to solidify staff and grant money received for the bike camps; continued to work with Jeff and Joe on park signage contract; submitted WOW nomination; worked with Turkey Trot contractor to submit plan to the Division of Public Health in advance of the event; worked with Sharon to confirm the net removal, placement of portable toilets and lights for the fireworks and submission of the fire safety permit application; reviewed updated guidance for summer camps and worked with Melinda to update summer staff manuals and camp COVID plans; sent recreation staff updates on background information still needed for summer staff; reminded staff that contracts for contracted summer camps and fitness programs will need to be turned in with the purchase requisitions; continued to work with coordinator at Red Roof Inn on Camp REAL participants; continued 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 on tracking and verifying community service hours through volunteer system, we have now received over 145 individuals with community service hour requests and verifications; 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: Continues planning for camp and recruiting staff for Rittenhouse Camp, interviews held and ongoing, contracts and background checks sent out to current staff, processing paperwork for new hires; met with director regarding Parks on Draft, submitted gathering license application for the June event; working on childcare stabilization grant application.

Recreation Supervisor of Community Events: Working on updates for the next logistics meeting for the Fireworks; prepared for and held a meeting for Camp REAL staff to get to know each other; drove by the fireworks parking areas with Paula to scope out locations for lights and portable toilets; fitness and adult classes end in this week, new fitness sessions begin the second week of June, emailed current and past fitness participants about the new sessions.

Coordinator of GWC and Volunteers: Held meeting with attendants to go over new COVID guidelines, staff updates, summer programming, forms, and more; updated all renters on newest COVID guidelines; worked with the Shelby to update forms and information on the City website and Civic Rec; held interviews with the HR Division and Deputy Director; spoke with the Newark

Senior Center and worked with the Shelby on new signage to be posted at the George Wilson Center pertaining to COVID guidelines; continued to finalize staff for Camp GWC and Lifeguards; continued to finalize items needed for upcoming orientations; worked with the administrative staff to complete purchase orders and employment paperwork for new staff; continued to work with court ordered community service volunteers; provided confirmation to the Deputy Director on the total number of volunteers that have devoted hours specifically for community service, continued to provide verification letters, a total of 88 letters have been completed as of May 27, continued to communicate with Alderman's Court on verifying service hours; continued to work with Parks crew on opening the pools for the summer season; we are currently experiencing maintenance issues at Dickey Park Pool to be resolved by Colony Pool; worked with the theater instructor on updating times for theater camps; continued to work the Newark Police Department on advertising and preparing for the Fishing with First Responders scheduled for Friday, June 4; attended weekly staff meeting; 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 29 from 12 – 3 p.m. for a 1st birthday with an overall attendance of 30 and from 4 – 8 p.m. for a baby shower with an overall attendance of 15 and on May 30 from 2 – 10 p.m. for a 20th Birthday Party with an overall attendance of 50.

Recreation Specialist: Continued data entry of 2021 volunteers into new spreadsheet/scanned/saved sign in sheets; posted Weekly Roundup on Facebook; completed updates on website and city calendar for the Fireworks event and the outdoor movies with the TNP, ONWARD and RBG; updated COVID FAQs on the website; worked on updating summer camp staff manual with COVID updates and sent to recreation supervisors to review and update their specific camp information.

Parks Superintendent: Inspected six park/open space areas and did work orders as needed, met with two residents concerning tree issue, continued getting measurements for trim work at several park areas, talked with two residents concerning the Cicada issue, inspected two planting sites one for release of surety and the other for start of surety and followed up on PO's as needed.

Parks Supervisor: Assigned field staff daily and assisted as needed, marked out for Miss Utility mark out for installation of two additional library boxes in two park areas and met with Parks Director concerning fencing issue at Preston's Playground.

Parks/Horticulture: Staff continue on mowing and bed maintenance operations, dragged/lined both Handloff ballfields, did interior bed maintenance at City Hall, did trash removal throughout park system, equipment maintenance on Jacobsen mowing unit, continued working on pools for upcoming opening as well as continuing tree injections on Ash trees throughout park system, temporary repaired bench at Handloff Park by tennis court, continued on punch list for opening of Rittenhouse Day Camp and did tree removal at White Chapel Park.

Activity or Project:

Reservoir/Preston's Playground Restroom

Description:

The restroom at the Newark Reservoir/Preston's Playground is now open. The restroom has a timed locking system that is set to open at 6:30 a.m. and lock at 9:00 p.m. A water fountain and bottle filler was also installed at the playground.

Status:	Completed
Expected Completion:	06-03-2021
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

211 S Main Street - TCC and TCO's issued for second and third floors.

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 - TCC and TCO issued.

45 E Main Street, CVS - Interior work progressing. Storefront installation underway.

Evan Hall, UD - Interior demolition underway. Underground work progressing.

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

installation progressing.

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

90/92/94/96 E Cleveland Ave - CO issued.

227 W Park - final trim and finishes.

1364 Marrows Road - Honda Service - light gauge framing in office area/ electric / HVAC going in/ 2nd floor slab.

321 Hillside

- 400 Building 6 Units - Final painting in progress.
- 300 Building 10 Units - paint/trim in progress.
- 200 Building 10 Units – painting in progress.
- 100 Building 10 Units - rough plumbing complete in 7 units going in last 3 units, HVAC complete and electric going in.
- 800 Building 10 Units – Framing in progress.

18 Country Club (Fairfield Apartments Fire) - Plans being reviewed.

Meetings Attended

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

321 Hillside – Rail Yard - CO schedule

City of Newark ESCO - Progress meeting

Significant Permits Approved this Week

202100619 – 401 East Delaware Avenue (NHS auditorium renovations)

Multiple permits for 2 new townhouses and renovations to 3 existing houses at 118-130 New London Road

Property Maintenance Team

Complaints: 16

Citations: 5

Violations: 9

Inspections: 48

Special Mention

800 Barksdale Rd - Hazardous tree removed-Sidewalk re-opened.

Meeting with Council Woman Creecy about Property Maintenance in her district.

Coordinated effort with Public Works to help minimize trash violations during moveout.

Parking:

- 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. Major increase in residential parking applications with changeover in school semester and new leases.

- Continued handling online and in-person parking appeals. Increase in parking appeals with more parking volume.
- Parking was complimentary on Monday, May 31 for Memorial Day. Passport parking application showed the complimentary parking status and signage was posted on the T2 Kiosks, Main Street Galleria, and Parking Office. Regular rates resumed on Tuesday, June 1.
- Parking volume was very high during move-out and graduation ceremonies, the highest it has been since pre-COVID.
- Testing of the new Residential/Municipal permit scheduling system. Allows customers to schedule times to come into the office for signup/pickup that do not conflict with other scheduled meetings.
- Held Main Street Alfresco on Wednesday, June 2nd, the first of the now weekly summertime Alfresco events. Street was cleared with no towing. Assisted local business with alternative parking locations and coned off spaces needed for the event.
- Budget amendment sent to Finance and City Manager’s Office regarding License Plate Recognition device move from Ford Ranger to Nissan Leaf.
- Completed Parking Ambassador scheduling for June 2021.
- Multiple exemptions and coned off areas for dumpster placement for move-out. Increase in trash this year likely due to lesser UDon’t Need It? services.
- 2022 Personnel Request provided to Finance and City Manager’s Office, on schedule with approved budget calendar.

Planning/Land Use:

- 1 Deed Transfer Affidavits
- 20 Building Permit Reviews
- 0 Certificates of Completion/Occupancy

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

Patrol Division:

- On May 29, 2021, at approximately 2331 hours, Klondike Kate's bouncers contacted a Newark officer to report a disorderly subject in the bar who had struck a bouncer and was refusing to leave. As officers began to take the suspect into custody, she began to pull away in an attempt to free herself. She was placed in handcuffs, and placed in the rear of the police vehicle, where she then began to kick at the window. Upon arrival to the Newark Police Department, the suspect continued to kick and scream at officers in the cellblock. Due to her intoxication level, she was transported to the Christiana Emergency Room for evaluation. During the transport, and again at the hospital, she continued to try to pull free from the handcuffs while handcuffed to the stretcher. Warrants were obtained charging her with Resisting Arrest, Offensive Touching and Disorderly Conduct. When the suspect was discharged from the Emergency Room, she was transported to Baylor Women's Correctional and turned over to their custody until such time that she could be arraigned.
- On June 1, 2021, at approximately 0018 hours, officers attempted to conduct a traffic stop on a silver Lexus ES on Thorn Lane. The vehicle failed to stop and continued traveling onto northbound Elkton Road and then onto O'Daniel Avenue where it pulled into a driveway. When the vehicle came to a stop, the operator fled on foot. As the officer began to give chase, the suspect ran into the officer knocking him to the ground which caused minor injuries to the officer. The suspect was quickly taken into custody after a brief foot pursuit. He was charged with Resisting Arrest, Failing to Stop on Command, Possession with Intent to Distribute Heroin, Possession with Intent to Distribute Cocaine, Possession of Drug Paraphernalia, Assault 2nd on LE officer, and Criminal Mischief. The defendant was issued \$9,152 unsecured bail; however, he was turned over to the Howard R. Young Correctional Facility on secured bail for an active capias from previous charges.

Special Enforcement Division:

- During the week, the Special Operations Unit will conduct proactive patrols in the South College Avenue hotel corridor and the downtown business district.
- On Friday, the unit will attend a Fishing with First Responders event hosted by Parks & Recreation as part of First Responder Fridays at Curtis Mill Park.
- Members of the unit will meet with Councilwoman Creecy at the Dickey Park pavilion to discuss conducting summer community events with the PAL on Saturday.
- The Traffic Unit will conduct traffic enforcement activities at various locations throughout the city including West Chestnut Hill Road, Capitol Trail and Paper Mill Road. The unit continues to conduct speed surveys at various locations throughout the city, most recently Vassar and Rahway Drives.

Administration Division:

- Police applicant structured oral interviews will take place on Wednesday, June 9th and Thursday, June 17th. Following the interviews, successful candidates will be moved on to the

background phase of the process.

Criminal Division:

- NPD CIU continues their investigation into the rash of BB gun shootings and robberies that occurred during the early morning hours of May 16, 2021. Additional suspects have been developed and detectives are actively trying to locate these suspects.

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:

Digital Records Project New Documents Created – May 27-June 2

Name	# of Documents	# of Pages	Types
Samantha	6	1,585	Administrative documents; Worked on modifications
Sandy	17	6,025	Large drawings files; City Manager correspondence and administrative files
Fred	8	1,528	PWWR property attachments; Contracts
Ana (PT)	37	1,130	Administrative documents; Worked on modifications
Danielle	2	14	Current Legislative Department documents
Total	70	10,282	

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	27,920	-8,750
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 05/23/21-05/29/21

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	5	0	0	3	0	0
Rape	1	1	0	2	1	0
Unlaw. Sexual Contact	2	2	1	2	0	0
Robbery	7	10	0	24	4	0
- Commercial Robberies	1	0	0	0	0	0
- Robberies with Known Suspects	2	3	0	1	2	0
- Attempted Robberies	0	2	0	0	1	0
- Other Robberies	4	5	0	23	1	0
Assault/Aggravated	9	7	0	7	12	0
Burglary	14	13	0	61	6	0
- Commercial Burglaries	3	2	0	41	0	0
- Residential Burglaries	10	9	0	14	3	0
- Other Burglaries	1	1	0	6	2	0
Theft	183	294	18	89	50	1
Theft/Auto	26	31	0	4	4	0
Arson	0	0	0	0	0	0
All Other	71	2	0	55	19	1
TOTAL PART I	318	359	19	247	95	2
<u>PART II OFFENSES</u>						
Other Assaults	106	79	4	98	32	1
Rec. Stolen Property	0	0	0	4	4	0
Criminal Michief	51	83	6	31	20	1
Weapons	7	3	0	15	5	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	22	50	5	23	35	7
Drugs	23	58	2	29	41	7
Noise/Disorderly Premise	242	342	22	99	131	15
Ordinance Violation	0	125	3	0	21	6
Disorderly Conduct	54	178	14	41	47	0
Trespass	114	148	14	25	35	2
All Other	107	148	13	107	92	5
TOTAL PART II	726	1214	83	472	463	44
<u>MISCELLANEOUS:</u>						
Alarm	57	196	2	0	0	0
Animal Control	186	181	12	20	5	0
Recovered Property	83	70	4	0	0	0
Service	13282	14306	725	0	0	0
Suspicious Per/Veh	188	185	8	0	0	0
TOTAL MISC.	13796	14938	751	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	625	16,233	964	17,960



**Newark Police Department
Weekly Traffic Report**



05/23/21-05/29/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2389	5510	23	292
DUI	34	61	2	2
TOTAL	2423	5571	25	294

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	65	57	4	7
Property Damage (Reportable)	310	373	13	20
*Hit & Run	78	74	4	1
*Private Property	65	84	5	2
TOTAL	375	430	17	27

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.