

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

The City's 100% renewable opt-out program has seen good adoption since implementation at the end of May. We now have over 1,100 accounts in the program, approaching 10% of our total account count after the first two weeks it is live. This is exceeding our expectations and a great sign for the program. We will be watching this closely over the coming months. The revenue stream from this program can be used as a funding stream for future solar construction projects which is very exciting.

On Tuesday evening I attended the June CAC meeting along with two representatives from one of our planning consultants, AECOM, to discuss AECOM's greenhouse gas inventory proposal. Newark's Sustainability Plan includes an action item to complete a greenhouse gas inventory to establish a baseline year that we can use to measure progress and as the baseline for a future climate action plan. AECOM's proposal was well received by the CAC, and we have been given approval to move forward with the project using CAC's annual funding to cover the project expense. We will be kicking this effort off shortly.

Staff is moving forward a recommendation to Council on their June 14th meeting to purchase and install new audio video equipment that will allow us to run hybrid in-person and virtual Council meetings. Our current equipment is not capable of this, and we would like to get this complete ahead of the end of the state of emergency or the passage of SB94 which will mandate this capability. This project can be paid for using ARPA funding.

There were a number of other items I worked on this week, including but not limited to the following. Finance Director Del Grande and I continued work on the annual Comprehensive Financial Report (ACFR), previously known as the CAFR, which we are looking to wrap up soon. I attended a webinar on ARPA where we reviewed the rules, timelines, and available resources. We will need to bring in Solicitor Bilodeau and potentially supplemental support from his firm to make sure we meet the requirements of ARPA and adequately follow the rules, meet all reporting requirements, and only use funding for appropriate uses. Staff spent time throughout the week working on budget related items. I participated in the kickoff meeting of New Castle County's ARPA Task Force along with Director Del Grande on Mayor Clifton's behalf. I participated in another ethics training webinar hosted by DAPE as part of my continuing education requirements for my engineering license and ICMA obligations. I also attended DEMEC's annual Joint Council Briefing.

The remainder of the week was spent on general administrative tasks and personnel related items.

Human Resources:

HR Administrator Marta Pacheco processed fraud paperwork for fraudulent unemployment benefit requests received for current city employees. She also prepared and distributed letter of

conditional hires for Part-Time Community Center Attendant and Part-Time Parking Ambassador vacancies and retiree medical reimbursements. Ms. Pacheco contacted applicants and scheduled interviews for the Part-Time Administrative Professional I in the Legislative Department. Interviews are scheduled for Wednesday, June 16 and Friday, June 18, 2021. She hired Parks & Recreation seasonal employees for summer employment and prepared promotional letters for a Parking Lot Manager who was promoted to Part-Time Parking Ambassador and for a Part-Time Parking Ambassador who has been offered the Full-Time position of Customer Service Representative I in Payments and Utility Billing. The city conducted Police Officer Oral interviews on Wednesday, June 9. Interviews will conclude on Thursday, June 17. Score sheets will be sent to PSI for grading and final ranking of all applicants to create an eligibility roster for future hires. Ms. Pacheco also processed several employee injuries with PMA.

CPPO Jeff Martindale had several personnel-related items this week. He ran approximately 10 background checks for Parks & Recreation camp counselors and one for a George Wilson Center Attendant. He also sat in on Police recruit interviews for most of the day on Tuesday; interviews will wrap up next Thursday. Finally, he made several job offers for Parking. We will have three new part-time Parking Ambassadors beginning between 6/14 and 7/6. There are numerous upcoming interviews that will be reported on next week. The rest of Mr. Martindale's week consisted of billing, benefits, and purchasing items.

CHRO Devan Hardin spent the majority of the week working on finalizing the transition to a new employee life and long-term disability carrier Symetra (effective July 1, 2021). The new carrier will provide the same and in some areas better coverage than our current carrier plus will come with an approximately 20% savings annually in premiums. The rest of her time was spent working on labor relations matters and employee investigations. She has also spent time reviewing actuarial reviews on the new pension plan for the police employees. CHRO Hardin has also worked on pension calculations for employees requesting their numbers as well as answering questions about retirement and the benefits included with retirement. She also assisted department directors with labor relations issues. The rest of the week was spent attending meetings, conference calls, answering emails and organizing files that have been back logged since last year.

Chief Purchasing & Personnel Officer:

In addition to the personnel items noted above, Mr. Martindale executed three agreements for approved contracts:

- RFP 21-01 with JMT and Pennoni
- RFP 21-02 with Allied Controls
- Contract 21-07 with Delmarva Communications

He also continued working on updating the City Purchasing Manual. He is nearly halfway through this process. The rest of his week related to budget items for the 2022 fiscal year.

The FM team completed the following tasks this week:

- Supported STES as needed.
- Continued work on the Dickey pool bathrooms.
- Replaced various lightbulbs at the FOC.

- Remounted toilet paper holders in FOC building #2.
- Rehung various acrylic shielding that was taken down due to HVAC work.
- Deep cleaned the men's PD locker room.
- Completed normal cleaning and disinfecting duties.

Chief Communications Officer:

- Resumed working with Sen. Carper's office and the USPS to successfully relocate a mailbox to City Hall.
- Continued making updates to the Renewable Energy page, assisted the Communications Assistant with the press release informing residents of the new service.
- Worked with Curative to relocate the vaccine clinic following the cancelation of Main Street Alfresco, requested access from UD to use the Academy Lawn for future events.
- Working with NPD on inviting partner agencies to National Night Out, involving restaurants and merchants in the event.
- Assisting TNP and Out & About with the upcoming Food and Brew scheduled for July 31.
- Investigating the possibility of creating an online store to sell Newark items like our polos, hats, etc.

Creative Designer/Web Content:

- Created a CWA part-time applicant handout.
- Routed all RequestTracker tickets to their respective departments.
- Scheduled public meeting notices via InformMe.
- Scheduled the following News Flash posts: District 1 Councilman James Horning Announces Resignation, City of Newark Launches Renewable Energy Program.
- Updated Council Members webpage: Removed District 1 Councilman James Horning, updated Dwendolyn Creecy's webpage.
- Updated the City Council Manual design.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Received training on the use of Hootsuite, Constant Contact and Munis.
- Edit copy from various departments.
- Continued work 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:	
<p>Alderman's Court held three court sessions from 6/3/21- 6/9/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors are here on Tuesday and Wednesday to handle any parking appeals in person.</p> <p>Terri participated in a virtual manager's meeting on 6/3/21.</p> <p>The court processed 22 PBJ's for traffic violations.</p>	
Activity or Project:	
Payments and Court Sessions	
Description:	
<p>From 6/3/21- 6/9/21 Alderman's Court handled 26 arraignments, 41 trials and 19 capias returns. The court collected a total of 502 parking payments of which 395 were paid online and 107 were paid at court. The court also collected criminal/traffic payments of which 247 were paid online and 46 were paid at court for a total of 293 criminal/traffic payments.</p>	
Status:	Completed
Expected Completion:	06-09-2021
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:

Paul was in the office on June 7 and Bobby was in the office on June 4 for Court.

Renee attended the management staff meeting on June 3.

Staff finalized and posted the agenda and packet for the June 14 Council meeting on June 7.

Nichol staffed the Conservation Advisory Commission meeting on June 8. The CAC voted to approve a contract with AECOM to establish a Greenhouse Gas Inventory for both municipal and community wide greenhouse gas initiatives. The CAC will not meet in July.

Renee participated in a meeting with IT, Finance and Administration staff regarding the upgrades for the Council Chamber to enable hybrid meeting access on June 9. This waive bid contract will be added to the June 14 Council agenda for Council approval so work can begin in order to have the room upgrades completed prior to the Governor's State of Emergency being lifted.

Renee staffed the Election Board meeting on June 9. The Board reviewed preparations for the upcoming District 1 special election.

Renee spent time working on items related to Council, including scheduling of items for Council agendas, drafting the June 21 Council agenda and drafting and reviewing items for the June 14 and June 21 Council packets.

Renee drafted the newspaper and direct mail notices and Nichol completed the direct mail notices for a special use permit for an accessory use with impact for the installation of a cellular antenna and associated equipment located at 200 Whitechapel Drive. This special use permit is scheduled for the June 28 Council meeting.

Renee drafted the newspaper and direct mail notices and Nichol completed the direct mail notices for a special use permit for an in-home daycare located at 954 Devon Drive. This special use permit is scheduled for the June 28 Council meeting.

Renee received staff and City Solicitor comments for 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.

Renee spent time reviewing FOIA and election related bills pending in the State Legislature.

Tara and Danielle worked to assess outstanding development-related items that need to be submitted to the City Secretary's office to facilitate smooth permit reviews for upcoming building

permit and certificate of occupancy requests. Tara also completed several permit reviews and Danielle submitted several items to the Recorder of Deeds for recordation.

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:

- * Circulated to staff an update request for a May 26 FOIA request for BWC and MVR for Newark PD Officer pertaining to a March 29 incident from Adrian Chisholm
- * Circulated to staff a June 3 FOIA request for interviewing notes and supporting documents for self from a job applicant
- * Provided a response and closed a June 8 FOIA request for Newark, NJ from Javier Santana

Regarding minutes, staff time was spent on the January 22 Council executive session (Renee drafted - complete), February 8 Council executive session (Renee drafted - complete), February 22 Council executive session (Renee drafted - complete), March 22 Council executive session (Renee drafted - complete), May 17 Council (Renee edited - complete), May 24 Council (Nichol drafted; Renee edited - complete), June 1 special Council (Nichol drafted; Renee edited - complete) and June 8 Conservation Advisory Commission (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the June 9 Election Board minutes are currently in the queue.

4 discovery requests were fulfilled for upcoming Alderman's Court cases. 241 discovery requests have been filled so far for 2021. The court calendars for June 17 and June 24 were completed and the 22 associated case files were compiled for the Deputy City Solicitor this week.

The office received 19 new lien certificate requests this week, which were sent to Finance for processing. 16 lien certificates were completed and sent to the requestor. 242 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 June 3-9 are below.

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

Activity or Project:

District 1 Special Election

Description:

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 9.

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:

Applications for the part-time Administrative Professional I position in the Legislative Department closed on Friday, June 4. There were 14 applicants for the position. Renee spent time reviewing applicants and submitted those chosen for interviews to HR for scheduling. Six applicants have been scheduled for interviews on June 16 and 18. Renee also provided final interview questions to HR.

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

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews worked on a faulted underground cable in White Chapel. They previously installed an autotransformer called a service saver to get a customer back on. Now they are digging up the sidewalk to repair the faulted cable.

The line crews moved a pole on Kershaw Street at the developer's expense to make room for a parking spot. Coincidentally while installing the new pole, a gas leak was detected nearby in the road and Delmarva Gas was called to repair.

The electricians worked with a contractor testing an East Main substation transformer and checked and repaired all the tree pit receptacles on East Main Street.

Engineering started negotiations with T-Mobile on an increase for renting the area used inside of the West Main Substation for their cell tower. Engineering also attended a lineworker training steering committee meeting along with DEMEC and other member cities on making a hands-on training yard in Smyrna. Engineering also worked electrical layout issues for Fulton Bank, Green Mansion, and Fintech.

Activity or Project:

Description:

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

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

American Rescue Plan Act (ARPA): The City was notified this week that we should expect to receive our first tranche of ARPA funds (50% of \$18.1 million) in the next week or two. Staff is working to identify the allowable uses of these funds and working on a prioritization list. This discussion with Council will be ongoing throughout the year.

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>.

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.

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>. Internal budget work is continuing through the end of June. Internal departmental hearings are the week of July 12th.

Staff conducted the second round of interviews for the Customer Service Representative position last Friday and our new CSR will begin employment on 6/28.

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 - 64

Open Project Tickets from Previous Week - 18

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

Tickets Opened in the Last Week - 35

Tickets Closed in the Last Week - 42

Remaining Open Support Tickets - 55

Remaining Open Project Tickets - 15

Remaining Tickets with Vendor R&D - 22

1. Held IT Budget meeting with PW&WR on 6/3.
2. Attended GoToMeeting with PD and Veripic to discuss renewal options on 6/4.
3. Vendor upgraded Compass operating system on 6/4.

4. Held IT Budget meeting with Alderman's Court on 6/7.
5. Attended IT CIP meeting with Finance on 6/7.
6. Attended GoToMeeting with Tyler to review SaaS migration project status on 6/8, continuing with go live preparations.
7. Held IT Budget meeting with Planning/CED/Parking and Parks & Recreation on 6/8.
8. Held Teams meeting with PUB Supervisor to review outstanding support tickets on 6/8.
9. Held IT Budget meeting with Finance & Administration/Communications/Facilities on 6/9.
10. Worked on and resolved support tickets for end users.
11. 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 6/10.
3. Distro update of Compass scheduled for 6/10.
4. Upgrade of Compass DB scheduled on 6/18.
5. Waiting on Harris to provide information needed in order to utilize OMR feature of mail stuffer machine.
6. VSS registration guide on hold, will need to script a change to vendor contact types.

Infrastructure Team:

Open Support Tickets from Previous Week - 105
 Open Project Tickets from Previous Week - 28
 New Employee/Termination Tickets from Previous Week - 0
 Tickets Opened in the Last Week - 67
 Tickets Closed in the Last Week - 49
 Remaining Open Support Tickets - 123
 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. Researching potential Tropos replacement.
5. Planning WiFi for Parks.
6. Cell Block video issue (contacting public defender's office).
7. Celebrite upgrade.
8. Met with Verizon to discuss lower pricing for devices
9. Working with T-Mobile to track down the account owner for the bait bike.
10. Updated Backup02 to Windows Server 2016.
11. Reconfiguring alerts for Rapid Recovery.
12. Budget meetings.
13. Patching Hyper-V server.
14. Workstation patching and maintenance.
15. Server patching and vulnerability remediation.
16. Continued WFH support.
17. Worked on and resolved support tickets for end users.
18. Actively responded to and resolved Secureworks alerts.

Activity or Project:**Description:**

Status:	Not Started
Expected Completion:	
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

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

Parks and Recreation Department

Notable Notes:

Director: Worked on two applications for Outdoor Recreation Parks and Trail grant programs; reviewed playground amenities order for the Rodney project; met with parks staff about priority projects for the week and staff assignments; worked with Park N Shop on punch list items needed for their temporary C.O.; worked with Jayme and Paula for the Preston's Playground restroom ribbon cutting, thank you to everyone who helped make the project possible; worked on the 2022 budget and CIP information for Finance; worked with the volunteers that will be installing additional trail markers along the Christina Valley Stream Trail and through the Jerry Fickes Trail in Rittenhouse Park; met with Tom Z. about several areas throughout our parks system that Ash Trees have been impacted by the Emerald Ash Borer (EAB).

Deputy Director: Met with Joe to discuss the budget, ORPT grant information and park signage contract; attended ribbon cutting of bathroom at Preston's Playground; met with recreation staff to discuss new CDC and State of Delaware guidance for summer camps and implementation of mask and social distancing requirements; attended Employee Wellness Committee meeting; reviewed and approved changes for summer camp manual; prepared copies of summer camp manual and recreation personnel manual for upcoming summer camp orientation and sent copies to recreation supervisors to send to their staff in advance along with schedule for orientation; completed paperwork for end of year CDBG funding and sent to Mike Fortner and Finance; worked with Shelby on creating marketing material for upcoming outdoor movie nights; continued to work with NPD in preparation for summer camp support; checked on status for upcoming fall road

construction and effects on event schedule; worked with contractor for the Turkey Trot to set up registration for this year's event and submit safety plan to Delaware Public Health; worked with Sharon to get answer from UD for net removal prior to fireworks and prepared purchase requisition, work on maps for portable toilets and light placement, contacting contractors for them, completing UD parking lot request forms and submission of fire safety permit application; worked with Chrissy to complete purchase requisitions for buses for summer camps and admission fees; worked with Shelby to update flyers with changes to programs; continued to work with coordinator at Red Roof Inn on Camp REAL participants and spoke with Mike Fortner about possibility of including participants from the Hope Center; 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 assist Chrissy with tracking and verifying community service hours through volunteer system, we have now received over 145 individuals with community service hour requests and verifications; 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 Rittenhouse camp, held final interviews and made final staffing decisions, contracts and background checks sent out, processing paperwork for new hires, preparing for staff orientation, met with Recreation Supervisors regarding COVID guidelines for camp; met with Director and Home Grown owner regarding Parks on Draft scheduled for June 18; working on childcare stabilization grant application; ordered t-shirts for upcoming football camp.

Recreation Supervisor of Community Events: Working on items for the Fireworks, Camp REAL, fitness and specialty programs and camps; sent messages to past participants to try to boost fitness numbers and worked with fitness instructors; processed paperwork for Camp REAL staff; reviewed information for the Turkey Trot registration; reviewed Camp REAL camp manual and COVID information.

Coordinator of GWC and Volunteers: Held a Camp GWC orientation for staff on June 2; held interviews and continued to finalize summer staff including Camp GWC recreation leaders and lifeguards; completed paperwork for summer staff; completed purchase order requests for contracted camps, busses for field trips and credit card services for field trips; continued to finalize field trip information and communicate directly with locations; worked with Camp GWC director on finalizing items for camp and the staff schedule; sent the staff schedule to lifeguards for pool opening June 11; finalized items needed for the Fishing with First Responders of the First Responder Friday series, the event was held on Friday, June 4 at Curtis Mill Park and went well with a total of 18 participants attended along with 8 Newark police officers and one former lifeguard/current EMT and Firefighter, a fishing pole kit and fishing supplies were donated by Eastern Marine, snacks were provided by Newark Lions Club, fishing poles that were utilized were formerly donated by Cabelas, a Newark Post article can be found here https://www.newarkpostonline.com/news/fishing-event-unites-newark-cops-community-members/article_d6de3ed5-5ac9-5233-94c2-9f481187192a.html; finalized information for the National Trails Day History Along the Trails Bike Tour that was held on June 5, the bike tour began at Phillips Park and ended at Olan Thomas Park, attended both events for photos to use for future advertisement; provided the remaining community service volunteer letters; attended weekly staff meeting; continued to work with parks crew and GWC attendants on opening the George Wilson Center pool for the summer season, pool will be open Tuesdays – Fridays from 1 -

5 p.m.; actively searching for new lifeguards to provide additional hours open to the public; we continue to experience maintenance issues at Dickey Park pool to be resolved by Colony Pool; 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 June 5 from 1 - 5 p.m. for a baby shower with an overall attendance of 50 and the Main Hall and kitchen were rented from 6 - 10:30 p.m. for a graduation party with an overall attendance of 80. Volunteer Hours: Missionary volunteers devoted a total of 20 hours performing special park maintenance at Fairfield Park and assisting parks crew with other projects.

Recreation Specialist: Picked up volleyball score sheets and updated the website; posted Weekly Roundup and another call out for camp volunteers on Facebook; completed some cleaning in the storage room and took items down to the maintenance yard; updated summer staff manual in coordination with recreation supervisors, reviewed the updated CDC guidance on summer camps, discussed updates for the Camp COVID manual and summer staff manuals with recreation staff and updated parent packet which includes a letter, liability statement and frequently asked questions section to reflect new CDC and state guidance.

Parks Superintendent: Followed up on two tree issues, followed up on several purchase orders, assigned field staff on Friday and re-inspected Park N' Shop landscaping.

Parks/Horticulture Staff: Continued mowing parks and started the horticulture areas (will need to finish them next week), continued on bed maintenance operations, did tree removal as assigned, did trash removal throughout park system, dragged/scarified all ballfields and lined both Handloff fields, raked off all horseshoe pits in park system, replaced Fairfield Park signs due to fading, continued Ash tree trunk injections, assisted with restroom dedication at Preston's Playground, did equipment maintenance on Jacobsen mowing unit and both Kubotas/Walker, delivered wood carpet for volunteers to spread at Fairfield Park and did interior bed maintenance at City Hall. Volunteers spread wood carpet at Fairfield Park, cleaned chairs for upcoming special event and painted green metal storage box at Parks Maintenance Facility.

Activity or Project:

Dickey Park and George Wilson Center Pools

Description:

Due to maintenance issues, Dickey Park pool will not open until further notice. The George Wilson Center pool will be open on an abbreviated schedule, Tuesday-Fridays from 1:00 – 5:00 p.m. due to a shortage of lifeguard staff. We will continue to actively recruit certified lifeguards until all positions are filled.

Status:	Started
Expected Completion:	08-21-2021
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:
Activity or Project: Code Enforcement
Description: Current Projects 227 West Park – Final trim and finishes in progress. 1364 Marrows Road – Honda Service – light gauge framing in office area/electric/HVAC going in. 118/126/130 New London – Renovations started. 122/128 New London – Footing started this week. 321 Hillside <ul style="list-style-type: none"> • 400 Building 6 Units – Final paint and trim in progress. • 300 Building 10 Units – Paint/trim in progress. • 200 Building 10 Units – Painting in progress. • 100 Building 10 Units – Rough plumbing complete, HVAC complete and electric going in. • 800 Building 10 Units – Framing in progress. 18 Country Club (Fairfield Apartments Fire) – Plans approved. 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 underground plumbing in progress. Commons building nearly

completed TCO approved, exterior sitework completion 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.

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

Fintech, Star Campus - Drywall work started on second and third floors. Fulton Bank fit out 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.

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.

Meetings Attended

City of Newark ESCO - Progress meeting.

Newark Housing Authority - Meeting regarding Independence Circle.

Certificates of Occupancy issued this week:

TCO - 304 South Chapel Street, Unit 1.

TCO - 211 South Main Street, 12 apartments.

TCO - Newark Charter School Commons building.

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

Parking

Description:

- 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. 300% increase in future requests for permits for the fall UD semester.
- Continued handling online and in-person parking appeals. Increase in parking appeals with higher parking volume at end of May. Expectation is appeals will decrease with lower summer parking volume.
- Worked with Parking Logix on the 4G LTE upgrade for countdown signage. Current signage is on 3G which is causing connection issues as 3G is being phased out. This upgrade should service the City for at least four (4) years. PO put through for the upgrade.
- Provided Finance with 2022 Personnel Requests and Part-Time personnel fund information.
- Worked with PW&WR and Parks regarding a clogged catch basin on Main Street. Catch basin has been cleared in anticipation of thunderstorms and possible flash flooding in the area.
- Provided Public Works with request for T2 Kiosk grounding rods and cement pads for installation in the kiosk district.
- Supervisor Court Mulvanity attended the Newark Fireworks meeting on June 8th.
- Parking management participated in the IT budget preparation meeting on June 8th.
- Meeting with Kimley-Horn on June 8th regarding Phase II discussion prior to presentation to Council.
- Parking management attended the Subdivision Advisory Committee meeting on June 9th.
- The June 9th Main Street Alfresco was cancelled due to possible thunderstorms. Parking created a new sign for Alfresco for attachment to kiosks that gave more alternative parking options. Passport programming for the event was reprogrammed for the following week's Alfresco.

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

Planning/Land Use

Description:

Deed Transfer Affidavits: 5

- On Tuesday, June 8, Planner Mike Fortner presented to the Conservation Advisory Commission on the 5-Year Review on the Comprehensive Development Plan to get their input on issues addressing sustainability.
- On Thursday, June 3, Planner Mike Fortner staffed the Comp Plan Review Steering Committee meeting. The Committee reviewed revised chapters on Housing & Community Development, and Transportation.

- The Planning and Development Department has received a special use permit application for an in-home Day Care at 901 Kenilworth Avenue. The application has been distributed to the SAC Committee for review and anticipated to have its public hearing in July.
- On Friday, June 4, Mike Fortner attended a seminar sponsored by DE-NAHRO on the impacts of the Analysis of Impediments to Fair Housing for Delaware local governments.

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

Patrol Division:

- On June 8, 2021, at approximately 0054 hours, Newark Police were dispatched to a residence in the unit block of Ethan Allen Court for a report of a disturbance. While officers were enroute, a second call was received reporting a shooting at the same residence. Upon arrival, officers located a male in the residence suffering from a gunshot wound. This male was pronounced dead at the scene. A second male at the residence was found to be suffering from a gunshot wound to the hand. Officers rendered medical aid to this male, and he was transported to an area hospital for treatment of his injury.

Special Enforcement Division:

- On Wednesday, the unit will provide a safety presentation to Parks & Recreation camp counselors at their summer camp orientation.
- On Saturday, the unit will attend a community event/food distribution event at Alder Creek organized by the New Heart Ministries Church.
- During the week the unit will conduct proactive patrols throughout the city including the business district and southern hotel corridor.
- On Thursday, the Traffic Unit will be assisting with the Special Olympics Law Enforcement Torch Run event.
- During the week, the Traffic unit will initiate a traffic survey in the areas of Freemont and Cambridge based on citizen surveys.
- The unit will conduct traffic enforcement at various locations including Capitol Trail, New London Road and Delaware Avenue.

Administration Division:

- On Wednesday, June 9, 2021, police officer candidates participated in the structured oral board phase of the hiring process. Interviews will conclude on Thursday, June 17, 2021.
- Officers from the Administration Unit began planning for the National Night Out celebration which is scheduled for August 3, 2021. Last year's event was cancelled due to COVID-19 and the hope is that this year's event will be the best to date.

Criminal Investigations Division:

- On June 8, 2021, at about 0054 hours, Newark Police were dispatched to a residence in the unit block of Ethan Allen Court for a report of a disturbance. While officers were in route, a

second call was received reporting a shooting at the same residence. Upon arrival, officers located a male in the residence suffering from a gunshot wound. This male was pronounced dead at the scene. A second male at the residence was found to be suffering from a gunshot wound to the hand. Officers rendered medical aid to this male and he was transported to an area hospital for treatment of his injury. He is in stable condition. This incident is believed to be an altercation between people known to each other within the residence and there is no known threat to the community. This investigation is in its early stages and further information will be released when available. Anyone with information about this incident is asked to contact Det. A. Whitt at (302) 366-7100 x. 3483 or awhitt@newark.de.us.

- Two additional suspects have been arrested by detectives after arrest warrants were issued for their involvement in several robberies and assaults involving a BB/pellet gun in May. The additional arrests include Brian J. Blake Jr., 18, and a 17 year-old male, both from Wilmington.

Each 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)

Blake appeared before Justice of the Peace Court #11 by video and was ordered to be held in default of \$213,700 cash bail. Blake was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington. The 17 year-old male appeared before Justice of the Peace Court #11 by video and was released on \$280,000 unsecured bail to appear in Family Court at a later date.

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:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

The UDon't Need It? program and subsequent student move out collection ends Thursday, 6/10. The overall program was a success, and we look forward to getting back to the reuse and sales aspect of the program in spring of 2022. During the course of collections, over 100 citations were issued. The majority of these collections were completed in early morning hours, resulting in very few complaints related to move out this year.

Activity or Project:

Elkton Road Project - Gravenor Lane Closure

Description:

As part of the on-going Phase I construction work for the Elkton Road, Maryland State Line to Casho Mill Road project, DelDOT's contractor will be closing Gravenor Lane to complete a sanitary sewer main relocation. The road closure and the sanitary sewer work are both scheduled to begin at 7 a.m. on Monday, June 21 until 3 p.m. on Wednesday, July 21, pending weather.

Affected residents were notified of the planned closure by DelDOT's contractor on 6/3/21. They will be performing some minor grading of a small gravel portion of Gravenor Lane and clearing overgrowth to facility access from Cornwall Drive. The gates at the end of Cornwall Drive will remain open during this work to allow for access by residents and emergency services.

Status:	In-Progress
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Expected Completion:	07-26-2021
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Execution Status:	Behind Schedule
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Activity or Project:

Cleveland Avenue Improvements (Pave and Rehab)

Description:

DelDOT's pavement and rehabilitation project on Cleveland Avenue is scheduled to begin as early as Monday, 6/28. The project extends from approximately New London Road to Paper Mill Road and includes bicycle and pedestrian improvements, milling and paving, and drainage improvements.

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

Newark Senior Living (924 Barksdale Road)

Description:

The contractor for the Newark Senior Living development project located at 924 Barksdale Road will begin work in the southbound shoulder of Barksdale Road on 6/10, 6/11 and 6/14 to install new storm sewer structures in the right of way. The shoulder and the sidewalk adjacent to the site will be closed while this work is completed. A flagging operation will be in place to safely cross pedestrians and manage traffic.

Status:	In-Progress
Expected Completion:	06-03-2021
Execution Status:	On Track

Digital Records Project New Documents Created – June 3-9

Name	# of Documents	# of Pages	Types
Samantha	79	1,229	Court documents; Worked on modifications
Sandy	337	2,491	City Manager administrative files; A/P Batch Scans and Journals; Timesheets
Fred	184	846	PWWR property attachments; Subdivision records
Ana (PT)	392	488	Administrative documents; Parks and Recreation activity registrations; Worked on modifications
Danielle	14	77	Current Legislative Department documents
Total	1,006	5,131	

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 05/30/21-06/05/21

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	0	2	0	0
Robbery	7	11	1	24	8	4
- Commercial Robberies	1	0	0	0	0	0
- Robberies with Known Suspects	2	4	1	1	2	0
- Attempted Robberies	0	2	0	0	3	2
- Other Robberies	4	5	0	23	1	0
Assault/Aggravated	9	7	0	7	21	9
Burglary	15	14	1	63	6	0
- Commercial Burglaries	4	2	0	42	0	0
- Residential Burglaries	10	10	1	14	3	0
- Other Burglaries	1	1	0	7	2	0
Theft	191	310	16	92	53	3
Theft/Auto	26	32	1	5	4	0
Arson	0	0	0	0	0	0
All Other	73	2	0	57	22	3
TOTAL PART I	329	378	19	255	112	17
<u>PART II OFFENSES</u>						
Other Assaults	114	89	10	101	50	18
Rec. Stolen Property	0	0	0	5	4	0
Criminal Michief	53	85	2	35	22	2
Weapons	7	4	1	16	7	2
Other Sex Offenses	0	0	0	0	0	0
Alcohol	22	53	3	23	37	2
Drugs	24	60	2	33	44	3
Noise/Disorderly Premise	247	350	8	99	131	0
Ordinance Violation	0	125	0	0	21	0
Disorderly Conduct	59	182	4	42	48	1
Trespass	117	154	6	25	35	0
All Other	110	157	9	112	102	10
TOTAL PART II	753	1259	45	491	501	38
<u>MISCELLANEOUS:</u>						
Alarm	62	205	9	0	0	0
Animal Control	198	193	12	20	5	0
Recovered Property	84	76	6	0	0	0
Service	13836	14949	643	0	0	0
Suspicious Per/Veh	196	190	5	0	0	0
TOTAL MISC.	14376	15613	675	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	651	16,884	822	18,782



Newark Police Department Weekly Traffic Report



05/30/21-06/05/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2411	5755	22	245
DUI	35	63	1	2
TOTAL	2446	5818	23	247

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	70	61	5	4
Property Damage (Reportable)	324	383	14	10
*Hit & Run	84	76	6	2
*Private Property	71	86	6	2
TOTAL	394	444	19	14

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.