

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

As a reminder to our readers, this week's weekly report covers two weeks as there was no weekly report last week.

The offices were closed on January 21st in observance of Martin Luther King Day. I was also out of the office on Thursday and Friday, 1/24 and 1/25.

We experienced an IT infrastructure failure on the evening of Tuesday, 1/29, which took many of our systems offline for much of the 30th, with some other systems experiencing intermittent issues for the rest of the week. The IT team worked diligently 24 hours a day to get systems back online and I would like to commend them for their efforts. We have traced the issue back to an equipment failure in a storage array. Fortunately, we included a project in the 2019 budget that will build a redundant storage array that we can use to quickly restore operations if this problem were to reoccur once it is up and running later this year.

Acting HR and Labor Relations Manager Farrall and I met with representatives from Aetna Hose, Hook, and Ladder to continue our discussions related to their ongoing coverage study.

Finance Director Del Grande and I participated in a teleconference with DEMEC's benchmarking study consultant to review the preliminary results and get an update on progress. We held a second call on 1/31 which included Electric Director Patel where we dug further into Newark's results, provided additional information, were able to ask specific questions and make requests for additional information to be included in the study.

Staff continued to work with the university and UDPD on NRTC policing issues.

Finance Director Del Grande and I held a conference call with representatives from PFM to continue discussions on our general fund debt issuance plan for referendum projects that were not included in the state revolving loan program. We also discussed the results of our SRF loan closing information so we can update our principal and interest schedules to aid in budgeting efforts. Fortunately, the Fed has taken a much less aggressive stance toward rate increases since their December meeting which has resulted in interest rates falling from the higher levels that we saw toward the end of 2018. We feel comfortable that rates will stay low through the middle of 2019 and are currently only anticipating one more increase during 2019 of 25 basis points. This is down from 3 or 4 anticipated increases of similar size on top of continued reductions in quantitative easing that were expected for 2019 as of the end of 2018.

Acting PW&WR Director Filasky, Acting PW&WR Deputy Director Robinson, Water Operations Superintendent Neimeister, and I participated in a kick off meeting with representatives from DEMA for our Pre-Disaster Mitigation Grant funded generator project planned for the Northwest Booster Station.

Monday, January 28th was a regular council meeting. I spent much of Monday and Tuesday preparing for and following up from this meeting.

On Wednesday, January 30th we held our monthly WOW employee recognition breakfast for nominations received in December.

Finance Director Del Grande, Deputy Finance Director Hollander, Acting HR and Labor Relations Manager Farrall and I met with representatives from Vanguard and Andy Zimmerman from DT Investment Partners to discuss fourth quarter pension and OPEB fund results and the outlook for 2019. Vanguard will present these results to Council at the 2/11 council meeting.

I held an interview with the City's auditors who are currently auditing our 2018 financials. The audit is progressing well, and I received good feedback about staff and our internal control processes from the auditors.

I continued to work on climate survey related work. We are currently soliciting interest for membership in two new staff committees; the Wellness and Employee Engagement Committee and the Professional Development Committee. The plan is to involve staff more directly in decisions related to both these topics which we think will result in improved outcomes.

Several staff members and I met with representatives from CPower, DEMEC's Demand Response contractor, to discuss adding several water facilities into the DR program. Demand Response is a program where you pledge that you will reduce power consumption if called upon by PJM for grid stability during high consumption days like heat waves. Participants are paid for their participation, whether or not you are called upon, and we feel that our water facilities may be good options for inclusion. This meeting is scheduled for Friday, 2/1 and we will provide updates in the future once we have a better idea of whether we are able to join the DR program.

The remainder of my week was filled with annual performance review efforts, personnel related, and other general administrative tasks.

Activity or Project:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Administration - Deputy City Manager

Notable Notes:

During the week, Acting Deputy City Manager Mark Farrall attended a meeting to review the Pension and OPEB Portfolio with representatives from DT Investments and Vanguard. Also during the week, the HR team worked with the Finance Department to compile information needed by the city's pension actuary to finalize 2019 valuation reports. On 1/30, HR Manager Devan Hardin hosted the WOW recognition breakfast. Numerous employees were recognized for their outstanding accomplishments during the previous month. During the week, Devan Hardin conducted two interviews for a contract position in IT and an interview for a student internship position.

Assistant to the City Manager Mark Brainard fielded several inquiries from media outlets, made numerous updates to the City's website and social media accounts and has ordered equipment for the City's media room as part of his temporary communications responsibilities. Mr. Brainard will continue to assist with the communications function until the position is filled. During the week he posted Contract 19-03 for bid including an addendum to the contract. He also worked on a draft for Contract 19-04. Mr. Brainard attended a Sustainability Steering Committee Meeting on 1/29 and a UDon't Need It meeting on 1/31.

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

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on January 23. Geena was in the office on January 17 for Court.

Renee attended the Downtown Newark Partnership Design Committee meeting to review the draft code revisions for the sunset of the Downtown Newark Partnership and the establishment of a Council-appointed Design Committee on January 17. The bill and associated materials were completed and included as part of the January 28 Council packet for first reading. The second reading and public hearing will be on the February 25 Council agenda.

Renee met with Danielle and Anita on January 17, Whitney on January 18 and 23 and Tara on January 22 for one-on-one staff training to prepare for Renee's upcoming leave. Renee and Danielle reviewed the Delaware Freedom of Information Act and how to fulfill FOIA requests. Renee and Anita covered building permit reviews. Renee and Whitney covered processing of the Council packet after a Council meeting and direction sheets. Renee and Tara reviewed City election procedures.

Renee attended the management staff meeting on January 17 where the January 28 Council agenda was discussed.

Tara attended the International Institute of Municipal Clerks Region II conference January 17 and 18 in Wilmington. This conference provided her with accreditation points for her Certified Municipal Clerk credential.

Renee had the pleasure of swearing in two new police officers on January 18.

Renee attended a meeting with Acting City Manager Coleman, Assistant to the City Manager Brainard, Finance Director Del Grande and Lobbyist Armitage regarding outstanding requests from Council to be followed up on regarding potential charter changes.

Staff finalized and posted the agenda and packet for the January 28 Council meeting on January 18.

Renee and Tara staffed the Election Board meeting on January 22 where the board members discussed logistics for the upcoming April 9 City election.

Renee attended the bimonthly Women Leading Government meeting in Dover on January 23.

Renee met with Planning and Development Director Gray on January 23 regarding the status of various upcoming development projects for Council consideration.

Paul and Renee spent time working on items related to the City Manager search.

Renee and Tara received comments from the developer, sent the comments to staff for review, received their replies and finalized the subdivision agreement and associated resolution for 83-105 New London Road and 36-42 Wilson Street for Campus Walk II. This Comprehensive Plan

amendment and major subdivision with site plan approval is on the January 28 Council meeting for consideration.

Tara spent time drafting the subdivision agreement for 62 North Chapel Street. Renee and Whitney completed the legal notices and Anita sent the associated direct mail notices for the project. This rezoning, major subdivision with site plan approval and special use permit is scheduled for the February 11 Council meeting for consideration.

Work for the 2019 City elections is continuing to ramp up. One petition was picked up this week. Renee fielded media and community group requests regarding filed candidates for the election. Updated voter registration lists to be coded with City district information were requested and received from the Department of Elections. Anita worked on updating the election district street list. Information on the 2019 election can be found on the City website here: <https://newarkde.gov/508/2019-City-Election-Information>.

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

- * Worked with the City Solicitor on a response for a January 3 FOIA request from O'Rourke Investigations regarding surveillance camera footage.
- * Worked with staff regarding determining if there are any responsive documents for a January 3 FOIA request from Sarah Bucic regarding the Windy Hills water tower.
- * Worked with staff to determine the administrative cost estimate for a January 4 (received January 7) FOIA request from O'Rourke Investigations regarding accident statistics.
- * Worked with staff and the City Solicitor regarding a January 11 FOIA request from Kasai Guthrie regarding police arrest statistics, police misconduct investigations, citizen complaints against the police department and internal administrative investigations.
- * Continued scanning and document review for a January 11 FOIA request from Kasai Guthrie regarding past election data.
- * Worked with staff regarding a January 11 FOIA request from ClearCove Systems regarding wastewater treatment surcharges.
- * Received and circulated to staff for review a January 17 FOIA request from Brian Frederick Funk, P.A. regarding 6 Bridgeview Court.
- * Spent time updating the FOIA log for the City.

The January 28 Council agenda was posted and forwarded to Council.

Regarding minutes, staff time was spent on the January 14 Council (Whitney drafting) and January 22 Election Board (Tara drafting) minutes. The December 10 and January 14 Council executive session minutes are currently in the queue.

Danielle fulfilled 7 discovery requests for upcoming Alderman's Court cases. 48 discovery requests have been filled so far this year. The court calendar for February 1 was received and the 19 cases were prepared for the Deputy City Solicitor. Five court calendars with 82 associated cases have been prepared so far for 2019. No plea by mails were processed this week.

The office received 9 new lien certificate requests this week, which were sent to Finance for processing. 5 lien certificates were completed and sent to the requestor. 32 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha attended the Association of Records Managers and Administrators (ARMA) meeting on January 17.

Samantha and Sandy worked with Finance and HR regarding records request for the auditors.

Samantha worked with the Alderman's Court regarding records requests for expungements.

Samantha worked with IT on issues with Tyler Content Manager.

Records Division staff 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 Networks Program with the Christina School District has increased their work schedule with the City from one to two days per week to help with the processing of the increased volume of records being received from the departments as part of the strategic plan rollout to the departments. The students from the Copyworks Program do document preparation, such as removing staples, clips, etc., for the Records Division at no additional cost to the City.

The scanned documents numbers for January 17-23 are below.

Status:	In-Progress
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Expected Completion:	
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Execution Status:	On Track
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Activity or Project:**Description:**

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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:**

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on January 24 and January 28 for Council. Geena was in the office on January 24 for Court.

Renee met with Tara on January 24 and 29, and Danielle and Whitney on January 30 for one-on-one staff training to prepare for Renee's upcoming leave. Renee and Tara reviewed City election items and Council meeting website follow up. Renee and Danielle reviewed how to fulfill and write responses for FOIA requests. Renee and Whitney reviewed direction sheets and Council minutes formatting.

Paul, Renee and Tara staffed the Council meeting on January 28. Staff completed follow up throughout the week.

Paul and Renee spent time working on items related to the City Manager search.

Renee drafted the agenda for the February 11 Council meeting.

Whitney drafted the agenda for the February 12 Conservation Advisory Commission meeting.

Whitney spent time on various upcoming boards and commissions appointments and reappointments.

Renee and Tara drafted, circulated to staff for review and received comments back from staff on the subdivision agreement for 62 North Chapel Street. This rezoning, major subdivision with site plan approval and special use permit is scheduled for the February 11 Council meeting for consideration.

Work for the 2019 City elections is continuing to ramp up. Seven petitions were picked up this week. Jerry Clifton filed for Mayor and Mark Morehead filed for Council Member District 1. An additional petition for Mayor was received, but was unable to be verified due to residency. Updated voter registration lists were coded by Election Board members with City district information and sent back to the Department of Elections for data entry. Renee worked on securing polling places for Council review and approval at the February 11 Council meeting. Anita worked on updating the election district street list. Information on the 2019 election can be found on the City website here: <https://newarkde.gov/508/2019-City-Election-Information>.

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

- * Denied the request, sent response to the requestor, completed and closed a January 3 FOIA request from O'Rourke Investigations regarding surveillance camera footage.
- * Received responsive documents, provided documents to the requestor, completed and closed a January 3 FOIA request from Sarah Bucic regarding the Windy Hills water tower.
- * Provided an administrative cost estimate for a January 4 (received January 7) FOIA request from O'Rourke Investigations regarding accident statistics.
- * Denied the request, sent response to the requestor, completed and closed a January 9 FOIA request from Weekly Transcript regarding traffic tickets.
- * Worked with staff and the City Solicitor regarding a January 11 FOIA request from Kasai Guthrie regarding police arrest statistics, police misconduct investigations, citizen complaints against the police department and internal administrative investigations.
- * Continued document review for a January 11 FOIA request from Kasai Guthrie regarding past

election data.

- * Determined there were no relevant documents, notified the requestor, completed and closed a January 11 FOIA request from Thomson Reuters regarding criminal records.
- * Determined there were no relevant documents, notified the requestor, completed and closed a January 17 FOIA request from Brian Frederick Funk, P.A. regarding 6 Bridgeview Court.
- * Received and forwarded to staff for review a January 24 FOIA request from Segment Returns LLC regarding unclaimed checks.
- * Received, forwarded to staff for review, provided the relevant documents, completed and closed a January 24 FOIA request from the News Journal regarding City audits.
- * Received and forwarded to staff and the City Solicitor for review a January 25 FOIA request from Donald M. Ransom, Esq. regarding police accident records.
- * Received, corresponded with the requestor and began document collection for a January 28 FOIA request from the Newark Post regarding a withdrawn Board of Adjustment case.
- * Spent time updating the FOIA log for the City.

The January 31 Boards and Commissions FOIA training quorum notice and February 5 Planning Commission agenda were posted and forwarded to Council.

Regarding minutes, staff time was spent on the December 4 Council executive session (Renee drafted - complete), December 10 Council executive session (Renee drafting), January 8 Conservation Advisory Commission (Whitney drafting), January 14 Council (Whitney drafted; Renee edited - complete) and January 28 Council (Whitney drafting) minutes. The January 14 and 28 Council executive session minutes are currently in the queue.

Danielle fulfilled 13 discovery requests for upcoming Alderman's Court cases. 61 discovery requests have been filled so far this year. The court calendar for February 7 was received and the 18 cases were prepared for the Deputy City Solicitor. Six court calendars with 100 associated cases have been prepared so far for 2019. Three plea by mails were processed this week.

The office received 6 new lien certificate requests this week, which were sent to Finance for processing. 6 lien certificates were completed and sent to the requestor. 38 lien certificates have been processed for 2019.

Activity or Project:

Digital Records Project

Description:

Samantha and Sandy worked with Finance and HR regarding records request for the auditors.

Records Division staff 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 Networks Program with the Christina School District has increased their work schedule with the City from one to two days per week to help with the processing of the increased volume of records being received from the departments as part of the strategic plan rollout to the departments. The students from the Copyworks Program do document preparation, such as removing staples, clips, etc., for the Records Division at no additional cost to the City.

The scanned documents numbers for January 24-30 are below.

Status:	In-Progress
Expected Completion:	
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	
Activity or Project:	
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Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:	
Electric Department	
Notable Notes:	
The standby crew responded to a pole hit on McIntire Drive Monday after a car took out a streetlight pole and pedestal. This was made safe and fixed the next day during normal working hours. The line crews pulled wires across Route 72 over the weekend as part of the upgrades to the South Well Field Substation. The line crews also installed poles and framed up for a recloser on Bellevue Road. The electricians replaced banners on Main Street, worked at the South Well Field Substation getting ready for a foundation pour, and worked on several repair tickets at City Hall, the garage, and the George Wilson Center. Engineering attended three days of training for the electrical system modelling software.	
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:

2018 Audit - Clifton Larsen Allen, the City's auditors, are on site this week and next week to conduct their initial fieldwork. The Accounting staff has been working with them this week, along with HR, to provide the files and documents they are requesting for review.

As approved by City Council on January 14th, the Finance Department will be seeking to fill a full-time position in order to cover the current part-time finance assistant vacancy and pending full-time vacancy. This position will be borrowed from the Communications' group (one of two vacancies), and when the full-time vacancy occurs later this year, this position will be returned back to the Communication's group for future consideration. We have updated the job classification and plan to post the position by February 1.

We are actively searching for the City's IT Infrastructure Manager. Interested candidates are encouraged to apply via this link: https://newarkde.gov/DocumentCenter/View/11466/19-02-IT-Infrastructure-Mgr-Ad_Job-Description. The job posting closes on February 1.

Activity or Project:

Automatic Bill Payment/Leak Notification System – CustomerConnect

Description:

We would like to remind all residents that monthly utility bills can be processed automatically via CustomerConnect. Did you know that CustomerConnect also has features that will alert you when your household exceeds certain consumption thresholds? This tool is helpful for finding water leaks, or unintended electric usage before it goes on for a prolonged period of time, saving you money. The notification thresholds can be set by the account holder on a monthly, weekly or daily limit. It's another way of keeping utility consumption to a minimum. The account holder can elect to be notified by email, text, and via notice to their web portal account.

Newark utility customers also have the option to pay the City for utility services using

CustomerConnect's "Budget Billing" option. This method of payment allows the account holder to pay a fixed amount each month on the date of their choosing when they sign up for this feature. The system determines your estimated annual utility bill and divides that amount by twelve months. On the December bill, there will be a true up for whatever balance that remains (either a credit or debit to the account) to settle the balance for the year.

Please click on this link to set up your account today: <https://newarkde.gov/pay>. In order to keep costs to a minimum, the City urges CustomerConnect users to set up their accounts to debit their bank accounts vs a credit card in order to keep City costs to a minimum, as the City incurs credit card fees with every credit card transaction.

Status:	Completed
Expected Completion:	12-31-2018
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:
Information Technology Department
Notable Notes:
We are currently reviewing resumes to fill the contractual desktop support position. Held meeting with IT team to discuss 2019 projects. Will continue to hold weekly meetings to discuss work progress. The Infrastructure Manager position was posted on 1/4/19, this position will remain posted through 2/1/19. Applications Team: The applications team closed 112 tickets over the past two weeks. 1. Customer Connect 5.13, still waiting on vendor for a fix to continue testing. 2. POS Cashiering for Welcome Center is on hold, waiting for vendor fix. 3. Attended meeting with Paymentus to discuss Phase II integration with Tyler on 1/14. 4. Conference call with our Microsoft reseller to gain a better understanding of our licensing structure 1/18.

5. Continued working on Munis General Billing for PWWR in TEST environment.
6. Created reports for users as requested.
7. Application Support Administrator performed backup billing functions 1/14-1/18.
8. Application Support Analyst assisted with billing delinquent/new snow citations.

Infrastructure Team:

The infrastructure team closed 137 tickets over the past two weeks.

1. Continued working on migrating network documentation into new software.
2. Completed work on computer relocation automation process.
3. Continued working on using the licensing section of helpdesk system for compliance and simplified reporting as well as updating the asset section of helpdesk system to track additional items such as monitors and locations.
4. Continued imaging and deploying replacement DELJIS machines.
5. Continued developing a plan to upgrade older windows servers.
6. Actively responded to and resolved Secureworks alerts.
7. Configured new wireless connection for Gasboy system.

Activity or Project:

Police Vehicle Technology Upgrades

Description:

Approved Capital Improvement Project.

New computers have been deployed to all vehicles. Most of the installation on these vehicles will be performed by vendor. Scheduling with the vendor has begun for console and cradlepoint installation.

New consoles have been installed in 5 of 12 vehicles. Cradlepoints have been installed in vehicles #909, #935, #926, #915, #923, #928, #925, #907, #934, #910, #905, #918, #939, #906, #930, #908 & #911. We have seven vehicles remaining.

Status:	In-Progress
Expected Completion:	11-01-2018
Execution Status:	Behind Schedule

Activity or Project:

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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: Met with Preston's Playground Committee and Public Works Department about restroom design at the reservoir; met with one of the developers at Newark Preserve in reference to the landscape escrow and plant material replacement; reviewing several subdivision landscape plans for comment; mailed out traffic island sponsorship letters to last year's participants for renewal; met with Tom Z. about the Delaware State Forestry Grant; working on grant application for a Rails To Trails grant for trail head improvements at Olan Thomas Park at the Pomeroy and Newark Trail. Organizing Committee for Old Paper Mill Park design; finalized trail grant application with Millennium Strategies; met with Tim, Mark, Ethan and City Solicitor about the restroom bid for the reservoir and Preston's Playground.

Deputy Director: Worked with Shelby on 2019 Calendar of Events, event magnets and signs for the Big Belly's on Main Street along with the sponsorship and vendor packets and designs for giveaway items for upcoming events; conducted weekly staff meeting with recreation staff and continued to work with Shannon (the intern) on a salary survey, updating the mailing list of downtown businesses to send out sponsorship packets and information regarding the upcoming Egg Hunt to solicit for donations of baskets and sending out advertisements regarding the camp fair to previous vendors; contacted several registration software companies regarding their registration programs and set up some initial demonstrations; received and processed fee assistance application; submitted project ideas to the planning team for UD's Big Event scheduled on May 4th; contacted local newspaper for 2019 rates for summer camp guide advertisements in preparation for the upcoming publications. Continued to work with Shelby on event magnets, sponsorship packages, vendor packets, designs for giveaway items and summer camp guide advertisements for local newspapers; conducted weekly staff meeting with recreation staff and continued to work with Shannon the intern on updating the mailing list of downtown businesses to send out sponsorship packets and information regarding the upcoming Egg Hunt to solicit for donations of baskets and adding in contacts for the Memorial Day Parade; spoke with several registration software companies regarding their registration programs and set up demonstrations dates, sent information to recreation staff to review prior to demonstrations; continued to finalize 2018 statistics and receive program analysis forms; worked on 2018 End of Year Report.

Recreation Supervisor of Athletics: Continues recruiting additional before and after care staff, received several applications this week and scheduling and conducting interviews both via phone and in person, working on parent's newsletter for January; working to determine staff needs for Rittenhouse summer camp; rescheduled volleyball games due to water main break at Newark Charter on Thursday; working on planning details for summer camps. Continues recruiting additional before and after care staff, scheduling and conducting interviews, completed staff schedule for February; working on plans for summer camp offerings; sent out summer camp rental van bid request; completed basketball staff work schedule for the remainder of the season; met with an aftercare parent, met with the site supervisor at Downes.

Recreation Supervisor of Community Events: Completed the end of year report; worked on program analysis forms and summer/fall statistics, working on summer camp schedule with instructors, created mailing list to send out Save the Date information for the Memorial Day

Parade. Completed program analysis forms and summer/fall statistics, continue to work on summer camp schedule with instructor; prepared for Memorial Day Parade committee meeting.

Coordinator of GWC and Volunteers: Updated staff schedules for School's Out Days scheduled for January 18 and 21; contacted participants and adjusted Pottery classes to accommodate multiple participants on the waitlist; an additional Adult Pottery class will be offered on Thursdays from 4 - 6 p.m.; continued to finalize and submitted the End of Year Report; researched quotes for pottery supplies needed; met with Abrakadoodle about potential Art Summer Camps to be offered at the George Wilson Center; met with a Taekwondo instructor about offering potential programs at the George Wilson Center; continued finalizing summer camp dates with additional instructors/contractors; stopped by the Newark Free Library to deliver flyers for the upcoming Newark Community Volunteer Fair; attended the Delaware Museum of Natural History's Summer Camp Fair on Sunday, January 20 to promote our summer camps and programs; finalized information for upcoming volunteer groups assisting with projects in January and February; met with a volunteer group about a potential partnership; continued meeting with potential renters for the George Wilson Center; the Full Moon Hike that was scheduled for Friday, January 18 was canceled due to inclement weather. Continued finalizing summer camp dates with additional instructors/contractors; met with the Tyler on Arts and Crafts/Sports Equipment Bids; completed a letter of recommendation/confirmation of employee paperwork for an after care staff member; finalized information for upcoming volunteer groups assisting with projects in January and February; continued to work on items for the upcoming Volunteer Fair on February 17 at the Newark Free Library; continued to finalize the 2018 Volunteer Report; continued meeting with potential renters for the George Wilson Center; Curtain's Up Theater – Midsummer Night's Dream program began on January 25 with a full roster.

Recreation Specialist: Finished promotional camp fair tri-fold in preparation for Delaware Museum of Natural History Camp Fair; reviewed aftercare Food Bank forms; continued reviewing and updating the Delaware Division of the Arts grant application; continued emailing invites/corresponding with Volunteer Fair organizations, confirmed attendees include the Newark Free Library, Newark Bike Project, Newark Senior Center, Newark Arts Alliance, White Clay Creek State Park, Volunteer DE, Sexual Assault Response Center, YWCA DE, Tri-State Bird Rescue, and Aetna HHL. Reviewed aftercare Food Bank Forms and submitted; continued compilation of the Delaware Division of the Arts Grant application; continued updating summer staff manual; completed update for sign in/out forms for West Park Before/After Care, February Before/After Care staff calendar and purchase supplies for Cooking Club at West Park; monitored World Mission Society Church of God volunteer parks cleanup project. Volunteer Hours: 20 volunteers, 67.5 hours.

Parks Superintendent: Reviewed two proposed landscape plans and commended as needed, met with Parks Director, Deputy Director and Parks Supervisor on several upcoming volunteer events, along with Parks Director attended meeting concerning construction of bathroom unit at Preston's Playground as well as a second meeting concerning missing/dead landscape plantings at Newark Preserve community, evaluated front meadow area at Handloff Park to determine which plant types to install for planting project this spring, completed planting design and cost estimate for renovation of one berm planting area at Olan Thomas Park, completed planting plan and cost estimate for Preston's Playground and started working on 2019 Urban Tree Grant through Delaware State Forestry. Inspected eight park/open space areas and developed work lists as needed, reviewed proposed landscape plan and commented as needed, started on 2019 Urban Tree grant thru State Forestry, met with two homeowners concerning tree issues, met with UD staff

member concerning tree issue at Olan Thomas Park, with assistance from our GIS Specialist started tracking any tree removals/creek clearance work completed contractually and with in-house staff within the park system starting in 2019, and continued working with the Eagle Scout replacing the tie walls at Fairfield Park.

Parks Supervisor: Assigned field staff daily and assisted as needed, continued working on gathering quotes for upcoming equipment purchases, coordinated all snow/ice control/removal operations throughout park system, along with Parks Director, Deputy Director and Parks Superintendent attended meeting concerning several upcoming volunteer events. Consulted with Parks Director and Deputy Director on update of 2019 equipment purchases and picked up supplies for volunteer group doing work at several park sites over the weekend.

Parks/Horticulture: Staff conducted snow/ice removal operations throughout park system, did trash removal throughout park system, washed off all snow removal equipment including vehicles, continued on cut backs of plant materials throughout park system, did interior bed maintenance at City Hall and continued on work orders as assigned. repaired gate along Creek Road at the base of the Fairfield Crest trail connector, started cutting back woody plant volunteers and treating cuts with herbicide in front meadow area at Handloff Park, continue on cutbacks of perennial/ornamental grass throughout park system, did tree/limb removal at Fairfield and George Reed Parks, did interior bed maintenance at City Hall, did trash removal throughout park system as needed and continued on work orders as assigned.

Activity or Project:

Newark Community Volunteer Fair

Description:

The City of Newark Parks and Recreation Department and the Newark Free Library will host a free Newark Community Volunteer Fair on Sunday, February 17 from 1-4 p.m. just in time for International Random Acts of Kindness Day! Prospective volunteers of all ages can come out to the Newark Free Library to learn about volunteer opportunities offered in Newark in 2019. This is a great opportunity for individuals to speak directly with volunteer organizations for more information, fill out volunteer applications or sign up to volunteer for upcoming events and more. The City of Newark will also highlight the 2018 outstanding volunteers for their random acts of kindness in their devotion of volunteer hours to the City of Newark.

Status:	Not Started
Expected Completion:	02-17-2019
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:

Police Department

Notable Notes:
Patrol Division:

- On Monday and Tuesday, January 28th and 29th, members of D Platoon and E Platoon attended mandatory, two-day, in-service training.
- On Tuesday, January 29th, at approximately 7:30 p.m., officers responded to a single vehicle collision on Lehigh Road. Upon arrival, it was discovered that a vehicle had jumped the curb and struck the front of the apartment building at 650 Lehigh Road. No residents of the building were hurt during the collision and the City of Newark Code Enforcement Division responded to inspect the damage to the building.
- On Tuesday, January 29, 2019, at approximately 2:44 a.m., officers responded to the 300 block of Lynley Lane for a report of subjects pulling on door handles of vehicles. Upon arrival, responding officers encountered three subjects leaving the area. Two of the suspects fled on foot and one was captured at the scene. The suspect who was caught at the scene was identified as a 17-year-old juvenile from Newport. At the time of his arrest, he was found in possession of property that had been taken from two different vehicles in the nearby Woods at Louviers neighborhood. Cpl. Craig obtained warrants charging the juvenile with Burglary 3rd Degree and Conspiracy Second Degree (both felonies). Additionally, he was charged with two counts of misdemeanor theft. The juvenile appeared before New Castle County Family Court and was ordered held in default of \$3,000 secured bail.

Special Enforcement Division:

- On Monday and Tuesday, January 28th and 29th, Special Enforcement Division officers provided road coverage while patrol division officers attended in-service training.
- During the week, Traffic Unit officers will conduct increased enforcement in the area of Papermill Road, Old Papermill and Wrangler Roads.
- The unit will also conduct enforcement at other locations throughout the city including East Main Street, Choate Street and Country Club Drive at Danbury Road, all due to citizen complaints.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	01-31-2019
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:**

Public Works and Water Resources Department

Notable Notes:

Water Main breaks continue to keep our crews busy, with six breaks during the week of January 14th. One major break along South College Avenue required significant lane closures and will require a significant road patch due to the thickness of the road section. The employees who fix these breaks in unfavorable weather should be recognized for their dedication to providing the continued service to our residents.

Stormwater crews have begun maintenance throughout the City on pond and drainage outfalls as well as clearing ditches that carry runoff. This work is better suited for winter weather when the equipment makes less impact and the leaves are off of the trees. Completing this work is one of the tasks made possible by funding the stormwater utility.

REMINDER: Regular yard waste collection is suspended until March. During this regular service suspension, residents can schedule a yard waste pickup by calling Public Works and scheduling a pickup. The scheduled pickups will still take place on Wednesday.

AT&T currently leases space on our New London Water Tank. AT&T will be upgrading their existing antenna equipment on the tank in the near future. The work will not affect our operations or the terms of the lease. Coordination with PW&WR will be required and we do not expect any inconvenience to residents.

Activity or Project:

Sanitary Sewer Lining - Downtown Area

Description:

Please see the attached schedule and exhibit for sewer lining that will take place on Main Street and surrounding areas the week of February 4th. This work was originally planned for the last week of January, but was postponed due to low temperatures. The weather looks favorable for the work to be completed during the next week. All affected properties have been notified and briefed on steps necessary to ensure the work can be successful. All work that has been completed to date on this project has been completed with no problems and service restored as expected.

Status:	In-Progress
Expected Completion:	02-15-2019
Execution Status:	Behind Schedule

Activity or Project:

Backup Generator at NW Booster Station

Description:

In 2018, the City was awarded a grant from the FEMA Pre-Disaster Mitigation Program to provide backup generation at our Northwest Booster Station. The station provides water to a significant water territory in the City and this backup generator would provide service during a prolonged power outage. The project requires a City match, which may be able to be covered by in-house design.

Status:	In-Progress
Expected Completion:	12-31-2019
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – January 17-23

Name	# of Documents	# of Pages	Types
Samantha	54	468	Court Documents
Sandy	39	8,052	AP Batch Scans/Administrative Reports
Fred	19	93	Building Plans
Debbie	342	2,062	Court Documents/Daily Cash Reports
Ana (PT)	252	1,655	Court Documents
Anita (PT)	17	105	Miscellaneous Current Files
Total	723	12,435	

Digital Records Project Documents Modified* – January 17-23

Name	# of Documents	# of Pages	Types
Samantha	528	1,110	Building Permits
Sandy	36	6,993	Agendas/AP Batch Scans
Fred	18	93	Building Plans
Debbie	436	3,065	Minutes
Ana (PT)	313	2,267	Agendas/Minutes
Anita (PT)	39	595	Miscellaneous Current Files
Total	1,683	14,123	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288		
February	20,852		
March	25,727		
April	32,595		
May	40,272		
June	17,662		
July	23,131		
August	30,880		
September	38,612		
October	48,801		
November	43,574		
December	37,262		
Totals	404,696		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2018	2019	Change +/-
January	49,088		
February	72,213		
March	52,137		
April	53,599		
May	49,087		
June	30,590		
July	30,099		
August	41,820		
September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

Digital Records Project New Documents Created – January 24-30

Name	# of Documents	# of Pages	Types
Samantha	111	693	Court Documents
Sandy	11	5,749	Administrative Reports
Fred	164	995	Building Plans
Debbie	209	1,381	Court Documents
Ana (PT)	190	1,107	Court Documents
Anita (PT)	26	189	Miscellaneous Current Files
Total	711	10,114	

Digital Records Project Documents Modified* – January 24-30

Name	# of Documents	# of Pages	Types
Samantha	112	700	Building Permits
Sandy	34	7,995	AP Batch Scans
Fred	172	1,088	Building Plans
Debbie	224	1,408	Minutes
Ana (PT)	258	1,622	Agendas/Minutes
Anita (PT)	31	205	Miscellaneous Current Files
Total	831	13,018	

Monthly Year-Over-Year New Document Page Totals

Month	2018	2019	Change +/-
January	45,288		
February	20,852		
March	25,727		
April	32,595		
May	40,272		
June	17,662		
July	23,131		
August	30,880		
September	38,612		
October	48,801		
November	43,574		
December	37,262		
Totals	404,696		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2018	2019	Change +/-
January	49,088		
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March	52,137		
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September	43,957		
October	62,239		
November	46,455		
December	39,846		
Totals	571,130		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

NEWARK POLICE DEPARTMENT

WEEK 01/13/19-01/19/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO DATE	2019 TO DATE	THIS WEEK 2019	2018 TO DATE	2019 TO DATE	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	1	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	2	2	1	7	0	0
- Commercial Robberies	0	1	1	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	1	0	7	0	0
Assault/Aggravated	0	1	1	2	3	0
Burglary	6	12	2	2	2	1
- Commercial Burglaries	2	0	0	0	0	0
- Residential Burglaries	4	12	2	2	2	1
- Other Burglaries	0	0	0	0	0	0
Theft	25	33	9	10	33	25
Theft/Auto	3	1	1	0	1	1
Arson	0	0	0	0	0	0
All Other	7	6	2	3	3	3
TOTAL PART I	43	55	16	25	42	30
<u>PART II OFFENSES</u>						
Other Assaults	14	14	5	17	1	0
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	17	2	1	3	4	1
Weapons	1	2	1	0	6	5
Other Sex Offenses	0	0	0	0	0	0
Alcohol	3	2	0	6	6	0
Drugs	3	13	4	6	16	3
Noise/Disorderly Premise	47	21	13	16	3	2
Disorderly Conduct	11	6	2	11	1	0
Trespass	8	15	5	2	4	1
All Other	25	20	3	24	21	7
TOTAL PART II	129	95	34	85	62	19
<u>MISCELLANEOUS:</u>						
Alarm	14	7	4	0	0	0
Animal Control	16	14	5	1	0	0
Recovered Property	8	14	3	0	0	0
Service	2132	2000	691	0	0	0
Suspicious Per/Veh	16	15	8	0	0	0
TOTAL MISC.	2186	2050	711	1	0	0

	THIS WEEK 2018	2018 TO DATE	THIS WEEK 2019	2019 TO DATE
TOTAL CALLS	891	2,610	888	2,530



Newark Police Department
Weekly Traffic Report
01/13/19-01/19/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	420	484	147	186
DUI	4	11	1	5
TOTAL	424	495	148	191

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	11	6	3	2
Property Damage (Reportable)	61	54	19	27
*Hit & Run	15	13	6	9
*Private Property	16	9	8	4
TOTAL	72	60	22	29

*Included in the total collision numbers

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.

NEWARK POLICE DEPARTMENT

WEEK 01/20/19-01/26/19

INVESTIGATIONS

CRIMINAL CHARGES

	2018 TO DATE	2019 TO DATE	THIS WEEK 2019	2018 TO DATE	2019 TO DATE	THIS WEEK 2019
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	1	0	0	1	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	4	2	0	7	0	0
- Commercial Robberies	1	1	0	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	3	1	0	7	0	0
Assault/Aggravated	1	3	2	4	4	1
Burglary	6	12	0	2	3	1
- Commercial Burglaries	2	0	0	0	0	0
- Residential Burglaries	4	12	0	2	3	1
- Other Burglaries	0	0	0	0	0	0
Theft	32	40	7	12	38	5
Theft/Auto	4	2	1	0	2	1
Arson	0	0	0	0	0	0
All Other	9	10	4	3	4	1
TOTAL PART I	57	69	14	29	51	9
<u>PART II OFFENSES</u>						
Other Assaults	17	22	8	19	3	2
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	29	4	2	4	5	1
Weapons	1	2	0	1	7	1
Other Sex Offenses	0	0	0	0	0	0
Alcohol	8	3	1	11	7	1
Drugs	5	20	7	7	22	6
Noise/Disorderly Premise	47	27	6	20	6	3
Disorderly Conduct	14	9	3	11	8	7
Trespass	11	17	2	2	5	1
All Other	32	21	1	26	34	13
TOTAL PART II	164	125	30	101	97	35
<u>MISCELLANEOUS:</u>						
Alarm	16	8	1	0	0	0
Animal Control	21	23	9	1	0	0
Recovered Property	16	15	1	0	0	0
Service	2951	2719	719	0	0	0
Suspicious Per/Veh	30	21	6	0	0	0
TOTAL MISC.	3034	2786	736	1	0	0

	THIS WEEK 2018	2018 TO DATE	THIS WEEK 2019	2019 TO DATE
TOTAL CALLS	1,072	3,682	904	3,434



Newark Police Department
Weekly Traffic Report
01/20/19-01/26/19



TRAFFIC SUMMONSES	2018 YTD	2019 YTD	THIS WEEK 2018	THIS WEEK 2019
Moving/Non-Moving	745	683	325	199
DUI	10	15	6	4
TOTAL	755	698	331	203

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	17	10	6	4
Property Damage (Reportable)	78	72	17	18
*Hit & Run	22	16	7	3
*Private Property	24	10	8	1
TOTAL	95	82	23	22

*Included in the total collision numbers

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.



PUBLIC WORKS & WATER RESOURCES
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7160 · www.newarkde.gov

February 1, 2019

To: Honorable Mayor and City Council

From: Tim Filasky – Acting Director, PWWR

Via: Thomas Coleman, Acting City Manager

Subject: Sanitary Sewer Lining – Downtown Area

As a follow up to previous correspondence, the City's contractor, AM-Liner East will be back in town the week of Feb 4th to continue lining operations on East Main Street, South Main Street and South College Avenue. Next week's work includes segments that had to be postponed due to low temperatures that are not ideal for lining operations. We have added two segments on South College Avenue in an effort to stay on schedule and tackle priority areas before students officially return from break and while wastewater flows are lower. Please note that the work scheduled for Wednesday, Feb 6th and Thursday, Feb 7th will require a detour around the immediate work area and may impact UD buses operating between the hours of 6:00pm and 7:00am.

I am providing the following sewer lining schedule for your reference. Please refer to the attached exhibit to locate the segment numbers for each night. (WEATHER DEPENDING)

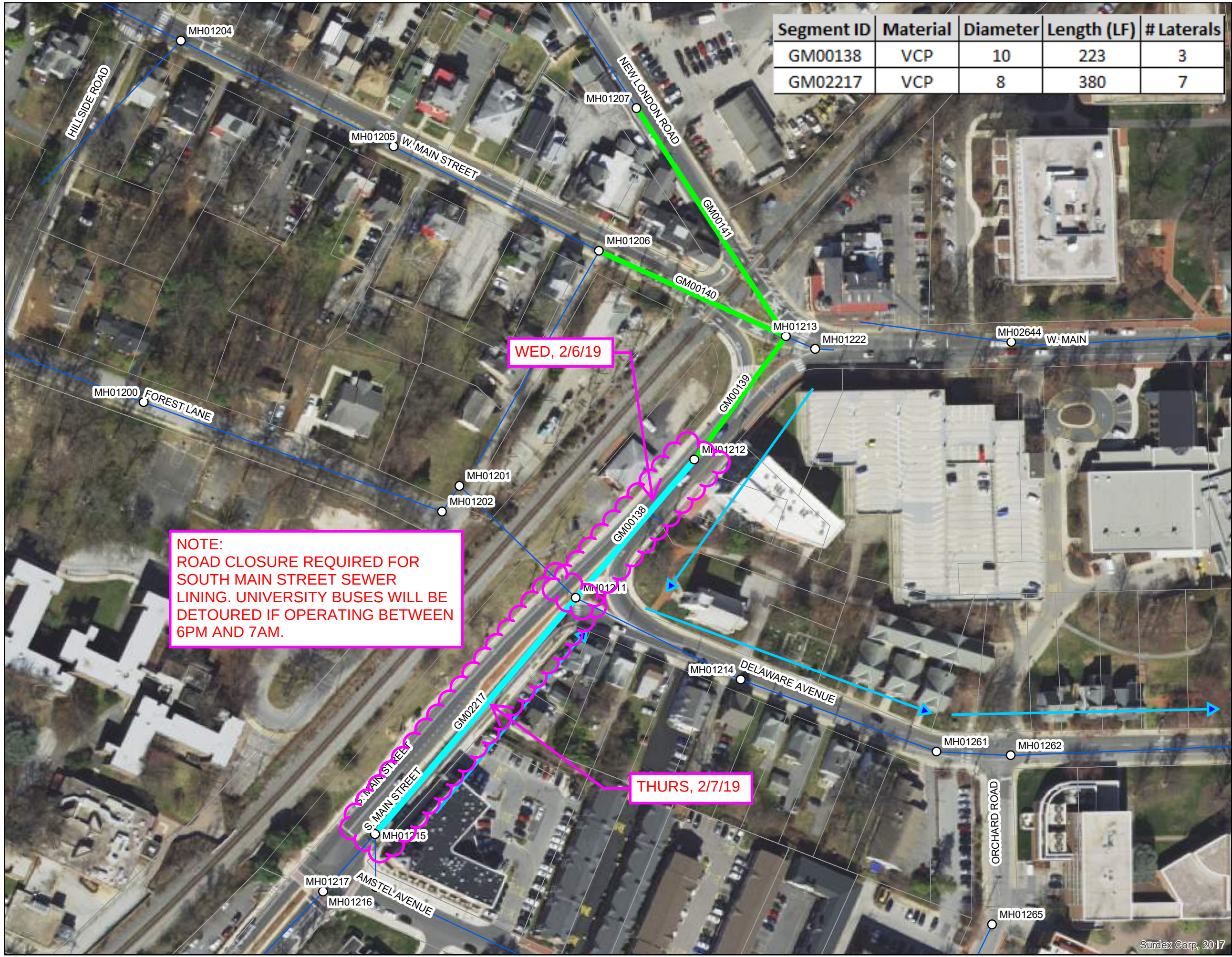
- Mon, 2/4/19: Area 3, E Main St, Segment GM00111, 336 ft, 8", 8 taps (cancelled from Mon, 1/21)
- Tues, 2/5/19: Area 3, E Main St, Segment GM00109, 355 ft, 8", 12 taps (cancelled from Tue, 1/22)
- Wed, 2/6/19: Area 1, S Main St, Shot 1: Segment GM00138, 202 ft, 10", 3 taps. Shot 2: Area 2, S College Ave, Double shot, Segments GM02125 + GM02725, 220 ft, 8", 2 taps
- Thu, 2/7/19: Area 1, S Main St, Shot 1: Segment GM002217, 378 ft, 8", 5 taps. Shot 2: Area 2, S College Ave, Segment GM02246, 330 ft, 8", 2 taps

All affected properties will be notified of this work and the water use restrictions associated with it. Please consider this correspondence formal notice of the pending work and the required water use restrictions when South College Avenue segments are lined. If there are operating departments at the University that are not included on this chain that should be, I kindly ask that this email be passed along to those folks. I am in contact with Bob Mullen (UD Transportation) to review the detour on S. Main Street to aid in bus detour planning.

NOTE: On the night a property is affected by the lining process, starting at 7 p.m., **DO NOT FLUSH OR DRAIN WATER** into the sanitary system until the work is completed. **During the lining process individual sewer connections into the sewer main are sealed off by the liner. Any wastewater that goes down the drains while the sewer main is being lined will NOT enter the main but will collect in the lateral and may cause a back-up. Neither the City nor the contractor shuts off water to affected properties.**

Also, on the night a property is affected, **ALL PLUMBING TRAPS SHOULD BE FILLED** by running water for 10-15 seconds or pouring a bucket of water into all sinks, tubs, showers, slop sinks, laundry tubs and floor drains. **If a trap is missed, occupants may smell a chemical aroma while the contractor is working. If this happens, open the windows to air out your property and then fill the missed trap.**

Your patience and cooperation will be greatly appreciated while we work to improve the sanitary sewer in the heart of the City. Should you have any specific questions regarding the planned work, please do not hesitate to contact me.



CIPP
REHABILITATION

AREA 1

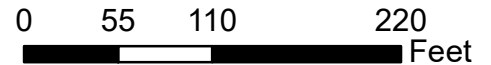
Legend

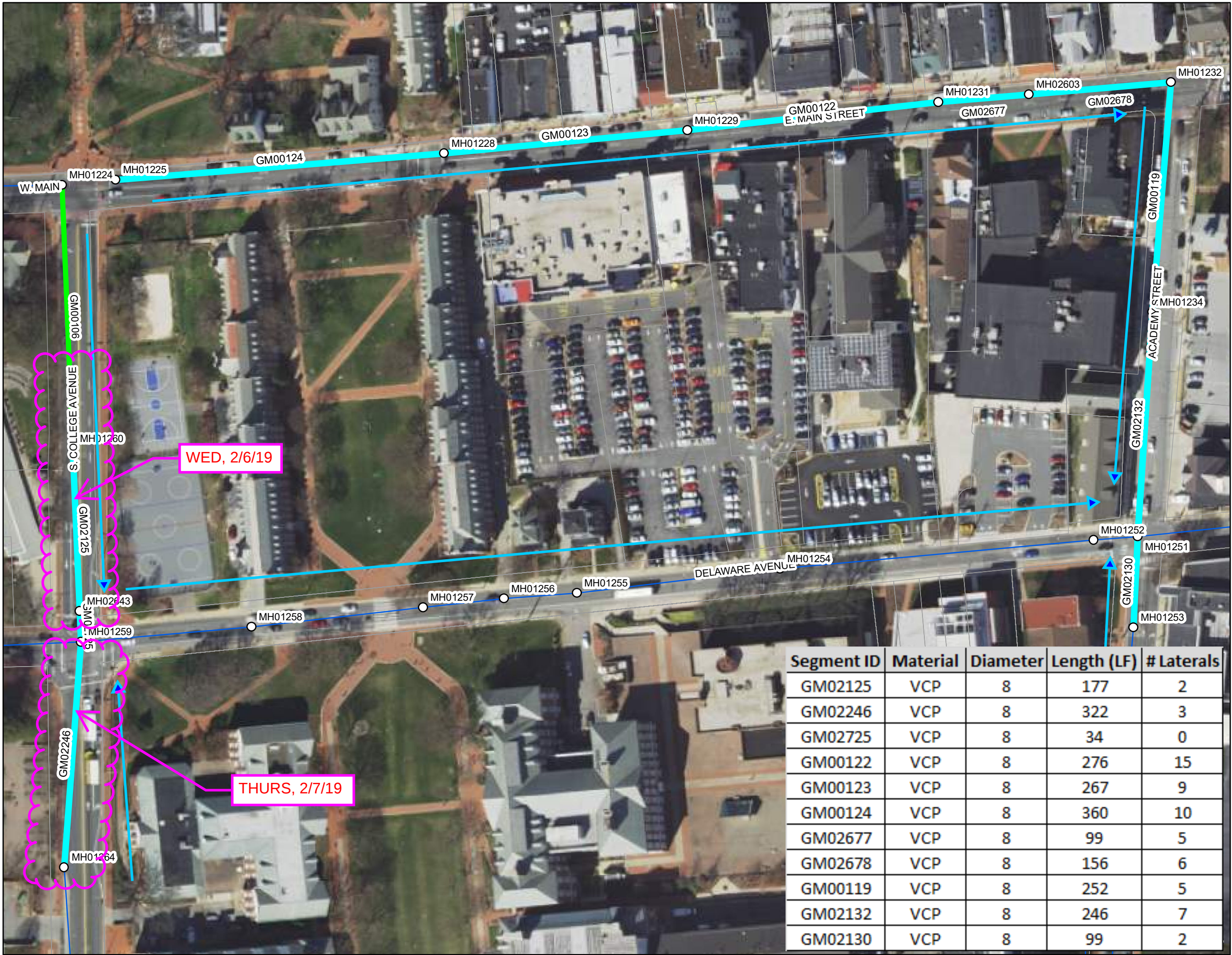
- Manhole
- Gravity Main
- Contract 1 CIPP**
- TBD
- Completed
- CIPP Optional
- Contract 2 CIPP**
- CIPP
- Parcel

→ = Flow Direction



1 inch = 112 feet





CIPP
REHABILITATION

AREA 2

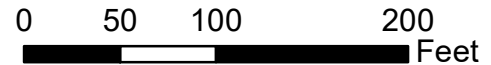
Legend

- Manhole
- Gravity Main
- Contract 1 CIPP**
- TBD
- Completed
- CIPP Optional
- Contract 2 CIPP**
- CIPP
- ⊕ Parcel

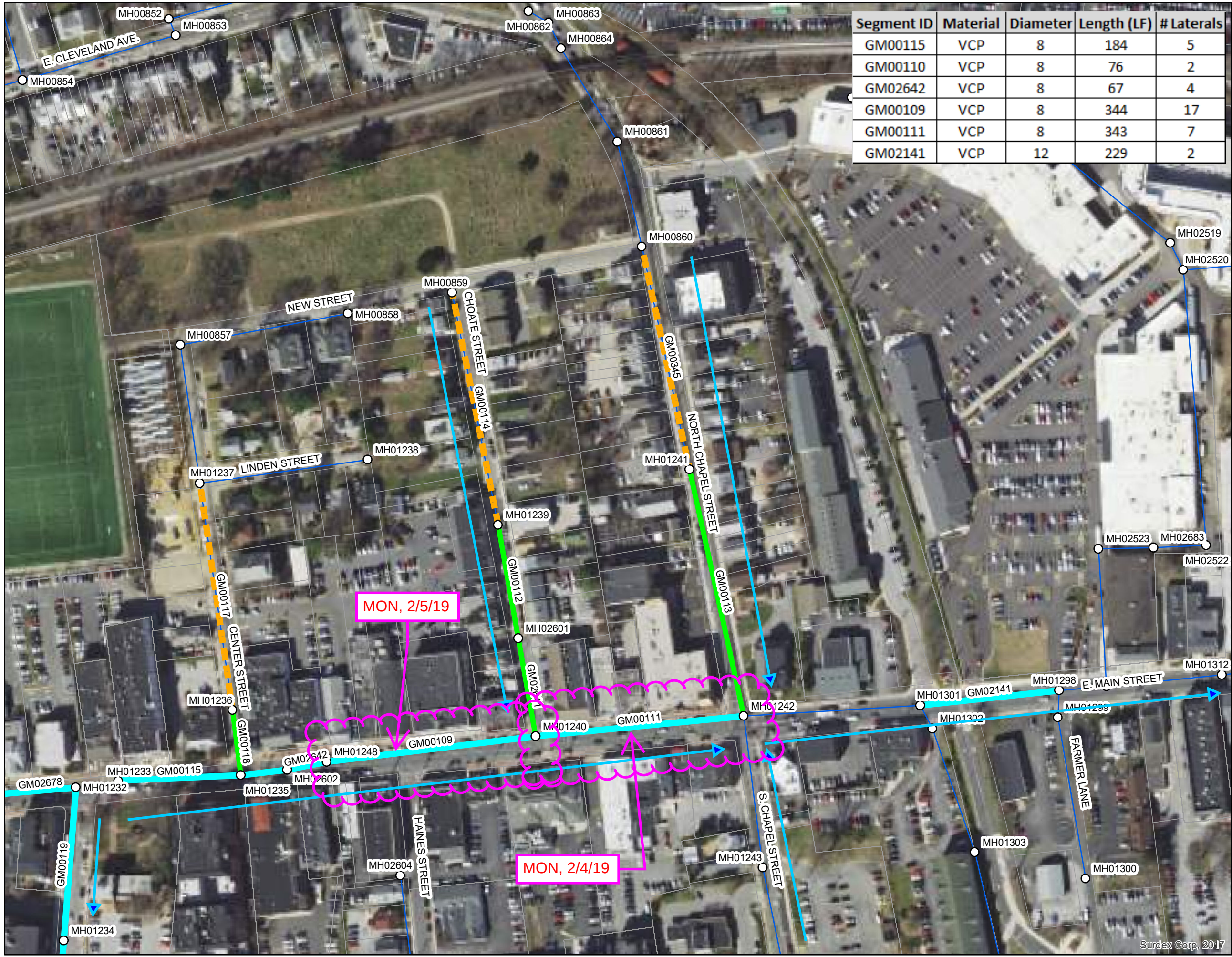
→ = Flow Direction



1 inch = 100 feet



Segment ID	Material	Diameter	Length (LF)	# Laterals
GM02125	VCP	8	177	2
GM02246	VCP	8	322	3
GM02725	VCP	8	34	0
GM00122	VCP	8	276	15
GM00123	VCP	8	267	9
GM00124	VCP	8	360	10
GM02677	VCP	8	99	5
GM02678	VCP	8	156	6
GM00119	VCP	8	252	5
GM02132	VCP	8	246	7
GM02130	VCP	8	99	2



CIPP
REHABILITATION

AREA 3

Legend

- Manhole
- Gravity Main
- Contract 1 CIPP**
- TBD
- Completed
- CIPP Optional
- Contract 2 CIPP**
- CIPP
- ⊕ Parcel

→ = Flow Direction



1 inch = 150 feet

