

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

I was out of the office for the week ending March 4th so this week's weekly will cover two weeks. Since I was out last week I spent much of this week catching up on email and addressing items that arose last week. In addition to this I attended Monday night's Council meeting, met with the Planning team to review their proposed timeline for their items on the Council priority list, attended a Pension Committee meeting, held the weekly staff meeting, attended a DFIT Claims Committee meeting, and attended a presentation from DEMEC to our Electric Department on the Light Up Navajo mutual aid effort scheduled for this May.

In addition to the above, I spent time reviewing several bills being circulated in Dover and provided feedback to the League of Local Governments on the City's position on a few other bills. I provided feedback to the Planning team on economic development activity ideas. As part of my role on the Delaware Sustainable Energy Utility Citizen's Committee I reviewed and provided feedback on the draft Energize DE strategic plan. I held several departmental meetings with directors to discuss items that are being worked on, and I had another field staff meeting, this time with the Parks Department, to get feedback on our operations and items for improvement.

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

Human Resources:

During the last two weeks, HR Administrator Marta Pacheco and HR Coordinator Denyce Bradshaw:

- Prepared and distributed promotion letter and status form for Lead Lineman in Electric Department.
- Prepared and posted Lineman First Class job posting due to Lead Lineman promotion.
- With the Police Officer written exam date finalized, updated written exam letter and emailed information to qualified applicants.
- Distributed interview packet to panel members for Part-Time Community Center Attendant and Substitute positions. Interviews were conducted on Friday, February 25.
- Received several police officer vehicle accidents. Sent memo to Chief to conduct investigation of accidents.
- Continue to provide Police Department certified applicants to confirm they are certified officers. Once confirmed, a written test date is being set. Police is facilitating the exam. If they pass, they are moved to the background process. So far we have four certified officers in the background stage.
- Contacted selected applicants to move to Round II for their skills assessment for the Digital Records Management Coordinator position. The skills assessments were held on Wednesday, March 2.
- Distributed interview packet to panel members for the Part-Time Parking Ambassador interviews. Interviews took place on Thursday, February 24.
- Prepared and distributed March status forms.
- Completed several Verification of Employments.
- Scheduled Electric Groundhand interviews. Eleven applicants were selected for four vacancies. Distributed interview packet to panel members. Interviews will take place on March 8, March 9, and March 11.
- Scheduled interview for the Part-Time Sidewalk Sweeper Operator position. Interviews will be held on Friday, March 18. Distributed interview packet to panel members.
- Scheduled interviews for the Maintenance I vacancy in PW&WR Department/Sewer Division. Interviews will be held on Thursday, March 17. Distribute interview packet to panel members.

- Processed retiree March invoices.
- Prepared and distributed March CDL random drug and alcohol testing letters.
- Prepared and distributed letter of conditional hire for Part-Time Community Center Attendant and for the Substitute position.
- Posted job opening for Maintenance III in our Parks Division due to Maintenance IV promotion. Deadline to apply was Tuesday, March 8.
- Prepared promotional letter and status form for Director of Legislative Services.
- Prepared and posted ad for Legislative Coordinator/Deputy City Secretary due to Director of Legislative Services appointment by Council. Deadline to apply was Wednesday, March 9.
- Prepared and distributed job posting for Code Enforcement Officer. Deadline to apply is Friday, March 25.
- Processed several on-the-job injuries.
- Updated and distributed February's personnel roster.
- Received and provide police with medical documents for our new police officer for the police academy. Our new cadet will start with the City on Monday, March 14 ahead of the anticipated DSP academy starting in early April.
- Informed new Part-Time Parking Ambassador applicant and department that individual has cleared their background check and can begin employment with the City. Employee will start on March 15.
- Informed our new Part-Time Community Center Attendant and Substitute Part-Time Community Center Attendant applicants and department both clear to start. One will be starting on Monday, March 14 and the other one is pending confirmation of start date.
- Provided Pivot with our CDL participant list of employees. They are switching to a new random system and needed the City to provide this information again.
- Preparing job posting for Recreation Supervisor which will be posted and distributed on Friday, March 11. Deadline to apply will be Friday, March 25.
- Contacted parks seasonal personnel returning this year to confirm their start date.
- Scheduled interviews for Part-Time Facilities Maintenance Custodian position and distributed interview packet to panel members. Interviews will be held on Monday, March 14. Currently, there are two vacancies we need to fill.
- Prepared promotional letter and status form for Maintenance III vacancy in the Parks & Recreation Department. This, of course, will create another opening in the department.
- Also prepared promotional letter and status form for Lineman First Class in the Electric Department.

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale spent a good deal of his week in interviews in the weeks since the last report. This week, with Electric, he is interviewing 12 people to fill 4 open Electric Groundhand positions.

CHRO Devan Hardin has spent the majority of these past weeks finalizing and sending out the Pension Committee agenda and minutes for the upcoming meeting which was on March 9 at 1:00 p.m. in Council Chamber. Ms. Hardin and CCO Jayme Gravell continue to work on putting together a professional development event for managers. They are working to bring a consultant that specializes in team building as well as talking about diversity/inclusion and implicit bias. Ms. Hardin met with the Wellness Team from DVHT to discuss options on mental health and work/life balance topics to be presented at the management event. Ms. Hardin spent the rest of the week answering emails, working on personnel and labor relations matters. She also attended meetings with department directors and employees as requested.

HR Coordinator Denyce Bradshaw assisted Ms. Hardin with preparing handouts for the Pension Committee and attending the meeting to help with documentation of minutes. Ms. Hardin continues to review employee evaluations as they are completed. The HR team continues working with Newark Police Department on the current recruitment process and is beginning preparations for the upcoming test which will take place on Saturday, April 9. We will also continue to accept applications and test certified officers both in and out of state. The HR Division continues to stay busy with recruitment efforts for both internal and external postings.

On Friday, February 25 CHRO Hardin and CPPO Martindale participated in a “Speed-Coaching” event at University of Delaware. The event includes local government professionals and students getting 10 minutes to ask questions about careers in government and policy. It was well planned and attended for all participants. Next week Jayme Gravell and Marta Pacheco will be joining Ms. Hardin in a two-day Zoom training on March 16 and 17. The training is sponsored by Delaware Women Leading Government in conjunction with the City Management Association of Delaware and the Delaware Association for Public Administration.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

On the Purchasing/Facilities/Projects side, CPPO Jeff Martindale finalized the City’s State Bond Bill request, which will go to the City’s lobbyists by the end of this week. He also helped formalize a smartphone policy and invoice process for City employees who receive a City smartphone.

He held a bid opening on Tuesday, 3/1 for Contract 22-02 (Purchase of One Wire Tensioner Trailer). There were two bids received. He also held a proposal opening on Tuesday, 3/8 for RFP 22-01 (NPD Recruitment and Advertising Services); there were two proposals received (one by the deadline) and the review committee will convene next week to discuss whether or not to move forward with the only valid proposal. He put out Contract 22-03 (ADA Transition Plan – 2021), which closes on 4/5; put out addendum #1 for Contract 22-05 (Demo of Atrium Entrance Structure), which closes on 3/29; and put out two addenda for Contract 22-04 (Water Main Restoration for 2022), which closes on 3/15.

He additionally held all Facilities Maintenance reviews with staff for 2021 and set up interviews for a new custodian. He is currently vetting vehicle replacement options for the custodians’ utility van, which he hopes to order later this month.

Purchasing Assistant:

PA Cathy Trykowski processed 165 invoices and 20 purchase orders for the week ending 2/25. Ms. Trykowski processed 129 invoices for the week ending 3/4, 24 purchase orders, and 6 change orders. So far this week, she has processed 19 purchase orders and anticipates processing 90 invoices by the end of the week.

Facilities Maintenance:

The Facilities Maintenance team completed the following for the weeks of 2/28 and 3/7:

- Replaced restroom exhaust fan in the Street Division building.
- Started up new heater for the Central Stores storage room.
- Removed utility sink for the Street Division.
- Deep cleaned the City Secretary's Office.
- Removed plexiglass barriers from the City Secretary offices.
- Repaired the mail rooms Yale Jogger machine.
- Repaired heater at the Park’s building.
- Cleaned all the windows at the GWCC for the 100-year celebration.
- Repaired IT plexiglass barrier.
- Repaired one pottery wheel at the GWCC, need to find parts for another wheel.
- Troubleshoot VAV for the IT area.
- Installed dry eraser board in the PD office.
- Repaired woman’s faucet in LL PD.
- Setup for Blood Drive.
- Continued cleaning up shop.
- Completed normal cleaning and disinfecting duties.

Communications:

Chief Communications Officer:

- Supporting Chief Human Resources Officer with organizing the management retreat, identifying speakers and selecting topics for discussion.
- Continuing conversations with CGI Digital about banner program and business sponsorship/engagement.
- Working with Planning & AECOM to continue promotion of the charrette.
- Assisting Electric with promotion of the APPA safety award and submitted required information for recognition at upcoming ceremony.
- Continued stakeholder outreach to gauge interest in 2022 Alfresco.
- Organized staff blood drive with the Blood Bank of Delmarva.
- Working with DelDOT and Parks Department to reschedule ribbon cutting for the Charles Emerson bridge.

Communications Assistant:

- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Completing bank runs and COVID test drop-offs when needed.
- Managing Wellness Committee activities including the Healthy Weight Challenge.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.

Web Content and Graphic Design:

- Created form for the Main Street Alfresco Questionnaire.
- Created Impairment of Fire Protection Permit form for the Fire Protection Specialist (FPS).
- Created webpage for Planning Charette, short link: newarkde.gov/zoning.
- Created Resident Assistance Programs webpage. This can be found in the Planning and Development section of the website or under the Residents tab of the megamenu.
- Designed a new Maximum Occupancy fillable sign for FPS.
- Designed social media graphic for March yard waste collection.
- Routed website RequestTracker tickets to their respective departments.
- Scheduled Public meeting notices via InformMe.
- Updated Bio Sheet for Facilities Maintenance, and Groundhand positions
- Updated FOIA request forms recipient from citysecretary@newark.de.us to foia@newark.de.us.
- Updated FPS St. Patrick's Day Letter with appropriate letterhead.
- Updated the Job-Related Injury/Illness Report form for HR.
- Updated the website with the March newsletter.
- Updated the Public Works webpage to reflect Yard Waste changes.
- Updated Employment webpage with COVID-19 vaccination information for new hires.
- Updated Utility Billing webpage notes.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

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

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held five court sessions from 2/24/22-3/9/22. These sessions included arraignments, trials, capias returns, and video hearings. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

Terri participated in two virtual manager's meetings on 2/24/22 and 3/3/22.

The court will resume transporting prisoners beginning April 1, 2022. This had been stopped due to Covid.

The court processed 52 PBJ's for traffic violations and 14 Plea by Mails for criminal violations.

Activity or Project:

Payments and Court Sessions

Description:

From 2/24/22-3/9/22 Alderman's Court handled 51 arraignments, 66 trials, 19 capias returns and 6 video hearings. The court collected a total of 659 parking payments of which 588 were paid online and 71 were paid at court. The court also collected criminal/traffic payments of which 251 were paid online and 54 were paid at court for a total of 305 criminal/traffic payments.

Status:

Completed

Expected Completion:

03-09-2022

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 February 28 for City Council meeting, March 7 for City business as well as the Council meeting. Bobby was in the office on March 4 for Alderman's Court.

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

- o Provided documents and closed a February 10th FOIA request for Boards and Commissions application

documents of Jeffery Lawson, Christopher Williamson and Mikayla Rypkema from John Morgan.

- o Provided documents and closed a February 10th FOIA request for Boards and Commissions application documents of Jeffery Lawson, Christopher Williamson and Mikayla Rypkema from Josh Shannon.
- o Provided a response and closed a February 14th FOIA request for postage meter lease agreements/monthly/quarterly pertaining to equipment from Tri-State Office.
- o Provided documents and closed a February 14th FOIA request for a list of properties with code violations/fire damage/water shutoff starting November 2021 to current from Troy Toliver.
- o Provided documents and closed a February 14th FOIA request for spills and regulatory compliance records pertaining to 1030–1050 South College Avenue from Aquaterra Technologies.
- o Provided a legal decline and closed a February 14th FOIA request for police records/victim reports regarding a person in the public from Stuart Langer-Marshall.
- o Provided a legal decline and closed a February 17th FOIA request for a 911 call made on February 12th from Newark Manor Nursing Home from Samuel D. Pratcher, III, Esq.
- o Circulated to staff a February 28th FOIA request for copies of applications and site plans for proposed new cellular towers submitted between February 1st to current from SBA Communications Corp.
- o Circulated to staff a February 28th FOIA request for 401 Bellevue Road pertaining to open violations/building/zoning/fire/COs/site plans/ordinances/special permits/conditional use permits/zoning cases/resolutions from Phoebe Roth.
- o Provided a response and closed a February 28th FOIA request for 4 Philip Court a property outside of City limits from Valeria Marquez.
- o Provided a response and closes a March 1st FOIA request for 100 Lake Drive a property outside of City limits from Erin Gorman.

Danielle processed the following document relative to the Recorder of Deeds: A Drainage and Maintenance Agreement was circulated to staff and the developer.

Danielle added the following documents to TCM:

- o 287 East Main Street (Fulton Bank) Stormwater Drainage and Maintenance Agreement
- o 200 McIntire Drive Newark Charter School Administrative Subdivision
- o 287 East Main Street Fulton Bank CIP
- o Briarcreek North Landscaping, Site and Annexation Plan
- o Briarcreek North CIP
- o 100/200/300 Interchange Boulevard 1980's site plan (not recorded)

Regarding minutes, staff time was spent on the February 28 Council minutes (Nichol drafting). Tara proofed the February 8 Conservation Advisory Commission minutes. Nichol started drafting the March CAC minutes.

Tara, Nichol and Danielle continued training on the Teams meeting features.

Tara and Nichol posted agendas for City Council meetings on the City's website.

Tara and Nichol prepared the skills assessment documents for the Digital Records Management Coordinator proposed position.

Tara, Renee and Nichol attended the February Council meeting. Tara, Nichol and Danielle attended the March 7 Council meeting to promote cross training on staff on the processes of Teams/Council meetings. Staff completed Council meeting follow-up for February 28 and March 7 meetings.

Tara and Renee spent time working together on items for the March 7 and March 14 Council agendas.

Renee received comments from the developer and worked with staff and the developer to negotiate the final subdivision agreement for The Mill project located at 500 and 700 Creekview Road and 100 Dean Drive.

This rezoning, major subdivision with site plan approval and special use permit are scheduled for public hearing at the March 14 Council meeting.

Renee completed 2021 Legislative Department staff evaluations and continued training staff on the City Secretary duties as part of her transition out of the office.

Tara spent time onboarding with Mayor and Council in her new role as Director of Legislative Services. Tara met with incoming Mayor Stu Markham to discuss a path forward for transitioning into his role as Mayor.

Staff processed and posted numerous agendas for posting.

Staff continued to work with streamlining the advertising process with Newark Post to cut down on time spent on the process.

Tara wrote four recommendation letters for Mayor Clifton.

Tara attended TCM training.

Tara attended the weekly staff meetings on February 24 and March 3.

Tara attended Energov virtual meeting.

Tara spent considerable time switching over hardware/software for her new role and change of office space with additional time coordinating with IT to change over some internal processes in her new role from Renee from an IT software perspective.

Tara spent time preparing documents for direct mail notices for 100 Dean Drive and 300 and 500 Creekview Road. Violet sent out the direct mail notices for the mailing.

Tara approved the March calendar.

12 discovery requests for upcoming Court cases were fulfilled this week. 138 discovery requests have been filled in 2022. The court calendar for March 13 and March 17 was received and 13 cases were processed for March 10 and 10 for March 17 case files were processed for the Deputy City Solicitor.

The office received 13 new lien certificate requests for the past two weeks, 13 were sent to Finance for processing. 17 lien certificates were completed and sent to the requestor. 130 certificates have been processed for 2022. Violet spent time reconciling and scanning lien certificates. Violet is preparing the 2021 employee gift (State Park passes) for distribution to employees.

Activity or Project:

Digital Records Project

Description:

Skills Assessments were held for three applicants for the Digital Records Management Coordinator. We anticipate making an offer within the next week to one applicant.

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

Activity or Project:

Council Chamber Hybrid

Description:

Council meetings with hybrid access started on February 28 with online hybrid access and in-person access only due to a Microsoft Teams licensing issue. This issue is expected to be fixed in time for the March 14 Council meeting, which will mean that phone access will also be available.

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:**

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

Department:

Electric Department

Notable Notes:

A pole broke on North College on Monday afternoon. The crews worked with contractors and Verizon until the early morning hours to get it replaced. While they were there a windstorm caused a tree branch to fall on primary in the early morning. The crews also worked at The Grove and continued installing the smart photocells on streetlights.

The electricians filter pressed oil in a 34kV breaker and added oil to tap changers in response to a report given by our oil analysis contractor. They also worked in the yard fixing heaters, checked and filled substation batteries, and fixed and replaced cameras on City facilities.

Engineering and the Electric Line Superintendent interviewed candidates for Electric Groundhand positions. Engineering also compiled the UD loads for February, worked with DEMEC on the PJM registration, and met with Honeywell and IT to go over a metering issue. Engineering met with vendors on specifications for a new wire trailer and tensioner/pulling machine.

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:

Council approved the 2022 Revenue Stabilization Adjustment for the electric utility on March 7. Per Code, the RSA must be reset every March 15th to reflect the City's cost of providing electric service to its customers. The new rate effective March 15 will be $-\$.00293$ per kwh. This equates to a bill credit of \$2.93 for every 1,000-kwh used. More detail can be found here: <https://www.newarkde.gov/DocumentCenter/View/15746/3B>.

2021 Financial Audit: Staff is working on the auditor's request list in preparation for fieldwork beginning March 21. A schedule is being worked out with the auditors for the work to be done both onsite and remotely (for the auditors).

Staff completed the annual insurance renewal process and will be presenting it to Council on March 14. Our overall premiums/fees are increasing 12.5% of \$114,589 from 2021. More detail can be found on this link: <https://www.newarkde.gov/DocumentCenter/View/15765/5A>.

Raw numbers for the December Financial Report have been prepared. Scheduled to presented to Council on March 28th.

Finance Director continues to work with departments on their specific issues regarding supply chain issues and their impact on the City's budget.

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 - 65

Open Project Tickets from Previous Week - 16

Open Tickets with Vendor R&D from Previous Week - 19

Tickets Opened in the Last Two Weeks - 110

Tickets Closed in the Last Two Weeks - 108

Remaining Open Support Tickets - 67

Remaining Open Project Tickets - 18

Remaining Tickets with Vendor R&D - 17

1. Updated UD billable rates in Northstar.
2. Removed meter channels 8 & 9 from meter types 6S RAL 3 and 9S TL A3.
3. Updated schedule names in Connexo for file transfer and processing in Compass to decrease fill in gaps for VEE.
4. Created and ran SQL query to update meters without an install date.
5. Upgraded Route Manager to version 4.4.39.
6. Upgraded FINS to version 2.01.1207.
7. Upgraded Northstar, mCare and Customer Connect TEST environments.
8. Completed FOIA request.
9. Created end user guide for troubleshooting of Honeywell Beltclip.
10. Created knowledgebase document for helpdesk staff on upgrading metercat on end user machines.
11. Updated RSA rate in Northstar.
12. Updated signature on Payroll and AP checks in Munis.
13. Attended Teams meeting for Energov project on 3/1.
14. Attended Teams meeting with Harris Smartworks on 3/9 to discuss datasync issue.
15. Worked on and resolved support tickets for end users.
16. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. VSS registration guide on hold, will need to script a change to vendor contact types.
3. RMA provided for EMV devices, will send back to manufacturer for upgrades.
4. Kickoff call for SilverBlaze Project scheduled for 3/15.
5. UAT testing on Northstar CIS, Customer Connect & mCare 6.

Infrastructure Team:

Open Support Tickets from Previous Week - 131

Open Project Tickets from Previous Week - 54

Tickets Opened in the Last Two Weeks - 200

Tickets Closed in the Last Two Weeks - 214

Remaining Open Support Tickets - 125

Remaining Open Project Tickets - 46

1. Working with the vendor on outstanding items for the Council Chamber A/V upgrade.
2. Configuring new laptops for deployment.
3. Configuring new network components at the yard.
4. Working with Advantech on the conversion to the new badge reader system.
5. Developing new camera specification for ongoing projects.
6. Troubleshooting cameras.
7. Developing a plan to virtualize a Linux server.
8. Workstation patching and maintenance.

9. Server patching and vulnerability remediation.
10. Worked on and resolved support tickets for end users.
11. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Automation Platform (Applications Team)

Description:

Planning & Scoping: 9/13/21 - 10/29/21 (COMPLETED)

- Northstar internal kick-off meeting: 9/27 - 10/1
- Northstar & Newark project kick-off meeting: 10/26

Project Oversight: 10/1/21 - 1/31/22

- Northstar & Newark internal/external weekly status meetings

Process Design: 10/18/21 - 11/12/21 (COMPLETED)

- Northstar will perform pre-install tasks and VPN access check: 10/18-10/29
- Northstar & Newark external meeting to complete the required AP checklist: 10/27
- Northstar internal meeting to review AP checklist: 10/25 - 10/29
- Northstar to install AP core suite: 11/1 - 11/12

Development: 11/8/21 - 11/19/21 (COMPLETED)

- Northstar to configure/validate AP suite: 11/8 - 11/19

Test: 11/15/21 - 12/3/21 (IN PROGRESS)

- Northstar & Newark to hold AP configuration training session and UAT hand-off: 11/15 - 11/24
- Northstar to provide UAT support: 11/25 - 12/3
- Newark to perform UAT final remediation: 12/6 - 12/10

Operate: 12/13/21 - 12/24/21 (IN PROGRESS)

- Northstar to deploy AP suite: 12/13 - 12/17
- Northstar to provide post go-live support: 12/13 - 12/24
- Northstar internal meeting to discuss project closure: 12/20 - 12/24
- Transition to support: 1/31/22

Promoted 10 of 17 workflows to production, working with vendor on 4 of the remaining 7 workflows.

Status:	In-Progress
Expected Completion:	01-31-2022
Execution Status:	Behind Schedule

Activity or Project:

Data Center Upgrade (Infrastructure)

Description:

Equipment is starting to come in. We received two new racks and four power distribution units on February 17.

Networking gear is tentatively scheduled to arrive in August. I expect that date to be pulled forward.

The IT Infrastructure team will work to prepare the site in advance of the arrival of the equipment.

Status:	Started
Expected Completion:	12-31-2022

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

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Finalized the tree giveaway program for Newark residents; worked with Tom Z. on the reforestation initiative scheduled for April 23; completed updating the job description for the Parks Superintendent position; met with Paula about coverage while the George Wilson Center Coordinator position is vacant; reviewed several landscape plans for potential subdivisions; met with Parks staff about the canoe ramp repairs needed at Rittenhouse Park; working on replacing and updating the existing signage along the James Hall Trail that is in need of repair; visited several park areas for inspections and maintenance needs; attended the Friends of School Hill meeting to discuss the upcoming 100 Anniversary of the New London School event; met with Andrew about equipment replacement order for Ventrac tractor; assisted in the marketing of the Parks Superintendent position vacancy; worked with Kathy on getting the tree giveaway registration process organized in CivicRec registration system; working with a couple of families who would like to place a memorial bench in park areas; conducted parks maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Met with Denyce to review vaccination records for staff; met with Sharon for bi-weekly meetings; contacted our new Recreation Specialist Felicia Jones regarding her first day; completed March PSA's and worked with Shelby to distribute; attended initial fireworks planning meeting with Sharon and groups involved; met with the DRPS (Delaware Recreation and Parks Society) Awards Committee; reviewed submitted apparel bids and awarded winning bid; met with Chrissy regarding maternity leave coverage; completed interviews with Chrissy and Jeff for the George Wilson Center attendant positions; compiled and converted camp guide information and gave to Shelby to start creating; attended Employee Wellness Committee meeting; worked with Joe to post the Parks Superintendent position description on the NRPA (National Recreation and Parks Association) website and the American Garden Association websites; worked with Shelby to create another camp ad for local newspapers; reviewed Maintenance III position classification; reviewed art work for additional park and municipal building signage; contacted NPD regarding new point of contact for Fishing with First Responders; brainstormed with staff regarding ways to get out information for summer employment opportunities, contacted local landlords regarding sending information to tenants, coordinated a date to hold a "pop up" employment event on Delaware Avenue in April, worked with Shelby to have it put on Instagram and the City Twitter account and ordered banners and signs to place in parks; contacted another camp contractor regarding summer camps to try and add a couple more into the schedule for diversity; worked with Chrissy and IT to change the general mailbox for the GWCC to go to Shelby and Kathy to monitor; worked with Shelby to finalize and send the invitation and flyer to previous participants, organizations and VIP's for the Memorial Day Parade; assigned coverage of GWC and volunteer programs to recreation and administrative staff during Chrissy's maternity leave and provided the staff the instructor information, dates of classes, etc.; sent recreation staff summer camp licensing information for Public Health and license exemption paperwork to update from OCCL; continued to finalize information with Chrissy and Tom Z. regarding the volunteer project with the Girl Scout Service Project; continued to discuss with Chrissy upcoming programs and events; reviewed computer camp request with Sharon and paired down selections; worked with Shelby to update banners on the website and to send information out on NextDoor for upcoming events and create flyers and posters for each event; continue

working with Sharon to update the Main Street business contact list in preparation for donation letters to be sent for the Egg Hunt; continued to work with Tyler regarding the childcare stabilization grant purchases; continued working on end of year report; continued to process background checks for new employees; processed special event application received and continued to work with various departments regarding additional applications requested for upcoming events and processing permits; continued to process financial assistance paperwork, continued to work with Chrissy and Stew regarding the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Continues planning for summer camps and working on Rittenhouse staff; several job postings are listed on Indeed and Handshake and we are working to get information out in a variety of ways including reaching out to local landlords to share with college students; held staff training for new before and after care staff on 2/22/22; submitted license renewal application for our before and after care site at Downes and is preparing for our unannounced visit from the licensing inspector in March; Pint Size basketball for ages 4-7 began on 2/28 and continues through 3/28; all youth basketball leagues have concluded as of 3/3; adult volleyball league on Thursdays concluded 3/3, Wednesday league ends 3/9, ordered t-shirts for league champions; preparing for outdoor spring adult leagues including volleyball and softball; finalizing field permits for Newark Charter, Newark American Little League, Special Olympics and UD softball.

Recreation Supervisor of Community Events: Preparing for the Summer Camp Fair, created a map, assigning vendors, reached out to past vendors about participating; working on items for the Memorial Day Parade, updated VIP list; working on items for the Egg Hunt and Hunt@Home; updated PSAs for March; booking performers for the Spring Concert Series; a new session of most fitness classes just began, sent rosters to instructors, initiated timesheets.

Coordinator of GWC and Volunteers: Finalized details for events that took place on February 25, March 5 and March 6; a Cocoa & Constellations program was held on February 25 from 7-9 p.m. with an overall total of 50 people, Dunkin Donuts hot cocoa was purchased for the program; worked with Shelby to create and send a Constant Contact release for upcoming volunteer opportunities at the Employment and Volunteer Fair; the Newark Employment and Volunteer Fair was held on March 5 at the Newark Free Library from 10 a.m. – 2 p.m. with an overall attendance of 220 people with the following participating organizations: Newark Parks and Recreation, Newark Free Library, Aetna Hose, Hook & Ladder, Air National Guard, Blood Bank of Delmarva, Newark Senior Center, Paws for People, Sexual Assault Response Center (YWCA), Special Olympics DE, Volunteer Delaware 50+; a 100th Anniversary Celebration was held at the George Wilson Center on March 6 from 1-6 p.m. with an overall attendance of 90 people, The Newark Post covered the event and can be found at https://www.newarkpostonline.com/news/alumni-celebrate-the-legacy-of-newark-s-new-london-avenue-school/article_5ddd6f1a-a5d7-5409-8df1-a37a362aa781.html, attended Zoom meetings for this event on February 14 and March 3; attended an in-person planning meeting with the Events Committee for the Celebration event on February 22 at 10 a.m. at Clayton Hall; attended weekly staff meeting; met with the Deputy Director to go over maternity leave planning; conducted interviews with the Deputy Director and HR Team on February 25 for the vacant George Wilson Center Attendant positions; conducted a staff meeting for GWC Attendants on March 6 from 2-3:30 p.m.; conducted phone interviews for potential summer camp volunteers; interviewed a new swim Instructor and met with her on March 4 to complete employment paperwork; conducted a Zoom interview on February 24 for a summer camp recreation leader for Camp GWC; completed March PSAs; finalized information for the summer camp guide; worked with IT to set up admin staff to receive the GWC general mailbox emails; updated instructors on upcoming programs including Bring Your Parent to Pottery (scheduled to begin March 9) and the Toddler Music & Exploration Program (scheduled to begin March 9); continued working on notes for maternity leave/resignation. GWC Rentals: The Main Hall was rented on February 25 from 6-10:45 p.m. for a Baby Shower with an overall total of 35; on February 26 from 12-5 p.m. for a 2nd Birthday Party with an overall attendance of 30; on February 26 from 6-9 p.m. for a Father/Daughter Dance with an overall attendance of 80; the Main Hall and kitchen were rented on February 27 from 3-9 p.m. for a Sports Banquet with an overall attendance of 100; Rec Room 2 was rented on March 2 from 4-5 p.m. for a Drum Practice with an overall attendance of 1; the Main Hall was rented on March 4 from 5-9 p.m. for a Community Service

Collection and Packing Event (originally scheduled for Martin Luther King Jr. Day rescheduled due to weather) with an overall attendance of 25; the Main Hall was rented on March 5 from 11 a.m. – 4 p.m. for a Bridal Shower with an overall attendance of 40; and from 5-10:30 p.m. for a Baby Shower with an overall attendance of 90; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events. Volunteer Hours: A total of 4 missionaries devoted 12 hours assisting Parks Crew at the Community Gardens on Friday, March 4. A new organization, Pi Chapter of Lambda Kappa Omega will be adopting Edna C. Dickey Park; a meeting was set up with the organization leader, Parks Superintendent Tom Zaleski and the Recreation Supervisor on March 10.

Parks Superintendent: Inspected five (5) park/open space areas and developed work orders as needed, reviewed three (3) proposed landscape plans and commented as needed, continued coordinating for upcoming “Reforestation Planting” event and “Tree Give Away” event, reviewed proposed planting plan for “B” street and area in Phillips Park with representative from Newark Center of Creative Learning to install and maintain native pollinator plantings, met with our GIS Specialist to update tree work completed by arborist contractor on “Tree Mapping” layer, met with four (4) residents concerning tree/creek issues, arranged with vendors for first delivery of woodcarpet and mulch to Parks Maintenance Facility and coordinated with contractor doing solar park installation and Delaware Audubon to relocate a few additional bird boxes and two (2) tree whips at Reservoir; inspected two (2) park/open space areas and developed work orders as needed, conducted a meeting with representatives from the Urban Forestry Division of Delaware Department of Agriculture and Delaware Wildlands concerning the upcoming reforestation event, along with Parks Supervisor attended meeting in Phillips Park with representative from the Conservation Advisory Committee concerning upcoming planting by students from Newark Creative Learning Center and mowing issues, attended meeting with Electric Department Director and Chief Purchasing & Personnel Officer concerning mowing and planting bed maintenance at the Solar Park site at the Reservoir, followed up with several vendors on PO’s; attended meeting with representative from Newark Center For Creative Learning/University of Delaware about possible native planting project in Phillips Park.

Parks Supervisor: Assigned field staff daily and assisted as needed, continued coordinating new park sign installations throughout park system, continued coordinating with the garage for purchase of truck #1401 and coordinated start of meadow mowing in park system; coordinated with Recreation Division on several upcoming special events, continued coordinating new park sign installation throughout park system, continued following up on possible Ventrac purchase and along with Parks Superintendent and representative from the Conservation Advisory Committee attended meeting in Phillips Park concerning mowing issues and upcoming planting by Newark Creative Learning Center.

Parks/Horticulture Staff: Continued on new park sign installation throughout park system, did interior bed maintenance at City Hall, completed cutbacks of perennials/grasses throughout park system, did tree work as assigned, continued on work orders as assigned, replaced wood legs on traffic island sign at North Chapel Street horticulture area under train bridge, continued prepping community garden area for upcoming season and started mowing meadow areas in park system; did shrub cut backs in several park sign bed areas, along with volunteers continued working on community garden area for upcoming start of season, dragged ballfields at Handloff/Kells/Folk Parks, started on ballfield “punch list” for upcoming season, did tree work behind right field fence line at Hill Park due to interference of balls in play, cleaned out Olan Thomas storage building, assembled and delivered memorial bench to Wilson Center, tightened up arm on security gate at Rittenhouse Park and checked security gate arm at Folk, did rut repair for Electric Department at two sites and did interior bed maintenance at City Hall; completed Mutt Mitt box installation at Hillside Park.

Activity or Project:

Newark Parks and Recreation Summer Camp and Program Fair

Description:

Join us for our annual Newark Parks and Recreation Summer Camp and Program Fair Saturday, March 26 11a.m. - 2:00 p.m at Hillside Park located at 151 Forest Lane. Staff will be on hand to showcase camps throughout Newark and answer any questions you may have. We will highlight all of our summer camps as

well as spring and summer programs for youth and adults. This is a great opportunity for parents to speak to camp staff for more information or to register for programs, one stop shop! This event is FREE and will have fun activities for the kids.

Status:	Not Started
Expected Completion:	03-26-2022
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:

Planning Director's Report

Staff continued work with the Newark and AECOM Charrette team for the upcoming Charrette – Planning our downtown, together - planned for March 21-25, 2022. This charrette is a multi-day meeting where stakeholders and citizens will collaborate to draft planning and design solutions to develop a framework for potential revisions to the BB (central business district) and RA (multi-family dwellings-high rise apartments). The draft schedule and further information is on the Charrette website: <https://newarkde.gov/1218/17953/Newark-Charrette-Planning-our-downtown-t>.

Prepared for and attended the February 28, 2022 <https://newarkde.gov/ArchiveCenter/ViewFile/Item/7223> and March 7, 2022 <https://newarkde.gov/ArchiveCenter/ViewFile/Item/7229> Council meetings. Relevant planning related items included:

February 28, 2022:

First readings:

* Comprehensive Development Plan amendment to adding the revitalization of George Reed Public Housing to Chapter 5. Second reading March 28, 2022. Documents can be found here: <https://www.newarkde.gov/DocumentCenter/View/15720/2L>.

* Amendment to Chapter 32 allowing microbreweries and craft distilleries in the BB zone by special use permit. Second reading March 28, 2022. Documents can be found here: <https://www.newarkde.gov/DocumentCenter/View/15721/2M>.

Ordinances for second reading:

* Amendment to Chapter 17 by updating enforcement and remediation provisions for vacant or abandoned and unsightly structures. This proposed amendment was adopted by Council with the recommended

revisions by staff per their February 17, 2022 memo to Council. Documents can be found here: <https://www.newarkde.gov/DocumentCenter/View/15724/8B>.

March 7, 2022

* Discussion and direction to staff regarding parking subcommittee recommendations. Council directed staff to come back with a workplan and timeline for the recommended changes in the Phase II document per Council discussion. Documents can be found here: <https://www.newarkde.gov/DocumentCenter/View/15745/3A>.

I prepared for and attended the March 1, 2022 Planning Commission meeting. <https://newarkde.gov/ArchiveCenter/ViewFile/Item/7225>. The main agenda item discussed was the draft revisions to the 5-year review of the Comprehensive Development Plan V called 2.0. The Planning Commission recommended some revisions. Staff will be bringing those revisions to the Steering Committee for the Review of the Comprehensive Development Plan on March 16, 2022 at 7:00 p.m. Planner Fortner and Deputy Director Bensley continued work on editing the Plan, which will be included in the final draft that will be presented to the Planning Commission at their April 5, 2022 meeting. The draft can be found on the Comprehensive Development Plan V website: <https://newarkde.gov/854/Comprehensive-Development-Plan-V>.

Staff continued to work on the Energov database management software transition with a City staff stakeholder meeting on March 1. We are currently reviewing the statement of work and budget and working with the applicable departments on developing and identifying workflows and tasks that will be utilized by the Energov software. We have a meeting scheduled with the Energov team on March 29, 2022 to review and discuss. Additionally, the Land Use team met internally on March 9 regarding the Land Use workflows and tasks for Energov.

I worked with the Deputy Director Bensley and the Land Use team as well as with City Manager Coleman to develop a list of Economic priorities to discuss with The Newark Partnership.

Deputy Planning and Development Director Bensley and I met with City Manager Coleman to discuss the Council priorities for Planning and to develop a workplan. Planning has eight (8) out of the seventeen (17) top Council priorities. We plan on presenting this workplan to Council on May 9, 2022.

Deputy Planning and Development Director Bensley and I met with Planning Commission Chair Will Hurd for our monthly meeting to discuss Planning Commission related issues. We also met with Commissioner Williamson for his Planning Commission onboarding meeting in advance of his first meeting.

I participated in a meeting with Planner Fruehstorfer and Deputy Planning and Development Director Bensley along with members of the Public Works and Water Resources team with representatives of Newark Charter to discuss their latest expansion plans.

I participated in a meeting along with Electric Director Patel with representatives of Tesla to discuss their product and their potential expansion plans to install electric vehicle charging stations in Newark.

I continued working with the Deputy Planning and Development Director on her transition to the Planning and Development Department. I also worked on personnel evaluations, worked with the Code Enforcement and Parking Managers on their respective divisions' related issues, and continued with plan reviews and related activities.

Land Use/Planning

- Building Permit Reviews: 30
- Deed Transfer Affidavits: 6

Deputy Director Bensley completed an assessment of the division and action plan for realignment of duties

with the expanded staffing for the department, which included an action plan for accomplishing the eight projects Council included as part of its prioritization list and began implementation of the short-term goals outlined. She also worked with Planner Solge on responses to questions from the Conservation Advisory Commission in advance of their March meeting and reviewed the Downtown Parking Plan reports and memo for the March 7 Council meeting.

On March 4, a SAC letter with department review comments was sent to the applicant of a rezoning, major subdivision, special use permit, and comprehensive development plan amendment for 30 South Chapel Street. The plan reviewed includes a seven-story mixed-use building with ground floor parking, 300 sf of retail space on the ground floor, and 65 two-bedroom apartment units on floors two to seven.

On March 8, Planner Mike Fortner attended the annual seminar - Understanding the Fair Housing Act. The Seminar is a requirement for administration of HUD's Community Development Block Grant (CDBG) program.

Staff responded to a passenger complaint about the Unicity Bus and will be revising the website to better clarify Unicity's policy regarding driver assistance.

Staff implemented a Planning Activity Log to better record and manage the services and assistance Planning provides to constituents.

Staff provided facts and figures regarding Newark's housing market to State Representative Baumbach's office.

Meetings (Attended by Planning, Code Enforcement, and Parking)

- * Management staff meetings on February 24 and March 3.
- * Meeting with Abhishek Gaddam of Parking Logix on Monday, February 28th for pre-installation discussion prior to installing new bi-directional sensors in Lot 4. Installation of new sensors occurred on Tuesday, March 1st. Lot #4 countdown sign turned back to counting spaces on Wednesday, March 2nd. The Parking Division is happy with the counting operation in the lot but have identified issue at the entrance/exit on Center, where vehicles may not run over the sensors while exiting due to the width of the lane. Maintenance plans on putting delineators in to coerce entry/exit traffic in rolling over the new sensors in the coming days.
- * Land Use team meetings on February 28, March 2, March 4, March 7 and March 9.
- * Charrette preparation meetings on March 2 and March 9.
- * Exploratory meeting regarding whether 167 West Main Street is eligible to be a two-unit residential building on March 3.
- * Introductory meeting between City of Newark and UD staff regarding potential for partnering for grant funding applications and other collaborations opportunities related to public transit for UD and the City on March 4.
- * Meeting with UD Fire Marshal - Provide Update on Projects/Greek Housing Inspections for March 2023.

Code Enforcement

Property Maintenance

- Citations: 23
- Complaints: 24
- Inspections: 61
- Notices: 6
- Violations: 16

Property Maintenance is preparing and scheduling for St. Patrick's Day patrol. Staff is also conducting an ongoing investigation regarding viral videos featuring local college rental units and continues to work on revisions to Chapter 17 of the Municipal Code.

Projects

- * Thorn Flats/Lehigh Flats - All building renovations completed; minor corrections needed to close façade permits. An address notice was also delivered as a result of a complaint submitted.
- * Newark Charter School-Loop Road base course paved parking and site work progressing, Junior High building - rough inspections in progress, some areas approved to close in - permit submitted for concession building. Commons building completed TCO issued, Final exterior sitework completion and as built-in progress.
- * Newark Senior Living - Underground plumbing, footings and building slab completed, sitework in progress, framing, exterior finishes, plumbing, HVAC, and electrical rough in progress. Marketing and Sales trailer inspected and approved for use. The hydro test for floors 2-3 in the A wing and floors 1-3 in the B wing were completed with water. The hood system was also inspected. The Fire Protection Specialist also met with the Planning Director to update her on the progress of fire pump issues with this project and with the general contractor for the project.
- * 321 Hillside Road/The Rail Yard - Site work corrections in progress with temporary occupancy for all dwelling units and amenity space. Safety protocols eased due to limited construction activities. Inspections of incomplete site work items and corrections in progress.
- * The Grove – Various inspections were completed in building #2. The hydro test for floors 1-4 in the middle wing of building #2 was also completed. The Fire Protection Specialist also met with representatives of The Grove onsite to discuss fire safety issues to be remediated at the site.
- * Fintech Building - Plans review approved for floor 1-2 fire alarm system.
- * UD OSC (Old Chrysler) Building - Sprinkler plan review.
- * Trailer X at UD – Failed fire alarm and sprinkler acceptance.
- * Sepax Lab (5 Innovation Way) - Plan review and rough plumbing inspection.
- * Kalin Eye (314 E. Main Street) - Fire alarm plan review.
- * 200 Interchange Blvd. - Site inspection with final requested by the contractor. Work had begun before permit issuance.
- * 84 Welsh Tract Road - Heater final.
- * 48 Shull Drive- Sewer lateral.
- * 31 Minquil Drive - Final for addition.

Significant permits approved this week

- * 262 South College Avenue - Chabad House - demolition.
- * 18 Country Club Drive - Roof and exterior repairs.
- * 9 Plan Reviews completed this week, including Confluence Ct., 300 Wilson Road, Jersey Mikes, and Leslie's Pool Mart.

Certificates of Occupancy

- * 401 Bellevue Road - Final Certificate of Occupancy.
- * 905 Rahway Drive - Certificate of Completion - egress window.

Items of Interest

- * Business Inspection completed for Grove Records.
- * Phillips Mill – HOA inquiring about sprinkler deficiencies following up.
- * Christina Mill - Follow up previous sprinkler issue handled by state prior to Fire Protection Specialist onboarding.
- * Daycare Inspections Scheduled - Newark daycare and UD early learning center.
- * Reinspection of Baymont Suites - All violations corrected.

Parking

- * Produced regular daily and monthly financial documentation for Finance Department and invoices for Purchasing. February 2022 financial justification for Passport fees and T2 collections. Explanation to Finance on continuing 'Lot Surface Repairs' CIP line.
- * Continued handling online and in-person parking appeals. Currently under three (3) business days response

time on appeals. Marks 3-straight months of online citation appeals response time under one week, making City of Newark one of the fastest in the nation for answering parking appeals.

* Parking Division and Human Resources held Part-Time Parking Ambassador interviews on Thursday, February 24. One applicant was selected from the group and will start training in the coming week. Parking Division plans on putting in another request for Part-Time Parking Ambassadors in the coming week. Provided scoring to Human Resources.

* Delivery of Council packets by Parking Ambassadors. Completion of the March 2022 Parking Ambassador schedule.

* Clarified Lot #7 and Lot #1 rental agreements and review of the rental/leasing account in preparation for next budget season.

* Clarification for Council on whether payment at a kiosk in one parking zone was good for the other parking zones if you move from one parking zone to another assuming you still had paid time on the meter. While this is true, customer must follow the rules/rates of the new zone they move to.

* Provided justification to Finance regarding Parking COVID expenses in the past year.

* Parking Management is aware of the traffic/gridlock issues hampering exit from Lot #1 due to the construction on Delaware Avenue. As this project has a long timeline, Parking Maintenance and Ambassadors are operating as flaggers during the afternoon to ensure customers are not inconvenienced as they exit the parking lot. Target times are around noon and 2 p.m.

* Review an audit of January 2022 financials due to an error found within Munis.

* Received notice that some Parking Division radios will be obsolete in 2024 due to some models no longer being supported by the state police radio network.

* Working with Parks and Recreation for a “job fair” in Lot #1 in the coming weeks. Goal is to target more people for open positions.

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

Police Department

Notable Notes:

On Wednesday, March 8th, 2022, Chief Tiernan, the Deputy Chiefs, and Captain Van Campen, met with

members of the FOP Labor/Management Committee to discuss shift scheduling for 2023, as well as other topics. Plans have been made for next week's Saint Patrick Day festivities which are expected to continue into the following weekend.

Patrol Division:

- On Friday, March 4th, 2022 at approximately 1246 hours, officers responded to 402 South College Avenue for the report of a fire in the rear yard of the residence. Upon arrival, Aetna Hose, Hook and Ladder was on-scene extinguishing a fire. Officers were able to determine that the residents had a bonfire in the yard the previous night and failed to put the fire out properly. The fire then started again, igniting hay bales in the yard.
- On Saturday, March 5th, 2022 at approximately 0120 hours, officers responded to the area of West Main Street, at the CSX railroad crossing, due to a single vehicle which was stuck on the railroad tracks. Through investigation, it was determined that the driver was DUI and drove off the roadway. During the investigation, the operator began to walk away towards Deer Park Tavern. When officers refused to allow the operator to leave, she struck an officer on the arm. Investigation subsequently concluded back in NPD cellblock where the defendant was arrested for DUI and Offensive Touching of a Law Enforcement Officer.
- On Monday, March 7th, 2022, at approximately 0144 hours, officers responded to New London Road for a subject who had fallen off a skateboard, struck his head and became combative with Aetna ambulance personnel. Ambulance personnel advised that the male pushed and scratched at them as they attempted to provide medical aide and he appeared to be under the influence of PCP. Upon arrival of Newark Police officers, the male was already prepared for transport to CER and the ambulance personnel did not want to pursue any criminal charges against the patient.

Special Enforcement Division:

- On February 28th, 2022, members of the Traffic Unit attended a planning meeting for the upcoming First State Half Marathon scheduled for March 26th, 2022. The unit also concluded a two-week traffic study on Elkton Road in the construction zone where speeds were monitored for potential enforcement action and additional preventative measures by DelDOT. On Thursday, March 10th, the Traffic Unit will meet with Public Works and DelDOT regarding the intersection of West Main Street and South Main Street. Throughout the week, the unit will conduct traffic enforcement at various locations throughout the city including West Chestnut Hill Road, South College Avenue, Capitol Trail, New London Road, and Nottingham Road.
- During the week, the Special Operations Unit will conduct proactive patrols in the downtown business district and student rental areas. The unit will also conduct Cops in Shops and focus on the bars, particularly at closing time.

Administration Division:

- The application period for the civilian Accreditation Coordinator position has closed and interviews will be held in the near future.
- The application process for the position of Police Officer has opened and the NPD will accept applications on a continual basis. Information and access to the application can be found at <https://cityofnewarkdeemployees.munisselfservice.com//EmploymentOpportunities/JobDetail.aspx?req=2022&sreq=19&form=POL&desc=POLICE%20OFFICER>.

Criminal Investigations Division:

- On March 2nd, 2022, Deputy Chief Feeney and Lieutenant Nelson attended a Delaware Law Enforcement Leadership meeting at Dover Police Department. The semi-annual meeting brings together State, Local, and Federal law enforcement officials to discuss topics affecting law enforcement in Delaware.
- The Street Crimes Unit and Lt. Nelson are assisting with order maintenance patrols on March 12th in anticipation of St. Patrick's Day related festivities.

Activity or Project:

Description:

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

City Manager's Weekly Report

Department:	
Public Works and Water Resources Department	
Notable Notes:	
Staff has been working with the Finance Director and City Manager on Infrastructure and Jobs Act Funding sources. Guidance and programs are updated daily and several meetings each week are taking place with different interest groups. We expect to be able to take advantage of this funding for Water and Sewer projects. The City's contractor, Insituform, is currently working along Barksdale Road to rehabilitate the sanitary sewer pipes in that area. They will continue the work next week along Barksdale Road, Baylor Drive, Fawn Drive, and Timber Creek. The liner is inserted into the pipe and cured in place, then the services are restored. All affected residents and businesses have been notified of the service disruptions and contact information for any questions they may have. Staff met with the designers and state representatives for the restoration of portions of the Christina River surrounding the Christiansted pedestrian bridge. We expect the plans and permits to be complete within the next month and work can begin in the summer and be completed by fall. Bridge repairs would follow this stream work.	
Activity or Project:	
Corrugated Metal Pipe Rehab and Replacement Program	
Description:	
The Stormwater Utility was implemented in 2018 and this project has been a primary focus since the inception. We have completed approximately 20% of the program while spending just over \$1 million. We expect the remainder of the program will cost approximately \$6 million and be completed as expected in 2035.	
Status:	In-Progress
Expected Completion:	12-31-2022
Execution Status:	On Track

Activity or Project:

Casho Mill Road Underpass Overheight Warning System

Description:

DelDOT has all of its contracts in place to begin work on the ‘Clankers’ bridge height warning system at the Casho Mill Road Underpass. The project is now underway and work is scheduled for 8 a.m.-3 p.m. weekdays and is expected to take 90 days to complete with good weather. At this time, full closures are not anticipated, flaggers will direct traffic at the work site, but backups can be expected during peak times. The plans include the relocation of the crosswalks and signals, along with the new ‘clankers’, which will physically strike the vehicle roof if they would otherwise strike the bridge. These upgrades will take place on both the north and south sides of the underpass.

Status:	Started
Expected Completion:	06-30-2022
Execution Status:	On Track

Activity or Project:

Casho Mill - Safe Routes to School

Description:

The pedestrian and bicycle improvements along Casho Mill Road which include new crosswalks and pedestrian refuge island near the entrance to Downes Elementary School, bike lanes with a striped buffer and new signage is progressing well and slightly ahead of schedule. The concrete work on the traffic islands and curb ramps is anticipated to be complete in the next two weeks (weather depending) and will be followed by final striping and installation of new signs in the next four (4) weeks (whether depending).

Status:	Near Completion
Expected Completion:	04-08-2022
Execution Status:	On Track

Digital Records Project New Documents Created – February 24- March 9

Name	# of Documents	# of Pages	Types
Sandy	734	4093	Timsheets, PUBS Cash Daily Cash Receipts, PUBS Postal Recs, City Mgr Administrative Files
Fred	46	185	Contracts, tickets, Prepping for UD documents, research for various departments
Ana (PT)	298	1940	Parks & Rec Activity Registrations, before/after care records, injury reports and Planning Commissions packets
Violet (PT)	42	196	Current Legislative Department documents
Total	1,120	6,414	

Monthly Year-Over-Year New Document Page Totals

Month	2021	2022	Change +/-
January	30,925	4,463	-26,462
February	26,037	5,144	-20,893
March	28,447		
April	29,039		
May	27,920		
June	40,008		
July	55,073		
August	34,755		
September	20,018		
October	14,521		
November	12,738		
December	14,998		
Totals	334,479		

NEWARK POLICE DEPARTMENT

WEEK 02/27/22-03/05/22

INVESTIGATIONS

CRIMINAL CHARGES

	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2021 TO <u>DATE</u>	2022 TO <u>DATE</u>	THIS WEEK <u>2022</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	1	0	0	2	0
Rape	1	2	1	1	0	0
Unlaw. Sexual Contact	1	2	0	0	1	0
Robbery	3	3	0	2	5	0
- Commercial Robberies	0	0	0	0	1	0
- Robberies with Known Suspects	2	0	0	2	0	0
- Attempted Robberies	0	1	0	0	1	0
- Other Robberies	1	2	0	0	3	0
Assault/Aggravated	1	3	0	3	9	0
Burglary	5	13	3	1	4	1
- Commercial Burglaries	0	3	2	0	0	0
- Residential Burglaries	4	6	0	1	3	0
- Other Burglaries	1	4	1	0	1	1
Theft	125	88	13	20	26	4
Theft/Auto	19	12	0	2	2	1
Arson	0	0	0	0	0	0
All Other	2	4	0	7	12	3
TOTAL PART I	157	128	17	36	61	9
<u>PART II OFFENSES</u>						
Other Assaults	34	34	3	5	25	4
Rec. Stolen Property	0	0	0	4	0	0
Criminal Mischief	33	31	3	3	13	2
Weapons	0	3	0	0	25	0
Other Sex Offenses	0	2	0	0	0	0
Alcohol	9	32	12	6	43	11
Drugs	19	22	3	18	19	1
Noise/Disorderly Premise	80	70	15	48	19	3
Ordinance Violation	24	0	0	2	0	0
Disorderly Conduct	63	60	11	21	15	6
Trespass	58	51	5	18	10	5
All Other	66	110	10	39	34	6
TOTAL PART II	386	415	62	164	203	38
<u>MISCELLANEOUS:</u>						
Alarm	70	129	13	0	0	0
Animal Control	69	50	8	2	0	0
Recovered Property	23	23	4	0	0	0
Service	5857	5389	631	0	0	0
Suspicious Per/Veh	78	61	9	0	0	0
TOTAL MISC.	6097	5652	665	2	0	0

	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2022 TO <u>DATE</u>
TOTAL CALLS	895	7,314	879	6,923



**Newark Police Department
Weekly Traffic Report**



02/27/22-03/05/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	1928	2130	340	295
DUI	22	26	3	6
TOTAL	1950	2156	343	301

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	20	32	2	7
Property Damage (Reportable)	153	161	13	21
*Hit & Run	38	33	2	4
*Private Property	35	35	3	4
TOTAL	173	194	15	28

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.