

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week we had the honor of hosting Governor Carney, Lt. Governor Hall-Long, Senator Sokola, Representative Osienski, DNREC Secretary Garvin, DHSS Secretary Rattay, representatives from our congressional delegation, and many other state officials on a tour of our South Well Field Water Treatment Plant (SWF). SWF is where we treat roughly 2 million gallons of groundwater per day before pumping it into the water system for delivery to our residents and out of town customers. We recently completed a \$4 million renovation to the SWF plant which modernized the facility and upgraded our ability to treat the water for volatile organic compounds. The Governor was there to tout this project as an example of the types of projects that will be completed with the over \$300 million coming to Delaware for water, sewer, and stormwater projects as part of the Bipartisan Infrastructure Law (BIL) that was recently approved. The City plans to apply for BIL funding to address emerging contaminants along with more traditional funding like water main replacement.

Over the last two weeks we have scheduled department director orientation meetings with Mayor-elect Markham to assist with his onboarding. I attended a meeting of the Water Infrastructure Advisory Council (WIAC) on Thursday morning where they reviewed the BIL funding that the state will receive along with providing an overview of how they anticipate the funding will be distributed to utilities and municipalities. We were also made aware of the federal community grant program that is currently accepting applications via Representative Blunt-Rochester's office. We are beginning research of that program and prior awards to see what, if any, projects we have may be good candidates. On Monday I met with the president of the Newark Area Welfare Committee (NAWC) to discuss their organization and programs.

Last Thursday the UD Board of Trustees held a special meeting to approve their strategic plan. At this meeting they announced a new residential building at STAR Campus that will include a large number of apartments along with first floor retail. We plan to reach out to the developer, Buccini Pollin Group, this week to set up a meeting. This will be the first residential project at STAR and will be located between South College Avenue and the Chemours Discovery Center. While details are scarce, it appears that it will be quite large, potentially 270,000 square feet and 8 stories tall. We are looking forward to learning more about this project in the coming weeks.

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

Human Resources:

HR Administrator Marta Pacheco:

- Completed several verifications of employment.
- Created new hire personnel files for new employees.
- Re-advertised the Park Maintenance (22-25R) and Gardener (22-27R) vacancies with a higher hourly rate of \$15.00 to attract applicants.
- Prepared leave donation time for one employee out for an extended period of time.
- Received two Delaware certified police officer applications which have been moved to the background phase of the process. We currently have six certified officers in this process.
- Scheduled interviews for the Accreditation Coordinator position. These will take place on Friday, April 8, 2022.
- On Friday, March 25, 2022 we will be posting for an Administrative Professional I (22-34) vacancy in

the Legislative Department due to a promotion. We will also be posting for Public Works & Water Resources Department seasonal vacancies for Temporary Laborer (22-26) and Skilled Laborer I and II (22-35).

- Continue to make contact via phone calls and emails to police officer applicants that still have not completed their applications; reminding the individuals to submit copies of their college transcripts so that their college education can be verified.
- Prepared and distributed two letters of conditional hire for Electric Groundhand.
- Prepared and distributed promotion letters and status forms for two current employees being promoted to Electric Groundhand.
- Prepared and distributed two letters of conditional hire for Part-Time Facilities Maintenance Custodians.
- Received and processed an employee injury report with PMA.
- Working on updating March's personnel roster.
- Working on April merit step/longevity increases.
- Updated Section 5.01 in the Personnel Manual and distributed to staff with new hourly rate increases for the Temporary Laborer, Temporary Skilled Laborer I, and Temporary Skilled Laborer II positions to help in attracting applicants.

CPPO Jeff Martindale worked to enroll our newest Police Officer John Sauerzopf in the State Pension plan, hosted interviews along with Denyce Bradshaw for PW&WR summer interns, prepared a job ad for the Administrative Professional I position in the City Secretary's Office, and responded to various benefit-related inquiries. The rest of his time was spent on the items listed below.

The HR Division continues to stay busy with recruitment efforts for both internal and external postings. The HR team continues to work with Newark Police Department on the current recruitment process. Ms. Hardin spent most of the week answering emails and working on personnel and labor relations matters. She also attended meetings with department directors and employees as requested. Ms. Hardin continues to review employee evaluations mostly from the police department as they are completed. She also continues to work on pension sheets for employees. On Wednesday, Ms. Hardin participated in a meet and greet with UD Director of Government Relations Caitlin Olsen and UD Chief Supplier Diversity Officer Victoria Daniels. Ms. Daniels is interested in diversity and inclusion efforts both at UD and in the Newark community. She will be attending the next Diversity and Inclusion Commission meeting on March 29.

On Tuesday, March 22, Ms. Hardin organized the annual HR brainstorming session with the members of the HR team. Each year the team gets together to discuss HR projects and put together an action plan for getting them completed. Some of the bigger ticket items include updating the employee evaluations and when they are completed as well as making updates to the HR website and updating and finalizing the personnel policy manual. Starting next week, the HR team will be meeting weekly to review and update sections of the personnel manual. For the first meeting we will be watching a webinar on the "do's and don'ts" of personnel manuals. Other projects include updating job descriptions, employee intranet and HR forms.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale met with the City's ESCO on Monday to go over the final few remaining items for the Energy Savings Performance Contracting project. The McKees Solar Park expansion is complete and should be online within days. The Reservoir Solar Park is moving along very well (see photos attached) and should be substantially complete by the end of April or early May. Approximately 99% of all LED pedestrian pole-topper streetlights are installed as well, while about 35% of the enhanced controls for the street "cobrahead" lights are installed. Other miscellaneous project components will follow.

Mr. Martindale also attended the DeLea Founders Insurance Trust Stewardship meeting for City Manager Tom Coleman on Wednesday. The group now consists of 18 municipalities with Smyrna in an application

process to join the group. DFIT announced a \$1 million return dividend of excess funds to the member municipalities, of which Newark will receive approximately 7%. If future returns are allotted, Newark should receive a greater proportion now that we have been a member for a full term and are by far the biggest member.

The rest of Mr. Martindale's week focused on facilities-related meetings with contractors or HR items.

Facilities Maintenance:

The Facilities Maintenance team completed the following items this week:

- Hung pictures in Fire Inspector's office.
- Installed new blinds in Renee's office.
- Unclogged the drain in the women's locker room and Chief's office.
- Changed the water filter in Bldg. 4.
- Cleaned up and installed dispensers at the South Well Field Plant.
- Installed new faucet 2nd floor PD kitchenette.
- Unclogged toilet 2nd floor men's room.
- Started cleaning City Hall's cooling tower.
- Hung Electrical Safety Award.
- Started and checked out primary loading dock sump pump.
- Had the backup loading dock gas sump pump serviced by Automotive.
- Continued cleaning up shop.
- Completed normal cleaning and disinfecting duties as needed and required.

Purchasing:

Purchasing Assistant Cathy Trykowski processed 137 invoices and 25 purchase orders for the week ending 3/18. So far this week, she has processed 9 purchase orders and anticipates processing 75 invoices by the end of the week.

Communications:

Chief Communications Officer:

- Supporting Chief Human Resources Officer with organizing the management retreat, identifying speakers and selecting topics for discussion
- Helped to organize a visit to South Well Field with Gov. Carney and local legislators, state directors.
- Continued stakeholder outreach to gauge interest in 2022 Alfresco; working on new beer garden/picnic idea with DE Growler, Newark PAL and Aetna HHL.
- Working with DelDOT and Parks Dept. to reschedule ribbon cutting for the Charles Emerson bridge.
- Helped to facilitate a financial wellness presentation at the yard; working on lining up speaker from SSA for next month.
- Planning Bring Your Child to Work Day and Administrative Professionals Day in April.
- Various mailroom tasks and inventory.
- Continuing to work on new Hometown Heroes banner project.

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.
- Planning Family Promise Mother's Day raffle fundraiser.
- Edit copy from various departments.
- Adding/changing InformMe customer information.
- Create and share content on Facebook and NextDoor.

Web Content and Graphic Design:

- City website megamenu redesigned - added descriptions to Government, Departments, and Business tabs, and removed redundant and unnecessary links from Residents' and Visitors' tabs.
- Citywide Yard Waste Collection Canceled Wednesday, March 30 has been posted to the City website in the News section and scheduled via InformMe notification.
- On the employee directory website, Robert O'Neil's, Danielle Map-Purcell's, and Violet Harvey's contact information has been updated.
- Prepared a bio sheet for the Legislative Department/Human Resources.
- Public meeting notices have been posted via InformMe.
- Published District 2 Newsletter through InformMe and the City's website: <http://newarkde.gov/d2news>.
- RequestTracker tickets were forwarded to the relevant department.
- The City Council agendas and minutes website has been updated for the meeting on March 14th, and the meeting on March 21st has been canceled.
- The City's employment website has been updated to remove the requirement for COVID vaccination.
- The Parking Requirements Subcommittee website has been updated with information about the work plan.
- Video celebrating 100 years of the New London Avenue School has been added to the George Wilson Community Center's historical information webpage.

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

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 3/17/22-3/23/22. These sessions included arraignments, trials and capias returns. Parking Ambassadors were here on Tuesday and Wednesday to handle any parking appeals in person.

The court processed 36 PBJ's for traffic violations and 7 Plea by Mails for criminal violations.

Terri met with Mayor-elect Markham for an orientation of court procedures on 3/16/22.

Activity or Project:

Payments and Court Sessions

Description:

From 3/17/22-3/23/22 Alderman's Court handled 38 arraignments, 41 trials and 16 capias returns. The court collected a total of 499 parking payments of which 406 were paid online and 93 were paid at court. The court also collected criminal/traffic payments of which 211 were paid online and 32 were paid at court for a total of 243 criminal/traffic payments.

Status:

Completed

Expected Completion:

03-23-2022

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:

Bobby was in the office on March 17 for Alderman's Court.

Staff worked on FOIA-related items this week with four(4) items closed. The following actions were taken on FOIA requests:

- o Provided documents and closed a February 28th FOIA request for 401 Bellevue Road regarding any open code/zoning/fire violations from Zoning Info Incorporated
- o Provided a response and closed a March 17th FOIA request for a property outside of City limits from

Collers Engineering

- o Circulated to staff a March 17th FOIA request for a list of address for properties which received citations between January 2022 through February 2022 from Josh with goforclose2021@gmail.com
- o Circulated to staff a March 17th FOIA request for a list of address for properties which received water disconnections between January 2022 through February 2022 from Josh with goforclose2021@gmail.com
- o Provided a response and closed a March 17th FOIA request for police reports/records pertaining to self from a person of the public
- o Provided a response and closed a March 17th FOIA request for a property outside of City limits from McCarter and English, LLC
- o Circulated to staff a March 21st FOIA request for a police report pertaining to the theft of delivered items from a person of the public

Danielle experienced approximately four (4) hours of computer downtime due to ongoing issues. She continued to work on other items such as cross training and filing of older documents during this downtime.

Danielle completed two annual proclamations for Arbor Day and Bike to Work.

Danielle attended the Safety Committee meeting as the new secretary and started drafting the March 16, 2022 meeting minutes.

Danielle updated the Delaware Annotated Code Books with newly received volumes.

Danielle pulled vehicle titles for Dave Vispi for vehicles being sold or scrapped.

Danielle and Violet prepped the request for new name plates.

Regarding minutes, staff time was spent on the March 7 Council minutes (Nichol drafting and editing). Nichol started drafting the March 14 City Council minutes.

Tara and Nichol posted the March 28 agenda on the City's website.

Nichol composed ads (agenda, approval of rezoning and major subdivision - Creekview) for the Newark Post.

Nichol created the link for the Diversity and Inclusion agenda.

Nichol and James Reazor assisted Katie Dinsmore with a test run in Council Chamber of the Hybrid system for the Charrette week.

Nichol sent the CAC Greenfest recommendation/motion to staff for their review.

Staff posted several agendas for various boards and commissions.

City Secretary's Office had a staff meeting on March 22.

Staff time was spent updating/modifying City Secretary computers for necessary software and features in our new roles.

Tara prepped the posting for the replacement of Nichol Scheld and Nichol provided details to HR in her role as Administrative Professional for the job posting.

Significant staff time was spent prepping the agenda and packet for the March 28th Council meeting.

Tara spent time working on items for future Council agendas for the month of April and beyond.

Tara drafted the subdivision agreement for 132-138 East Main Street for departmental review.

Tara worked with the Parking Division to provide update parking passes to Council members.

Tara spent considerable time prepping for a Council agenda item for the March 28th Council agenda regarding Boards & Commissions.

Tara attended the UD IPA virtual conference "Hosting Virtual and Hybrid Meetings for Local Governments."

Tara prepared the Diversity and Inclusion agenda and drafted the minutes from the previous meeting.

Tara continued to spend time onboarding with Mayor and Council in her new role and continues to train in her new role and continued to train Nichol Scheld in her new role of Legislative Coordinator/Deputy City Secretary as of March 14th.

Staff processed and posted numerous agendas for posting.

Staff continued to work with the Newark Post (Cheasapeake Publications) to iron out some advertising hiccups with the legal advertisements.

Tara attended several virtual sessions on March 17 of the Public Services Superstars, a virtual two-day program emphasizing women in public service.

Tara worked with internal and external staff to organize events for a retiring Council member.

Tara spent time to continue to modify the 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 approved various permit reviews and invoices on MUNIS.

9 discovery requests for upcoming Court cases were fulfilled this week. 153 discovery requests have been filled in 2022. The court calendar for April 7 was received and 12 cases were processed. There are 30 outstanding discovery requests.

Violet processed 10 new lien certificate requests that were sent to Finance for processing. 5 lien certificates were completed and sent to the requestor. 147 certificates have been processed for 2022. Violet spent time reconciling and scanning lien certificates.

Violet spent time cross training with City Secretary staff.

Activity or Project:

Digital Records

Description:

The open Digital Records Management Coordinator will be filled as of April 4th.

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

Activity or Project:

Council Chamber Hybrid

Description:

Council meetings using the hybrid features continue at each meeting. There are still some issues to be worked out with features but progress continues.

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

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews responded to an outage at Suburban Plaza mid-day Monday after a DelDOT contractor dug up a primary cable. The crews switched circuits around to get the shopping center back up within the hour and spent the rest of the day fixing the cable. That night the line crews came out to change a transformer in Abbotsford after a customer saw it was leaking.

The line crews continued working on the smart streetlight project and The Grove.

The electricians wired up the metering for the new solar addition at McKees Park. They worked at City Hall fixing lighting issues in the City Secretary's Office and installing lighting circuits for the maintenance person's office. The electricians also met with Parks and Police about installing cameras at Hillside Park.

Engineering worked on the PJM registration. Engineering also worked with recloser engineers and electricians on changing a recloser radio into a cell modem and started working up pricing for several projects needing electric vehicle chargers.

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:

Due to a paper shortage, we will not be including return envelopes in the monthly utility invoices until our previous orders are delivered. It's expected that it will be about 6-8 weeks until we're able to include them again. We encourage all customers to opt for e-bills through Customer Connect via <https://payments.newarkde.gov/>.

2021 Financial Audit: Staff is working on the auditor's request list (down to about 30 items from 160) as fieldwork began this week and is estimated to end on April 8.

Payments and Utility Billing group has been working with our customers helping them get their account balances up to date. If you are in need of assistance, please reach out to PUB at 302-366-7000, option 2, to explore your options. We ask that you do not wait until your account falls into arrears, as the City has access to many programs which can provide aid to our residents.

On March 23rd, Director Del Grande participated in Christina School District's Academy of Finance. Presentations were given by students to the AoF membership on various financial projects. The week before, Del Grande and CPPO Martindale presented to the students how the RFP process works for the City.

Director Del Grande and the IT Management Team met with Mayor-elect Markham on March 18th as part of his onboarding.

March 24 – Director Del Grande met with DEMEC's Finance Committee to review the DEMEC's 2021 draft financial report, which will be presented to the full DEMEC board next month.

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:

Notable Notes:**Applications Team:**

Open Support Tickets from Previous Week - 79

Open Project Tickets from Previous Week - 17

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

Tickets Opened in the Last Week - 35

Tickets Closed in the Last Week - 38

Remaining Open Support Tickets - 76

Remaining Open Project Tickets - 17

Remaining Tickets with Vendor R&D - 17

1. Ran query and created spreadsheet for UD bill file import.
2. Imported meter marriage files for Water Division.
3. Resolved letter print error within Northstar due to Microsoft update.
4. Assisted PUB team with mass remote disconnect process and create knowledgebase document.
5. Added new withholding record for retainage as requested by Purchasing.
6. Completed FOIA request.
7. Attended OMS demo with Survalent and the Electric Department.
8. Worked on and resolved support tickets for end users.
9. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. VSS registration guide on hold, will need to script a change to vendor contact types.
3. EMV devices returned, will re-test once they arrive back with updates.

Infrastructure Team:

Open Support Tickets from Previous Week - 146

Open Project Tickets from Previous Week - 46

Tickets Opened in the Last Week - 75

Tickets Closed in the Last Week - 91

Remaining Open Support Tickets - 131

Remaining Open Project Tickets - 45

1. Made changes to nodes near Gate Keeper 2 to see if the connection could be stabilized.
2. Testing a device recommended by another electric utility for Gate Keeper 2's back haul.
3. Working with the vendor on outstanding items for the Council Chamber A/V upgrade.
4. Configuring cameras for deployment.
5. Planning camera deployment for Hillside.
6. Reviewing the firewall configuration and cleaning up aged rules.
7. Workstation patching and maintenance.
8. Server patching and vulnerability remediation.
9. Worked on and resolved support tickets for end users.
10. 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, waiting on vendor for 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: Met with JMT at Devon Park about creating a plan to address the drainage problem at the park; met with a resident at Phillips Park who would like to volunteer for invasive removal at the park; working with equipment vendors for new park bench purchases; working with Kathy on the Traffic Island Beatification sponsorship updates; worked with Andrew on specification for new mower units and purchasing cost with vendor; working with DelDOT on completing a couple of punch list items for the Charles Emerson Bridge and scheduling the ribbon cutting for this spring; met with Mayor-elect Markham to give an overview of the Parks and Recreation Department and discuss upcoming projects; reviewed landscape plans for potential upcoming subdivisions; met with Paula about upcoming events and recreational activities; conducted Parks Maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Met with Joe and Sharon regarding the fireworks; completed interviews with Chrissy for three (3) lifeguard and one (1) camp counselor position; worked on scheduling summer programs for the Wilson Center with instructors; worked with Felicia to research alternative places for camp field trips; updated pay rates on American Public Gardens for parks maintenance part-time positions; received confirmation from the University of Delaware that the upcoming special events normally held on UD grounds are all approved to be held without vaccination requirements; sent the updated background check requirements to recreation staff to start sending to their new summer camp staff they will be hiring; spoke with Jayme and Joe about the spring concert series and a beer garden/picnic idea; sent messages to all the instructors regarding the maternity leave for Chrissy and who they will be working with in our office for upcoming programs; reviewed letters Sharon was sending out to vendors and volunteers for the camp fair; worked with Shelby on a banner design for an upcoming employment pop up event; consolidated changes and continued to work with Shelby on making corrections and adding additional camps to the camp guide prior to its publication; worked with Felicia, Kathy, and Shelby to input all of the summer camps into Civic Rec in preparation for the start of registration beginning March 21; created initial draft of the summer camp orientation schedule and contacted HR and Newark Police to be involved; reviewed areas for the Spring Community Clean Up locations with Joe and Felicia; continued to review applicants for summer jobs and pass along to recreation staff; 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: A new session of Adult Archery began on 3/14; tennis lessons for ages 5 to adult began this week; continue planning for summer camps and working on Rittenhouse staff, proofed summer camp guide, completed facility use requests for camps held at Christina School District facilities; our annual license inspection at Downes after care was held this week, it went as expected with many staff file items to follow up on; continue working on childcare stabilization grant, verifying purchase orders, receipts and payroll items; preparing for spring sports leagues including youth soccer, adult softball and volleyball.

Recreation Supervisor of Community Events: Preparing for the Summer Camp Fair, updating maps and information with new vendors, prepared volunteer and vendor emails; working on items for the Memorial Day Parade, got an email from the US Marine Corps Band in Quantico regarding the parade letting us know that they will be attending the Memorial Day Parade this year; working on items for the Egg Hunt and Hunt@Home kits, finalized and placed order for supplies; finalized booking performers for the Spring Concert Series performers; updated and sent Community Garden information to new gardeners.

Coordinator of GWC and Volunteers: Finished out final week of work prior to maternity leave starting.

Recreation Specialist: Added/changed the special camps, art/theater camps on CivicRec for the summer camp guide; updated COVID guidelines for the summer camp guide and the website; interviewed a camp volunteer; drove to several sites with Paula and Joe to make the final decision on sites for the Community Cleanup, finalized details for the Community Clean up with Paula; continuing to work the service letters for Tyler; started making calls to obtain information for possible alternative field trips for Camp GWC. Volunteer Hours: 4 missionaries devoted a total of 12 hours assisting recreation staff with organizing and taking inventory of the basement storage area and assisting with mulch at Folk Park.

Parks Superintendent: Inspected four (4) park/open space areas and developed work orders as needed, continued coordinating for upcoming “Reforestation Planting” event, met with developer concerning plant material replacements before release of surety bond, updated GIS tree layer with GIS Specialist concerning tree work that has been completed contractually, coordinated with two freight carriers for delivery of materials/supplies, contacted our sports court contractor to get additional quote for installation of new tennis net posts on Fairfield and Phillips Park tennis courts and wrote up PSA for upcoming “Reforestation Planting” event.

Parks Supervisor: Assigned field staff daily and assisted as needed, continued working with local equipment representative on reoccurring issue with one Kubota mowing unit, received confirmation on purchase of one Ventrac unit and started purchasing process, oversaw removal of existing canoe ramp at Rittenhouse Park and installed temporary solution for creek access for this year’s Day Camp and continued coordinating with Recreation Division on upcoming events.

Parks/Horticulture Staff: Continue on new park sign installations, completed tree pruning as assigned, started mulching bed/tree areas at Folk Park with volunteers, did trash removal throughout park system, did equipment maintenance on all hand held sprayer units as needed, dragged/scarified all ballfields, blew off Hall Trail for upcoming race event, cleaned all snow/ice control equipment, removed cab on the Kubota mower unit and set it up for upcoming mowing season, did interior bed maintenance at City Hall, repaired swing seat at Lewis Park, continued on work orders as assigned, removed existing canoe ramp in Rittenhouse Park and installed temporary access for this year’s Day Camp, continued on cut backs of plant materials throughout park system and completed dormant oil sprays to control scale on some trees in park system. Volunteers assisted horticulture staff with mulching of planting bed/tree rings at Folk Park.

Activity or Project:

Spring Community Clean Up & Christina Watershed Clean Up

Description:

Grab your friends and family and help keep Newark beautiful at the Annual Spring Community Clean Up & Christina Watershed Clean Up on Saturday, April 2 from 9 a.m. – 12 p.m. Supply pick up will be outside the Newark Municipal Building on Saturday, April 2 at 9 a.m. Pre-Registration is required for this event, and you can register at www.newarkde.gov/play. Gloves and trash bags will be provided. For additional information, please contact the Recreation Office at (302) 366-7000.

Status:	Not Started
Expected Completion:	04-02-2022
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

*The majority of my time has been spent this week on the Charrette. This is a virtual event to review and discuss potential recommendations for changes in the BB and RA zones that started with a walking tour on Monday morning and continued with a series of public engagement activities including open houses where the discussion is less structured to maximize the exchange of ideas and more formal presentations as the team develops design and code language options for feedback. In between these events, we are working with the design team to evolve and develop the options for design and code language options for public feedback. The final Charrette session where we will present the major findings from the Charrette week is scheduled for Friday, March 25 from 3:00 - 4:30 p.m. All of the public sessions are being recorded. These recordings and further information including the meeting links can be found at our website: <https://newarkde.gov/1218/Newark-Charrette-Planning-our-downtown-t>. The next step for this effort is for the Charrette team to compile a report that will include design, use, and code language framework to present to Council in the near future for additional public feedback and direction from Council. From there, draft code language will be crafted based on Council direction for presentation to the Planning Commission and Council, for additional public feedback and Council direction. Based on public feedback and Council direction on the draft code language, final code language will be crafted for presentation to the Planning Commission and Council for public feedback and final Council adoption.

*Participated in the second day of DE Women Leading Government virtual conference where topics discussed included: Creating emotional wellness and balance in the work place, employee engagement, policy update from Senator Sarah McBride and Senator Kyle Evans-Gay, and pandemic impacts and responses on housing. I am on the Executive Committee of the DE Women Leading Government.

*Continuing to work on issues and next steps related to bringing a consultant on board who provides services related to Code Enforcement since we are currently short one Code Enforcement Officer due to a retirement. The intent is to have consultant assistance given the continued high level of development activity while we seek to fill this position with a full-time person.

Land Use

*Deed Transfer Affidavits: 5

*Building Permits Processed: 14

*Deputy Director Bensley reviewed Planning-related items for the March 28 Council meeting and reviewed items for the April Planning Commission meeting, including the most recent draft of Comprehensive Development Plan V 2.0, comments on the CDP V 2.0 from the State PLUS Review and the March meeting minutes.

*On Thursday, March 17, Planner Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting. The Committee voted on amendments to New Castle County's Transportation Improvement

Programs (TIP), as well as listened to reports on development of the WILMAPCO 2023 Unified Planning Work Program and the Claymont Regional Transportation Center.

*Also on Thursday, March 17, Planner Mike Fortner attended the Bike Newark meeting. The Committee is discussing programs for Bicycle Month in May, which includes Bike to Work Day on Friday, May 20th, bike to school day, and other events. The Committee also talked about projects such as updating the 2014 Newark Bicycle Plan and updating the City's status as a "Bicycle Friendly Community."

*Planner Mike Fortner is working on final updates and report to the Comprehensive Development Plan V 2.0 based on Planning Commission, Project Steering Committee, and Office of State Planning PLUS comments and recommendations. The revised DRAFT will be presented to the Planning Commission at their regularly scheduled Public Hearing on Tuesday, April 5.

Meetings (Attended by Land Use, Code Enforcement, and Parking)

*Planning staff attended a charrette preparation meeting on March 17. The following week, Planning staff worked with AECOM to attend and run events for the Charrette on March 21st, 22nd, and 23rd.

*Management staff meeting on March 17.

*Meeting with Parking staff and Kaila Reed of T2 on March 17. Kaila is our new T2 Account Manager and staff held a meet and greet and gave her a set of questions that came out of our Kimley-Horn consultation and Council meetings.

*Land Use team meeting on March 18.

*Planning and Development Department orientation with Mayor-elect Markham on March 18.

*Meeting with Parking, PW&WR and Electric on March 22 regarding protective concrete bollards in Municipal Lot #1 for the EV charging station, countdown signage, electric transformers and some light posts, as well as a concrete pad for a third pay station. Work slated for spring break week.

*UD Fire Marshal - provided update on projects/Greek housing inspections March 2023.

*Evergreen Pump Station meeting - will be shutting down fire pumps and jockey pumps install new pumps.

*NPD leadership team - general meeting introduction.

*McKinley/Drake fire lane access meeting.

*Code Enforcement consultant discussion.

*262 South College Avenue – pre-demolition meeting.

Code Enforcement

Projects

*Park/Ride - plans review no fire input.

*302 Markus Court - plan review fire made comment.

*49 Madison Drive - Fire Protection Specialist followed up call back by NPD for a fire, provided DSFM assistance and owner information, prepared report, and requested follow up by building inspectors.

*Newark Shopping Center – update of Knox boxes and sprinkler control room information completed by Fire Protection Specialist.

*Planned Parenthood - fire/life safety inspection completed by Fire Protection Specialist.

*Thorn Flats/Lehigh Flats - All building renovations completed; minor corrections needed to close façade permits.

*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. Insulation approved in 1st and 2nd floor residence areas, Marketing and Sales trailer inspected and approved for use.

*321 Hillside Road/The Rail Yard - Site work corrections in progress, 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.

*Drake Hall addition - framing in progress.

*1364 Marrows Road - TCO issued.

*122 New London Road - Final Trim/HVAC final.

*128 New London Road - Final Trim/HVAC final.

*700 Ogletown Road - 84 Lumber Framing complete/rough plumbing and plumbing inspection complete.

*STAR Campus - Fintech core and shell partially drywalled/dropping ceiling tiles in some areas.

*The Grain - permit ready to issue; however contractor may be changing.

*18 Country Club Drive (Fairfield Apartments Fire) - Permit Issued.

*Green Mansion - Foundation walls completed. Setting steel almost complete. Pouring floors next week.

*The Grove - The Grove Building 1 - plan review as built fire commented. Building 2 Phases G and F. Various HVAC, Insulation, and Close in inspections. The Grove – Commercial unit #310 - plans review fire alarm approved and pre-construction meeting held for Jersey Mike's.

*WSFS - Progress inspections to allow for ordering long lead items.

*6 Squirrel Lane - Issued a Stop Work Order for deck. Received plans and gave okay to proceed. Failed subsequent framing inspection.

*909 and 910 Quail Lane – Driveways.

*704 Brook Drive - Final Inspection.

*9 Orchard Avenue - Footings inspection.

*12 Beagle Club Way - Footings inspection.

Significant Permits Approved this week

- 63 East Delaware Avenue (McKinley Lab) – demolition

Items of Interest

*Sorority/Frat houses inspections: 9

*232 Delaware Ave, Suite 107 - Occupant load calculation.

* Bar checks were conducted on March 18 during the UD vs Villanova game. Inspectors had Deer Park clear two exits.

Property Maintenance

(Numbers do not include weekend citations issued on St. Patrick's Day Patrol)

*Complaints: 3

*Citations: 3

*Violations: 4

*Inspections: 22

Parking

Projects

*Work towards protection of municipal assets in off-street parking lots. As new technology and equipment have been put in our lots, an effort has been made to protect these assets from vehicle collision. Work with Public Works and Electric to ensure this new technology stays up and running through bollards and signage.

*Completion of a resident application and petition for residents who want to join or be added to the Newark's residential parking permit program (RPPP). Draft will be a placeholder as suggested changes from Kimley-Horn are yet to be introduced to Council. The placeholder draft puts more emphasis on assistance from the Parking Division in the application project.

*Continued work on the Parking Division's new matrix cutter for off-street parking lot signage creation. Staff are currently working with and learning the software. In-house sign creation will drastically reduce the cost of signage through the city and should speed up how quickly signs can be replaced when they go missing or are damaged.

*Continued digitization of old RPP records and will be a long-term project as there are years' worth of inherited residential records to be put in City SharePoint.

Items of interest

*Continued handling residential and municipal permitting for residents.

*Continued handling online and in-person parking appeals. Currently under three (3) business days response time on appeals unless waiting on customer response.

*Pushed Purchase Request for Training for Flagger Certification for Parking Ambassadors. Will allow for all Parking Ambassadors to flag on DelDOT streets and construction zones as the Delaware Avenue project continues. Currently, Parking Maintenance is handling flagging duties.

*Reviewed City Code for references to no parking distance for mailboxes. Provided explanation to resident HOA and how parking at a shared mailbox zone should work.

*Responses to Council questions from residents from the City Council meeting and from the Planning and Development Charrette.

*Sent Ford Focus down to garage to fix passenger-side mirror after it fell off after bumping a residential trashcan.

*Received estimate on the Nissan Leaf after it was involved in a minor accident in February. Supplied to Finance.

*Filed injury report for PT-Parking Ambassador who was bit by a dog on East Main Street. Employee seems ok and returned to work the next day.

*Provided Lot #1 map to PW&WR, Electric, and Miss Utility prior to installation of new Lot #1 bollards and concrete pad.

*Requested quotes from vendors for new Parking Ambassador uniforms. Created summary cost sheet for new Parking Ambassador uniforms.

*Personnel requisition submitted for four (4) new Part-Time Parking Ambassadors.

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:

There have been several accidents and incidents involving driving under the influence of alcohol this week.

- o On March 16th, a motorist was charged with DUI after he was involved in a collision at Barksdale Road and Apple Road.
- o On March 17th, a food delivery driver was observed driving on a flat tire and rim while making deliveries. He was charged with DUI.
- o Also, on March 17th, a motorist struck an unknown object on East Cleveland Avenue, flattening both passenger side tires. The motorist continued to drive up New London Road until her vehicle became disabled. The motorist called friends for assistance but became impatient and called Newark police for assistance. Officers observed that she was intoxicated, and she was arrested for DUI.
- o On March 18th, a motorist is suspected of striking two cars at the Deer Park before fleeing from the scene down Cleveland Avenue and launching her car through a fence into the construction site at The Grove, overturning her vehicle. She was transported to the hospital and charged with DUI.
- o Also, on March 18th, a motorist sped into the DUI crash scene at The Grove almost striking police officers. The motorist was charged with DUI.
- o On March 19th, a motorist left the Deer Park and drove onto the railroad train tracks. The driver was charged with DUI.

Patrol Division:

- On Tuesday, March 22nd, 2022, officers received a call from a victim who resides on Briar Lane in reference to an attempted theft. The victim relayed that she received a telephone call from an individual identifying himself as a police Lieutenant from the Baltimore, MD, Police Department who claimed the victim had outstanding fines that needed to be paid. The suspect stated she could pay these fines to her local police department and transferred the call to a subject who identified himself as a Newark Police Officer. Both phone numbers were spoofed from the Baltimore Police Department and from the Newark Police Department. The victim did not pay and recognized that it was fraud.

Criminal Investigations Division:

- April is Child Abuse Awareness Month. The goal of Child Abuse Awareness Month is to raise awareness of abuse and neglect that children may face and how to identify it, as well as to strengthen family, community, and systems responses to child abuse. Nationally, April 1, 2022 is Wear Blue Day to raise awareness for this month. For more information about supporting children and strengthening families and communities, please view the following resources: Office of the Child Advocate: <https://courts.delaware.gov/childadvocate/>
Prevent Child Abuse Delaware: <http://pcadelaware.org/>
Children and Families First: <https://www.cffde.org/>
Division of Family Services: <https://kids.delaware.gov/family-services/>
Beau Biden Foundation for the Protection of Children: <https://www.beaubidenfoundation.org/>
For specific information about the signs of child abuse and neglect, please visit: <https://kids.delaware.gov/family-services/child-abuse-and-neglect-reporting/>.

Special Enforcement Division:

- On Friday, March 25th, 2022 officers from the Special Operations Unit will welcome Malvern, PA native Alex Mann. Since 2018, Alex has been traveling from Pennsylvania to New Jersey, Delaware, and even California to help better prepare officers for encounters with people who have autism. Mann, who is autistic himself, discusses the signs of someone with autism, what can upset them, and how police can de-

escalate the situation.

- The Traffic & Special Operations Units conducted a joint traffic/order maintenance initiative on March 17th, which resulted in 52 traffic citations and five criminal summonses. The traffic portion of the initiative was conducted on East Main Street and the citations issued included seat belt violations, window tint violations, license & registration violations, cell phone violations, and loud muffler violations.
- Traffic enforcement at “hot spot” locations such as West Chestnut Hill Road, South College Avenue, Capitol Trail, Ogletown Road, Elkton Road construction zone, and Delaware Avenue will continue.

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 met with Governor Carney, Lt. Gov. Bethany Hall Long and several Cabinet members for a tour of our South Well Field Water Treatment Plant. The tour went well and the Governor is aware of the challenges that water utilities face to upgrade aging infrastructure to continue to provide high quality drinking water. PW&WR, City Manager's Office, and Communications did a great job of putting together a great tour.

Congratulations to our GIS staff, Brian Laws and Jay Hodny, lead by Mark Neimeister, on a Special Achievement in GIS (SAG) Award. Their work on a custom application to assist our inspection team with annual stormwater management facilities was noticed by their peers and submitted through the local account managers. The overview of this award will be showcased at the nationwide GIS Users Conference in July 2022, which Jay will attend on behalf of the City. We will also display this storyboard here at City Hall for all to view.

Director Filasky met with Mayor-elect Markham to review the PW&WR operations and discuss how we can work together in his upcoming term.

Staff met with the Water Resources Agency at UD, lead by Dr. Jerry Kauffman, to review their 2022-2023 workplan, which includes several exciting projects with the City of Newark to help with water quality, source

water initiatives, and hydraulic modeling. Their program participants have done an great job over 20+ years of research and real world projects while earning college credits, and we are happy to partner with this group for so many years.

DelDOT Updates:

Downes Elementary Safe Routes to School - The crosswalks and concrete work are well underway and should be complete within the next few weeks. Signage, striping, and final paving will follow soon after.

Casho Mill Underpass 'Clankers' - Demolition of the existing signals and curb work is underway.

Activity or Project:

Corrugated Metal Storm Sewer Pipe Lining

Description:

Our contractor is making progress on the storm sewer pipe lining taking place in various locations throughout the City. This project is rehabilitating deteriorated outfall pipes from stormwater management ponds in order to avoid full replacement of the pipes. Notices to affected residents are sent prior to the work being completed.

Status:	In-Progress
Expected Completion:	04-30-2022
Execution Status:	On Track

Activity or Project:

Sanitary Sewer Pipe Lining

Description:

Our contractor continues to make progress on the rehabilitation of sanitary sewer pipes throughout the City. Work this week was completed at Casho Mill and Church Road as well as near Squirrel Lane. Notices to affected residents are sent prior to the work being completed as some service disruptions are expected.

Status:	In-Progress
Expected Completion:	04-30-2022
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Reservoir Solar Park Installation Photos













Digital Records Project New Documents Created – March 17 - March 23

Name	# of Documents	# of Pages	Types
Sandy	91	4568	City Mgr Administrative Files, PUBS Daily Cash Receipts, PUBS Postal Records, Account Payable Cash Disbursements and Vendor EFT Registers
Fred	88	162	Tickets, prepping
Ana (PT)	272	562	Parks & Rec Activity Registrations, before/after care records, injury reports and inspection reports
Violet (PT)	25	53	Current Legislative Department documents
Total	835	5,345	

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 03/13/22-03/19/22

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	5	1	1	0	0
Unlaw. Sexual Contact	1	2	0	0	1	0
Robbery	3	4	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	3	0	0	3	0
Assault/Aggravated	1	3	0	3	9	0
Burglary	6	14	0	2	4	0
- Commercial Burglaries	0	3	0	0	0	0
- Residential Burglaries	5	6	0	2	3	0
- Other Burglaries	1	5	0	0	1	0
Theft	148	213	12	27	30	2
Theft/Auto	20	14	1	2	2	0
Arson	0	0	0	0	0	0
All Other	2	6	1	10	13	0
TOTAL PART I	182	262	15	47	66	2
<u>PART II OFFENSES</u>						
Other Assaults	42	83	9	6	30	5
Rec. Stolen Property	0	0	0	4	0	0
Criminal Mischief	41	42	9	5	15	2
Weapons	0	3	0	0	25	0
Other Sex Offenses	0	3	1	0	0	0
Alcohol	15	48	12	9	67	17
Drugs	29	33	7	22	26	0
Noise/Disorderly Premise	126	104	23	61	24	4
Ordinance Violation	65	0	0	2	0	0
Disorderly Conduct	80	73	7	26	23	4
Trespass	66	72	9	21	16	2
All Other	78	147	18	47	35	0
TOTAL PART II	542	608	95	203	261	34
<u>MISCELLANEOUS:</u>						
Alarm	80	162	18	0	0	0
Animal Control	83	70	8	2	0	0
Recovered Property	32	26	2	0	0	0
Service	7279	6586	613	0	0	0
Suspicious Per/Veh	99	75	7	0	0	0
TOTAL MISC.	7573	6919	648	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	870	9,189	897	8,610



**Newark Police Department
Weekly Traffic Report**



03/13/22-03/19/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	2553	2773	237	356
DUI	34	34	7	7
TOTAL	2587	2807	244	363

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	29	42	6	4
Property Damage (Reportable)	180	203	12	24
*Hit & Run	42	42	3	6
*Private Property	39	40	1	3
TOTAL	209	246	18	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.