

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

This week staff spent considerable time on items related to the railroad crossing adjacent to the Deer Park Tavern following the fatal accident there last weekend. We are working with DelDOT, CSX, and the federal DOT to identify safety upgrade opportunities with the goal to implement available short-term mitigation items ASAP while we work on longer-term projects that will, hopefully, be more impactful. We anticipate work will begin as soon as next week on new striping and signage at the crossing and the adjacent yield from West Main onto South Main Street.

On Thursday the City participated in Bring Your Child to Work Day by developing a formal program again. We first did this three years ago but had to suspend the program for the last two years due to COVID. We had 18 children attend, and they had a full day of programming between a panel hosted by Junior Achievement, a visit to the NPD, Public Works, Electric, Hillside Park, and finishing up with a visit from UD's Moo Mobile ice cream truck. The event was well received by the children, and we are looking forward to doing it again next year.

We held our first full Council meeting following the election break on Monday evening. I spent time preparing for that meeting and reviewing packet items for the upcoming meeting on May 9th. I participated in a meeting with staff and Solicitor Bilodeau to discuss ARPA regulations and requirements. I also attended a meeting with City and County staff to discuss our sustainability plan and provide lessons learned. NCC is looking to prepare their own sustainability plan and have looked at ours as a potential model. I also met with field staff from the water, sewer, and stormwater divisions of Public Works as part of my ongoing work following the most recent employee climate survey. I continued work on items from the Energize Delaware Citizen's Advisory Panel of which I am a member. On Friday we held our regular staff meeting which was postponed due to Bring Your Child to Work Day. I also attended a field meeting to discuss a potential open space preservation effort.

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

Human Resources:

HR Administrator Marta Pacheco:

- Our Code Enforcement Officer has been cleared and will start employment with the City on Monday, May 9.
- Our Temporary Laborer in the Parks Division has cleared his background check and will start employment with the City on Monday, May 2.
- Scheduled interviews for Administrative Professional I in Legislative Department. These interviews will take place on Thursday, April 28 and Friday, April 29.
- Prepared and distributed letter of conditional hire for parks seasonal employee.
- This week was busy with police on-the-job injuries. So far this week, I have processed five injury reports with PMA.
- Provided Communications Division list of new hires, promotions, retirements for April for the newsletter.
- Provide Jay Conover affirmative actions forms for police officer recruitment for two job postings in 2021.
- Prepared and distributed letter of conditional hire for Recreation Supervisor position.

- Prepared and distributed May merit step increase/probationary forms.
- Schedule interview for Maintenance I for Public Works & Water Resources Department. Interview scheduled for Thursday, May 5, 2022.
- Distributed the following internal job postings: 22-44 Customer Service Representative III in PUBs Division and 22-45 Maintenance IV in our Sewer Division.
- Prepared and distributed police officer written score test results/ranking for test conducted on Saturday, April 9. Also, sent email invite for Guardian to complete backgrounds.
- Continue to schedule written exam for current certified police officer applicants. We have two scheduled for next week. We currently have seven (7) certified officers in the background process.
- Updated and distributed personnel manual with newly approved parks camp staff hourly rates as approved by City Council on Monday, April 25.
- Contacting applicants to schedule interviews for Part-Time Parking Ambassador.
- Contacting applicants to schedule interviews for Maintenance I in the Parks & Recreation Department.

The HR Division continues to stay busy with recruitment efforts for both internal and external postings. The HR team will be assisting the Newark Police Department on Saturday, April 30, with the promotional testing process for Master Corporal and Sergeant. Ms. Bradshaw and Ms. Hardin will be proctoring the test to roughly 16 employees. Each rank will have its own test with Master Corporal in the morning and Sergeant in the afternoon. Ms. Hardin continues to work on pension sheets for employees both for upcoming retirements and at the request of the employee. Ms. Hardin spent most of the week catching up on answering emails and working on personnel and labor relations matters. On Friday, April 29, Ms. Hardin will be participating on the interview panel for City of Wilmington's Director of Class and Compensation. Ms. Bradshaw onboarded two new employees: one seasonal and one part-time in PW&WR.

Purchasing/Facilities Maintenance:

Chief Purchasing & Personnel Officer:

City staff, like most of the state and country, is unfortunately witnessing the cutting edge of another COVID wave. There have been 14 positive cases among staff so far in April, with 8 this week alone. We anticipate this number to rise steadily over the coming weeks, but hopefully not as sharply as the December/January spike. There are no clear connections between these cases among staff, which shows how prevalent COVID is in the community again. A graph of staff COVID cases is attached; there is a discrepancy in the statistics sheet we typically put together (need to collect additional data for new hires), so this will be corrected and shared in full next week.

For other HR items, CPPO Jeff Martindale completed job description and ad updates for a Customer Service Representative III position in Payments & Utility Billing as well as a Maintenance IV position in the Sewer Division. Along with Tara Schiano and Nichol Scheld, Mr. Martindale conducted Administrative Professional I interviews on Thursday and Friday. The candidate pool for these interviews was spectacular, so we are confident that we will find a qualified employee from this process.

The Newark Safety Committee met on Wednesday. The few items of concern were addressed and processes were put in place to better protect staff from these discussions. The committee will be reviewing general summer outside safety guidance to push out to staff. Summer tends to be the most hazardous time of year for field employees due to heat and projects completed. Newark remains an example for other municipalities in the DeLea Founders Insurance Trust (DFIT) Safety Committee group, and the actions of our employee committee are incredibly valuable in this regard.

The custodial team is back down to 5 of 8 employees. Our new hire, which brought the team to 6 of 8, opted to resign after a week on the job. Staff will be presenting a plan to Council on May 9th to address our recruitment and retention issues that have existed since January of 2021.

Facilities Superintendent Joe Augustine and Mr. Martindale will be meeting with a contractor for the City Hall atrium demolition project next week. If all goes well, we will sign contract agreement documents with the company and schedule the demo toward the end of May or the beginning of June.

The rest of the week was spent on miscellaneous benefits and internal controls items.

Purchasing:

Purchasing Assistant Cathy Trykowski processed 88 invoices and 23 purchase orders for the week ending 4/22. So far this week, she has processed 19 purchase orders and anticipates processing 75 invoices by the end of the week.

Ms. Trykowski additionally worked on preparing many surplus items for auction through www.municibid.com. The notice for the auction is as follows:

CITY OF NEWARK

Delaware

AUCTION NOTICE

The following lost, unclaimed and validly seized property will be placed on the online auction site Municibid for public auction:

- Nike Air Force 1 Sneakers
- Miscellaneous Items
- Video games
- Sony Video Converter
- Evenflo Stroller Wagon
- Bikes

The public auction will begin on Monday, May 2, 2022. Questions regarding the auction items should be directed to the City of Newark Purchasing Division at (302) 366-7000.

Facilities Maintenance:

The FM team completed the following this week:

- Installed sign on Bailiff desk.
- Replaced cooling tower motor.
- Sanded stains out of three benches in the cells.
- Installed new sink faucet in women's locker room.
- Unclogged two toilets.
- Moved boxes from records to the parking lot.
- Started replacing bearing assembly on the cooling tower pump.
- Replaced two toilet seats in PD.
- Continued cleaning up shop.
- Completed normal cleaning and disinfecting duties.

Communications:

Chief Communications Officer:

- Continuing working on May and June concert series and beer garden concept, developing flyers and other marketing materials.
- Working with DelDOT and Parks Department to reschedule ribbon cutting for the Charles Emerson bridge.
- Facilitated Administrative Professionals Day and Bring Your Child to Work Day activities.

- Participated in the Safety Committee meeting, developing heat safety materials for use for field staff.
- Continuing to work on new Hometown Heroes banner project.
- Assisting the CAC with their anti-idling outreach campaign; working with Parking/PD on outreach and enforcement options.
- Started planning a ribbon cutting event for the reservoir solar project.
- Various tasks related to UDon't Need It?.

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 and new walking challenge.
- Supported Administrative Professionals Day and Bring Your Child to Work Day activities.
- 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:

- Public meeting notices have been posted on InformMe.
- RequestTracker tickets were forwarded to the appropriate department.
- Created two applicant handouts for HR.
- Updated the Rain Barrel Grant webpage with the May 4th deadline.
- Created a new banner for UDon't Need It? (UDNI) student move out program.
- Postcards and newarkde.gov/UDNI have been updated with schedule changes.
- Information on Bike to Work Day 2022 has been posted on the City website.
- Stu Markham has been added as City Mayor to the City webpage in place of Jerry Clifton.
- The District 2 newsletter has been posted on the City website and distributed via InformMe.
- The website's news section has been updated with the April 27th yard waste collection change.
- HR's background check release forms have been made fillable PDFs.

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:

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on April 25 for City business and the City Council meeting and Paul was in the office on March 21 for Court.

Danielle worked on FOIA-related items the past week. The following actions were taken on FOIA requests:

- FOIA: (Closed 00)
 - o Provided a response and closed a March 31st FOIA request for applications and site plans for proposed new cellular/communications/telecommunications/wireless towers from SBA Communications
 - o Provided a decline and closed an April 5th FOIA request for police body worn camera footage from an incident for self from a member of the public
 - o Provided documents and closed an April 5th FOIA request for 750 Library Avenue pertaining to plans and documents relating to the latest expansion from early 2000's from James Taylor
 - o Provided documents and closed an April 7th FOIA request for residential renovation permits between March 2022 to present from William Gregory
 - o Provided a response and closed an April 21st FOIA request for mailroom records regarding 2022 tax year in relation to postage meter lease agreement/monthly quarterly charges/type of equipment/date of signed agreement from TriState Office
 - o Circulated to staff an April 22nd FOIA request for violations/liens or open permits regarding 213 Hullihen Drive from Brian Frederick Funk, PA

Danielle attended the Safety Committee meeting on April 27.

Danielle completed research for City staff on signed lease agreements for 59 East Main, 141 East Main, and 19 Haines Streets.

Sahar completed the following tasks during her intro weeks into the City.

- Attended DELJIS training on April 21.
- Worked on destruction notices for older records.
- Worked on records to be archived.
- Archived some records in the storage room and scanned some records that had not been previously scanned.
- Located some Finance records from 2017 in the trailer to get approval for shredding by Finance.
- Got some destruction notices approved for shredding.
- Prepared records (bonds, annexations) for transfer to Archives.

Regarding minutes, staff time was spent on the April 25 Council minutes, April 12th Conservation Advisory Commission, and April 21st Organizational meeting (Nichol drafting and editing and Tara proofing) and Diversity and Inclusion March meeting minutes with Nichol drafting and Tara proofing. Additionally, Nichol posted several agendas and posted audios for meetings on the website.

Administrative staff participated in Administrative Professional's Day festivities at lunchtime on April 27th.

Nichol drafted oaths of offices for the incoming Mayor and Council members.

Nichol completed two proclamations: one for Small Business Week and one for the 100th birthday of Jency Pannell; with Tara proofing.

Nichol drafted a memorandum noting Boards and Commissions vacancies.

Nichol submitted and proofed Newark Post advertisements.

Nichol and Tara staffed the Organizational meeting on April 21st.

Nichol staffed the Board of Adjustment on April 21st.

Staff updated the contact list for public and internal Council information.

Tara staffed the Diversity and Inclusion meeting on April 26.

Tara spent time with staff on a FOIA complaint and response to Department of Justice.

Tara is coordinating with Jim Smith in Finance on the Tax Assessment agenda/ad.

Tara continued prepping her paperwork for the CMC designation.

Tara did followup paperwork from the April 25th Council meeting.

Tara is drafting the upcoming agendas for May Council meetings.

Tara prepared and finalized the April 21 Organizational agenda and packet.

Tara continued working closely with new Mayor Markham.

Tara continued to spend time training Nichol Scheld in her new role of Deputy City Secretary.

Staff processed and posted numerous agendas for posting.

Staff continued to work with the Newark Post (Chesapeake Publications) to ensure that advertising deadlines are met and proofs are acceptable prior to publication with legal advertisements.

Tara attended the staff meeting on April 21st.

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.

Tara worked with IT to continue tweaking the software and hardware for hybrid Council Chamber meetings.

Danielle fulfilled 18 discovery requests for upcoming Court cases. 220 discovery requests have been filled in 2022. There are 35 outstanding discovery requests still in the queue. No additional case files were completed for the upcoming Alderman's Court and no additional case files were started for upcoming court calendars.

Violet processed 9 new lien certificate requests that were sent to Finance for processing. 13 lien certificates were completed and sent to the requestor. 192 certificates have been processed for 2022. Violet spent time reconciling and scanning lien certificates.

Activity or Project:

Digital Records

Description:

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

Activity or Project:
Council Chamber Hybrid

Description:

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:

At 1 p.m. on Saturday an East Main Substation breaker tripped, starting an outage for 175 customers. The on-call crew came in and switched the circuit to another unit in an hour. A squirrel was found in the riser pipe and the repairs were made during the work week and the circuits restored to normal.

The line crews had a training session in the field on using the underground cable locator. A factory representative spent several hours with the crews showing them how to use the tool effectively.

Electricians continued driving the infrared contractor around the City. They also worked on police cameras and helped with tagging customers for non-payment and turn-ons and turn-offs.

Engineering continued working on prices for relay and battery testing for the NERC compliance standards for the PJM registration. Engineering also compiled the latest solar system installs by circuit in order to identify any circuits that are becoming saturated.

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 we are able to order them again. It's expected that it will be about four (4) 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/>.

Payments and Utility Billing (PUB) group has been working with our customers helping them get their

account balances up to date. If you need 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.

Do you need assistance in paying the balance on your water and sewer bill? If so, please reach out to the State's Low Income Household Assistance Program (LIHWAP). Please complete the application to this program and let our staff in PUB know that you have applied for assistance. Here is the link to the application: <https://www.dhss.delaware.gov/dhss/dph/hsp/files/LIHWAPApplication.pdf>.

2023 Annual Budget: Staff is working on the timeline for the 2023 budget process. The timeline should mirror last year's process, with internal hearings taking place the week of July 11th, with departmental hearings with Council taking place beginning in August.

2021 Financial Audit: Staff is working with the auditors from CliftonLarsenAllen as audit work is reaching its final stages of completion. Expected completion date is May 31.

Staff have been working towards securing the last portion of debt funding from the 2018 Referendum. These items include up to \$3 million in general fund projects (primarily parks, street paving). Council approved the final piece of the debt authorization on Monday, April 25th.

We are actively recruiting for the position of Payments and Utility Billing Manager. This position reports directly to the finance director and manages the City's Payments and Utility Billing group. Applicants can apply for this position via this link: https://newarkde.gov/DocumentCenter/View/16012/22-42-PUB-Mgr-Ad_Job-Description.

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 - 75

Open Project Tickets from Previous Week - 17

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

Tickets Opened in the Last Three Weeks - 68

Tickets Closed in the Last Three Weeks - 83

Remaining Open Support Tickets - 60

Remaining Open Project Tickets - 16

Remaining Tickets with Vendor R&D - 18

1. Imported multiple meter marriage files for Water Division.
2. Worked with vendor to clean up non-communicating meters.
3. Provided software access to Accountant to backup CSR II as requested by Finance.
4. Updated automation platform email delivery.
5. Updated Munis access for new City Secretary and Deputy.
6. Worked with vendor to resolve issue on self service requiring login.
7. Performed database extraction on active residential water accounts for 2021.
8. Completed FOIA request for City Secretary's Office.
9. Worked with Infrastructure on troubleshooting GK2.
10. Worked on and resolved support tickets for end users.
11. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. VSS registration guide on hold, will need to script a change to vendor contact types.
3. EMV devices received, will re-test the devices.
4. Accounting testing Payment Manager functionality within Munis ERP.

Infrastructure Team:

Open Support Tickets from Previous Week - 121

Open Project Tickets from Previous Week - 45

Tickets Opened in the Last Three Weeks - 229

Tickets Closed in the Last Three Weeks - 223

Remaining Open Support Tickets - 131

Remaining Open Project Tickets - 41

1. Continuing work to stabilize the mesh network.
2. New servers for Northstar built and configured.
3. New speed dial for bailiffs to dial IT.
4. Reviewed and remediated firewall vulnerabilities.
5. Scheduled Comcast for SWF for Monday.
6. Scheduled Advantec for quotes on Tuesday.
7. Moved equipment into new storage space.
8. Troubleshooting connection issues in the Mobile Command Unit.
9. Received the Polycom license code for the second Council Chamber camera, scheduling the installation.
10. Requested a quote for new workstations for dispatch.
11. Workstation patching and maintenance.
12. Server patching and vulnerability remediation.
13. Worked on and resolved support tickets for end users.
14. 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 tracking:

- 2 Racks - Received
- 4 PDUs - Received
- 3 VxRails - Received
- CyberVault R750s - Received

Pending shipment with expected delivery dates:

- DD6900s - May 02, 2022
- R450s - April 18, 2022
- DP4400s - June 15, 2022
- N2200s - December 28, 2022
- S5232s - August 10, 2022
- S5224s - September 12, 2022

S3048s – July 20, 2022
S4128s – July 20, 2022

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 Paula, Mayor Markham, Councilwoman Creecy, Tom Coleman, and representatives from the Galman Group about sponsorship opportunities; worked on transmittal update for Finance; met with Tom Z., Cameron, and Ron about reforestation efforts and volunteer organization, planting schedule, and logistics; working on the tree giveaway pick up organization; conducted the parks maintenance meeting to discuss work orders and projects; visited several parks with Tom Z. to discuss tree planting locations and maintenance issues to be added to the work orders; reviewing landscape plans for potential subdivisions and CIP submissions; conducted final interviews for Parks Superintendent and Recreation Supervisor positions and called references for the candidates of the positions.

Deputy Director: Worked on finding someone to assist with firing pottery pieces from our current pottery classes since the kiln at the Wilson Center no longer works, contacted five (5) local schools and UD, spoke with UD Art & Design instructor to start working out details on having our pieces fired at their kiln, worked with Sharon to contact pottery instructors to reschedule some classes; researched new kilns; set up meeting with Newark Charter COO to discuss possible use of parks for sports programs while the school outdoor facilities are under construction; sent email to 90 reforestation volunteers with instructions on where to report, what to wear, etc. prior to the event; met with Joe, Mayor Markham, Councilwoman Creecy, Tom Coleman, and representatives from the Galman Group; conducted interview for an Assistant Camp Director for Camp GWC; continue to solicit for additional lifeguards, have held six (6) interviews and currently only three (3) lifeguards are confirmed; completed interviews for the Recreation Supervisor and Parks Superintendent positions, discussed selections with Joe; worked with Shelby to create the Spring Concert Series/Beer Garden marketing material; worked with recreation staff to finalize information for the summer activity guide, consolidated it and worked with Shelby to update the changes/corrections prior to it being sent out on April 25; input summer program into Civic Rec with Kathy and Shelby in preparation for online registration beginning April 25; worked with Shelby and Sharon to create the Camp REAL flyer to send out by May 1; met with dance instructor and worked on ordering dance costumes for the dance recital and finalizing information for the dance rehearsal and recital scheduled for May 14; worked with Devan, Jeff, and Marta on updated background check form for those who don't need as extensive of a check done; confirmed with the Newark Bike Project three summer bike camps; worked on field trip confirmations for Camp GWC; met with recreation staff on new hourly wage schedule and its effect on summer program fees; worked with Felicia to start assigning summer camp counselors to camps and notifying them; 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 Cameron and Stew regarding

the mission group volunteers; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Spring Break camps were held all week including the full day camp at the George Wilson Center, Basketball Camp at Newark High and Golf Camp at Deerfield; completed schedules for our adult softball league and three adult volleyball leagues, met with custodian at McVey to go over placement of equipment box and portable toilet; held interview for Rittenhouse staff; attended USTA tennis instructor training at Delcastle; proofed and edited program information for the summer brochure; determined location for gaga pits at after school sites; worked on updating pay rates for before and after care staff; sent out information and began registration for before and after care for the 2022-2023 school year.

Recreation Supervisor of Community Events: Finalized summer brochure information; finalized the Spring Concert Series schedule and created contracts for each performance; Newark Community Garden is now full with two (2) on the wait list; UD will be firing pottery for us until the kiln is replaced, postponing last class to wait on bisque firing, so participants may glaze.

Recreation Specialist: Worked on camp volunteers, emailed two to set phone interviews and interviewed one; went to Acme to purchase items to make playdough for the Spring Break Camp at GWC and dropped off items at GWC; reviewed summer activity guide; worked on updating adult sports schedule (Volleyball) on website for Tyler; worked on volunteer spreadsheet; created all the sign in sheets for the reforestation event; attended the Earth Day Reforestation event which took place on Saturday, 4/23/22 (helped with the volunteers and took photos); added the reforestation event photos in Sharepoint. Volunteer Hours: A total of 149.5 hours by a total of 105 volunteers helped plant trees at the reforestation event on Saturday, 4/23/22. Also 9 volunteers cleaned up Dickey Park as part of the Adopt-A-Park program for April and spent a total of 18 hours cleaning.

Parks Superintendent: Inspected seven (7) horticulture sites and developed work orders as needed, continued organizing for reforestation planting as well as overseeing the tree/shrub installation itself, assisted NPD with homeless encampment in Valley Stream area, assisted Public Works with tree issue, met landscape contractor to get quote on tree removal/replacement from traffic accident on island #2 South Main Street, organized delivery from nursery for reforestation event, coordinated Ash tree removal funded by the Urban Forestry Tree Grant through State Forestry and reviewed applications for full-time Maintenance I position in parks.

Parks Supervisor: Assigned field staff as needed, continued coordinating new park sign installations throughout park system, reviewed applications for full-time Maintenance I position, oversaw unloading of plant materials for reforestation event and researched prices for purchase of new walk behind mower for trim crew.

Parks/Horticulture Staff: Continue mowing and bed maintenance operations, relocated storage box from Olan Thomas storage building to Downes Elementary School, dragged/scarified all ballfields and lined the fields for league play, lined soccer field, did trash removal throughout park system, did interior bed maintenance at City Hall, assisted prepping all four (4) reforestation sites for tree/shrub planting as well as assisting with the event itself, installed both Ga-Ga pits and continued on installation of new park signs.

Activity or Project:

Newark Memorial Day Parade

Description:

Newark Memorial Day Parade will be held on Sunday, May 15 with the Memorial Ceremony beginning at 1:00 p.m. on the University of Delaware Green at Memorial Hall followed by the parade on Main Street.

Status:	Not Started
Expected Completion:	05-15-2022
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

Projects

*Charrette and development of revisions to the BB and RA zoning district. Work in this effort included scheduling the presentation of the Charrette report and main proposed tenants of the BB and RA zoning code to Council where the Council meeting will be May 23 and reviewing and commenting on the draft of this report. Recordings of the Charrette meetings and related information can be found at: Newark Charrette: Planning our downtown, together | Newark, DE - Official Website (newarkde.gov).

*Downtown Parking Strategy project. This work included collating and analyzing Council comments on the Downtown Parking Strategy in order to put together an implementation workplan to present to Council in the May/June timeframe as well as discussing parking fee options with Parking Manager Marvin Howard. An internal meeting to discuss is scheduled for Thursday, April 28, 2022.

*Development Transportation Improvement District. Met with the Transportation Improvement District (TID) team which includes staff, the consultant AECOM and the Delaware Department of Transportation to prepare for the TID Steering Committee meeting scheduled for May 11, 2022, from 1:30 p.m. – 3:00 p.m. This meeting will be a hybrid meeting where people can participate either virtually or in-person meeting.

*Nuisance Property ordinance and revision to the Property Maintenance Code. Conferred with Maureen Feeney Roser, consultant, who is working with the Code Enforcement team on developing the second phase of the nuisance ordinance and the revision to the Property Maintenance Code. The team is making progress and being deliberate in their approach given that these are complex issues.

Meetings

*Met with Code Enforcement Manager Stephanie Petersen to discuss Code Division issues.

*Discussed Parking Division issues with Parking Manager Marvin Howard.

*Director Gray, Deputy Director Bensley, and Planners Kennel and Solge attended the monthly meeting with DART to discuss Unicity. We discussed the update on Unicity operations as well as the potential for bringing micro transit to Newark. Micro transit is essentially a public rideshare service. This is a long-term effort.

*Attended the monthly meeting of the DE Chapter of the American Planning Association Executive Board of which I am a member and Past President.

*Director Gray, Deputy Director Bensley, and Parking Supervisor Mulvanity virtually attended the University of Delaware Chaplin Tyler Lecture with Jeffrey Kleintop of Charles Schwaub on Wednesday,

April 27th regarding US and global markets and what to expect in the months and years ahead.

*Director Gray, Deputy Director Bensley and Land Use, Code Enforcement and Parking staff attended the bi-weekly Subdivision Advisory meeting where we discussed projects that are currently under review as well as the status of the development review checklist that Deputy Director Bensley is working on.

*Lead the monthly meeting of the Planning and Development Department staff where we discussed current and future projects and related issues, an update on City issues as well as exchanged ideas and thoughts on related Planning and Development Department matters.

Items of interest

*Reviewed staff report and related materials for 10/16 Benny Street as well as the staff memo and report on Accessory Dwelling Units (ADUs) for the May 3, 2022, Planning Commission packet.

*Prepared for and attended the April 25, 2022 Council meeting 7285 (newarkde.gov) where the planning related issues included the name change for Newark Assisted Living to “The Vero” and the major subdivision by site plan review and special use permit project for 132-138 East Main Street was presented. Both agenda items were approved by Council by a vote of 6-0.

*Continued to work on staff and personnel related issues as well as administrative tasks.

*Additionally, Deputy Director Bensley reviewed and provided comments for items for the May 3 Planning Commission meeting including the 10 and 16 Benny Street and accessory dwelling unit reports and finalized the packet. She worked to draft the Planning and Development Department Council priorities workplan scheduled for the May 9 Council meeting and worked on several constituent issues. Deputy Director Bensley also continued work on a development plan intake checklist to help streamline the development review process by ensuring that applications submitted are administratively complete prior to being entered into the review queue for the departments. She spent time working with the Legislative Department to wrap up work related to her former position. Deputy Director Bensley also worked on general personnel and administrative tasks.

Land Use

*Deed Transfer Affidavits: 14

*Building Permits Completed: 13

*On Tuesday, April 26, Planner Mike Fortner made a presentation to the Diversity and Inclusion Commission on the Review of the Comprehensive Development Plan V 2.0. Planner Fortner discussed how the comprehensive plan impacts and addresses issues of concern for the Commission, including on Housing, Transportation, and Environmental Quality.

*532 Old Barksdale Road – Planner Fruehstorfer reviewed plans for the major subdivision which includes a five-story apartment building with 54 two-bedroom units and parking on the ground floor and started the Subdivision Advisory Committee letter.

*25 North Chapel Street – Planner Fruehstorfer reviewed the revised submission of the major subdivision which includes a four-story apartment building with 21 two-bedroom units and parking on the ground floor.

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

*Management staff meeting on April 21.

*Land Use team meetings on April 22 and 25.

*TNP Economic Enhancement Committee meeting on April 25.

*On Monday, April 25, Planner Mike Fortner and Josh Solge attended the Bike to Work Day meeting. Bike to Work Day will take place on Friday, May 20 at 7:30 a.m. in Mentors’ Circle. The event will include food and beverages for participants riding into work, as well as a series of speakers including local elected representatives. More information on the event will be advertised on the City of Newark website.

*On Tuesday, April 26, Planner Mike Fortner attended a meeting with officials from New Castle County’s Department of Land Use and Department of Public Works to discuss the process of developing Newark’s Community Sustainability Plan. New Castle County is beginning the process of developing their own County-wide Sustainability Plan and is looking at Newark’s adopted plan as a model.

Code Enforcement

Certificate of Completion & Occupancy Issued:

- *Certificate of Completion: 16 Hawthorne Avenue – construct enclosed porch on existing deck.
- *Certificate of Completion: 97 W. Mill Station Drive – install 8x10 shed.

Projects

- *Newark Charter School – Jr. High Building – final inspections to begin this week, entrance sidewalks complete, final grading started loop road base repaired and many ceilings approved to close in.
- *Newark Senior Living – Corridor work in progress and kitchen rough inspections are completed.
- *UD Drake Hall Addition – Rough inspections and exterior brick installations is in progress.
- *The Grove Phase G – Ceiling close in and insulation completed in building 1 and outdoor feature footings by building 2.
- *321 Hillside Road/The Rail Yard- Final site inspections are in progress. There are only a few items remaining.

Property Maintenance

- *Complaints: 28
- *Violations: 15
- *Citations: 18
- *Inspections: 58

Items of Interest Code Enforcement and Property Maintenance

- *Ryan Straub, Property Maintenance Inspector, had the property at 349 E. Main Street secured and boarded. Met with 227 W. Main Street with Newark PD, UD Student conduct, and tenants.
- * Property Maintenance began issuing seasonal vegetation notices this week.

Parking

Statistics

- *Residential Permits Distributed: 21
- *Municipal Lot Permits Distributed: 4
- *Citations Issued: 825
- *Online Appeals Answered: 52

Projects

- *Continued work on the Parking Division's new matrix cutter for off-street parking lot signage creation. Unfortunately, our computer crashed when working on this, so we have been delayed while the computer gets fixed/replaced and programs are reinstalled on the workstation, but staff is confident to be creating signage by early-Summer when parking volume is lower.
- *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.
- *Cleanup from the Alfresco event, removal of old signage and collection of parking cones. Discussions on what went right, what went wrong, and what could be done better. Total three (3) vehicles towed from Main Street for blocking of the event.

Items of Interest

- *Continued handling online and in-person parking appeals. Currently under two (2) business days response time on appeals unless waiting on customer response. See above figures.
- *Discussion on Anti-Idling campaign and how Parking Ambassadors could help said campaign.
- *Preparation for Memorial Day Parade. Goal is to have complimentary parking on that day as Sundays are already partially complimentary and the parade will increase the time needed for complimentary parking.
- *Beginning next week, there will be regular weekly discussions/meetings within the Parking Division to go

over items on the weekly report, what is upcoming this week, and what happened last week, to keep all employees informed of major initiatives within the division.

*Resignation of Part-Time Parking Lot Manager Patrick Cathcart. Last day is May 9th, and we wish Patrick good luck moving forward!

*Parking Ambassadors delivered Planning Commission packets.

*Closed case on a Merchant Reversal by Fulton regarding approximately \$40 in charges by a customer.

*Opened case with T2 regarding a payment issue found with two separate customers regarding posted payments through the PayPal system. Techs will look at these transactions and diagnose the cause of the interruption.

*Temporary removal of lane delineators in Lot #4 so larger LANG vehicles can pull into the Lot #3 Center Street entrance.

*Selection of candidates for the open Part-Time Parking Ambassador positions. Six candidates were selected for the first round of interviews to fill numerous vacant positions.

*Our Administrative staff participated in Administrative Professional's Day activities. Big thanks to our team members who keep our office running efficiently!

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:

Extensive planning is in progress for next month's University of Delaware Commencement. President Biden will deliver the Commencement address. Lt. Jones is working as the lead coordinator for NPD. Lt. Jones is working with UDPD, U.S. Secret Service, Delaware State Police, New Castle County Police, DelDOT and other agencies. More information will follow in the coming weeks, but extensive traffic delays can be expected around Newark the morning of May 28th. Planning continues for the upcoming community forum with the NAACP and NPD. This event will be held at the Wilson Center at 6:30 p.m. on May 4th, 2022. This weekend, police officer candidates will be taking the written exam for promotion to the rank of Master/Corporal and Sergeant.

Administration Division:

- Officers assigned to the Administration Division continue to work on police officer candidate backgrounds.
- An initial meeting was held with our recruiting firm to plan for our upcoming police department recruiting campaign.

Special Enforcement Division:

- Traffic Unit officers attended a virtual "Bike to School" planning meeting in reference to the May 4th Bike to School event. Two Traffic Unit Officers participated in "The Wall that Heals" motor ride from Southern Elementary to William Penn High School on Tuesday, April 26th. On Thursday, April 28th, Traffic Unit and Special Operations officers will participate in the City of Newark's "Bring Your Child to Work Day." Traffic Officers will have the motorcycles on display outside the garage for the kids to see and touch.
- Special Operations Unit officers participated in the Girls on the Run program at Downes Elementary School.

Patrol Division:

- A serious Personal Injury Collision occurred at New London Road and West Main Street CSX railroad crossing. A car loaded with seven occupants went down New London Road the wrong way, turned onto tracks and got stuck. Five of the seven occupants were able to move away from the car but two were still near it at the time of the collision. The two suffered serious injuries. The Traffic Unit responded and is investigating.

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:

Public Works and NPD have been coordinating striping improvements at the South Main and SR 896 railroad crossing. DelDOT's operation group will be mobilizing next week to install a number of new pavement marking, signs, and other advance warning practices to notify motorists on the approach to the

crossing as well as the required yield point as they turn left onto South Main from West Main Street. These improvements have been in the works for some time but have been expedited as a result of the incident on the tracks last weekend. In an effort to get this work completed as quickly as possible, DelDOT will not be able to deploy message boards to provide motorist the usual 10 days advanced warning of the planned improvements. The work will be completed during the day, and they will work on each leg of the intersection independently while allowing safe movement of traffic around the immediate work area. Separately, DelDOT is also working to hold a meeting with all parties involved to move forward with upgrades that would reduce the area where vehicles could get stuck on the tracks.

DelDOT Updates:

Delaware Avenue - Reminder: South Chapel, south of Delaware Avenue intersection is scheduled to close on Thursday, 4/28 at 7 p.m. and will reopen on Tuesday, 5/3. This area will be closed again on Thursday, 5/5 and reopen on Tuesday, 5/10. Both closures are weather dependent.

PW&WR Field Operations staff participated in a day of training and team building, known as the PWWR-BQ, on Wednesday, April 27. Staff enjoyed breakfast and lunch while participating in sessions about conflict resolution, team building, communication, and training on specific pieces of equipment. This cross-training allows the different divisions to showcase their equipment while allowing all PW&WR employees exposure to equipment they may want to pursue to make themselves more valuable and well rounded as an employee of the department. Kudos to the field managers for putting this day together and making it a fun and worthwhile event.

Water main replacement on Chrysler Avenue and the Elkton Road service road will begin the week of May 2. Lane closures and some service disruptions can be expected for the duration of the work. Notices are distributed to those directly affected. More info below.

Staff participated in the Bring Your Child to Work Day event. It was a great turnout and all the participants seemed like they had a great time and were genuinely interested in hearing about our City and our careers.

Activity or Project:

Water Main Replacement Project

Description:

Our contractor, Brandywine Construction (BCCI), will begin work on Chrysler Avenue and the service road along Elkton Road on May 2. Mark outs can be seen along the subject area and the work will generally be in the markout areas; however, equipment laydown and material storage may be in the vicinity and residents should use caution in the work area. Updated notifications to any residents for service disruptions will be hand delivered by the city or the contractor. This work is expected to take about 45 days to complete, and the crews will be moving to East Park Place following the end of the UD semester. Details are still being worked out for any detours and closures for the East Park Place work.

Status:	Started
Expected Completion:	10-31-2022
Execution Status:	On Track

Activity or Project:

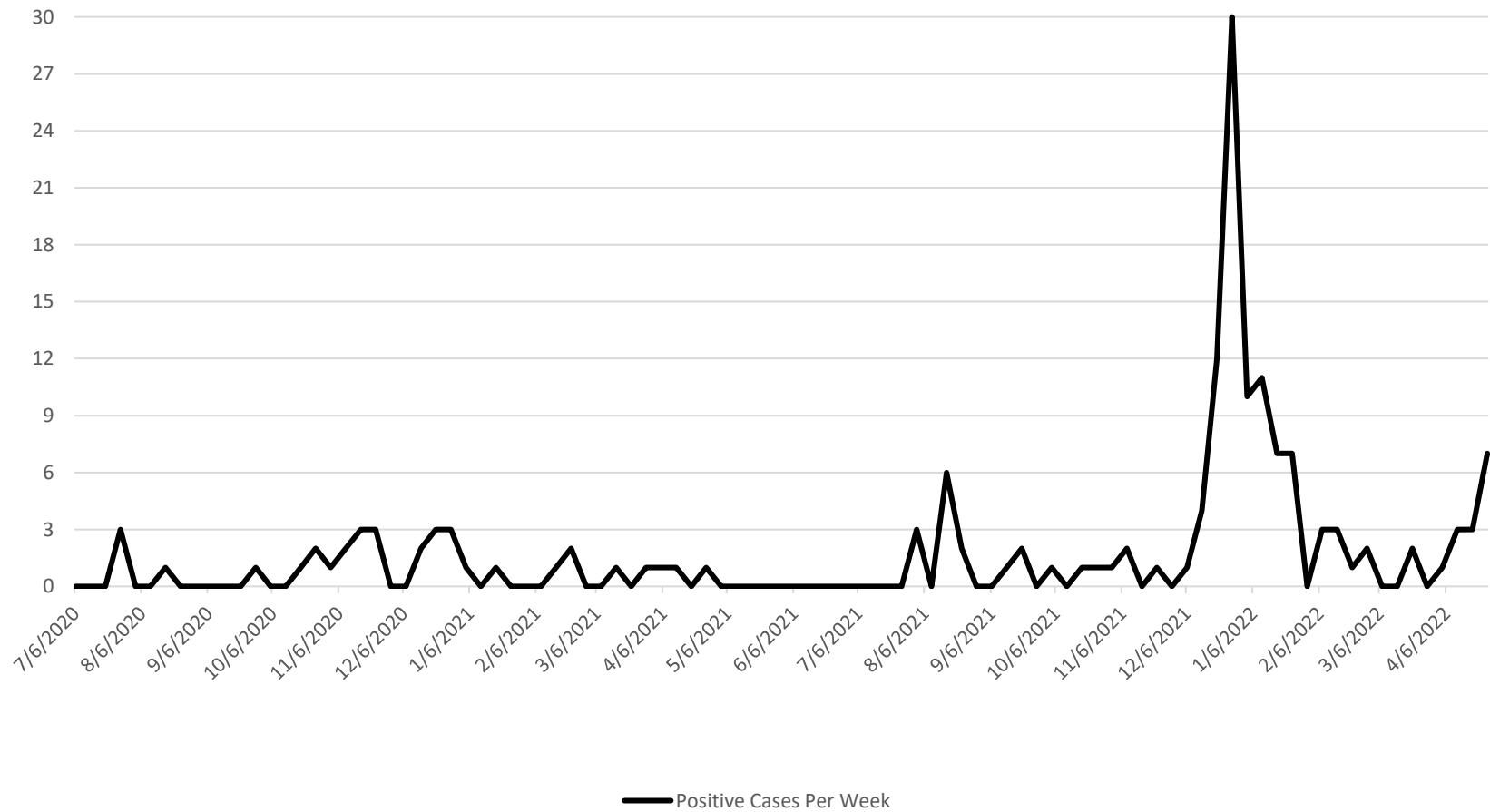
Abbottsford Stormwater Pond Retrofit

Description:

Our contractor, EQR, has begun working on the outfall portion of the pond retrofit. The outfall has been severely eroded over time and the new design dissipates the energy of the water using step pools to reduce the erosion leading up to the Christina River. They will move on to the gravel wetland portion of the project once the outfall is complete. We expect the project to be complete in time for the new plantings to take root in this growing season.

Status:	In-Progress
Expected Completion:	08-31-2022
Execution Status:	On Track
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City of Newark Staff Positive Test Results (7/2020 - 4/2022)



Digital Records Project New Documents Created – April 21 – April 27

Name	# of Documents	# of Pages	Types
Sandy	221	3987	City Manager Administrative Files, Finance Daily Cash Receipts Files, Conversion of April 17, 2022 Timesheets to PDF files and saving to TCM. Assisting Sahar with identifying scanned boxes and researching documentation.
Fred	106	106	Tickets, Assist Sahar with Training
Ana (PT)	49	491	Modified Administrative documents, Prepped and scanned employee terminations, Scanned Community Development Advisory Committee Appointments, Scanned 15 th year Community Development Grant Block Grant Files, Search for requested documentation
Violet (PT)	25	42	Current Legislative Department documents
Total	401	4,626	

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	14,250	-14,197
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 04/17/22-04/23/22

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	2	0	0	3	0
Rape	1	7	0	1	0	0
Unlaw. Sexual Contact	1	3	0	0	2	0
Robbery	5	5	1	3	6	0
- Commercial Robberies	0	0	0	0	1	0
- Robberies with Known Suspects	2	0	0	2	0	0
- Attempted Robberies	1	1	0	1	1	0
- Other Robberies	2	4	1	0	4	0
Assault/Aggravated	1	4	0	3	13	2
Burglary	8	14	0	2	4	0
- Commercial Burglaries	0	3	0	0	0	0
- Residential Burglaries	7	6	0	2	3	0
- Other Burglaries	1	5	0	0	1	0
Theft	222	269	7	35	61	1
Theft/Auto	23	20	2	3	3	0
Arson	0	0	0	0	0	0
All Other	2	7	0	12	21	1
TOTAL PART I	263	331	10	59	113	4
<u>PART II OFFENSES</u>						
Other Assaults	63	107	4	23	52	7
Rec. Stolen Property	0	0	0	4	0	0
Criminal Mischief	61	60	2	11	25	3
Weapons	1	5	0	2	38	1
Other Sex Offenses	0	5	0	0	0	0
Alcohol	30	65	10	21	101	7
Drugs	43	49	2	30	47	1
Noise/Disorderly Premise	224	166	12	98	40	4
Ordinance Violation	110	0	0	14	0	0
Disorderly Conduct	128	112	13	41	31	2
Trespass	106	98	5	32	26	3
All Other	106	195	13	68	68	9
TOTAL PART II	872	862	61	344	428	37
<u>MISCELLANEOUS:</u>						
Alarm	140	213	9	0	0	0
Animal Control	120	115	4	2	3	0
Recovered Property	48	41	2	0	0	0
Service	10721	9738	603	0	0	0
Suspicious Per/Veh	146	107	6	0	0	0
TOTAL MISC.	11175	10214	624	2	3	0

	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2022</u>	2022 TO <u>DATE</u>
TOTAL CALLS	930	13,696	810	12,848



**Newark Police Department
Weekly Traffic Report**



04/17/22-04/23/22

TRAFFIC SUMMONSES	2021 YTD	2022 YTD	THIS WEEK 2021	THIS WEEK 2022
Moving/Non-Moving	4055	3880	327	241
DUI	46	47	3	4
TOTAL	4101	3927	330	245

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	1	0	0
Personal Injury	39	53	3	2
Property Damage (Reportable)	286	271	21	13
*Hit & Run	60	52	3	1
*Private Property	62	49	5	2
TOTAL	325	325	24	15

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.