

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

The City has experienced a surge in cases of COVID-19 among staff recently, with six cases in the last two weeks or so. As a result of these cases, we have had to move several additional staff members into quarantine in accordance with CDC guidance. New cases have leveled off more recently, with no new cases since this past weekend. Cases in Newark as a whole also continue to climb, with the rate per 100,000 people exceeding 360 for the week ending Saturday. For reference, this is 72 times higher than the level we would need to reach to rescind the ordinance restricting private social gatherings which requires a rate of 5 cases per 100,000 residents (per week). Newark's numbers are worse than the state as a whole which is closer to 250. Test positivity rates also remain elevated and are continuing to increase which is an indication that not enough people are getting tested to control the spread of the virus. There have been several large testing events in the last week (Dickey Park, Laird Campus, and the Newark Urgent Care Center) that have all seen high attendance. Because of this, I think we will likely see an increase in total infections as more asymptomatic residents are picked up in the testing. An encouraging development is the very high number of students that came to testing events at Laird Campus and the Newark Urgent Care Center. Both events were extremely well attended. This should help us get a handle on asymptomatic cases that were likely driving community spread.

In alignment with the increasing case numbers, Governor Carney announced additional restrictions on private gatherings, restaurants, and indoor events. The Governor's new restrictions on indoor private gatherings are stricter than Newark's ordinance, limiting indoor gatherings to 10 people, including children. We will likely need to modify our local ordinance to be in alignment with the Governor's restrictions. I plan to bring this up at Monday's Council meeting for discussion.

On Friday morning the City was recognized by the Delaware Chapter of the Energy Services Coalition as the 2020 Energy Stewardship Champion at their fall meeting. This was a great recognition of the work that the City has done in the area of sustainability, most recently highlighted by the energy services performance contract underway that will replace the HVAC systems at City facilities, install more than a megawatt of solar, replace our remaining streetlights with LED's, and a number of other efficiency upgrades. This project is revenue positive for the City and is in line with many of the goals included in the Sustainable Newark plan.

The rest of the week was spent on DEMEC items, general administrative tasks, and personnel related functions.

Human Resources:

CHRO Hardin participated in a half day training on Monday with the consultant from PSI (third party consultant) for the new police recruitment process. The other half of Monday was spent participating in the first group of interviews. Police recruit interviews continued all day Tuesday and concluded Wednesday at noon. Overall, we interviewed 21 candidates (one was a no show).

Their scores from the interview will be sent to PSI for review and they will provide the City with a list of pass/fail. The next step in the process will be the background investigations which will take several months to complete. Once these have been completed, we will be able to narrow down our list applicants to move forward through the remainder of the process which includes medical, physical and psychological evaluations as well as an interview with the Chief.

The PW&WR Supervisor position closed on Friday, November 13. We ended with 14 applicants including 5 internal employees. This is a non-union management position replacing the vacancy made with a retirement in July. We will be posting another position for a Water Plant Operator in the coming weeks. This will add a fifth operator which is much needed in this department due to the 24/7 schedules of the water plant operations.

We are in the homestretch of finalizing the FOP contract negotiations and an MOU for their vacation carryover was signed and finalized last week.

The rest of the week will be spent catching up on emails and phone calls as well as attending conference calls and meetings. I will be spending time assisting CPPO Martindale with completing open enrollment for submission to the healthcare company due Friday. We are working on year-end reporting and preparing for the 2021 year.

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale spent the majority of the week addressing COVID-related policy updates, assisting in spread mitigation among staff, and completing contact tracing along with exposed employees. The procedure for addressing future positive COVID cases among staff should be streamlined based on these changes.

Additionally, Mr. Martindale, along with Facilities Superintendent Dave Greenplate, oversaw the ongoing roofing repairs at the Newark Municipal Center. Repairs are scheduled to be complete later this month, with repairs at the George Wilson Center scheduled for December. Roof repairs on Building #1 at the Maintenance Yard finished late last week.

On behalf of the City, Mr. Martindale, Planner Mike Fortner, and City Manager Tom Coleman accepted the Senator Harris McDowell Energy Champion Award for 2020 from the Delaware Energy Services Coalition. The award is in recognition of the ongoing Energy Savings Performance Contracting project and other Sustainability Plan-related “green” activities including the Sustainable Newark Plan. More information on the City’s ESPC project can be found at: <https://newarkde.gov/1172/Energy-Savings-Performance-Contracting-I>.

Facilities Maintenance:

The FM team installed new countertops in the new Parking Office; disinfected, sanitized, and cleaned as needed; began constructing a new wall in the Code Enforcement Division area; moved items from Communications to storage in Parks and IT; relocated file cabinets for multiple departments; hung new acrylic shielding in IT and the City Manager’s Office; met multiple times with the Seiberlich Trane team facilitating the City’s ESPC project; and set up a time for a contractor to address heating issues in the Finance area.

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

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 11/12/20 to 11/18/20. These sessions included arraignments, trials and capias returns. Parking Ambassadors continue to handle any parking appeals online.

The bailiffs completed their mandatory weapons requalification on 11/14/20.

Terri participated in a remote managers meeting on 11/12/20.

Due to the increase in positive COVID cases the state courts have returned to Phase 2. Alderman's Court has remained in Phase 2 since returning on 6/29/20 and will continue to stay there until there is further guidance from the state courts.

Activity or Project:

Court Sessions and Payments

Description:

From 11/12/20 to 11/18/20 Alderman's Court handled 27 arraignments, 32 trials and 8 capias returns. The court collected a total of 305 parking payments of which 260 were paid online and 45 were paid at court. The court also collected criminal/traffic payments of which 71 were paid online and 13 were paid at court for a total of 84 criminal/traffic payments.

Status:	Completed
Expected Completion:	11-18-2020
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:

Robert was in the office on November 12 for Court.

Renee participated in the management staff meeting on November 12.

Renee took part in the Delaware Institute for Local Government 2020 - Moving from Shock to Recovery seminar hosted by UD's Institute of Public Administration on November 13.

Staff finalized and posted the agenda and packet for the November 23 Council meeting on November 13. Hard copy packets were delivered to Council on November 14. Item 2B (November 9 Council minutes) and the presentation for 8A (Bill 20-31 - Planning Area 7) were sent to Council and posted on the website on November 16.

Renee worked on items for upcoming Council meetings, including working on items for the November 23 Council packet and scheduling items for upcoming Council agendas.

Renee spent time reviewing open meetings legislation for the upcoming State legislative session.

Tara drafted two memorial proclamations for recently deceased residents.

Nichol spent time working on boards and commissions work.

Renee, Tara and Danielle worked on research for several staff and Solicitor requested items.

Tara reviewed several building permits.

Danielle worked on items for the Recorder of Deeds office.

Tara spent time on several union issues.

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

- * Provided a response and closed an October 23 FOIA request for RFP 20-10 bid results from Duffield Associates
- * Provided a response and closed an October 27 FOIA request regarding police reports for self from resident
- * Provided a response and closed an October 27 FOIA request pertaining to 14 Long Meadow Court for open permits/violations/liens from Brian Frederick Funk, P.A.
- * Provided a response and closed a November 9 FOIA request regarding 1 Saw Mill Court for open liens/permits/code violations from Brian Funk, P.A. Offices
- * Circulated to staff a November 11 FOIA request regarding 519 South Twin Lakes Blvd. for open code violations, open/expired building permits and special assessments unrecorded liens from Alex Russell
- * Circulated to staff a November 11 FOIA request pertaining to 211 South Main Street regarding citations issued to DSM Commercial or any contractor for 11/05/2020 illicit discharge of polystyrene foam from date construction from William Wersinger
- * Provided information and closed a November 11 FOIA request pertaining to 321 Hillside Road for the contact information for the property owner, architect and general contractor from Marvin Lee
- * Circulated to staff a November 17 FOIA request pertaining to Project Number 20-07-03 for a list of all documents submitted as initial review package to the Subdivision Advisory Committee from Julian Pellegrini
- * Circulated to staff a November 18 FOIA request pertaining to 300 West Main Street for permits/COs/violations/complaints/site plans from Environmental Alliance

Regarding minutes, staff time was spent on the July 30 Election Board (Tara drafted - complete), November 2 Council (Renee edited - complete), November 9 Council (Nichol drafted; Renee edited - complete) and November 10 Conservation Advisory Commission (Nichol drafting) minutes. Several sets of Council Executive Session minutes are currently in the queue.

7 discovery requests were fulfilled for upcoming Alderman's Court cases. 373 discovery requests have been filled so far for 2020. The December 4 court calendar was received and 16 case files were compiled for the Deputy City Solicitor. 32 court calendars with 423 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 8 new lien certificate requests this week, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. 394 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

As an update to the previously presented slowdown/timeout issues with TCM, the TCM upgrade that we are hopeful will fix these problems has installed and is awaiting testing before going live. Since Records Division staff has been working with larger documents in recent weeks, these problems have become more pronounced causing a large drop in numbers scanned due to having to repeatedly process the same documents. Thanks to IT Applications Manager Montgomery for her continued assistance in addressing these issues.

Tara worked on preparing Legislative Department scanning for transfer to Ana on a temporary basis. The part-time position that would typically do this work is vacant and will remain unfunded in FY2021, so staff is working to realign responsibilities to ensure the work for that position stays current while the position is open.

Danielle began document review of historical Solicitor records to determine whether items need to be scanned and retained or if their retention has been met and they can be submitted for destruction.

Samantha and Ana worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned document numbers for November 12-18 are below.

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

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

A lightning arrester faulted on a new transformer at the West Main Substation. Engineering and line crews switched circuits restoring 484 customers in ½ hour. The transformer company tested

the transformer the next day. Oil testing results are pending, but all other tests are good. The lightning arrestors are being sent away for analysis.

The line crews installed temporary transformers and services for the Rail Yard (old Dickinson Dorms) and the Charter School Project (old refrigeration/trucking company at Sandy Brae Industrial Park).

The line crews also started reworking a pole on Gravenor Lane to install a switch. This allows part of the line to be deenergized for months while DelDOT installs a new pedestrian bridge as part of the Elkton Road Project.

The electricians started working on a new wall in PUBs. They worked at the Curtis Plant during a shutdown upgrading equipment and helped Finance with turn offs.

Engineering met virtually with the SCADA developer, working on automatic voltage reduction setup. Engineering also met with project managers of the Rail Yard to go over infrastructure locations. Engineering worked on the Newark Senior Living project on Barksdale Road, confirming division of responsibility for the permanent service and designing for a large temporary power service.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

New software was obtained for the Payments and Utility Billing Division's phone system. Now when customers call, they will be able to leave a message and be called back, versus waiting for a customer service representative to become available. This new software will be tested shortly with plans to launch over the next couple of weeks.

At the Monday, 11/2 Council meeting, City Council approved the 2021 Operating Budget and the 2021-2025 Capital Improvement Plan (CIP). Council gave staff direction to come back with revenue ordinances to amend the water and sewer customer charges effective 1/1/2021. To be introduced on the Council agenda for 11/23 are:

- 20-35: Customer charge and volumetric rate changes for water 2I (newarkde.gov)
- 20-34: Customer charge and volumetric rate changes for sewer 2H (newarkde.gov)
- 20-32: Incorporation of an Ambulance fee to be added to traffic citations 2F (newarkde.gov)
- 20-33: Language to codify the City's practice of applying utility payments equally to all utility services 2G (newarkde.gov)

Round II of the interviews to fill two vacant Customer Service Representative I positions in the Payments and Utility Billing Division are in the process of being scheduled. Plan is to have these interviews the week after Thanksgiving.

Delinquent tax bills were mailed out this week. Total balance remaining on the 2020 bills are \$251,100 across 339 accounts. This is on par with previous years and represents 3% of the total annual tax bill. Tax payments can be paid online directly via: www.newarkde.gov/payments. Those in arrears are encouraged to contact the Finance Department via: tax@newark.de.us to establish a payment arrangement.

The City officially submitted a request for reimbursement of expenses related to the Coronavirus to New Castle County. Total non-salary expenses incurred through September 30th was just over \$93,000. Staff is still working on CARES-eligible reimbursements for wage-related expenses.

Activity or Project:

Payments & Utility Billing (PUB)

Description:

Stats for the week ending of 11/13: Call volume decreased 10% from the previous week (323 vs. 360).

- Customer Calls/answered: 312/323
- Average call time: 3:21
- Longest hold: 2:59
- Payments processed: 4,292
- Pay by phone payments: 268
- Active Customer Connect Accounts: 8,198
- Customers signed up, not on pre-authorized payments: 5,570
- Budget Billing: 279
- Echeck/PAP Customers: 1,355 (includes budget billing)
- Credit Card PAP Customers: 1,273 (includes budget billing)

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

Activity or Project:

Bill Assistance

Description:

The City continues to reach out to our utility customers to help those in need of a payment arrangement and advise them of their options. If you are behind on your utility bills and need a payment arrangement, please contact the Payments and Utility Billing Division by calling (302) 366-7000, option 2. Residents and businesses may be eligible for financial assistance via the CARES Act if they have been impacted by COVID-19.

All obligations due to the City can be made online and then selecting the type of payment you choose to make.

Contactless bill payment options:

- Make payments online by visiting <https://payments.newarkde.gov>. This landing page will guide you to the correct site to pay a bill issued by the City of Newark.
- Utility bills can also be paid by phone by calling (302) 366-7000. There is no fee for paying by credit or debit card, although we do ask our customers to please pay by ACH (bank draft) if possible. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment.
- Drop your utility bill check or money order into the dropbox at City Hall.
- Pay via kiosk at City Hall. There are two (one located in the lobby and the other located inside the Alderman's Court).

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

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 - 50

Open Project Tickets from Previous Week - 15

Open Tickets with Vendor R&D from Previous Week - 57

Tickets Opened in the Last Week - 37

Tickets Closed in the Last Week - 43

Remaining Open Support Tickets - 41

Remaining Open Project Tickets - 15

Remaining Tickets with Vendor R&D - 60

1. Upgraded Tyler Content Manager (TCM) TEST to current version on 11/13.
2. Upgraded Northstar TEST to version 6.6 on 11/13 and 11/16.
3. Started IT's portion of User Acceptance Testing for Northstar TEST on 11/17.
4. Attended Northstar Virtual Conference 11/17 - 11/19.
5. Participated in joint departmental meeting regarding SCADA services on 11/17.
5. Distributed TCM User Acceptance testing documents to Records Division on 11/18.
6. Worked with Harris to review discrepancy in G/L balancing on 11/18, provided feedback to PUB team on processes to avoid future discrepancies.
7. Worked on and resolved support tickets for end users.
8. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Gatekeeper swap for firmware upgrade and troubleshooting of WAN issue is scheduled for 11/23 or 11/24.
3. Upgrade of Tyler Munis HUB page scheduled for 11/19.

Infrastructure Team:

Open Support Tickets from Previous Week - 100

Open Project Tickets from Previous Week - 20

Tickets Opened in the Last Week - 83

Tickets Closed in the Last Week - 80

Remaining Open Support Tickets - 101

Remaining Open Project Tickets - 22

1. DR documentation updated.
2. Met with PW&WR and Electric to review DR swing and set priorities for recovery.
3. Met with VOIP to kick off the Enhanced IVR project.
4. Identified Tropos support rep at ABB.
5. Workstation patching and maintenance.
6. Server patching and vulnerability remediation.
7. Continued WFH support.
8. Worked on and resolved support tickets for end users.
9. Actively responded to and resolved Secureworks alerts.

Pending:

1. Automating the Sunday Server checklist
2. Updating critical service mappings.

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:**

Parks and Recreation Department

Notable Notes:

Director: Worked on the career ladder questions and equipment matrix with Paula and Tom Z.; working on a Transportation Alternatives Program (TAP) grant application; reviewed site work and HVAC RFQ's received for the Reservoir Park restroom; met with a resident who is interested in managing a Little Free Library program at Rahway Park; conducted parks maintenance meeting to discuss upcoming work orders and projects; met with the recreation staff about upcoming holiday events and activities; met with Tyler and Paula about the child care at Downes and West Park Elementary Schools.

Deputy Director: Worked with Marta to get the applicant information for the Wilson Center attendant position from Munis and set up interview times; completed conversion of information for the winter/spring activity guide and worked with Shelby on a timeline for completion, continued to work with recreation staff to finalize all programs that were not confirmed; continued to work with Melinda, Chrissy and Rich regarding projects for volunteers including preparations of carvings for holiday events; met with Joe, Sharon, Melinda, Rich and Tom to discuss the layout for the Hall Trail Holiday Hoopla and electric requirements at each park; contacted resident regarding donation of flagpoles; worked with TNP and Jayme regarding Shop Small Newark table on Main Street; set up GoToMeeting with UD Director of Strategic Initiatives and Partnerships to discuss a holiday outdoor movie event; attended progress meeting for the Rodney Park and stormwater facilities; attended Wellness and Employee Engagement Committee meeting; worked with Shelby to update and add banners to the website and create additional events on the Parks and Recreation Facebook page; met with Tom and Joe regarding questions for the skilled labor test; sent reminder to recreation staff to ensure all invoices for 2020 are submitted by the instructors for classes conducted; worked with Kathy to order items for upcoming holiday events; received approved safety plans for the before and after school care programs from the school district and worked with Tyler and the school district on new additional fees for cleaning that will occur after each of our programs are held at West Park and Downes; completed order for additional COVID signs for parks; completed first draft of request for quotation for the park signage bid; completed Thankful for You Drive-Thru PSA and worked with Shelby to send out to media outlets; held weekly staff meeting; worked with Shelby on weekly Eblast information.

Recreation Supervisor of Athletics: Continued planning for winter/spring programs; continues working on preparations for before and after care which began 11/16, held employee staff training, gathered and delivered supplies, had virtual audit of purchase of care program; our youth soccer programs at Fairfield Park concluded on 11/14, it was a successful program thanks to our volunteer coaches; prepared supplies and met with instructor for Adult Archery which begins 11/16.

Recreation Supervisor of Community Events: Working on layout and activities for the Hall Trail Holiday Hoopla, confirmed ice carver, made arrangements with three different dance groups for short performances, met with Joe, Paula, Tom, Rich, and Melinda about event set up, reviewed power availability, discussed park themes, etc., coordinated with Special Olympics, who will donate some up lighting and let us borrow their inflatable snowman; sent rosters for pony up and updated fitness rosters; updated prices and information for winter/spring events.

Coordinator of GWC and Volunteers: Continued to work on winter/spring 2021 programming; continued to coordinate details and sponsors for the Thankful For You Drive-Thru; finalized items needed for the Secrets of Newark History Lecture on November 14 with a total of 12 participants registered, 25 attended; finalized items for the upcoming dance recital including purchasing costumes and updating items on the recital packet to be emailed to parents on November 17; continued to recruit volunteers for upcoming events including the Turkey Trot, Holiday Hoopla Trail, Thankful For You Drive-Thru, and Snack with Santa; finalized details for upcoming volunteer groups including rescheduling a group from Mallard Financial that were scheduled to volunteer on November 12; coordinated with the Recreation Specialist to work with volunteers on painting holiday items for upcoming events; attended a staff meeting; continued to update George Wilson Center attendants on programs/rental changes; worked with IT on issues with the credit card reader at the George Wilson Center; coordinated with a renter to rent/set up the facility on November 13 for a repass; continued meeting with potential and current renters to finalize rentals and payments. The main hall was rented on November 13 from 11:30 a.m. – 3:30 p.m. for a repass with an overall attendance of 40; the main hall and dance room were rented on November 14 from 5 - 10 p.m. for a Baby Shower with an overall attendance of 50; and on November 15 from 3:30 - 6:30 p.m. for a 1st Birthday with an overall attendance of 50 people. Volunteer Hours - A total of 14 volunteers devoted 61.75 hours Wednesday - Friday creating and painting decorations for upcoming holiday events.

Recreation Specialist: Collected Calamity and Mischief items from the parks/trails scavenger hunt; more cleaning/organizing in storage room; met with Sharon, Joe, Paula, Tom and Rich on the Hall Trail for the Holiday Hoopla planning, worked with volunteers to cut-out, sand and paint holiday carvings for the event; continued to work on collecting and filing Downes after care paperwork.

Parks Superintendent: Completed planting design for Public Works Department for NW Booster site, attended progress meeting concerning Rodney site along with Parks Director and Deputy Director, met with four residents concerning tree/creek blockage related issues, along with Parks Supervisor attended Parks and Recreation Division event meeting concerning upcoming Holiday Hoopla holiday event, started working on Power Point presentation for upcoming Delaware Invasive Species Conference on December 2nd, assisted Code Enforcement with footbridge issue over the Christina between Christiansted/West Branch, researched possibility of placing open Landscape Specialist position on American Public Gardens Association job website in January 2021 and coordinated with our arborist contractor on upcoming tree work.

Parks Supervisor: Assigned field staff daily and assisted as needed, continued entering labor data in Munis work order system, along with Parks Superintendent attended meeting concerning upcoming Holiday Hoopla event along the Hall Trail, coordinated with Recreation Division painting of cut outs for upcoming Holiday Hoopla event by volunteers, met with Parks Director concerning placement of book boxes at Hill and Rahway Parks and started working on new pick up specifications for 2021 purchase.

Parks Staff: Continued mowing throughout park system, did trash removal throughout park system, installed library box at Hill Park, repaired letter panel at Preston's Playground, replaced revised island sponsor sign at Chapel/Cleveland island, did interior bed maintenance at City Hall and cut out/sanded holiday shapes/figures for upcoming Holiday Hoopla event.

Activity or Project:

James Hall Trail Holiday Hoopla Cancelled

Description:

The James Hall Trail Holiday Hoopla was scheduled for Friday, December 4. With the new COVID restrictions we cannot guarantee keeping the crowd size under 50 or even 250. We were hoping to get several hundred visitors spread throughout the three parks and along the Hall Trail. There is no ability to control access along the James Hall Trail to ensure we stay under the required maximums, unfortunately we had to cancel the event.

Status:	Not Started
Expected Completion:	12-04-2020
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:

Code Enforcement

Property Maintenance

COMPLAINTS: 18

VIOLATIONS: 15

CITATIONS: 18

INSPECTIONS: 22

- Property Maintenance Inspectors met with the Newark PD and owner of 3 Annabelle about the problems on the property.
- Inspectors did a sweep of row homes on E. Cleveland Ave. (14 citations were issued).
- Inspectors did a sweep of Madison Dr. for unregistered vehicles (10 violations issued).

Code Enforcement Officers:

- 211 S. Main St.: Interior wall and ceiling insulation being installed. Exterior wall covering work ongoing.
- 325 Academy St. (UD Perkins Dining): Final walk thru of phase 2, kitchen areas.
- 625 S. College Ave. (UD Whitney): Walk thru of second floor area for TCO.
- UD Worrihow Hall: Final inspections being completed by floor.
- Fintech, Star Campus: Steer erection underway for structure of the building.
- College Square: Site work permits issued. Permit applications for apartment buildings being prepared for submission.
- Wyoming Rd. (UD Library Annex): Preliminary walk thru completed.
- 287 E. Main St.: Demolition completed. Processing building permit application.
- 304 S. Chapel St.: Site work is underway. Building permit is being processed.
- 90/92/94/96 E. Cleveland Ave.: Working on inside finishes.
- 321 Hillside townhomes: Started to frame building 400. Building 300 - Underground plumbing complete and slabs on 6 units poured. Building 200 – working on underground.
- 227 W. Park: Framing.
- 280 The Green (UD Warner Hall): The handicap ramp is under construction and first floor interior framing is nearly complete. The exterior finish work is beginning.
- Thorn/Lehigh Flats: Buildings O, Q and 41 finals are in progress. Buildings 11 and V approved to close in. Buildings 21, 31, 61, P and W the rough inspections are in progress. The dog park fencing is nearly complete.
- Newark Charter School: Loop road base is under construction. At the Junior High building site clearing is in process. The permit application has been received for the footings/foundation and structural steel. Framing in progress for common building slab is complete. Roof installation is in progress.
- Newark Senior Living: Site work in progress. Site activated on November 16, 2020.
- 321 Hillside Rd./The Rail Yard: Site work is progressing. Apartment Building A #6000 and #7000 units the foundation is complete.
- UD Green Utility Project: No significant milestones met this week. The permit application for the electric feeder project for Drake Hall, Brown Lab and the Future Building review complete. Awaiting permitting issuance and restoration inspection scheduled for Central Green.
- Rodney Stormwater Park Project: Weir wall constructed, additional site work progressing.
- 200 Christina Prkwy. (Bloom Energy): The CC was issued for the mezzanines.
- Brian Daring attended the SAC meeting for the review of 141 E. Main St.
- Brian Daring met with Steve Simmons regarding City Manager questions on Energov.

Parking

- Continued weekly meetings regarding COVID-19 with Planning, Parking and Enforcement teams.
- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus.
- Continued to produce financial documentation for Finance Department and producing invoices for Purchasing. Supplied September audit reports to Finance and scheduled audit meeting.
- Continued handling residential and municipal permitting for residents. Regular parking enforcement in areas with regular parking permit misuses.
- Helped to setup City's Alfresco event through event programming, signage, and blockades. Emailed those most effected by event and provided financial after. Put cones out for Gloss Salon in Lot 6.
- Parking Ambassadors and Parking Office providing free masks to the public upon requests. 21 masks given out/accepted by those on the street. Increased compliance with mask mandate. Drastic reduction in masks given out due to reduced parking staff.
- Worked extensively on COVID-19 response and criteria with City Manager's Office after a positive test within office. Notified those who came in contact and asked they bring negative test results back prior to working. Doubled down on efforts to stop possible spread of virus within office and in field with increased cleanings and clarification on previous measures.
- SAC meeting on 11/18/20 regarding multiple properties to be developed.
- Staff webinar on T2Flex Managed Services that could be added via T2 Module.
- Interview with Passport regarding what the City would like to see in future services on 11/16/20.
- Staff webinar in "Resolving Workplace Conflict."
- Put cones out for Police Department near the 24-Hour Medical Center on Main Street. All spaces east of Tyre Avenue have been reserved for COVID-19 testing, due to the high volume of tests being performed. This is a 48-hour event.
- Blocked parking spaces for Fiber/Telecommunication installation on Main Street.
- Scheduled T2Flex upgrade for December.
- Recalculated cost for LANG in Lot #3. LANG has generously provided the connection between Lot #3 and Center Street, resulting in a decrease in their monthly bill regarding parking spaces.
- Clarification with PELSA regarding laydown, access, and trash in Lot #4 during proposed construction project.

Planning/Land Use

SAC letters were sent out this week for:

- Major subdivision, site plan approval, rezoning, special use permit, and parking waiver for project located at 268 East Main Street.
- Major subdivision, special use permit and parking waiver for project located at 92 East Main Street (revision to the Green Mansion project) were sent out this week.

Planning staff worked on the December 1, 2020 Planning Commission agenda items including the staff reports and related issues. The agenda items include:

- Review and consideration of a major subdivision with site plan approval, special use permit, and parking waiver for the property located at 132-138 East Main Street. The plan proposes a

mixed-use development of commercial space and residential apartments.

- Review and consideration of major subdivision with site plan approval, special use permit, and parking waiver for the property at 141, 143, 145 East Main Street and 19 Haines St. The plan proposes a mixed-use development of commercial space and residential apartments.
- Review and consideration of the Steering Committee for the Comprehensive Development Plan V review.

Planning staff reviewed:

- 10 Deed Transfer Affidavits
- 77 Building Permit Reviews
- 0 Certificate of Completion/Occupancy

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:

Administration Unit:

- During the week, NPD hosted structured interviews as part of the ongoing police applicant selection process.

Special Enforcement Division:

- During the week, traffic studies were initiated on West Park Place and Wynwyd Drive due to complaints of excessive speeds on those roadways. The department will use the data from these studies to determine speed enforcement activities. On November 20, 2020, Lieutenant Aniunas and Deputy Chief Farrall will attend a meeting with the Delaware State Police and the Office of

Highway Safety to coordinate an upcoming joint agency enforcement campaign designed to address street racing, speeding and speed exhibition. During this campaign, NPD officers will focus enforcement efforts in the area of Capitol Trail due to numerous complaints from residents.

Criminal Division:

- Detectives are investigating an attempted robbery that occurred on November 14, 2020, at approximately 0118 hours, in the area of Capitol Trail and Woodlawn Avenue. The victim stated that he was walking along Capitol Trail, northeast bound, in the area of Woodlawn Avenue. He heard footsteps of subjects running up from behind him. The victim advised that he was confronted by four males, who ordered him to give them his personal property. One suspect had his hand near his waist, making the victim believe that the suspect was armed. No weapon was observed. The victim immediately ran from the suspects and did not provide any property. The suspects fled on foot westbound from the area. The suspects were described as four males of an unknown race. They were possibly in their mid-20's. Three of the males were wearing dark hooded sweatshirts and one was wearing a skull cap. The victim believed that one of the males spoke with an accent that he described as "Jamaican." Anyone with information about this incident is asked to contact Det. P. Keld at (302) 366-7100 ext. 3106 or pkeld@newark.de.us.

Patrol Division:

- On November 16, 2020, at approximately 0004 hours, officers responded to the 600 block of North Country Club Drive for the report of a white Kia Soul striking a house. After colliding with the house, the vehicle left the scene and drove to the vehicles registered residence on the same roadway. Upon locating the suspect vehicle in the driveway of the registered address, and contacting the operator of the vehicle, it was determined that the operator was driving under the influence of alcohol at the time of the collision. The operator was charged with a 4th offense felony DUI. There was no damage reported to the residence which was stuck by the suspect vehicle in this investigation.

Auxiliary Services:

- Newark Police Department is crafting a State of Delaware (State Aid to Local Law Enforcement) grant application seeking funding to support equipment purchases/needs.

Activity or Project:

N/A

Description:

Status:	Completed
Expected Completion:	11-19-2020
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:

Leaf collection continues to be a focus for the street crews. Weather, COVID-19, and equipment issues have all played a part in delayed collection this year. Crews will continue to collect leaves this week and are scheduled to collect this weekend to make up for some of the equipment issues we have had over the past few weeks. We expect to complete the area up Paper Mill Road this week and then move into the Stafford/Woodlawn area before returning to the Yorkshire and Old Newark area.

Residents are reminded that leaves should not be raked into the street, but behind the curb or sidewalk. Leaves can also be mowed into the yard or placed in the yard waste cart for collection on Green Wednesday. Mowing them before putting them in the yard waste cart increases the amount that can fit in the cart.

Crews repaired a service leak in the median on Elkton Road, just east of Casho Mill Road. Restoration is still required and will be coordinated with Parks and Recreation Department. We were able to take advantage of the nearby lane closure in Elkton Road to make this repair with little traffic impact.

Water Division staff repaired and placed back in service, Filter Unit #5 at the Curtis Water Treatment Plant. This unit was taken offline earlier this year for a major repair. Due to it's age, parts were not readily available and staff spent time to track down parts, order custom fabricated metal components, and schedule a filter media contractor to assist with the placement of filter media. This unit reflects 20% of our treatment capacity at Curtis, and having it back online will provide necessary relief to the other units.

The Newark Senior Living project at 924 Barksdale Road has resumed work as of this week. The contractor will continue with earth moving and preparing the site for utility installation. This project was out on hold due to COVID-19 earlier this spring and further delayed by design revisions.

Jay Hodny, our GIS Technician, presented during the annual GISDay conference hosted virtually by University of Delaware. The presentation focused on an exciting new application the GIS team is writing for use in PW&WR Field Operations. This collaborative effort between office staff, field management, and field staff will result in increased efficiency and reporting capabilities. Jay represented the City well and highlighted for others in the industry what we are doing to get the most out of the immense resource that GIS can be.

Activity or Project:

Rodney - Park and Pond Construction

Description:

Our contractor, Kent Construction, will continue stabilization and meadow seeding on the site over the next week. The next month will be focused on the structural portion of the pond near the underpass and installation of the utility infrastructure, such as water services, electric conduit, and storm drain basins. The current schedule for any site amenities is for them to start in early spring. Favorable weather could expedite the schedule and vice versa, but the focus will be on tasks that can be buttoned up quickly if bad weather sets in.

Status:	In-Progress
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Expected Completion:	04-30-2021
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Execution Status:	On Track
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Activity or Project:**Description:**

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

Status:	
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Expected Completion:	
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Execution Status:	
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Digital Records Project New Documents Created – November 12-18

Name	# of Documents	# of Pages	Types
Samantha	31	170	PWWR property attachments; Working remotely on modifications
Sandy	1,289	1,537	Timesheets
Fred	502	502	Work order attachments
Ana (PT)	19	122	Legislative Department current files; Working remotely on modifications
Total	1,841	2,331	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706	27,129	+3,423
March	32,064	43,248	+11,184
April	36,965	50,610	+13,645
May	62,286	36,576	-25,710
June	69,471	38,161	-31,310
July	45,789	28,310	-17,479
August	64,117	27,646	-36,471
September	60,329	11,907	-48,422
October	52,886	19,444	-33,442
November	19,198		
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

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

**Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.

NEWARK POLICE DEPARTMENT

WEEK 11/08/20-11/14/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	1	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	5	0	1	3	0
Rape	6	3	0	11	3	0
Unlaw. Sexual Contact	5	5	0	0	5	0
Robbery	17	22	2	15	24	0
- Commercial Robberies	8	3	1	9	0	0
- Robberies with Known Suspects	1	2	0	1	1	0
- Attempted Robberies	0	1	1	1	0	0
- Other Robberies	8	16	0	4	23	0
Assault/Aggravated	23	17	0	21	13	0
Burglary	63	35	0	103	81	2
- Commercial Burglaries	8	10	0	8	44	2
- Residential Burglaries	42	19	0	59	17	0
- Other Burglaries	13	6	0	36	20	0
Theft	511	462	13	312	133	0
Theft/Auto	43	62	2	10	16	0
Arson	0	0	0	0	0	0
All Other	99	156	1	98	81	0
TOTAL PART I	769	767	18	571	359	2
<u>PART II OFFENSES</u>						
Other Assaults	247	243	4	150	169	5
Rec. Stolen Property	1	2	0	16	8	0
Criminal Michief	132	115	6	118	49	1
Weapons	21	12	1	66	37	0
Other Sex Offenses	0	0	0	7	0	0
Alcohol	182	38	0	333	38	0
Drugs	185	53	2	279	84	2
Noise/Disorderly Premise	626	550	11	245	189	4
Ordinance Violation	0	72	5	0	94	0
Disorderly Conduct	153	140	3	125	62	3
Trespass	213	281	5	81	46	0
All Other	307	238	3	396	221	3
TOTAL PART II	2067	1744	40	1816	997	18
<u>MISCELLANEOUS:</u>						
Alarm	151	152	5	0	0	0
Animal Control	558	437	11	9	20	0
Recovered Property	203	167	7	0	0	0
Service	30088	24688	422	0	0	0
Suspicious Per/Veh	412	394	7	0	0	0
TOTAL MISC.	31412	25838	452	9	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	791	40,004	586	30,891



**Newark Police Department
Weekly Traffic Report
11/8/20-11/14/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	10782	3623	168	75
DUI	207	80	8	3
TOTAL	10989	3703	176	78

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	239	130	5	5
Property Damage (Reportable)	1097	615	31	22
*Hit & Run	253	136	4	3
*Private Property	273	138	6	3
TOTAL	1338	745	36	27

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.