

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

We held the last regular Council meeting of 2020 on Monday evening and there were several items approved including changes to water and sewer rates, payment allocation methodology, the creation of a \$10 ambulance fee on moving violations, and a number of purchasing approvals. The new water and sewer rates will become effective on 1/1/21. Ahead of the Council meeting, I spent time with Planning staff reviewing the CDBG/Revenue Sharing procedures in anticipation of the subject coming up during discussion. Later in the week, Director Del Grande and I attended the December DEMEC board meeting where the 2021 budget was formally adopted. The budget includes a 1% rate increase which will not require a budget amendment and will be captured through the RSA adjustment process. We also met later in the week to review our tropical storm Isaias reimbursement requests and the FEMA reimbursement process. We currently anticipate submitting up to \$50K in expenses for 75% reimbursement, assuming everything is accepted. I also continued work on the 100% renewable ordinance, currently scheduled for second reading and public hearing on the January 25th Council agenda.

On Wednesday I participated in a panel discussion as part of a larger webinar hosted by UD's Institute for Public Administration on pop-up demonstration projects. I discussed the City's outdoor seating expansion program for our restaurants and the Alfresco Dining series. Representatives from several organizations in the state and DelDOT also gave presentations and it was an interesting discussion.

Delaware has received its first shipment of the COVID vaccine, and many City employees will be eligible to receive it due to their work status in public safety or essential infrastructure personnel. I spent time reviewing the Federal guidance on prioritization and will work with HR staff to develop a prioritization schedule for our employees so we can respond quickly when notified of available vaccine.

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

**Human Resources:**

This week the HR team as a whole has been focusing on year-end reporting and tasks. This includes ACA (Affordable Care Act) reporting, finalizing open enrollment selections, submitting waivers, volunteer hours, wellness benefits and emergency room copays. We are also in the midst of employee evaluations and working on employee status forms for 2021. Council presented the Years of Service award recognition on Monday evening. These awards are typically presented at the annual employee holiday lunch but due to COVID-19 was cancelled. Employees were invited to attend the City Council meeting to hear their presentation. Thirty-two employees were recognized for years of service ranging from 10-35 years. Congratulations to all employees on their dedication and service. CHRO Hardin will be spending the remaining weeks of the year working on employee pension records for all employees enrolled in the plan through 12/31/2020,

as well as updates to the pension ordinance. We will have some new hires starting in 2021 so we will be busy with onboarding these new employees in the first month of 2021. We will also be posting positions that were vacated recently due to resignation and retirements. The HR team is looking forward to a new year and to get back to focusing on our major goals and projects in 2021.

#### Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale worked with the Newark Police Department a good deal this week. He collaborated with PD to work out a schedule for contractors to begin work on the Energy Savings Performance Contracting project in the PD (HVAC, lighting, etc.) in the new year. He also worked on an updated job description with Deputy Chief Feeney, PSAP Manager Brian Cannon, and CHRO Devan Hardin. He additionally received verification that the roofing work at PD and City Hall is wrapping up shortly, with some punch list items to be addressed over the next few weeks.

There were several contracts approved by City Council Monday night, including two PW&WR contracts (20-09 and 20-10), an extension of RFP 18-02, and several smaller IT software extensions. Contract 20-13 for Parks Signage Replacements is now available to bidders at [www.newarkde.gov/bids](http://www.newarkde.gov/bids).

The rest of the week was devoted to other administrative/end-of-year tasks with payroll.

#### Facilities Maintenance:

The FM team began hanging additional air purifiers throughout the building, finished hanging drywall on the new wall in Code Enforcement, repaired an urinal in the PD locker room, rehung acrylic sheeting that became loose due to roofing work, installed a new washing machine in the custodial room, and continued general cleaning and disinfection as needed.

#### Communications:

- Created and distributed internal and external communication regarding the winter storm, operational changes and snow removal expectations
- Working with the Census Bureau and CED to complete the one outstanding survey in the City
- Working with NPD to update the outgoing message on their 7100 line due to staffing changes
- Posting regularly on social media to promote take out and delivery from local restaurants
- Continuing to collaborate with TNP on future initiatives and advertising

#### City of Newark in the News:

Hillside Road construction site draws complaints:

[https://www.newarkpostonline.com/news/hillside-road-construction-site-draws-complaints/article\\_ae24f2de-61ff-5885-b5f3-d1d333726ef0.html](https://www.newarkpostonline.com/news/hillside-road-construction-site-draws-complaints/article_ae24f2de-61ff-5885-b5f3-d1d333726ef0.html)

Newark City Council to vote on proposed six-story complex, timetable on a vote unknown:

<https://udreview.com/newark-city-council-to-vote-on-proposed-six-story-complex-timetable-on-a-vote-unknown/>

Cost of a traffic ticket increases with approval of \$10 ambulance fee:

[https://www.newarkpostonline.com/news/cost-of-a-traffic-ticket-increases-with-approval-of-10-ambulance-fee/article\\_81494cb7-2480-55d0-a7a2-20e772ce5d0e.html](https://www.newarkpostonline.com/news/cost-of-a-traffic-ticket-increases-with-approval-of-10-ambulance-fee/article_81494cb7-2480-55d0-a7a2-20e772ce5d0e.html)

Newark announces Festival of Lights tour: [https://www.newarkpostonline.com/news/newark-announces-festival-of-lights-tour/article\\_50e6411f-c3a0-5939-9265-843c7da55b3f.html](https://www.newarkpostonline.com/news/newark-announces-festival-of-lights-tour/article_50e6411f-c3a0-5939-9265-843c7da55b3f.html)

**Communications Assistant:**

- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Began the February newsletter and employee spotlight
- Assisting the CCO with updating and streamlining the info on the website
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal
- Watched the “Taming the Trolls” webinar

**Creative Design/Web Specialist:**

- Created a weather closure graphic for the web and TV22
- Edits made to the 2020 automatic collections magnet
- Scheduled noon closure notification on 12/16 via InformMe
- Scheduled two-hour delay notification for employees via InformMe
- Scheduled Tips for residents during and after a snow storm via InformMe
- Scheduled weekly public meeting notices via InformMe
- Updated Jerry Clifton’s photo on the City website
- Updated the Newark Sustainability Plan on the City website

<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
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<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

### City Manager's Weekly Report

**Department:**

Alderman's Court

**Notable Notes:**

Alderman's Court remained closed to the public from 12/10/20 -12/16/20. Staff continued to handle any phone calls, PBJ's, and pleas in absentia. Parking Ambassadors handled all parking appeals online. The bailiffs continue to monitor the front atrium during the closure of City Hall.

Terri participated in a remote manager's meeting on 12/10/20.

**Activity or Project:**

Parking and Criminal Payments

**Description:**

Alderman's Court collected a total of 225 parking payments of which 216 were paid online and 9 were paid at court. The court also collected criminal/traffic payments of which 53 were paid online and 1 was paid at court for a total of 54 criminal/traffic payments. The court did not have any arraignments, trials or capias returns during the week of 12/10/20- 12/16/20.

**Status:**

Completed

**Expected Completion:**

12-16-2020

**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:**

Paul was in the office on December 14 for Council.

Renee participated in the management staff meeting on December 10.

Paul and Renee staffed the Council meeting on December 14. Follow up was completed throughout the week.

Renee participated in a coronavirus related conference call for State stakeholders with Mayor Clifton and City Manager Coleman on December 15.

Renee worked on items for upcoming Council meetings, including preparations for the December 14 Council meeting, finalizing advertising notices for upcoming meetings and cancellations through January 1, and scheduling items for upcoming Council agendas.

Nichol continued working on job descriptions for each board in order to provide more information for potential applicants as to what is expected from each board. All available vacancies and upcoming expiring terms for the City's boards and commissions as well as a link to the application form can be found here: <https://newarkde.gov/113/Boards-Committees-Commissions>.

Renee spent time working on the employee holiday appreciation gift distribution from Mayor and Council for 2020 in lieu of the holiday luncheon cancelled due to COVID-19.

Renee submitted the required advertising notices for the Solicitation of Candidates for the 2021 City Council election. Districts 1, 2 and 4 are up for the April 13 election and the filing deadline is February 8 at 5:00 p.m. To make arrangements to pick up or drop off Council petitions while the Municipal Building is closed, please email [citysecretary@newark.de.us](mailto:citysecretary@newark.de.us) or call 302-366-7000 and ask to be connected to the City Secretary's Office.

Tara reviewed several building permits.

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

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 a November 21 FOIA request for violations/open permits/lienable items pertaining to 35 Fremont Road from Brian Frederick Funk, P.A.
- \* Provided a response and closed a December 12 FOIA request for a property outside of City limits, 606 Christiana Mall from Brynn Fuller-Becker
- \* Provided a response and closed a December 14 FOIA request for 36 Munro Road from Brian Frederick Funk, P.A.

Regarding minutes, staff time was spent on the December 7 Council (Nichol drafted) and December 14 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the December 8 Conservation Advisory Commission minutes are currently in the queue.

6 discovery requests were fulfilled for upcoming Alderman's Court cases. 396 discovery requests have been filled so far for 2020. No court calendars were received due to the holiday court closures. 32 court calendars with 423 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 6 new lien certificate requests this week, which were sent to Finance for processing. 10 lien certificates were completed and sent to the requestor. 424 lien certificates have been processed for 2020.

**Activity or Project:**

Digital Records Project

**Description:**

Samantha attended a virtual seminar on records retention schedules hosted by ARMA.

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 December 10-16 are below.

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:**

**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

**Department:**

Electric Department

**Notable Notes:**

During the Nor'easter, the crews worked most of the night clearing up trees causing outages. The biggest outage occurred when a tree limb burned down primary on New London Road knocking out a Freemont Road circuit at midnight. By 2 a.m. all the customers were back on, just in time for the crews to go to a tree on fire at Locust Drive.

Other than preparing for the upcoming storm, the crews had to re-energize substation transformers that were tested and switch loads back to normal. Earlier in the week, the crews also responded to an outage on Lincoln Drive caused by squirrels, moved a down guy for the new park off Hillside Road, and repaired a pull box at the Newark Charter School.

The electricians worked at City Hall installing a panel for more circuit capabilities. They also worked on communication issues at East Main Substation and reset substation alarms and unresponsive reclosers.

Engineering worked on pricing to upgrade UD's Coastal Engineering Lab's electric service which involves poles and wires across Haines Street. Engineering also worked on alternative supply designs and pricing for permanent and temporary power at the warehouse project at 304 S. Chapel Street. Engineering also virtually met again about the infrastructure design to FinFech at STAR and attended a kickoff meeting with engineering consultants for a system wide study.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Finance Department

**Notable Notes:**

At the Monday, 12/14 Council meeting, City Council approved the following legislation which will impact our utility customers:

- 20-35: Customer charge and volumetric rate changes for water 2I (newarkde.gov). Revised the water customer charge and reduced the volumetric charge by 10%.
- 20-34: Customer charge and volumetric rate changes for sewer 2H (newarkde.gov). Revised the sewer customer charge and reduced the volumetric charge by 10%.
- 20-33: Language to codify the City's practice of applying utility payments equally to all utility services. 2G (newarkde.gov). Utility customers must now have their utility payment equally apportioned across all utilities they receive. This ultimately codifies the City's past practice, and ensures that utility customers cannot pick and choose which utility bills they want to pay.

In addition, an Ambulance fee was approved by Council on 12/14. Effective January 1, all traffic citations and PBJ's will have an additional \$10 fee assessed to it. Proceeds are to benefit Aetna Hose, Hook and Ladder Company.

- 20-32: Incorporation of an Ambulance fee to be added to traffic citations 2F (newarkde.gov).

The City officially submitted a request for reimbursement to New Castle County totaling \$4.6 million for eligible CARES Act related expenses. The County has approved up to \$2.3 million at this time, and the remaining request is pending review by New Castle County. Originally., the City was approved for expenses up to \$1,150,000.

Director Del Grande attended the DEMEC monthly meeting with CM Coleman. At this meeting, DEMEC's 2021 budget was approved by the board of directors. DEMEC's rate to supply electric to Newark increased 1% over the 2020 rate. No budget adjustment will be required in 2021 to account for the change. Any significant adjustment would be reflected in the 2021 RSA adjustment process in March.

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**Activity or Project:**

Coronavirus Assistance

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**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 by clicking on the link below, 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).
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<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	12-31-2020
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<b>Execution Status:</b>	On Track
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**Activity or Project:**

Payment and Utility Billing

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**Description:**

Stats for the week ending of 12/11: Call volume decreased 20% from the previous week (290 vs. 366).

- Customer Calls/answered: 276/290

- Average call time: 3:54
- Longest hold: 11:02
- Payments processed: 3,593
- Pay by phone payments: 359
- Active Customer Connect Accounts: 8,356
- Customers signed up, not on pre-authorized payments: 5,717
- Budget Billing: 276
- Echeck/PAP Customers: 1,350 (includes budget billing)
- Credit Card PAP Customers: 1,289 (includes budget billing)

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	12-31-2020
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<b>Execution Status:</b>	On Track
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#### Activity or Project:

#### Description:

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

#### Department:

Information Technology Department

#### Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 47

Open Project Tickets from Previous Week - 15

Open Tickets with Vendor R&D from Previous Week - 61

Tickets Opened in the Last Two Weeks - 106

Tickets Closed in the Last Two Weeks - 92

Remaining Open Support Tickets - 60

Remaining Open Project Tickets - 15

Remaining Tickets with Vendor R&D - 62

1. Attended Munis led PACE training for Payroll with Finance Accounting team on 12/4.
2. Skype meeting with Harris to review outstanding support tickets on 12/8.
3. Assisted vendor with patching Connexo Netsense on 12/8.
4. Meeting to discuss Green Energy program and utility billing system functionality on 12/9.
5. Teams meeting with Harris VP and account executive to discuss CC6 and Silverblaze on 12/10.
6. Teams meeting with PUB to discuss budget billing reconciliation and cross apply process on 12/15.
7. Infrastructure and Tyler finalized the Disaster Recovery implementation for all Tyler related products on 12/15.
8. Attended Munis led PACE training for CAFR with Finance Accounting team on 12/16.
9. Worked on and resolved support tickets for end users.

10. Created reports for users as requested.

**Pending:**

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Waiting on assistance from vendor for node assistance for mesh network connectivity to GK2.

**Infrastructure Team:**

Open Support Tickets from Previous Week - 88

Open Project Tickets from Previous Week - 28

Tickets Opened in the Last Two Weeks - 185

Tickets Closed in the Last Two Weeks - 181

Remaining Open Support Tickets - 87

Remaining Open Project Tickets - 33

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**Activity or Project:**

Harris Software Upgrades (Applications Team)

**Description:**

Harris Software Upgrades

Northstar version 6.4 to version 6.6

Customer Connect version 6.3 to 6.5

mCare 6 version 6.3 to 6.5

Phase 1 Software Upgrade TEST Environment  
Completed

Phase 2 Kick Off (Definition & Planning)  
Completed

Phase 3 End User Acceptance Testing  
11/30/20- 12/15/20 - Completed

Phase 4 Vendor Issue Remediation  
11/30/20 - 12/23/20 - In Progress

Phase 5 End User Acceptance Re-Testing of Identified Issues  
12/28/20 - 12/31/20 - Scheduled

Phase 6 Go Live  
1/5/21 (Northstar & CC6) - Scheduled  
1/6/21 (mCare 6) - Scheduled

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<b>Status:</b>	Near Completion
<b>Expected Completion:</b>	01-06-2021
<b>Execution Status:</b>	On Track

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**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: Prioritized 2021 Parks projects with Tom, Rich and Paula; reviewed employee evaluations for parks employees; working on grants for potential park projects that are included in the Capital budget; reviewed the snow plan for park areas of responsibility and priority order; met with Paula about upcoming recreation activities and the Winter/Spring Activity Guide; worked on the sign bid with Jeff and Paula; working on listing of ADA projects for 2021 and getting bids organized for the work; reviewed subdivision plans for upcoming projects; worked on employee evaluations; attended the Rodney project update meeting; along with Tim, conducted a pre-construction meeting for the Reservoir Restroom.

Deputy Director: Worked on annual parks and recreation staff evaluations; attended meeting with Joe, Tom Z. and Rich regarding prioritizing park projects for 2021; continued to work with Shelby to post Stories of the Season on Facebook page along with performance videos of dance groups who were scheduled to perform at the Hall Trail Holiday Hoopla event; continued to make updates to the winter/spring activity guide as more items are finalized and sent updated copy to Shelby & Melinda to continue updating; worked with Kathy to send thank you notes for Turkey Trot donations; completed request for quotations for parks signage then worked with Joe & Jeff to change to a contract and go through the bid process; held weekly staff meeting; worked with Shelby on weekly Eblast information; updated information on Facebook for the Festival of Lights Tour and Holiday Trails Scavenger Hunt; worked with Sharon and Kathy on the set up for the Community Garden in Civic Rec worked with Melinda to set up conversation with the Newark Bike Project regarding summer camp opportunities.

Recreation Supervisor of Athletics: Working on winter/spring programs; completed statistics for fall programs; working on year-end report; submitted refunds for those enrolled in youth basketball leagues.

Recreation Supervisor of Community Events: Working on winter/spring program updates, creating a new partnership with Create & Learn, a computer programming education company that offers coding programs for children via Zoom; created a tour list of streets based on registrations for the

Festival of Lights Holiday Tour, over 6,000 people reached and 52 shares of the tour list on Facebook; worked with Melinda to get the Holiday Trail Scavenger Hunt up on the trails, photo of the items was posted on social media and hunters are encouraged to travel on the Hall and Pomeroy Trails to find the 19 hidden items, several positive comments on Facebook received from people discovering the hunt and looking for items as they were out walking; several new Seasonal Stories were submitted by Department Directors/Administrators; working on end of year invoices from instructors and fall program statistics; sent updates to the Newark Community Garden users to let them know how to register for the 2021 season, registration opened 12/14 for returning gardeners.

Coordinator of GWC and Volunteers: Opened the George Wilson Center on Tuesday, December 8 for a Blood Drive; coordinated a George Wilson Center Attendant to work the remainder of the blood drive; processed timesheets for staff; continued to finalize winter/spring programs; finalized all items for the final dance class, and recital, the recital was offered via Zoom to family and friends, 8 of the 10 dance participants attended the recital, all participants and families loved the program and look forward to it again in the spring; continued to speak with scheduled renters about rescheduling and/or canceling their events; continued to speak with potential renters; continued working on fall 2020 program statistics, reviewed and made changes/notes on outstanding balances in Max Galaxy, program analysis forms and End of Year Report; attended staff meeting; coordinated with a Girl Scout Volunteer group interested in volunteering for the holiday season. Volunteer Hours: 5 volunteers devoted a total of 15 hours with special park maintenance, spreading wood carpet at Ridgewood Glenn and Fairfield Crest Parks.

Recreation Specialist: Finished entering winter/spring programs into Civic Rec registration software; Newark Bike Project board reached out to discuss options/interest in running a summer youth program/camp, discussing with Paula and will set up a meeting with them to discuss further details; made tags to all 19 items and placed items on the Hall and Pomeroy Trails for the Holiday Trails Scavenger Hunt; started to look over requirements for the Delaware Division of the Arts Grant, need to reach out to DE Arts, have questions regarding new application requirements.

Parks Superintendent did inspections of 10 park areas and developed work orders as needed, reviewed proposed landscape plan and commented as needed, met with representative of Public Works and developer concerning tree issue at construction site, coordinated for our Communications contractor to do yearly call box inspection/repair to all emergency phones on Hall Trail/Pomeroy Trail/Train Station/Reservoir, continued working with DelDOT on Bamboo removal issue along Christina Parkway/Rittenhouse Park area, checked on progress of arborist contractor at the Rodney site, followed up with landscape contractor/developer doing plant replacement in the common areas at Newark Preserve this upcoming spring and along with Deputy Parks Director and Parks Supervisor attended meeting with Parks Director to establish upcoming priorities for 2021.

Parks Supervisor assigned field staff daily and assisted as needed, started researching costs for replacing wood on footbridge at Phillips Park on the Hall Trail, continued on employee reviews and attended 2021 Priority meeting along with Deputy Parks Director, Parks Superintendent and Parks Director.

Parks staff did trash removal throughout park system as needed, did downed tree limb removal at open space between Creek Bend and Ridgewood Glenn, spread woodcarpet at White Chapel under play/swing units, did interior bed at City Hall, put on cabs on both Kubota mowing units for

upcoming winter season, put on salt box on 1430 for upcoming winter season, delivered woodcarpet to Ridgewood Glenn and Fairfield Crest park areas to be spread under play equipment by volunteers, put lights and cut outs up at City Hall for holiday season and delivered/picked up our landscape tractor at vendor for repair. Communications contractor completed yearly inspection of all emergency call boxes on Hall Trail/Pomeroy Trail/Train Station and Reservoir sites.

**Activity or Project:**

2021 Winter/Spring Activity Guide

**Description:**

The 2021 Winter/Spring Activity Guide will be delivered to our email list on Monday, December 28 with registration beginning on January 4. You will have hundreds of programs to choose from for children through adult including some of our most popular summer camps such as Rittenhouse Camp and Camp G.W.C. For more information or to sign up for our email list, please visit [www.newarkde.gov/play](http://www.newarkde.gov/play).

<b>Status:</b>	Not Started
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<b>Expected Completion:</b>	12-28-2020
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<b>Execution Status:</b>	On Track
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**Activity or Project:**
**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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**Activity or Project:**
**Description:**

<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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### City Manager's Weekly Report

**Department:**

Planning and Development Department

**Notable Notes:**

Code Enforcement

Property Maintenance

Complaints: 16

Violations: 2

Inspections: 31

Citations Issued: 2

Code Enforcement

Code Calls: 115

Other Department Calls (Operator): 60

- 90/92/94/96 E. Cleveland Ave.: Cabinets and vanities on backorder.
- 321 Hillside Rd. (townhomes): Building 300/400 - Third floor framing building, building 200 and part of building 100 slabs poured.
- 280 The Green (UD Warner Hall): Ductwork inspection in progress, mechanical piping inspections in progress.
- Thorn/Lehigh Flats: Building P & 31 – finals in progress, Buildings 11, B and V approved to close in, Buildings 21, 31, 51 and A rough inspections in progress, Buildings 61, B and W finishes in progress.
- Newark Charter School: Travel lanes base course paved, site clearing for Junior High building. The permit for the footings, foundation and structural steel is in review.
- 321 Hillside Rd./The Rail Yard: Underground plumbing is complete. Building B permit approved. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues.
- 211 S. Main St.: Interior inspections for framing, plumbing, HVAC, electric and fire protection completed for drywall. Exterior work ongoing.
- 325 Academy St. (UD Perkins Dining): Preliminary final inspection complete. Waiting for final of grease hoods and Ansul systems.
- 625 S. College Ave. (UD Whitney): Finals for second floor area complete. TCO approved.
- UD Worrilow Hall: Final inspection scheduled for next week.
- Fintech, Star Campus: Structural steel shell being erected.
- College Square: Permit applications have been submitted for two apartment buildings and three detached garage structures.
- Wyoming Rd. (UD Library Annex): Final inspections complete.
- 287 E. Main St. (Fulton Bank): Footer/Foundation permit has been approved.
- 304 S. Chapel St.: Site work is ongoing. Footers are being installed.

## Parking

- Continued weekly meetings regarding COVID-19 with Management, Planning, Parking and Enforcement teams.
- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Office currently on an alternating work-from-home/in-office schedule to reduce chances of community spread.
- Produce financial documentation for Finance Department and producing invoices for Purchasing. Continued handling residential and municipal permitting for residents. Completed payroll.
- Parking Ambassadors continued giving out masks to patrons on-street.
- Concerted effort on completing employee evaluations and getting signatures for the anti-harassment form.
- Supplied SAC comments for 268 East Main Street to Planning and Development.
- Responded to Governor's new COVID-19 restrictions. Reviewed schedule with employees with these new regulations.
- Work towards an update to the parking webpage on the City website, mainly to better represent how to use kiosks and Passport application.
- Discussion on how to handle ParkingLogix countdown Signs upcoming subscription renewal.

- Fixed Lot #4 countdown sign. Now displaying correctly.
- Went live with Digital Permit Transformation website through T2 Portal. Have not pushed to public as it is still in the live testing phase.
- Reference written for T2 Systems for Norfolk, VA.
- SAC meeting on Wednesday, December 16th regarding 25 North Chapel and The Mill proposal.
- Parking office closed at noon on Wednesday, December 16th due to inclement weather. Salt and ice melt laid on high-traffic areas.

Planning/Land Use

Permit Review

- 14 Deed Transfer Affidavits
- 8 Building Permit Reviews
- 0 Certificate of Completion/Occupancy

The Steering Committee for the review of the Comprehensive Plan V had their first meeting on December 15, 2020 at 7:00 p.m. It was a virtual meeting. The purpose of this meeting was to provide an overview and orientation to the Comprehensive Development Plan V and the Plan for the five-year review titled “Plan for Planning.”

The Transportation Improvement District Committee had their monthly virtual meeting on Wednesday, December 16, 2020. The Committee discussed the TID Capital Transportation Program focusing on Elkton Road, SR4 and SR896. Their next meeting is Wednesday, January 13, 2021 at 1:30 p.m.

The Planning and Development Director, Planner Mike Fortner and the Code Enforcement Property Maintenance Inspection team met with representatives from the University of Delaware to begin work on the implementation of the Council adopted recommendations of the Rental Housing Work Group. <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6608>. This work includes working on a Good Neighbor Guide, student survey, and a student relations campaign. Implementation of some of these activities are delayed due to COVID.

<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

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

Police Department

**Notable Notes:**

- The police department's return to pre-COVID scheduling and assignments have been successfully completed. As a result, we currently have a full staff of officers working each shift (minus two current vacant positions).
- Often when a crime occurs in the City of Newark, at times commenters will write inaccurate posts on various newspaper or Facebook websites. The comment that crime in Newark is "getting as bad" as other areas is sometimes inaccurately posted. As written in the News Journal this week, approximately eighteen (18) people have been shot of whom six (6) have died outside the city limits of Newark. Last Saturday, two people were shot and killed just outside the city of Newark and this past Wednesday the News Journal reported approximately 30-50 shots were fired at cars and homes in Wilmington. Newark had one incident of shots fired at a vehicle with the victim stating the car she was riding in had left the scene prior to police arriving. This set of an unusual circumstance is being investigated. So far in 2020, burglary, aggravated assault, rape, theft, and other crimes have decreased. We have a slight increase in robbery, after two historically low years in this crime category. The men and woman of the Newark Police Department continue to be proactive to keep violent crime out of Newark as much as possible. Police staff continues to monitor daily, crime and other incidents so that issues can be immediately addressed. When inaccurate and uninformed posts are made on social media regarding crime in Newark, it should be remembered that the homicides reported in the news are not occurring in Newark.

**Patrol Division:**

- On December 10, 2020, at approximately 0000 hours, officers responded to TGI Fridays in reference to a trespass complaint. Upon arrival, contact was made with the manager who stated that a male was walking around the restaurant and refused to leave when asked to by staff. Contact was made with the male subject who stated he was walking around the restaurant, attempting to find something to eat. He was advised that the staff did not want him in the restaurant, and he had to leave and was unable to return or would be arrested for trespassing. While speaking with the suspect, the male took an item out of a cigarette pack and placed it in the straw of the drink he was holding and drank out of the straw. Through investigation, it was learned that the item which the suspect consumed was methamphetamine. The male was issued a trespass warning for the restaurant and was issued a criminal summons for possession of a controlled substance.
- On December 15, 2020, at approximately 1232 hours, an officer conducting a property check of the Baymont Inn, 630 S. College Ave., Newark, DE 19711, located a stolen vehicle in the parking lot. Through investigation the officer was able to link the vehicle to a subject who was staying at the hotel and was wanted by several police agencies. A search warrant was approved through Justice of the Peace Court #2 and a search of the room was conducted by the Newark

Police Department Patrol Division, Special Operations Unit and Street Crimes Unit. Unfortunately, the suspect was not in the room at the time of the search.

- Officers responded to two large house parties and issued summonses to the renters.

Special Enforcement Division:

- The Special Operations Unit has been assigned to conduct background investigations on police applicants. The unit will primarily focus their activities on this assignment throughout the week.
- The Traffic Unit will conduct traffic enforcement activities at various locations throughout the city.

Administration Division:

- Two recruits have successfully completed Field Training and have been assigned to patrol platoons.
- Officers assigned to the Administration Division are working on police applicant backgrounds along with their primary duties. A total of four (4) background packets were assigned to the division.

Criminal Investigations Division:

- Officers assigned to the Criminal Investigations Division have begun working on police applicant background investigations. A total of eight (8) background packets were assigned to the division.

**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:**

Newark saw the first significant snowfall of the year this past week. Official tally was a little over 3 inches, but with some ice and sleet mixed in, it was probably a little more while it was still fluffy. Crews were able to pre-treat about 90% of the roads with brine application ahead of the storm. Brine allows us to limit the amount of salt used on the roads prior to the storm and keeps the first snow from bonding to the road. The precipitation change over to icy rain and then back to snow presented some challenges; however, we were able to plow all of our streets effectively and apply salt treatment in anticipation of sustained cold temperatures over the next few days. If you have any concerns regarding this event in general, please reach out as we are always looking for ways to improve this important service for our residents.

PW&WR Inspectors will be out on Friday to inspect sidewalks for ice and snow. It is important that residents and businesses clear sidewalks of ice and snow, 24 hours after the end of the snow event, which was Thursday at 8 a.m. The city's Snow Central website maintains a list of contractors that may be contacted and hired for this service, if you are unable to complete it yourself.

Fleet Maintenance picked up a 3,100 gallon tank from one of our vendors, Intercon, free of charge. The tank has a defect (minor weeping from a location above mid-height) that we will work to repair, but this will be very beneficial for our brining operations. The additional storage will allow us to make over our current 5,000 gallon capacity before a storm, apply brine to all of the city streets, and still enter a storm with a significant amount of liquid that can be applied during and after the storm event to improve cleanup and prevent refreeze. Another example of our maintenance staff adding capacity and functionality to our fleet without spending significant funds to do so. Notably, our brine making system was given to us by DelDOT after they upgraded their system at the local maintenance yard.

**Activity or Project:**

Sanitary Sewer Study and Repairs - Phase 2

**Description:**

Our application to the Delaware State Revolving Fund for funding of the next phase of Sanitary Sewer Inspections and Repairs has been approved through the Water Infrastructure Advisory Council (WIAC). The \$2.6 million loan will be for 20 years at 2% interest rate. We will pay interest only until the project is complete, similar to other SRF funded loans that we currently hold. We anticipate this will come to Council for a Resolution authorizing the closing of the loan in the next few months. The work associated with this project will be to inspect our sanitary sewer infrastructure and repair or rehabilitate any deficiencies identified by the inspections.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	12-31-2021
<b>Execution Status:</b>	On Track

**Activity or Project:****Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	

<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

Digital Records Project New Documents Created – December 10-16

Name	# of Documents	# of Pages	Types
Samantha	163	479	PWWR property attachments
Sandy	886	1,140	Timesheets
Fred	1	239	PWWR property attachments
Ana (PT)	10	58	Current Legislative Department files; Working remotely on modifications
Danielle	31	60	Current Legislative Department files
Total	1,091	1,976	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,856	-34,620
February	23,706	27,202	+3,496
March	32,064	43,335	+11,271
April	36,965	50,618	+13,653
May	62,286	36,670	-25,616
June	69,471	38,184	-31,287
July	45,789	28,329	-17,460
August	64,117	27,620	-36,497
September	60,329	11,916	-48,413
October	52,886	19,708	-33,178
November	19,198	7,954	-11,244
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 12/6/20-12/12/20	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	4	0	12	3	0
Unlaw. Sexual Contact	5	6	0	0	5	0
Robbery	18	22	0	15	24	0
- Commercial Robberies	8	3	0	9	0	0
- Robberies with Known Suspects	2	2	0	1	1	0
- Attempted Robberies	0	1	0	1	0	0
- Other Robberies	8	16	0	4	23	0
Assault/Aggravated	25	19	0	24	14	1
Burglary	64	40	3	104	87	2
- Commercial Burglaries	9	12	1	8	45	0
- Residential Burglaries	42	22	2	60	21	0
- Other Burglaries	13	8	0	36	22	2
Theft	560	516	15	325	150	2
Theft/Auto	45	69	1	10	17	0
Arson	0	0	0	0	0	0
All Other	105	162	0	104	90	3
<b>TOTAL PART I</b>	<b>830</b>	<b>845</b>	<b>19</b>	<b>595</b>	<b>394</b>	<b>8</b>
<u>PART II OFFENSES</u>						
Other Assaults	270	270	8	162	187	7
Rec. Stolen Property	1	2	0	19	9	0
Criminal Michief	144	128	3	123	55	4
Weapons	22	12	0	73	42	0
Other Sex Offenses	0	0	0	7	0	0
Alcohol	183	40	1	333	42	0
Drugs	202	58	3	314	90	1
Noise/Disorderly Premise	641	582	9	252	202	5
Ordinance Violation	0	76	0	0	94	0
Disorderly Conduct	166	159	4	136	67	2
Trespass	231	306	1	82	49	1
All Other	335	261	9	436	244	6
<b>TOTAL PART II</b>	<b>2195</b>	<b>1894</b>	<b>38</b>	<b>1937</b>	<b>1081</b>	<b>26</b>
<u>MISCELLANEOUS:</u>						
Alarm	159	158	2	0	0	0
Animal Control	583	458	9	9	20	0
Recovered Property	226	181	2	0	0	0
Service	32569	26378	459	0	0	0
Suspicious Per/Veh	454	427	8	0	0	0
<b>TOTAL MISC.</b>	<b>33991</b>	<b>27602</b>	<b>480</b>	<b>9</b>	<b>20</b>	<b>0</b>
<b>TOTAL CALLS</b>	<b>THIS WEEK 2019 826</b>	<b>2019 TO DATE 43,200</b>	<b>THIS WEEK 2020 577</b>	<b>2020 TO DATE 33,089</b>		



**Newark Police Department  
Weekly Traffic Report  
12/6/20-12/12/20**



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	11461	3941	153	155
DUI	217	87	2	2
TOTAL	11678	4028	155	157

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	255	140	8	4
Property Damage (Reportable)	1193	653	40	8
*Hit & Run	272	145	7	3
*Private Property	288	148	7	2
TOTAL	1450	793	48	12

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.