

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

COVID continues to have a considerable impact on City operations. We announced on Thursday the 7th that we will be keeping City Hall and other City facilities like the Alderman's Court and the George Wilson Center closed through the end of January. We will continue to monitor the prevalence of COVID infections in Newark and the surrounding area (and among staff) as we approach February and make a decision on whether another extension of the closure will be necessary. About half of the confirmed cases of COVID-19 among City staff have occurred since Christmas and the State has had 63,000 total positive cases so far with about 38,000 of them since the beginning of November. City Hall staff will continue to work remotely during this time and field staff will continue their staff preservation shift schedules. Newark PD is back to regular shifts as of early December. Unfortunately, contact tracing and isolation procedures have taken up a lot of the Admin Department's time which has delayed other projects.

The remainder of my week was spent on items related to upcoming development projects for Planning Commission and Council, negotiations with AFSCME 3919 related to a potential MOU, staff meetings, implementation of New Castle County's upcoming changes to the Local Service Function included in HB 11, meetings related to a potential project in a City wellhead protection area, and other general administrative and personnel related items.

Human Resources:

With the last few weeks being shortened by the holidays and vacation time CHRO Hardin spent the majority of her time in the office working on year end housekeeping items including employee pension records, filing both paper and electronic, preparing folders for 2021 activity and projects. With other HR team members on vacation and working from home I was in the office to be available for employees who needed HR assistance. I also finalized the FOP contract effective January 1, 2021 and it is currently in the process of being executed by both parties. I also spent time working with CPPO Martindale on year end reporting for ACA (Affordable Care Act) and payroll spreadsheets for 2021 employee benefits. Met with City actuary via phone meeting to discuss software options for calculating employee records. The current process is extremely time consuming and having a software program that is linked with our internal system to more accurately create the reports would save time and also provide accurate real time results. The actuary will be setting up a demo for our team in early 2021. We will be making an offer on the vacant PW&WR Supervisor position by the end of the year. We have three new hires starting in January 2021: two Customer Service Representative I in PUBS and one Administrative Professional I in Planning. We look forward to having them join us. We have had several vacancies in the last month due to resignations, terminations and retirements so the HR team will be busy with recruitments in 2021. It is uncertain when these positions will be filled. 2020 brought us many challenges and it has taught us a lot as a result but we are definitely looking ahead to brighter days. The HR Team has a lot of projects and goals for 2021 and look forward to making them happen. I would like to thank my team Marta Pacheco and Jeff Martindale for a job well

done this year, you both are appreciated!

#### Chief Purchasing & Personnel Officer:

As the COVID-19 staff liaison for the City Manager's Office, CPPO Martindale devoted the majority of his time since mid-December to completing contact tracing and monitoring COVID-19 mitigation procedures. He will be very ready for the vaccine to become more readily available to City staff to reduce positive cases among employees.

Mr. Martindale is also facilitating job postings for four positions - two for Police and two for PW&WR. These positions will be posted this month and can be accessed via [www.newarkde.gov/jobs](http://www.newarkde.gov/jobs).

Lastly, Mr. Martindale is overseeing one active contract (Contract 20-13: Newark Parks Signage Replacements) and will likely be posting another PW&WR contract this week or next.

#### Facilities Maintenance:

The FM Team finished spackling the new Code Enforcement wall, hung a new door on the first floor janitor's closet, began priming and painting bathroom doors on the first floor by the PUBS elevator, installed various RabbitAir air purifiers around City facilities, replaced various light bulbs, and continued normal custodial and COVID-19 disinfection duties.

#### Communications:

- Worked with The Informer to update phone messages for the Municipal Building and NPD
- Advertising the TNP Restaurant Week Dinner Series
- Wrote and delivered the press release announcing the extension of the building closure due to COVID
- Assisted the Environmental Coordinator with locating and compiling information for the annual report submitted to DNREC
- Continue to communicate COVID updates internally to staff
- Working with the CAC to produce anti-straw related material to distribute at the Newark Public Library

#### City of Newark in the News:

Aerial photos show progress at Rodney, Dickinson sites:

[https://www.newarkpostonline.com/news/aerial-photos-show-progress-at-rodney-dickinson-sites/article\\_6b912801-60fd-543a-90f6-56894267c3af.html](https://www.newarkpostonline.com/news/aerial-photos-show-progress-at-rodney-dickinson-sites/article_6b912801-60fd-543a-90f6-56894267c3af.html)

Newark increases the cost of water and sewer service:

[https://www.newarkpostonline.com/news/newark-increases-the-cost-of-water-and-sewer-service/article\\_ad09cda4-5788-5339-806a-8eaa5171465f.html](https://www.newarkpostonline.com/news/newark-increases-the-cost-of-water-and-sewer-service/article_ad09cda4-5788-5339-806a-8eaa5171465f.html)

36 charged with violating gathering ban after Newark Police bust large party:

[https://www.newarkpostonline.com/news/36-charged-with-violating-gathering-ban-after-newark-police-bust-large-party/article\\_1b68b114-6375-5d6c-8bec-fdb6a08dd734.html](https://www.newarkpostonline.com/news/36-charged-with-violating-gathering-ban-after-newark-police-bust-large-party/article_1b68b114-6375-5d6c-8bec-fdb6a08dd734.html)

Year in Review: 20 people and groups in Newark who made 2020 a little less terrible:  
[https://www.newarkpostonline.com/news/year-in-review-20-people-and-groups-in-newark-who-made-2020-a-little-less/article\\_88415832-f8d5-5b3e-bcea-a017492d861c.html](https://www.newarkpostonline.com/news/year-in-review-20-people-and-groups-in-newark-who-made-2020-a-little-less/article_88415832-f8d5-5b3e-bcea-a017492d861c.html)

35-plus cited for violating Newark's gathering rules during party:  
<https://www.delawareonline.com/story/news/crime/2020/12/29/more-than-35-cited-violating-newarks-gathering-rules/4075894001/>

Newark police bust party, cite 36 with unlawful gathering under COVID restrictions:  
[https://www.wdel.com/news/newark-police-bust-party-cite-36-with-unlawful-gathering-under-covid-restrictions/article\\_0aa3258e-49f4-11eb-af94ffdf989e812.html#utm\\_campaign=blox&utm\\_source=twitter&utm\\_medium=social](https://www.wdel.com/news/newark-police-bust-party-cite-36-with-unlawful-gathering-under-covid-restrictions/article_0aa3258e-49f4-11eb-af94ffdf989e812.html#utm_campaign=blox&utm_source=twitter&utm_medium=social)

Newark first responders begin to receive coronavirus vaccine:  
[https://www.newarkpostonline.com/news/newark-first-responders-begin-to-receive-coronavirus-vaccine/article\\_27b9abab-679d-5ea9-bfe3-b69b732c705f.html](https://www.newarkpostonline.com/news/newark-first-responders-begin-to-receive-coronavirus-vaccine/article_27b9abab-679d-5ea9-bfe3-b69b732c705f.html)

Five-story main Street development proposal clears first hurdle:  
[https://www.newarkpostonline.com/news/five-story-main-street-development-proposal-clears-first-hurdle/article\\_63600e70-ec7b-558d-8cdf-cea7f39ac558.html](https://www.newarkpostonline.com/news/five-story-main-street-development-proposal-clears-first-hurdle/article_63600e70-ec7b-558d-8cdf-cea7f39ac558.html)

Newark extends closure of city hall due to pandemic:  
[https://www.newarkpostonline.com/news/newark-extends-closure-of-city-hall-due-to-pandemic/article\\_7e0f53a3-dfda-5905-b2db-87a67936bf62.html](https://www.newarkpostonline.com/news/newark-extends-closure-of-city-hall-due-to-pandemic/article_7e0f53a3-dfda-5905-b2db-87a67936bf62.html)

A look at the 32 pending development projects in Newark:  
[https://www.newarkpostonline.com/news/a-look-at-the-32-pending-development-projects-in-newark/article\\_2b01d26d-ffe6-532d-a6b2-0ba9c6286da1.html](https://www.newarkpostonline.com/news/a-look-at-the-32-pending-development-projects-in-newark/article_2b01d26d-ffe6-532d-a6b2-0ba9c6286da1.html)

The year ahead: 21 Newark stories to watch in 2021:  
[https://www.newarkpostonline.com/news/the-year-ahead-21-newark-stories-to-watch-in-2021/article\\_ea35b7b7-2c31-551c-8100-f76bf761bac9.html](https://www.newarkpostonline.com/news/the-year-ahead-21-newark-stories-to-watch-in-2021/article_ea35b7b7-2c31-551c-8100-f76bf761bac9.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
- Completed the February newsletter, soliciting content for the March edition
- 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

#### Graphic Design/Web Content:

- Gathered stormwater related website analytics for Kelley Dinsmore
- Posted City Hall to Remain Closed to the Public Through January to City website
- Posted a notification on PUBS webpage for Customer Connect outage

- Scheduled weekly public meeting notices via InformMe
- Scheduled TV22 programming for January 2021

**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 remained closed from 12/17/20 - 1/6/21. As the state courts have extended the judicial emergency until February, Alderman's Court will also remain closed until February. All arraignments and trials will be rescheduled. Staff continues to monitor all phone calls, handle all PBJ/plea in absentia sentences and set up payment plans.

Parking Ambassadors are handling all appeals online.

Bailiffs continue to staff the front atrium during the city's closure.

**Activity or Project:**

Payments

**Description:**

From 12/17/20- 1/6/21 Alderman's Court collected a total of 419 parking payments of which 348 were paid online and 71 were paid through court. The court also collected criminal/traffic payments of which 123 were paid online and 18 were paid through court for a total of 141 criminal/traffic payments.

**Status:**

Completed

<b>Expected Completion:</b>	01-06-2021
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<b>Execution Status:</b>	Completed
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**Activity or Project:**


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**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:**


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**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

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**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on December 30.

Renee participated in the management staff meeting on December 17.

Renee chaired and Tara attended the quarterly Delaware Municipal Clerks Association meeting on December 17.

Staff finalized and posted the agenda and packet items for the January 11 Council meeting on January 4.

Nichol finalized and posted the agenda for the January 12 Conservation Advisory Commission meeting on January 5.

Renee participated in a coronavirus related conference call for State stakeholders with Mayor Clifton and City Manager Coleman on January 5.

Renee worked on items for upcoming Council meetings, including drafting the agenda and packet items for the January 11 Council meeting, finalizing advertising notices for upcoming meetings, and scheduling items for upcoming Council agendas.

Renee and Nichol spent extensive time working through applications for the January 21 Board of Adjustment meeting and finalizing the advertisements, agenda and packets. There will be two applications on the agenda. The first is a request for a height variance from Newark Charter Junior High School. The second is a challenge to an interpretation of the Planning and Development Department for 287 East Main Street regarding building height. If that challenge is not approved,

the applicant is requesting four variances related to building height, parapet height and setbacks from East Main Street and Tyre Avenue.

Renee and Nichol received and distributed the employee holiday appreciation gift from Mayor and Council for 2020 in lieu of the holiday luncheon cancelled due to COVID-19.

Renee worked with the Department of Elections to obtain updated voter registration lists for the City to be coded with City Council district information as well as submit the returned mail from the 2020 City election to the Department so they can use it to aid in updating the voter lists. Nichol worked on coding the new voter lists to be submitted back to the Department of Elections. One candidate petition was received; however, upon review by an Election Board member, the prospective candidate was contacted to request additional signatures of registered voters in the district which they are running to be submitted prior to the filing deadline. Districts 1, 2 and 4 are up for the April 13, 2021 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.

Renee and Tara reviewed several building permits.

Renee, Tara, Nichol and Samantha 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:

- \* Sent follow up to staff and the requestor regarding a December 8 FOIA request for applications and site plans pertaining to communication/cellular/wireless/telecommunication towers from SBA Communications Corporation
- \* Sent follow up to staff regarding a December 21 FOIA request for 337-349 East Main Street and Washington Street adjacent 349 East Main Street pertaining to utility plans/street right-of-way/Main Street Reconstruction from Hillcrest Associates
- \* Sent a follow up to staff regarding a December 18 FOIA request for COs assigned to 1000 Building 1 and 3000 Building 3 Village of Fountainview, Fountainview Circle
- \* Provided a response and closed a December 22 FOIA request for 911 Village Circle which is outside of city limits from Largo Real Estate Advisors, Inc.
- \* Circulated to staff a December 31 FOIA request for lienable items/violations from Brian Funk, P.A.

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

23 discovery requests were fulfilled for upcoming Alderman's Court cases. 413 discovery requests were fulfilled for 2020. 6 discovery requests have been filled so far for 2021. No court calendars were received due to the COVID-19 court closures. 32 court calendars with 423 associated cases were processed in 2020. No pleas by mail were processed.

The office received 44 new lien certificate requests over the last three weeks, which were sent to Finance for processing. 37 lien certificates were completed and sent to the requestor. 456 lien certificates were processed for 2020. 12 lien certificates have been processed for 2021.

**Activity or Project:**

Digital Records Project

**Description:**

Samantha, Fred 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 December 17-January 6 are below.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

**City Manager's Weekly Report**

**Department:**

Electric Department

**Notable Notes:**

The line crews worked at the Newark Senior Living project on Barksdale Road installing an aerial transformer and running wires for two separate temporary power locations. The crews also installed temporary and guyed poles at the 304 South Chapel site, dropped off transformer pads at Park N Shop and The Rail Yard, removed a conflicting guy at Fulton Bank, and with the electricians removed the holiday tree at McDonald Circle. The crews also de-energized lines at Gravenor Lane for DelDOT's new pedestrian bridge.

The electricians and line crews worked at the Green Mansion project rerouting power to parking lot lights whose circuits ran through the project underground. Electricians performed substation maintenance and worked at City Hall installing electric and communication cables in new walls.

Engineering had a kickoff meeting with consultants on the system study. Engineering and the GIS technician have started culling all the data needed for an effective analysis. Engineering met with the contractor about the punch list that remains on the Elkton Road project. Engineering also compiled the University’s monthly billing data, worked with STAR designers on the Fin Tech project, and worked on cellular 5G requests.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**City Manager's Weekly Report**

**Department:**

Finance Department

**Notable Notes:**

We have scheduled an upgrade of Northstar and Customer Connect 6 applications in our LIVE environment to take place on January 12th between the hours of 8:30 a.m. - 5:00 p.m. These systems are what we use to bill utility services, and what our customers use to view and pay their utility bills. These applications will be down for the duration of the scheduled upgrade time. This upgrade will fix some bugs in the system, in particular the issue where some customer are having difficulty changing their credit card information.

As of January 1, 2021, new water and sewer volumetric and customer charges went into effect.

Worked with the City Manager, the City Secretary and staff to create a 100% Renewable Energy Opt-Out program for City electric customers. This program will create a renewable energy fee that electric customers can opt for if they prefer that their source of electricity comes from sources of renewable energy. The ordinance will be introduced at the January 11 Council meeting. Second reading will be on January 25. <https://newarkde.gov/DocumentCenter/View/14451/2E>

Director Del Grande is working with the City Manager, PW&WR Director and City Secretary on the closing documents for the state revolving loan program. These two projects are \$1,000,000 for the Supplemental South Well Field Water Treatment Plant Upgrade Project, and \$2,000,000 for the ongoing Water Main Replacement Project. Both projects were approved in the 2018 Referendum.

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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
<b>Expected Completion:</b>	03-31-2021
<b>Execution Status:</b>	On Track

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**Activity or Project:**

Payment and Utility Billing

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**Description:**

After many years of service on the PUB team, Lois Strusowski will retire on January 8. We would like to thank Lois for all her contributions to the City over the career with us. We will surely miss Lois, but we wish her all the best in her new life as a City retiree!

Payments and Utility Billing are happy to welcome our new Customer Service Representative La-Scheie to the team. La-Scheie began her training this week and replaced Shannan, who accepted a position in the Alderman's Court last fall.

Stats for the week ending of 1/1: Call volume increased 81% from the previous week (158 vs. 287) due to the holiday week.

- Customer Calls/answered: 267/287
- Average call time: 3:42
- Payments processed: 3,007

- Pay by phone payments: 182
- Active Customer Connect Accounts: 8,432
- Customers signed up, not on pre-authorized payments: 5,784
- Budget Billing: 279
- Echeck/PAP Customers: 1,353 (includes budget billing)
- Credit Card PAP Customers: 1,295 (includes budget billing)

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	12-31-2021
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<b>Execution Status:</b>	On Track
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#### Activity or Project:

Accounting

#### Description:

- Opening of new fiscal year including budget import, update to necessary settings
- Began utilization of invoice workflow process
- Payroll updates – insurance, salary, retiree, benefits, tax tables
- Continued work on insurance applications and exposure workbooks for insurance renewal
- November/December month end work
- Reported building permit C/O, C/C and demolition issues to NCC
- 17 permits approved, 8 on hold
- General billing invoices – pole attachment fees
- Insurance claims
- AP processing
- Work flow approvals – RFC, invoice, PO

<b>Status:</b>	In-Progress
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<b>Expected Completion:</b>	12-31-2021
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<b>Execution Status:</b>	On Track
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### City Manager's Weekly Report

#### Department:

Information Technology Department

#### Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 60

Open Project Tickets from Previous Week - 15

Open Tickets with Vendor R&D from Previous Week - 62

Tickets Opened in the Last Three Weeks - 74

Tickets Closed in the Last Three Weeks - 70

Remaining Open Support Tickets - 59

Remaining Open Project Tickets - 16

Remaining Tickets with Vendor R&D - 66

The Applications team has spent the last three weeks focusing on the Harris upgrades and working with Harris staff on resolving identified issues found during user acceptance testing.

1. Finalized implementation for invoice workflow.
2. Worked on and resolved support tickets for end users.
3. 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.
3. Electric department is scheduled to swap GK2 and GK18 next week, firmware upgrade pending on GK2.

**Infrastructure Team:**

Open Support Tickets from Previous Week - 87  
 Open Project Tickets from Previous Week - 33  
 Tickets Opened in the Last Three Weeks - 128  
 Tickets Closed in the Last Three Weeks - 114  
 Remaining Open Support Tickets - 98  
 Remaining Open Project Tickets - 36

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**Activity or Project:**

Harris Software Upgrades (Applications Team)

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**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 - 1/08/21 - In Progress

Phase 5 End User Acceptance Re-Testing of Identified Issues  
 12/28/20 - 1/08/21 - Scheduled

Phase 6 Go Live  
 1/5/21 (Northstar & CC6) - Scheduled; Rescheduled for 1/12/21  
 1/6/21 (mCare 6) - Scheduled; Rescheduled for 1/13/21

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**Status:**

On Track

<b>Expected Completion:</b>	01-13-2021
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<b>Execution Status:</b>	On Track
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<b>Activity or Project:</b>
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<b>Description:</b>
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<b>Status:</b>	
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<b>Expected Completion:</b>	
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<b>Execution Status:</b>	
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<b>Activity or Project:</b>
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<b>Description:</b>
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<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

<b>Department:</b>
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Parks and Recreation Department

<b>Notable Notes:</b>
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Director: Completed evaluations and met with employees about their evaluations; reviewed several other evaluations for Parks and Recreation employees; reviewed subdivision plans for upcoming projects; responded to several questions pertaining to the park signage bid; working on getting the Reservoir Restroom site work delivery date confirmed with CXT Pre Cast; met with the Parks staff about upcoming projects and work orders; working on re-forestation plan with Tom Z. for upcoming volunteer initiatives; met with Rich and Tom about James Hall Trail Bridge repair.

Deputy Director: Sent Camp Guide timeline to recreation staff; completed parks budget summary for parks staff; worked on ensuring winter/spring activity and event information was complete and showing correctly for the public view in Civic Rec; worked with Melinda on information for the submission of the Delaware Division of the Arts Grant; sent annual evaluations for Wilson Center Attendants to Joe; worked with Shelby on weekly Eblast and updating the parks map and grid for the winter/spring activity guide; started working on combining annual reports from recreation & parks staff into one report. Completed annual evaluations with staff and sent them a follow up email with their 2021 goals discussed; combined corrections/changes of reviewed winter/spring activity guide and worked with Shelby to finalize; submitted nomination for WOW employee recognition; worked with Kathy to send thank you letters for all donations received for 2020 and completing final payments for fitness instructors; worked with Tom, Rich and Jay Hodny on Tropical Storm Isaias clean up report and sent to Finance for DEMA; worked with Sharon and Melinda to extend the Holiday Trails Scavenger Hunt through Christmas Eve due to the positive feedback received through Facebook posts, several positive comments were also received for the Festival of Lights Holiday Tour; continued to work with Shelby to post Stories of the Season on Facebook page along with performance videos of dance groups and holiday messages; worked with Melinda to continue updating information from the winter/spring activity guide in Civic Rec

in preparation for registration to begin January 4; held weekly staff meeting; worked with Shelby on weekly Eblast information; sent recreation staff reminder to continue promoting upcoming programs for 2021; sent recreation staff 2021 budget summary; Newark Parks and Recreation was mentioned in the Newark Post article of 20 things or groups that made 2020 a little less terrible which we are quite proud of all the staff's hard work put in to make things happen this year despite the challenges.

Recreation Supervisor of Athletics: Proofed winter/spring brochure and continued working on plans with staff; completed year-end report; had annual performance evaluation and goal planning with Deputy Director; finalized winter/spring programs and reviewed draft of activity guide; completed year-end report and compiled pictures for programs.

Recreation Supervisor of Community Events: Working on program analysis forms for fall programs; working on 2021 event line up and analyzing what new 2020 programs should be kept in 2021; contacting previous camp coordinators and staff to see if they are interested in 2021 summer camps; renewals for the 2021 garden season are going well. New gardeners are now able to register online also; finalized winter/spring program information and reviewed brochure.

Coordinator of GWC and Volunteers: Finalized employee evaluations for George Wilson Center Attendants; finalized Fall 2020 statistics and 2020 Annual Report; continued working on the 2020 Annual Volunteer Report; completed revisions for 2021 winter/spring programs and updated Civic Rec as needed; completed volunteer verification of hours letters for the city employees that requested them; continued to speak with scheduled renters about rescheduling and/or canceling their events; continued to speak with potential renters and talking them through the online registration system for programs. Volunteer Hours: 5 volunteers devoted 10 hours on January 1 removing 4 bags of litter, 1 box, 1 plastic basketball, part of a shopping cart and 1 plastic pipe from the Pomeroy Trail, Olan Thomas Park, Curtis Mill Park and the Newark Reservoir; reviewed draft and made corrections to the 2021 winter/spring activity guide; sent final facility request updates to the Newark Senior Center; coordinated with a Girl Scout volunteer group scheduled to remove litter at the Newark Reservoir and the Pomeroy Trail on December 19; reviewed annual evaluations/anti-harassment forms with all George Wilson Center Attendants; finalized Fall statistics and program analysis forms; worked on the End of Year Annual Report; Volunteer Hours: 7 volunteers devoted 28 hours on December 19 removing litter from the Pomeroy trail, Olan Thomas Park, and the Newark Reservoir. Estimated amount of litter removed was 2.5 bags as well as large items including a chair, basketball and pieces of metal.

Recreation Specialist: Proofread and submitted edits, updated edits on Civic Rec from the winter/spring activity guide; advertised extension of Holiday Scavenger Hunt then removed items from the Hall and Pomeroy Trails once extension was completed; followed up again with the Delaware Division of the Arts regarding the application requirements for the upcoming arts grant; emailed Bike Project Shop Manager Katelyn Cofrancisco regarding syllabus, procedures, etc. to set up a joint camp for the summer.

Parks Superintendent did modified park inspections to two park areas and developed work orders as needed, started gathering quotes for upcoming PR's in 2021, met with Asplundh Tree to review work being done for Delmarva on city park/open space land, continued on year-end report for Parks Director, assisted Code Enforcement with tree issue, started gathering information concerning tree/creek work completed related to Tropical Storm Isaias, went over yearly employee evaluations with Park Supervisor and two maintenance staff; started reforestation plan, assisted in

removing holiday decorations at City Hall, met with homeowner concerning tree issue and continued gathering quotes for purchase of materials/supplies.

Parks Supervisor assigned field staff daily and assisted as needed, completed employee yearly evaluations for three maintenance staff, assisted garage with running up city vehicles for state inspection and oversaw snow/ice removal operations at all park areas of responsibility; assigned field staff daily and assisted as needed and continued on development of specs for new pickup truck purchase to replace #1430.

Parks staff did trash removal throughout park system, did interior bed maintenance at City Hall, completed changeover of Kubotas to snow removal mode/put on snow plows on 1430/1431 and did snow/ice control throughout park system as needed; did limb pick up throughout park system as needed, did interior bed maintenance and removed dead deer from park area.

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**Activity or Project:**

James Hall Bridge Repair

**Description:**

We will be replacing the decking and making repairs to the James Hall Trail bicycle and pedestrian bridge between Phillips Park and the Apple Road entrance. The bridge will be closed between 7:30 a.m. and 3:30 p.m. for 3-4 days while the work is being completed and a detour will be in place. The work will begin on Monday, January 18.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	01-22-2021
<b>Execution Status:</b>	On Track

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**Activity or Project:**

**Description:**

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

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**Activity or Project:**

**Description:**

<b>Status:</b>	
<b>Expected Completion:</b>	
<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: 14

Violations: 1

Inspections: 5

Citations Issued: 3

- 90/92/94/96 E. Cleveland Ave.: Cabinets and vanities on backorder.
- 321 Hillside Rd. (townhomes): Building 100 slabs have been poured. Buildings 200, 300, 400 building still framing.
- 227 W. Park: Electric/Plumbing/HVAC.
- 280 The Green (UD Warner Hall): Handicap ramp under construction, first floor interior is nearly complete. Ductwork and mechanical inspections are in progress.
- Thorn/Lehigh Flats: Building P and 31 finals are in progress. Buildings 11, A, B and V approved to close in. Buildings 21, 31 and 51 rough inspections are in progress. Buildings 61, B and W finishes are in progress.
- Newark Charter School: Loop road base in construction and partial base course paved, site clearing for Junior High building. The permit application has been received for the footings, foundation and structural steel, appeal in process for building height issue.
- Newark Senior Living: Site work in progress. Site activated on November 16, 2020.
- 321 Hillside Rd./The Rail Yard: Site work progressing, Apartment Building A (#6000/#7000 units) foundation complete, and underground plumbing has been completed. Building B permit approved for footings which begin this week. Restriction/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues.
- UD Green Utility Projects: Steam and condensate connection to Memorial Hall is completed. Restoration of green and pathways partially completed – permit application for electric feeder project for Drake Hall, Brown Lab and Future Building review complete, awaiting permit issuance.
- Rodney Storm Park Project: Weir wall constructed, additional site work progressing.
- 211 S. Main St.: Interior inspections for framing, plumbing, HVAC, electric and fire protection completed for drywall. Exterior work still 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): Press box final inspections ongoing.
- UD Worrielow Hall: Final inspection scheduled for next week.
- Fintech, Star Campus: Structural steel shell being erected. Second and third floor slabs are complete.
- 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.: Footers and foundation being installed.
- 304 S. Chapel St.: Site work is ongoing. Footers are being installed.
- 1364 Marrows Rd.: Honda Service – site work continuing. May start digging footers as of next week.

## Property Maintenance

- Ryan Straub ordered clean up of 31/33 N. Chapel S. by contractor.
- Ryan Straub submitted a list of most violated City codes to owner of 3 Annabelle in joint

efforts with the Newark PD to bring property into compliance.

### 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. Effort to get everything in before the end of 2020 to close the books on that year.
- Continued handling residential and municipal permitting for residents. Completed multiple payrolls. Review of employee vacation hours.
- Parking Ambassadors continued giving out masks to patrons on-street. Gave out 50+ masks since last report.
- Concerted effort on completing employee evaluations and getting signatures for the anti-harassment form. Completed all employee evaluations and forwarded to City Hall for signature.
- Working on a map for Council regarding ownership within parking lots that will show lease terms on each piece of property.
- Worked with Parks and Rec in regard to Parking in Parks program, supplying possible parking options with busy parks.
- Received signage for M&T Bank spaces in Lot 3. Working on map to get them installed and set up miss utility.

### Planning/Land Use

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

The Planning Commission meeting was held virtually on January 5, 2021. Five Commissioners were present. Here is the link to the agenda for your reference.

<https://newarkde.gov/ArchiveCenter/ViewFile/Item/6786> and the summary of the meeting outcome:

- Agenda item #3 – Review and consideration of the Steering Committee for the Comprehensive Development Plan V review and update.  
Vote 5-0. Motion passed.
- Agenda item #4 – Review and consideration of a major subdivision with site plan approval, special use permit, and parking waiver for the property at 132-136 East Main Street.

Motion 1 – Recommend approval of major subdivision and site plan approval with revised plan dated December 15, 2020.

Vote 5-0. Motion passed.

Motion 2 – Approval of 67 space parking waiver with condition of 99-year lease.

Vote 5-0. Motion passed.

- Agenda item #5 – Review and consideration of the parking waiver regarding the 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 Street.

Motion 1 - Recommend that the City Council direct the City to develop a shared use agreement for the parking garage. The management agreement with the City is expected to include management of the parking and enforcement; installation of the City’s parking system that comprises the T2 parking and kiosk system and a camera lighting system; maintenance of the camera and lighting system, striping, and the T2 hardware and software system; and City management of parking permitting for apartment use.

Vote 5-0. Motion passed.

Motion 2 - Approval of a 52-space parking waiver. The granting of the 52-space parking waiver does not grant increased density of this project from 60 units to 88 units. This will require another action by Planning Commission and City Council.

Vote 3-2. Motion passed. (Stine, Wampler, Kadar voted yes) (Silverman, Hurd voted no).

- Agenda item #6 – Rules of procedure and By-laws. Planning Commission were in favor of the changes. The by-laws indicate that they come back next month for approval.

- Agenda item #7 – Planning Commission Submission Deadlines. Change to “Planning Commission Rules” to “By-Laws,” remove “Further,” add “Date of Approval – January 5, 2021.”

Vote 5-0. Motion passed.

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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:

Police Department

### Notable Notes:

- Several police officers have received, and others are in the process of receiving, the first of two COVID-19 vaccinations.
- As noted, a few weeks ago, comments are sometimes made on the internet that crime in Newark is getting as bad as Wilmington or Dover. In 2020, Wilmington had approximately 28 homicides and Dover had 9 homicides. Newark had no homicides. Newark's other serious crimes are also significantly lower than these other cities. While one crime is one to many, the officers of the Newark Police Department continue to work with the community to address crime and quality of life issues.

#### Special Enforcement Division:

- During the week of December 29th, the Traffic Unit conducted traffic enforcement on Old Paper Mill Road, South Main Street, and West Park Place. Enforcement was also conducted on Otts Chapel Road at Sandy Drive for illegal left turn violations. The unit also conducted speed studies on Casho Mill Road and Ritter Lane due to complaints of speeding vehicles. During the week, the Special Operations Unit continued their background investigations for police applicants.
- During the week of January 4th, the Traffic Unit conducted traffic enforcement on Nottingham Road, New London Road, Cambridge Drive, Otts Chapel Road and Paper Mill Road as a result of complaints in the most recent citizen survey. The unit will conduct speed studies on Cullen Way and Cooches Bridge Road.
- During the week the Special Operations Unit continued their background investigations for police applicants.
- On Wednesday, January 6th, K9 Officer Spencer will be in training and the unit will host the monthly HUB meeting with allied partner agencies.

#### Patrol Division:

- On December 28, 2020, at approximately 11:48 p.m., officers were called to an apartment in the unit block of Center Street for a report of loud music. Arriving officers could hear loud music from an apartment, which violated the City of Newark noise ordinance. Officers made contact with persons in the apartment and determined that there were over 30 people in the apartment. University of Delaware Police were called to the scene for judicial referrals. Officers charged three residents of the apartment with allowing loud music to be played in violation of city ordinance. In addition, 36 people present at the apartment were charged with violating a city ordinance that prohibits more than 10 people, who do not reside together, from gathering indoors at a private residence during the COVID-19 pandemic. All persons were issued summonses and released at the scene without incident.
- On January 5, 2021, at approximately 1:09 a.m., a Newark Police Officer stopped a vehicle for a traffic violation on Elkton Road. The female passenger in the vehicle initially gave a false name to the officer; however, upon further investigation, she was properly identified and found to be wanted by Newark Police. She was taken into custody without incident and transported to Newark Police headquarters where she was charged with Burglary Third Degree, Conspiracy Second Degree, Theft Under \$1,500, Criminal Mischief and Criminal Impersonation. She was also found to be wanted on warrants from the Delaware State Police, New Castle County Police

and multiple capiases from Delaware courts. She was presented before Justice of the Peace Court #11 by video and was ordered to be held in default of \$5,600 secured bail on the Newark charges. She was then turned over to the custody of the Delores J. Baylor Women's Correctional Institution in New Castle.

**Auxiliary Services Division:**

- Captain Van Campen will serve as the head of a promotional oral board for the Southern Chester County Regional Police Department on January 6-7, 2021.

**Administration Division:**

- Administration Unit officer are preparing for the 2021 Department wide in-service training.
- Officers are diligently working on various year-end reports.

**Criminal Investigations Division:**

- On January 5, 2021 at 1:09 a.m., Patrol Officers conducted a traffic stop on a vehicle on Elkton Road in the area of Christina Parkway after observing a traffic violation. During a subsequent investigation, a passenger was identified as Kristy Jones-Barbato, who had an active arrest warrant stemming from a burglary that occurred on 9/5/20 at a business in the 1200 block of Old Cooches Bridge Road. Jones-Barbato was taken into custody and later arraigned by detectives in front of Justice of the Peace Court 11 where she received \$5,600 secured bond on the Newark charges.

**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:**

Please join us in congratulating Anthony Gatta in his promotion to PW&WR Supervisor. Anthony began his City service with the Parks Department as a seasonal and has worked his way up through PW&WR, his latest position being a Maintenance IV in the sewer division.

Leaf Collection has completed for the season. Residents who still have leaves to collect are asked to use their yard waste carts and schedule a pickup by calling PW&WR at 302.366.7000.

Christmas Tree collection is now in progress. Residents must have their tree to the curb before 7 a.m. on Monday morning to guarantee collection for that week. We will continue to collect trees until January 29th. Tree will not be collected after this date.

The Water Division has repaired 10 water main breaks since December 1. Each break is documented with the type of defect, pipe material, depth, etc. to aid in our review of the system for future rehabilitation. Segments of main that have experienced numerous breaks are often moved to the top of the priority list due to their probability of future breaks. Several segments in the city have more than five breaks in the past, which indicates installation or material deficiencies that are likely present in the entire run that was installed at a similar time. We continue to refine our rehabilitation schedule for the best benefit for both long and short term.

**Activity or Project:**

Rodney - Park and Pond Construction

**Description:**

Earthwork and stabilization continues to move forward at the Rodney site. Somewhat favorable weather has allowed for movement on the site, however, freeze and thaw do not allow for major progress during the winter months. Most of the tree work on the site is complete, with the exception of some trees near the pool property line. The City is working with the Oaklands pool management to identify some drainage improvements and property line cleanup to benefit the Rodney site.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	04-30-2021
<b>Execution Status:</b>	On Track

**Activity or Project:**

Northwest Booster Pump - Backup Generation

**Description:**

Plans and specifications for the installation of a backup generator at our Northwest Water Booster Station will go out for bids this week. This project, which is funded through a \$99,000 Pre-Disaster Mitigation grant from EPA through DEMA, will provide power to this critical infrastructure during power outages and maintain water supply to areas served by the New London Tank pressure zone. We expect the project to be complete by the end of April.

<b>Status:</b>	In-Progress
<b>Expected Completion:</b>	03-31-2021
<b>Execution Status:</b>	On Track

**Activity or Project:**

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

Digital Records Project New Documents Created – December 17-January 6

Name	# of Documents	# of Pages	Types
Samantha	171	1,393	PWWR property attachments
Sandy	4,150	8,872	Timesheets; A/P batch invoices; A/P cash disbursement journals; Vendor EFT registers; A/P warrants
Fred	463	464	Work order attachments
Ana (PT)	2	745	Current Legislative Department files; Working remotely on modifications
Danielle	22	84	Current Legislative Department files
Total	4,810	11,558	

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	11,750	-8,839
Totals	549,981	320,142	-229,839

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 01/01/21-01/02/21	INVESTIGATIONS			CRIMINAL CHARGES		
	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	0	0	0	0	0	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	0	0	0	0	0	0
Assault/Aggravated	0	0	0	1	0	0
Burglary	0	0	0	2	0	0
- Commercial Burglaries	0	0	0	0	0	0
- Residential Burglaries	0	0	0	2	0	0
- Other Burglaries	0	0	0	0	0	0
Theft	3	1	1	4	1	1
Theft/Auto	0	0	0	0	0	0
Arson	0	0	0	0	0	0
All Other	5	0	0	0	0	0
<b>TOTAL PART I</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>1</b>
<u>PART II OFFENSES</u>						
Other Assaults	1	2	2	5	0	0
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	0	4	4	1	0	0
Weapons	0	0	0	0	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0
Drugs	2	1	1	0	5	5
Noise/Disorderly Premise	7	1	1	0	2	2
Ordinance Violation	0	2	2	0	0	0
Disorderly Conduct	1	1	1	1	0	0
Trespass	3	3	3	3	5	5
All Other	4	0	0	5	4	4
<b>TOTAL PART II</b>	<b>18</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>16</b>
<u>MISCELLANEOUS:</u>						
Alarm	1	1	1	0	0	0
Animal Control	1	1	1	0	0	0
Recovered Property	2	0	0	0	0	0
Service	374	182	182	0	0	0
Suspicious Per/Veh	4	2	2	0	0	0
<b>TOTAL MISC.</b>	<b>382</b>	<b>186</b>	<b>186</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CALLS</b>	<b>THIS WEEK <u>2020</u> 465</b>	<b>2020 TO <u>DATE</u> 465</b>	<b>THIS WEEK <u>2021</u> 212</b>	<b>2021 TO <u>DATE</u> 212</b>		



## Newark Police Department Weekly Traffic Report



01/01/21-01/02/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	99	5	99	5
DUI	1	0	1	0
TOTAL	100	5	100	5

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	4	1	4	1
Property Damage (Reportable)	7	4	7	4
*Hit & Run	2	1	2	1
*Private Property	1	2	1	2
TOTAL	11	5	11	5

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.