

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Monday evening was a regular Council meeting. During this meeting we discussed the concept of charging for parking in some Newark parks. Council provided feedback and requested additional information that we will present at the March 15th meeting.

We had three new COVID-19 cases among staff this week which brings our total to 31 since the beginning of the pandemic. We had gone an entire month without a new case so this is a disappointing development. We are closely monitoring the COVID situation with UD and our police have been in contact with UDPD to discuss enhanced enforcement of our orders and proactive patrols to address large groups of people walking around town. UD announced changes to their on-campus operations this week following a surge in cases, and we are hopeful that they are able to get the numbers back under control quickly like they did in the fall.

I attended the DelDOT Utility Summit on Tuesday. Later in the day I had a meeting with the new Executive Director of The Newark Partnership, Leann Moore. On Wednesday I began preparing documents and an agenda for Friday's new councilmember orientation meeting with Wendy Creecy, the incoming Councilmember for District 4. On Thursday, we held a regular director-level staff meeting. I also attended a meeting with staff to discuss a potential private parking lot management partnership. I also held calls with DEMEC to discuss a small generator vehicle to grid application to PJM. On Friday, I held an initial orientation meeting with incoming District 4 Councilperson Wendy Creecy. In the afternoon, we held another development plan process meeting with Planning, Public Works, and the City Secretary.

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

Human Resources:

On Tuesday the HR Team spent the entire day in Munis training with the IT Applications Team and a member of the Tyler Technologies implementation team. This training focused solely on more features in our current Munis platform that revolve around Benefits Administration including setting up and making the following items available on ESS: Life Insurance, Dependent Care, FSA (Flexible Spending Accounts). Other topics discussed were the features for Substance Testing and Random Generator. Since we had the whole day and covered most of the topics in the morning, the afternoon session was looking at Leave/Absence Management including FMLA, Grievances/Disciplinary and Case Management for discipline action and tracking performance improvement plans. In the last half hour of the training, we were asked to bring up other topics to look into. CHRO Hardin inquired about the pension administration feature which proved to be a useful tool in calculating employee pension records. Currently, these records are done manually and can be time consuming. This feature in Munis would be extremely helpful in expediting these reports. We will be working with IT more closely to implement.

This week two new hires started with the City on Monday both part-time employees in our Facilities Maintenance Division. Both hires are from vacancies made by resignations and transfers. In terms of recent job postings, we currently have a Maintenance IV in Parks (internal only) and a PT Administrative Professional I in PW&WR. The Maintenance IV position closed on Thursday, February 25 and the PT Administrative Professional I closes Friday, March 5. Interviews for PW&WR Maintenance I in Water concluded last week and offers will be made shortly. Interviews started this week for the Administrative Professional I in Police on Wednesday, February 24 and conclude on February 26. We will also begin interviewing for the PT Community Center Attendant position in Parks next week. We had one internal applicant apply for the internal posting of the Administrative Professional I in Planning which closed last week. HR will be setting up interviews for the Communications Officer I position in the Dispatch Center in the Police Department in the coming weeks as well. Finally, we will be posting a Lead Code Enforcement Officer position in Codes due to a pending retirement. This position is set to be posted shortly.

We received great news this week regarding our grant application to DVHT for the remaining monies in our wellness grant. We had used the majority of it to purchase Varidesks and upgrade our City gym which left us with a small balance. We used the remainder of the funds for staff wellness initiatives including Delaware State Park passes for all employees. We were able to utilize the remainder of the grant to offset this cost. This officially extinguishes all of our grant funds for this grant round. We are hoping for another grant opportunity in 2022.

The rest of the week has been spent on employee relations, labor relations matters, processing retiree death benefits, attending meetings, answering emails, phone calls and assisting the HR team with any issues that come to our office. We have also started the Career Ladder process in AFSCME 1670 contract. This requires safety manual testing and specific skills testing in each division. Employees must meet eligibility requirements in order to test. The process will be overseen by the HR staff.

Chief Purchasing & Personnel Officer:

As with much of the month of February, CPPO Jeff Martindale focused primarily on contract development, distribution, and agreement processing, as well as interviews and other recruitment processes.

As a reference on contract development and job posting processes: staff has distributed approximately two-thirds (2/3) of a normal year's contracts and job postings through the first two months of 2021. This shows the efficiency of staff's recent process changes for contracts and job postings (i.e., the creation of better templates for contracts and RFPs, as well as checklists for recruitment processes), which is positive. However, this has largely reduced Purchasing and HR's ability to tackle other major projects for the time being.

Mr. Martindale also completed contact tracing and other mitigation tasks for three new COVID-19 cases among City staff. These cases were the first since mid-January and were unrelated.

Facilities Maintenance:

There are two new hires for Facilities Maintenance: Custodian Donna Collins and Carpenter Steve Wohner. They have proved to be valuable additions to the team so far.

For the week of 2/15, the FM team completed:

- Painting of the first floor PUBs area
- Various walkthroughs with Seiberlich Trane
- Installation of a new boot cleaner at the City Hall entrance
- Bringing the fuel record up to date
- Replacing light bulbs in the Police Department

For the week of 2/22, the FM team completed:

- Repairing water pressure issue in PD holding cells
- Moving furniture for Codes and City Secretary's Office
- Rebuilding second floor men's room toilets to remove water hammer
- Working with new employees/showing new employees around
- Replacement of door closers on dispatch lobby doors
- Looking into issues with PD CID door
- Lining up electric repairs in PD interview room #1

The Facilities Maintenance team also completed routine cleaning and COVID-19 disinfection.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held two court sessions from 2/18/21- 2/23/21. These sessions included arraignments, trials and capias returns. Parking Ambassadors continue to handle parking appeals online.

The bailiffs completed all taser training for 2021 on 2/22/21.

Terri participated in a remote manager's meeting on 2/19/21.

Activity or Project:

Court Sessions and Payments

Description:

From 2/18/21 - 2/24/21 Alderman's Court handled 21 arraignments, 22 trials and 11 capias returns. The court also processed 23 walk-in PBJ's for moving violations. The court collected a total of 249 parking payments of which 209 were paid online and 40 were paid at court. The court also collected criminal/traffic payments of which 82 were paid online and 12 were paid at court for a total of 94 criminal/traffic payments.

Status:	Completed
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Expected Completion:	02-24-2021
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Execution Status:	Completed
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Activity or Project:

Description:

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Expected Completion:	
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Execution Status:	
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Activity or Project:

Description:

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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Nichol staffed the Board of Adjustment meeting on February 18. The Board approved the requested 12-foot setback variance for construction of a carport at 302 Bent Lane by a vote of 3-2.

Tara participated in the management staff meeting on February 19.

Staff finalized and posted the March 1 Council agenda and packet on February 22.

Paul and Renee staffed the Council meeting on February 22. Staff completed follow up throughout the week.

Renee participated in a call with local Census officials, Chief Communications Officer Gravell and Planning and Development Director Gray on February 23, which served as a wrap up for the 2020 Census and preview of efforts for the 2030 Census.

Renee worked on several Council-related items including drafting the March 8 Council agenda and scheduling agenda items for future meetings.

Tara provided assistance and additional coverage during Renee's vacation during February 18-19.

Tara compiled department comments and forwarded the subdivision agreement for 94 East Main Street (Green Mansion) to the City Solicitor for review and Renee finalized the subdivision agreement with the City Solicitor and forwarded it to the developer for review and comment. This major subdivision, special use permits and parking waiver review are scheduled for public hearing and consideration at the March 8 Council meeting.

Renee spent time on several personnel issues.

Tara spent time working on building permit reviews.

Nichol worked with potential applicants for various appointments and reappointments for boards and commissions.

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

Tara spent time on several union issues.

Renee and Nichol worked with a potential applicant for the upcoming BOA meeting scheduled for March 18.

Tara and Violet prepared materials for absentee ballot packets and absentee ballot affidavits have begun to be returned and processed for the District 2 election. 52 affidavits have been returned with ballots mailed out. The League of Women Voters has cancelled their March 11 virtual candidate forum for the 2021 Council election as their rules require both candidates participate and one has declined. Voter registration deadline notices were submitted to the Newark Post and posted in the building. The voter registration deadline for the April 13 election is Monday, March 22 and eligible individuals can register at <https://ivote.de.gov>. Information about the 2021 City Council election can be found here: <https://newarkde.gov/508/2021-City-Election-Information>.

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

- * Provided a response and closed a February 3 FOIA request for 13 Shull Drive pertaining to open liens and permits from Kevin Glancy
- * Provided a response and closed a February 3 FOIA request for 936 Quail Lane pertaining to violations/lienable items/open permits from Brian Frederick Funk, P.A.
- * Provided a response and closed a February 3 FOIA request for 3000 Fountainview Circle COs/documents to support the issuance of COs from Dilworth Paxson, LLP

* Provided a response and closed a February 19 FOIA request for a property outside of City limits from Gina Gros

Regarding minutes, staff time was spent on the February 8 Council (Nichol drafted; Tara edited - complete), February 9 Conservation Advisory Commission (Nichol drafted; Tara edited - complete) and February 22 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes, the January 26 Election Board minutes and the February 18 Board of Adjustment minutes are currently in the queue.

5 discovery requests were fulfilled for upcoming Alderman's Court cases. 48 discovery requests have been filled so far for 2021. The court calendar for March 11 was received and 11 case files were compiled for the Deputy City Solicitor. No pleas by mail were processed.

The office received 7 new lien certificate requests this week, which were sent to Finance for processing. 10 lien certificates were completed and sent to the requestor. 79 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

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 documents numbers for February 18-24 are below.

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

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews worked on hot spots found with infrared scans. They also had a scheduled outage in Devon to replace underground primary cable. The on-call crews replaced a service in Fairfield after a truck ripped it down after hours. And the crews helped engineering troubleshoot a voltage issue with a substation transformer.

The electricians and meter technician performed a firmware upgrade on a meter that needed extra registers for a solar system. Electricians also worked at City Hall and Police Station fixing various housekeeping issues and showing solar contractors inside electric panels to verify tie-in requirements.

Engineering worked at the South Chapel Substation with outside technicians installing and verifying proper operation of SCADA equipment. Engineering also met with linemen and electricians at Villa Belmont to verify infrastructure so specifications could be passed on to a cable rejuvenation company. Engineering also attended a virtual meeting with IT and smart meter personnel about firmware upgrades to the outside LAN components.

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 are encouraging all customers to log onto Customer Connect to opt-out of receiving paper bills. The inconsistent mail system continues to cause some delivery issues. Utility customers can review their bills online and set themselves up to have their payments automatically drafted from

their checking account or from a credit card We would prefer that customers select the checking account option in order to keep our fees to a minimum.

Staff continues to work with our broker, WillisTowersWatson, on our insurance renewal process. The City's policies expire the end of March, and we will be coming to Council with recommendations during the March 15th meeting. Many carriers are asking more in-depth questions than in the past due to the nature of how the insurance world has changed over the past year. Due to the nature of industry, we are anticipating seeing some premium changes for the City's coverage. Our coverage for cyber security is generating more scrutiny especially due to the nature of the current environment.

Audit - Fieldwork finished up last week. Final Audit fieldwork will be 3/22 through 4/9. All of the fieldwork has been done virtually so far.

We continued our work with Police and PW&WR to identify and seek approval to replace four police interceptors with six new police interceptors. The police fleet currently has one vehicle (2017 Tahoe) that is in need of \$19,000 in repairs (engine, transmission and ECM). Our goal is to lease four of the vehicles and use the asset-seizure fund to purchase the other two. The four police interceptors in the worst condition will be sent to auction. This item will be on the March 8th agenda.

Staff is working on finalizing the 2021 Revenue Stabilization Adjustment (RSA) for the electric utility. Staff will be bringing recommendations to Council on the March 8th meeting for consideration.

2/22 – Finance and department staff attended training with our vendor (Munis) for the billing process in Code Enforcement and Permitting.

2/23 – Met with DEMA and FEMA representatives regarding Tropical Storm Isaias and the potential recovery of the expenses resulting from the cleanup.

2/24 – Met with members of DEMEC regarding DEMEC's future bond refinancing.

2/26 – Director Del Grande attended the City of Wilmington's Utilities Citizens Advisory Board meeting, for which he is a member (New Castle County appointment).

Activity or Project:

Payments & Utility Billing (PUB)

Description:

Stats for the week ending of 2/15: Call volume was down due to the closure for the Presidents' holiday from the previous week (189/314).

- Customer Calls/answered: 176/189
 - Average call time: 4:54
 - Longest hold: 2:12
 - Payments processed: 3,747
 - Pay by phone payments: 234
 - Active Customer Connect Accounts: 8,702
 - Customers signed up, not on pre-authorized payments: 5,939
 - Budget Billing: 297
 - Echeck/PAP Customers: 1,432 (includes budget billing)
 - Credit Card PAP Customers: 1,331 (includes budget billing)
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Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Met with the Parking Division and Tim about charging for parking in parks report and the different platforms that we could use to incorporate; worked with Rich about snow removal plan and staffing for snow removal; met with Tom Z. about hard surface improvements and court repairs; met with Active Crane at Newark Reservoir to discuss access into park and clearance required for restroom delivery; discussed park signage RFQ with Paula and met with We Carve sign representative sign materials; reviewed landscape plans for upcoming subdivision projects; conducted parks maintenance meeting to discuss upcoming projects and work orders; met with Tyler about permit requirements and the updated Governor's social gathering limits.

Deputy Director: Worked on updating the RFQ for the Park Signage with Joe and Jeff; coordinated with Jayme, Rich G. and Rich Burtell to swap out UD banners and City banners and get them back and store them; attended meetings regarding previous employee; worked with Shelby on marketing for Hunt@Home kits and Spring Scavenger Hunt and with Melinda and Sharon on supplies needed for both events; continued to work with Chrissy, Melinda and Rich regarding the mission group volunteers and work at the Community Garden; attended snow preparation call; started receiving bids for the portable toilets and apparel requests; started preliminary research on Open Streets and Play Streets programs that were held in Wilmington and Dover; discussed the tentative pool opening and ideas with Chrissy; worked with Kathy on timesheet changes; continued to work with Melinda and the Bike Project regarding the set up for the bike camps for summer; worked with Sharon on updating community garden guidelines; worked with Shelby on flyers to distribute to the schools; conducted weekly staff meeting; worked with Shelby on weekly Eblast; processed and confirmed financial assistance for applications received.

Recreation Supervisor of Athletics: Working on summer camp plans, working on facility use requests for programs that take place at Christina School District facilities; working to determine staff needs for Rittenhouse Camp; completed before and after care staff schedule for March, completed the Purchase of Care Enhanced Reimbursement application for February; worked to obtain a used whiteboard/projector for the George Wilson Center for free; working to get tennis instructors in place for upcoming programs.

Recreation Supervisor of Community Events: Working on the Hunt@Home program, completed PO for needed items, divided some previous donations into age groups, 19 participants registered in our first week; updated fitness participants on make-up days (from snow cancellations), bids for signs were received from two companies; working on getting some new summer camp contractors.

Coordinator of GWC and Volunteers: Conducted interviews for summer camp staff; created a GWC Attendant schedule for March; attended meetings regarding a previous employee; posted on social media with highlights of 2020 volunteers and 2021 Volunteer Opportunities; conducted a Zoom meeting on February 20, a total of six attended and were excited about the opportunities presented; worked to recruit additional volunteers for the Community Garden site preparations and future events; continued working with instructors to finalize information on summer camps to be offered in 2021; coordinated with volunteers to perform maintenance at the Community Garden site in preparation for opening on March 1; continued to speak with scheduled renters about rescheduling and/or canceling their events; continued to speak with and meet potential renters for future events. The Main Hall was rented on February 20 from 12 - 10 p.m. for a Baby Shower with an overall attendance of 45; the Main Hall was rented on February 21 from 4:30 - 9 p.m. for a Birthday Party with an overall attendance of 40. Volunteer Hours: 2 Volunteers devoted a total of 4 hours on February 17 assisting the Recreation Specialist with the Community Gardens. Volunteers were scheduled Thursday and Friday but canceled due to inclement weather.

Recreation Specialist: Continued to update Egg Hunt information and finished all Vendor Opportunities for 2021 in the Civic Rec online registration system; opened/closed garden for the two volunteers who helped at the Community Garden; took home a large container, along with empty eggs, prizes/candy and began stuffing eggs for the Hunt@Home kits; discussed changes to policies/procedures with Sharon for 2022 Community Garden season; made and laminated tags for abandoned bikes in front of Municipal Building.

Parks Superintendent inspected two park/open space areas and developed work orders as needed, continued attending webinar thru Penn State (week 4 of 9) on Woodlots and Forestry Practices, rescheduled meetings due to winter storm and reviewed one revised landscape plan to verify all changes were made as per our notations.

Parks Supervisor assigned field staff and assisted as needed, designed brine tank assembly for installation on old spray trailer and oversaw construction/installation on trailer and coordinated all snow/ice removal/control efforts in park areas of responsibility.

Parks staff did snow/ice removal/control throughout park system, built brine tank and mounted on old spray rig trailer, did trash removal throughout park system as needed and did interior bed maintenance at City Hall. Volunteers continued on Community Garden clean up at Fairfield Park.

Activity or Project:

Adult Sports Leagues

Description:

During the summer we will sponsor a co-ed softball league of up to 10 teams and an outdoor co-rec volleyball league with three divisions from late April through mid-August. Softball games will be primarily scheduled on Tuesday evenings depending on the number of teams and volleyball leagues play on Monday – Wednesday evenings. Softball games are played on local Newark fields and volleyball matches are played at Downes Elementary School. For more information, contact the Recreation Supervisor of Athletics at parksrec@newark.de.us or register online at <https://secure.rec1.com/DE/newark-de/catalog>.

Status:	Not Started
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Expected Completion:	08-16-2021
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Execution Status:	On Track
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Activity or Project:**Description:**

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

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Expected Completion:	
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Execution Status:	
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City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

Property Maintenance

Complaints: 11

Violations: 5

Inspections: 16

Citations Issued: 3

- Property Maintenance is currently working with the rental work group on creating an educational flyer to provide tenants of rental properties with information regarding what to expect during the rental inspections.
- 90/92/94/96 E. Cleveland Ave.: Cabinets and vanities on backorder.
- 321 Hillside Rd. (townhomes): 400 building 6 units – siding, 300 building 10 units and building 200 10 units – roof trusses and sheathing in process, 100 building 10 units – framing, 800

building 10 units foundation wall prep.

- 227 W. Park: Framing/Plumbing/HVAC.
- 1364 Marrows Road: Honda Service – footings/piers/block walls.
- 280 The Green (UD Warner Hall): Handicap ramp under construction, first floor interior framing complete, exterior finish work in progress, ductwork inspections in progress and mechanical piping inspections in progress. Basement walls approved to close in.
- Thorn/Lehigh Flats: Buildings V and W finals in progress, Buildings 11 and 31 finals in progress, Buildings 21, 51, 61, A, and B approved to close in. Buildings E and F rough inspections are in progress.
- Newark Charter School: Loop road base course, paved parking and site work progressing. Site clearing for Junior High building - permit application reviewed for footing, foundation and structural steel, variance granted for building height, lines and grades revised and submission received.
- Newark Senior Living: site work, underground plumbing and footings in progress.
- 321 Hillside Rd./The Rail Yard: Site work progressing, paving base in progress, Apartment Building A (#6000/#7000 units) slab complete, framing started. Building B permit approved footings in progress. Restrictions/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 complete. 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 and restoration inspection scheduled for central green.
- Rodney Storm Park Project: Weir wall constructed with additional site work progressing.
- Commons Building: Framing completed, walls approved to close in, rough plumbing, ductwork, and weatherproof exterior finishes.
- 211 S. Main St.: Interior and exterior work ongoing.
- 325 Academy St. (UD Perkins Dining): Final inspection tentatively scheduled for first week of February.
- 625 S. College Ave. (UD Whitney): Concourse area approved for use. Final Certificate of Occupancy for entire project projected for first week of March.
- 401 Bellevue Road (SAFSTOR) – 2nd floor concrete has been poured and steel is progressing.
- Fintech, Star Campus: Structural steel mostly complete. Floor slab installation ongoing. Tested.
- 100 Station Way, Train Station: CO has been issued in conjunction with continuing SEPTA service to the site.
- College Square: Footer and foundations have started for Building 1, (1001 College Square).
- 287 E. Main St.: Structural steel is still ongoing.
- 304 S. Chapel St.: Structural steel mostly complete.
- 45 E. Main St.: Drawings received for CVS tenant fit out at the Galleria.
- B. Daring attended a major mechanical and sprinkler upgrade for Evans Hall and also had a phone meeting regarding a new 5-story student housing building for the UD.

Parking

- Continued weekly meetings regarding COVID-19 with Parking Management 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. Discussion has begun on what a return-to-normal work schedule looks like, with most employees agreeing that they would prefer the opportunity to get their first vaccine dose prior to a full return.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing.
- Continued handling residential and municipal permitting for residents. Continued increase in residential and municipal permitting with returning students/staff of University of Delaware. Started scheduling appointments to ensure that employees and patrons can properly social distance and cleaning in between customers.
- Parking Ambassadors continued giving out masks to patrons on-street, over 50 since last week. Prepared a large amount of masks for handout by Ambassadors with students returning to the area. Discussion with Parking staff on presentation of masks, both in how you approach a person when giving a mask and how the mask should be inserted in zip-lock reinforce that the mask is sterile.
- Parking in Parks presentation/discussion to Council with Parks and Recreation. City Solicitor, Parks and Rec, and Parking Division looking at legality/feasibility of out-of-state daily rates. Will look into data collection when Parks are frequently attended in the Spring.
- Marvin Howard participated in Safety and Advisory Committee. Multiple discussion regarding proposed Haines Street garage and City management of the facility. Feasibility of multiple T2/Passport account discussed.
- Parking staff participated in Munis General Billing webinar.
- Discussion on parking at Rodney Park (old Dickenson Dorms location) and future parking issues.
- Continued clearing snow/ice from parking lots, pay stations, sidewalks and driveways.

Planning/Land Use

The following was completed:

- Deed Transfer Affidavits
- Building Permit Reviews
- Certificates of Completion/Occupancy

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

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

Police Department

Notable Notes:

- On February 24, 2021, Chief Tiernan and the police command staff held a department-wide virtual meeting. Information was shared between department members. This was a great opportunity for members of the department, from all ranks and assignments, to discuss current issues.

Patrol:

- On February 15, 2021 at approximately 1843 hours, officers responded to a business on Main Street, for the report of theft. Upon arrival contact was made with the owner of the restaurant who reported the theft of the employee tip jar. The owner stated that he observed a male suspect who had the tip jar partially concealed in his jacket and he was successful in recovering the jar from the male. Through investigation, and the review of video surveillance, officers were able to identify the suspect, who was taken into custody the following day on five active capiases. Officers obtained an arrest warrant for theft relating to this investigation. Watson was arraigned through Justice of the Peace Court #11 and released from police custody after posting \$900 secured bail.
- On February 24, 2021, officers responded to Benny Street for a report of a 21-year old male who overdosed on alcohol. The male was transported by ambulance to CRE.
- On February 24, 2021, an officer stopped the driver of a truck pulling a trailer. The driver told the officer he was looking in dumpsters for scrap metal. The driver was advised he needed permission from the property owners to remove items from dumpsters and sent on his way.

Special Operations:

- Member of the Special Operations Unit are investigating a report of possibly homeless people living in a tent.

Auxiliary Services Division:

- On February 24th and 26th, members of the Auxiliary Services Bureau will be conducting interviews for the vacant Administrative Professional I position in the Record Division.

Administration Division:

- On February 22nd and Tuesday, February 23rd, the Administration Unit facilitated the second department-wide in-service training session.

Criminal Investigations Division:

- Some members of CID attended in-service training on February 22nd and 23rd, while others assisted with Patrol coverage for Patrol officers that attended in-service training.

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:

Director Filasky and Deputy Director Robinson attended the virtual DelDOT Utility Summit, which is held each February. This conference highlights some of the coordination between DelDOT and the various utilities around the state and ways we can improve the process for all parties to continue to provide uninterrupted services while improving our transportation infrastructure.

Green Wednesdays are back! Regular yard waste collection will resume next week, Wednesday, March 3 will be the first pickup of the season. Residents are reminded that only organic material such as leaves, sticks, and yard debris are allowed in the carts. Regular collection will continue each week, except weeks that contain a holiday. More information is available on our website: <https://newarkde.gov/531/Trash-Recycling-and-Yard-Waste-Collection>.

DelDOT's contractor will be working to install new fiber optic cables on the utility poles along East Main Street, from Library Avenue to South Main Street (Elkton Road). Work is scheduled to begin Tuesday, February 23, 2021 and will take a few weeks to complete. Temporary single lane closures and some nightwork will be necessary to complete this work. Please be prepared for lane restrictions and crews working in the area.

Activity or Project:

Rodney - Park and Pond Construction

Description:

The contractor has begun installation of storm drainage pipe for the outfall from the pond. This pipe and the associated structures will regulate the water levels in the pond during storms and help maintain the permanent water surface.

Status:	In-Progress
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Expected Completion:	06-30-2021
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Execution Status:	On Track
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Activity or Project:

Sanitary Sewer Point Repairs

Description:

Reybold Construction will begin to repair various sanitary sewer defects over the next few weeks. Occasional street and lane closures will be necessary for each location. Most of the locations are 1-2 days in duration for the utility repair, followed by one day for the permanent repair to the disturbed area. Temporary patching of the disturbed areas may be in place for several weeks until the repairs are complete and the paving crew comes to town.

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

Status:	
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Expected Completion:	
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Execution Status:	
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Digital Records Project New Documents Created – February 18-24

Name	# of Documents	# of Pages	Types
Samantha	74	919	PWWR property attachments; Working remotely on modifications (Out of the office for part of week)
Sandy	145	3,320	City Manager correspondence; City Manager administrative files; Timesheets (Out of the office for part of week)
Fred	2	165	PWWR property attachments
Ana (PT)	1	2	Working remotely on modifications
Danielle	3	193	Current Legislative Department files
Total	225	4,599	

Monthly Year-Over-Year New Document Page Totals

Month	2020	2021	Change +/-
January	16,856	30,925	+14,069
February	27,202		
March	43,335		
April	50,618		
May	36,670		
June	38,184		
July	28,329		
August	27,620		
September	11,916		
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		

NEWARK POLICE DEPARTMENT

WEEK 02/14/21-02/20/21

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	3	0	0	1	0	0
Rape	0	1	0	0	1	0
Unlaw. Sexual Contact	1	0	0	0	0	0
Robbery	1	3	0	0	2	2
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	0	2	0	0	2	2
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	1	1	0	0	0	0
Assault/Aggravated	2	1	0	1	2	2
Burglary	4	4	0	8	1	0
- Commercial Burglaries	0	0	0	6	0	0
- Residential Burglaries	4	3	0	2	1	0
- Other Burglaries	0	1	0	0	0	0
Theft	62	80	9	34	18	0
Theft/Auto	11	13	1	0	1	0
Arson	0	0	0	0	0	0
All Other	35	2	1	7	7	2
TOTAL PART I	119	104	11	51	32	6
<u>PART II OFFENSES</u>						
Other Assaults	48	30	3	34	4	0
Rec. Stolen Property	0	0	0	0	4	0
Criminal Michief	16	22	3	17	1	0
Weapons	2	0	0	2	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	8	5	0	4	4	0
Drugs	12	14	3	16	15	1
Noise/Disorderly Premise	67	48	13	19	29	15
Ordinance Violation	0	10	4	0	2	0
Disorderly Conduct	17	39	11	16	16	2
Trespass	38	44	4	15	15	1
All Other	39	50	10	50	34	3
TOTAL PART II	247	262	51	173	124	22
<u>MISCELLANEOUS:</u>						
Alarm	16	48	7	0	0	0
Animal Control	73	57	9	15	2	0
Recovered Property	38	16	4	0	0	0
Service	5473	4558	635	0	0	0
Suspicious Per/Veh	67	60	5	0	0	0
TOTAL MISC.	5667	4739	660	15	2	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	967	6,929	813	5,618



Newark Police Department Weekly Traffic Report



02/14/21-02/20/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	1618	1386	278	166
DUI	18	16	7	1
TOTAL	1636	1402	285	167

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	37	16	5	4
Property Damage (Reportable)	137	109	27	20
*Hit & Run	33	25	9	6
*Private Property	24	25	3	2
TOTAL	174	125	32	24

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.