

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

We held a regular Council meeting on Monday night where most of the meeting focused on a conceptual nuisance property ordinance. Direction was given to staff to bring forward a formal ordinance for consideration while considering the upcoming update to the International Property Maintenance Code scheduled for late this year, early 2022. We held meetings this week to discuss a path forward and will be preparing an initial ordinance over the coming weeks.

I held a handful of meetings regarding parking issues. I am in the process of renegotiation of a few ground leases and coordinating with a developer to potentially manage a proposed private parking facility. I also stopped out during the air stripper startup at South Well Field and assisted PW&WR with a noise investigation using the City's calibrated noise meter. We continued working on the ESCO project, and I met with representatives from DNREC regarding our EEIF grant application.

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

Human Resources:

The HR Division has spent several hours in the last week preparing a police recruit for the DSP Academy. HR Administrator Marta Pacheco is the project lead and coordinates all the pre-employment testing for the recruit to be ready for the Academy. CPPO Jeff Martindale spent most of the last week participating in interviews, onboarding and he also spent several hours this week working with the Finance Department on insurance billing updates. CHRO Hardin spent most of the week on labor relations matters and retiree benefits. CHRO Hardin also updated the Pension Ordinance (2020 Update) which will be posted on the City website this week. The HR Team also began the Career Ladder process with AFSCME 1670 by notifying eligible employees of their notice to take the first test in the Career Ladder process. The first test will be made up of questions from the City Safety Manual. If the employee passes, they will move on the division skills specific test which will include a combination of a written test and a test in the field including demonstrating equipment use, hands on skills. If the employee does not pass, they must wait before taking the test again. Once successfully completing the process, the employee will move up in the pay grade scale. The purpose of the Career Ladder is to provide career development while also encouraging motivation and opportunities for growth. There are currently seven employees eligible. The rest of the week has been spent answering emails, attending meetings, and catching up on housekeeping items and getting organized.

CPPO Martindale made a tentative offer for the position of Administrative Professional I in Police. Interviews were held this week for Part-Time Community Center Attendant in Parks. Applicants are still be being reviewed and an offer will be made in the next few days.

Please see below current open postings, upcoming interviews and upcoming job postings.

Open Job Postings:

Part-Time Administrative Professional I (PW&WR) – Closes Friday, March 5, 2021

Lead Code Enforcement Officer (Internal Only) – Closes Friday, March 5, 2021

Upcoming Interviews:

Communications Officer I - March 10 and March 12, 2021

Upcoming Postings:

Maintenance IV (Parks) – March 5 – 19, 2021

Customer Service Representative I (PUBS) – March 12 – 26, 2021

Seasonal Employees in PW&WR and Parks – March/April 2021

PW&WR Engineering Interns – March/April 2021

Chief Purchasing & Personnel Officer:

As with most of 2021 so far, CPPO Jeff Martindale spent most of this week completing items related to City contracts and filling vacant positions. This week, staff completed second round interviews for PD's Administrative Professional I as well as interviews for Park's Part-Time Community Center Attendant. Next week, interviews are scheduled for an open Communications Officer I position. Job postings for Lead Code Enforcement Officer and PW&WR Part-Time Administrative Professional close this afternoon. A job posting for Park's vacant Maintenance IV is out effective today as well.

The following contracts (with bid opening deadlines) are as follows:

- Contract 21-02 (Purchase of Okonite Wire or Equal): 3/16
- Contract 21-04 (Curtis Lane Culvert Repairs): 3/30
- Contract 21-05 (Parks Signage: 2021 edition): 3/23
- RFP 21-01 (On-Call Engineering Services): 3/23
- RFP 21-02 (SCADA Integration Services): 4/6

Facilities Maintenance:

The FM completed the following task this week:

- Cleaned out the Municipal Center mechanical rooms and rear loading dock
- Installed plywood in server rooms per IT's request
- Handling STES on walkthroughs
- Cleaned the carpet in the building inspectors' area
- Normal cleaning and disinfection duties as needed

Communications:

- Working with DE Energy Services Coalition to set up an event to accept the 2020 Energy Champion Award, inviting and writing talking points for local elected officials.
- Met with Ty Jones, the new Public Affairs Manager at Bloom Energy, to talk about partnership and sponsorship opportunities.
- Met with Leann Moore, Executive Director of TNP, to plan Main Street Alfresco, potential

South Main Street event, art installation along Main Street, student-created banners.

- Submitted special event permit to DelDOT for upcoming Main Street closures.
- Processed and issued one social gathering permit.
- Met with reps from CivicPlus to discuss possible creation of a City app, will schedule demo with additional staff members.

Communications Assistant:

- Assisting the Finance Department with incoming tax calls.
- Answer and direct all incoming calls to correct departments.
- Log Miss Utility tickets for Electric and PW&WR Departments.
- Edit copy from various departments.
- Began May newsletter.
- Began the April birthday and anniversary newsletter.
- 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.

Web Content/Graphic Design:

- Designed Virtual “Coffee Break” Public Workshop flyer and social media graphic.
- Posted Laird Communications Tower meeting to UD Planning and Development Efforts webpage.
- Scheduled public meeting notices via InformMe.
- Scheduled the Steering Committee’s Virtual “Coffee Break” Public Workshops to the City website calendar.
- Updated applicant handouts for AFSCME FT, AFSCME PT, CWA FT, CWA PT, and MGMT.
- Updated the City’s Lodging Tax Monthly Voucher for 2021.
- Updates made to Spring Main Street Alfresco graphics.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 2/25/21 to 3/3/21. These sessions included arraignments, trials and capias returns. The court also processed 23 PBJ's for traffic violations. Parking Ambassadors continue to handle all parking appeals online.

Terri participated in a remote manager's meeting on 2/25/21.

Activity or Project:

Court Sessions and Payments

Description:

From 2/25/21 to 3/3/21 Alderman's Court handled 24 arraignments, 27 trials and 6 capias returns. The court collected a total of 315 parking payments of which 289 were paid online and 26 were paid at court. The court also collected criminal/traffic payments of which 156 were paid online and 19 were paid at court for a total of 175 criminal/traffic payments.

Status:	Completed
Expected Completion:	03-03-2021
Execution Status:	Completed

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Renee participated in the management staff meeting on February 25.

Renee attended the biweekly staff meeting regarding improvements to the development plan process on February 26.

Staff finalized and posted the March 8 Council agenda and packet on March 1.

Paul and Renee staffed the Council meeting on March 1. Staff completed follow up throughout the week.

Renee participated in a coronavirus-related conference call for State stakeholders on March 2 with Deputy Mayor Horning, City Manager Coleman and Chief Communications Officer Gravell.

Nichol finalized and posted the March 9 Conservation Advisory Commission agenda on March 2.

Renee met with Councilwoman-elect Creecy on March 3 to provide information on the Legislative Department as part of her orientation and onboarding.

Renee worked on several Council-related items including drafting the March 15 Council agenda, drafting packet items for the March 8 Council meeting and scheduling agenda items for future meetings.

Renee worked with the developer and staff to finalize the subdivision agreement for 94 East Main Street (Green Mansion). This major subdivision, special use permits and parking waiver review are scheduled for public hearing and consideration at the March 8 Council meeting.

Renee drafted and circulated to staff for comment the subdivision agreement for 751 Paper Mill Road (Walton Farm). This Comprehensive Plan amendment, annexation, rezoning, minor subdivision and special use permit are scheduled for public hearing and consideration at the March 22 Council meeting.

Nichol completed the advertisements and direct mail notices for the March 18 Board of Adjustment meeting. There is one application for a maximum lot coverage variance at 0 West Park Place on the agenda for consideration.

Renee spent time on several personnel issues.

Tara prepared a letter of support from Mayor Clifton for a grant application for the Chabad Center rebuilding project.

Tara spent time working on building permit reviews.

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

Tara spent time on several union issues.

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. 113 affidavits have been returned with ballots mailed out and 15 completed ballots have been returned through March 3. 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 2 FOIA request for hazardous spills/reports/fire/permits/COs/violations/complaints/site plans pertaining to 7000-7010 Woolen Way from Environmental Alliance
- * Provided a response and closed a February 2 FOIA request for hazardous spills/reports/fire/permits/COs/violations/complaints/site plans pertaining to 43 Center Street from Environmental Alliance
- * Provided a response and closed a February 2 FOIA request for hazardous spills/reports/fire/permits/COs/violations/complaints/site plans pertaining to 60 North College Avenue from Environmental Alliance
- * Provided a response and closed a February 16 FOIA request for violations/lienable items/open permits pertaining to 259 Pennwood Street from Environmental Alliance
- * Circulated to staff a February 25 FOIA request for a list of building permits issued between July 2020 through December 2020 information to include date/number/permit type/project cost/address/contractor contact information from Nelja Holmquist
- * Circulated to staff a February 25 FOIA request for COs pertaining to 2000 Fountainview Circle from Marshall Dennehey Warner Coleman and Goggin

Regarding minutes, staff time was spent on the February 18 Board of Adjustment (Nichol drafted); February 22 Council (Nichol drafted; Renee edited - complete) and March 1 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the January 26 Election Board minutes are currently in the queue.

14 discovery requests were fulfilled for upcoming Alderman's Court cases. 62 discovery requests have been filled so far for 2021. The court calendar for March 11 was completed with 11 case files compiled for the Deputy City Solicitor. No pleas by mail were processed.

The office received 10 new lien certificate requests this week, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. 89 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Renee and IT Applications Manager Montgomery had a phone call on February 26 to review the progress on correcting Tyler Content Management issues. Samantha also worked with IT regarding TCM issues. Significant progress has been made in the past month in working out the long-term problems the Records Division has been facing with the program. Thanks to IT Applications Manager Montgomery for her efforts in pushing for resolutions with the vendor.

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

public.

The scanned documents numbers for February 25-March 3 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: <p>The line crews made changes to the newest transformer at South Chapel Substation because the distribution wires would not phase together with the rest of the system. The 34kV rotation had to change before it would phase in. The line crews worked at the Army Reserve getting ready to set a new transformer for another building. They also installed a down guy on a pole at Kells Avenue to resolve an issue with trucks tearing down wires.</p> <p>The electricians replaced a couple of microinverters at McKees Solar Park. The electricians also worked on SCADA communications at Wyoming Road Substation, installed outlets at City Hall, and pulled network cables at the Police Station.</p> <p>Engineering worked on South Chapel SCADA equipment changeover, the SCADA software conversion, the Army Reserve Project, and the infrastructure at STAR. Engineering also compiled the University's loads for February and worked on recloser changes in the field.</p>	
Activity or Project:	
Description:	
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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 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.

WillisTowersWatson, our insurance broker, provided an insurance proposal for our policies which required to be renewed on April 1. We are coming to Council with recommendations on the March 15th meeting. The proposal will be not to make any changes to our coverage for the upcoming renewal period. Due to the nature of industry, we did see some premium changes for the City's coverage.

Audit – Staff is still working with our auditors on follow up questions from their fieldwork. Final Audit fieldwork will be 3/22 through 4/9. Auditors have been working virtually throughout the review.

On the March 8th agenda is a recommendation to replace four police vehicles with six new Ford Interceptors (Explorers). 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. Link here:
<https://newarkde.gov/DocumentCenter/View/14632/7A>.

Staff finalized the 2021 Revenue Stabilization Adjustment (RSA) for the electric utility. Staff will be bringing recommendations to Council on the March 8th meeting for consideration. Staff is proposing to move \$1.1 million to the City's substation reserve, fund an unfunded position in the Electric Department (groundhand), and return \$1,170,750 to the rate payers via a \$.00418 per kwh credit on the monthly electric bill (\$4.18 credit per month based on use of 1,000 kwh). Link here:

<https://newarkde.gov/DocumentCenter/View/14630/5A>.

Activity or Project:

Description:

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Expected Completion:

Execution Status:

Activity or Project:

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Activity or Project:

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Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Weekly:

Applications Team:

Open Support Tickets from Previous Week - 66

Open Project Tickets from Previous Week - 15

Open Tickets with Vendor R&D from Previous Week - 21

Tickets Opened in the Last Three Weeks - 74

Tickets Closed in the Last Three Weeks - 85

Remaining Open Support Tickets - 56

Remaining Open Project Tickets - 15

Remaining Tickets with Vendor R&D - 20

1. Attended Tyler led training for General Billing on 2/19.
2. Attended Tyler led training for Permits and Code Enforcement focusing on Inspections and Violations on 2/22.
3. Teams meeting with Honeywell to discuss existing firmware versions on our meters and gatekeepers and path forward to ensure firmware stays up to date on 2/22.
4. Attended Tyler led HR training, specifically related to expanding online benefit options on 2/23.

5. Webex with Harris staff to discuss billing automation project and connectivity between the systems on 2/24.
6. Attended Tyler led CAFR training with Finance Accounting team on 2/25.
7. GoToMeeting with Paymentus to discuss vendor relations related to encryption for Tyler conversion project on 2/26.
8. Teams meeting with Harris staff to discuss functionality between previous customer web portals, current CC6 and SilverBlaze option on 3/1.
9. GoToMeeting with Tyler to discuss status of SaaS migration and review of Cloud Admin on 3/2.
10. GoToMeeting with Tyler TCM team discuss status on outstanding TCM issues and path forward on 3/2.
11. Worked on and resolved support tickets for end users.
12. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.

Infrastructure Team:

Open Support Tickets from Previous Week - 124

Open Project Tickets from Previous Week - 41

Tickets Opened in the Last Three Weeks - 249

Tickets Closed in the Last Three Weeks - 258

Remaining Open Support Tickets - 121

Remaining Open Project Tickets - 35

1. Trouble shot the ADFS certificate issue over the weekend.
2. Upgraded Bomgar agents.
3. Researched MFA vendors and set meetings for next week.
4. Researching access to remote desktop from outside of the city network.
5. Deployed new Celebrite workstation.
6. Troubleshoot access issues mid-week. Turned out to be a Verizon infrastructure issue.
7. Patching Hyper-V servers.
8. Workstation patching and maintenance.
9. Server patching and vulnerability remediation.
10. Continued WFH support.
11. Worked on and resolved support tickets for end users.
12. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Description:

Status:

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:

Parks and Recreation Department

Notable Notes:

Director: Met with the Urban Forestry Department Head at UD/Regional Forestry Researcher for U.S. Forest Service concerning reforestation of urban wooded areas and plant types for possible research in our wooded park areas; along with Tom Z. met with representative of a Sports Court Construction Company about upcoming tennis and basketball court renovation projects; met with Paula about the upcoming pool opening plan in accordance with COVID opening regulations and community garden regulations; met with Tom Z. about hazardous trees on homeowners' properties; reviewed landscape plans for upcoming subdivisions; along with Parking Division and Public Works Director prepared for Council presentation on charging non-residents for parking in City Parks; met with Chrissy and Paula about crowd funding and how it could potentially work for our department; met with a developer about changes to the landscape Screening and Treatment Ordinance; met with recreation staff about upcoming programs and activities; worked on the Maintenance IV job posting and outreach for advertising the position.

Deputy Director: Spoke with City of Dover and Wilmington Parks and Recreation Departments regarding Open Streets and Play Streets programs; sent flyers to local schools on upcoming events including the Hunt@Home kits, spring scavenger hunt and summer camp fair; met with Lt. Jones from Newark PD regarding special event permits and upcoming camps and events; met with Joe and Chrissy regarding crowd funding; worked with Melinda and Sharon to send out sponsor letters to businesses for donations for the Hunt@Home kits; completed update for the RFQ for the Park Signage; continued to work with Chrissy, Melinda and Rich regarding the mission group volunteers and work at the Community Garden; registered Chrissy and Pat Robinson for pool operator recertification course; worked with Shelby to get rental information regarding the George Wilson Center updated on the website; worked with Melinda on initial Arbor Day plans and contacting Downes principal; coordinated with Marta for interview schedule for the GWC attendant position; reviewed bids received for the portable toilets, sign and sound RFQ's that were sent out and determined vendor, sent award letters to winning bids; worked with Sharon to send updated information to Community Garden plot holders regarding delays in plot preparations due to inclement weather and updated community garden guidelines; set up meeting with new TNP Executive Director to discuss future events and collaborations; worked with Tyler regarding requirements from outside groups for sporting events on city fields; updated and sent out March PSA's; discussed with Chrissy possible projects for inquiries on Girl Scout Silver Award

applications; worked with Shelby to create Spring Scavenger Hunt and April event banners and events on Facebook page; worked with Shelby and Chrissy to create summer employment video for Facebook page; conducted weekly staff meeting; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Working on summer camp plans, working on facility use requests for programs that take place at Christina School District facilities; completed and sent out before and after care payment information for March after determining February refund amounts due to all the snow cancellations, completed the Downes child care license renewal application; Director and I met with a local restaurant partner regarding Parks on Draft; working on field permit requests for Newark Charter, Newark American Little League and UD Club Softball; working to update our COVID safety plan for spring sports; completed DRPS award nomination; working to secure a rental van for camp after care transportation.

Recreation Supervisor of Community Events: Working on finalizing summer camp schedule and working on summer programs, added Kid/Dog Camp and Virtual Baking/Cookies/Cupcake Camps, working on evening programs for baking and dog training for the summer; sent reminder to participants regarding upcoming classes; working on hiring paperwork for new fitness staff for Yoga and Zumba; ordered supplies for Hunt@Home kits, Hunt@Home currently has 33 registrants (60 spaces are available for each age group), certificates were donated by Texas Roadhouse for each participant; letters went out to Community Garden registrants pushing the garden opening to March 15 due to recent inclement weather, updated Garden Guidelines and sent to the committee for review.

Coordinator of GWC and Volunteers: Updated instructors, participants and recreation staff pertaining to canceled upcoming programs; updated staff on the Newark Founder's Day (History Program) information which will include walking tours with instructor Jim Jones; continued working with instructors to offer summer camp programs; continued coordinating volunteers for upcoming events; spoke with a Girl Scout volunteer interested in completing her Silver Award Project; completed a DRPS Award Nomination for volunteers; worked with the Deputy Director to pay the annual food establishment operating permit to the Delaware Health and Social Services, Division of Public Health for the George Wilson Center kitchen; attended staff meeting; met with the Deputy Director and Director on crowd funding/fundraising; updated GWC attendants on the March schedule and found coverage for staff that are out; reviewed the GWC attendant applicants for interviews scheduled; continued to speak with scheduled renters about confirming/rescheduling and/or canceling their events; continued to speak with and meet potential renters for future events; set up and broke down tables and chairs for funeral rentals scheduled at the George Wilson Center on Wednesday and Thursday. The Main Hall was rented on February 24 from 1-5 p.m. for a funeral with an overall attendance of 70; on February 25 from 1-4 p.m. for a funeral with an overall attendance of 75; on February 27 from 1-5 p.m. for a Baby Shower with an overall attendance of 21; the Main Hall and kitchen were rented on February 28 from 2-8 p.m. for a Baby Shower with an overall attendance of 30. Volunteers were scheduled Wednesday-Friday and Sunday morning to assist with the Community Garden plots; however, all were canceled due to inclement weather.

Recreation Specialist: Contacted Downes Elementary School principal regarding upcoming Arbor Day planting, they are interested in participating 4/30, with one classroom outside just like we did at West Park two years ago, will meet with principal to discuss location of planting and what type of tree soon; started filling eggs, organizing prizes, decorating gift bags for the Hunt@Home Egg Hunt kits; started purchasing items for both the Spring and Summer Scavenger Hunts; attempted

to have volunteers clean garden plots, but after going to the garden and checking on the status, it was too frozen/snowy to do anything; covered GWC on Friday for a few hours during a rental.

Parks Superintendent: Inspected five park/open space areas and developed work orders as needed, met with several arborist contractors at Redd Park concerning getting tree work done as part of the upcoming Christina Clean Up, met with Code Enforcement concerning large broken out/hung up limb in Pine at residence, met with developer on site concerning issue with proposed landscape plan, met with developer on site to review several "Value Trees" at future construction site, along with Parks Director met with representative of a Sports Court Construction Company about upcoming tennis and basketball court renovation projects, met with our GIS Coordinator to update tree layer with tree work completed this year to date, attended Zoom meeting with Parks Director/Urban Forestry Department Head at UD/ Regional Forestry Researcher for U.S. Forest Service concerning reforestation of urban wooded areas and plant types and continued attending webinar thru Penn State (week 5 of 9 weeks) on Woodlots and Forestry Practices.

Parks Supervisor: Assigned field staff daily and assisted as needed, researching installation options for new upcoming park sign purchase throughout park system and assisted Recreation Division in coordinating with UD on banner storage/installation.

Parks Staff: Did snow/ice control throughout park system, did trash removal throughout park system, did interior bed maintenance at City Hall, removed tree stakes/guy wires and thinned out trees planted along Pomeroy Trail at Newark Shopping Center, swept up glass on tennis court at Phillips Park, continued on clean up at Community Garden site, did fence repair at several park sites and repaired bollard on Fairfield Crest Trail Connector.

Activity or Project:

White Clay Creek/Emerson Bicycle and Pedestrian Bridge

Description:

The State has awarded the White Clay Creek/Emerson Bicycle and Pedestrian Bridge contract to Richard E. Pierson Construction Company. Work on the abutments will begin the week of March 22 with the 12' wide 194' bridge being set in place in August.

Status:	Not Started
Expected Completion:	08-27-2021
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:

Planning and Development Department

Notable Notes:

Code Enforcement

Property Maintenance

Complaints: 18

Violations: 6

Inspections: 6

Citations Issued: 6

- Property Maintenance participated in the following meetings:
 Council meeting regarding Nuisance Property Ordinance.
 Meeting with City Solicitor regarding the Nuisance Property Ordinance.
 Newark Landlord Association on 2021 Code revisions.
 Confirmed Property Maintenance Schedule with the Newark PD for the upcoming St. Patrick's Day Patrol on March 13, 2021.
- 90/92/94/96 E. Cleveland Ave.: Cabinets and vanities are on backorder.
- 321 Hillside Rd. (townhomes): 400 building 6 units – framing and HVAC inspections are complete, 300 building 10 units - roof getting shingles, building 200 10 units – roof sheathing going on, 100 building 10 units – roof trusses and framing, 800 building 10 units foundation slab prep.
- 227 W. Park: Plumbing inspection complete, HVAC/electric are still being installed.
- 1364 Marrows Road: Honda Service – block walls/setting steel.
- 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 next week.
- 401 Bellevue Road (SAFSTOR) – Structural steel erection ongoing. Slab inspections ongoing.
- Fintech, Star Campus: Structural steel mostly complete. Floor slab installation ongoing. Underground plumbing started.
- College Square, 1001 College Square, Building 1: Footer and foundations have started and masonry shafts being installed.
- 287 E. Main St.: Structural steel is still ongoing.
- 304 S. Chapel St.: Underground plumbing complete. Concrete slab poured.
- 45 E. Main St.: Drawings approved and approved for tenant fit out.
- UD Evans Hall: Plans received for mechanical system upgrade and replacement.

Parking

- Continued weekly meetings regarding COVID-19 with Parking Management and Enforcement teams and 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.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing. Worked with purchasing regarding a few past due invoices for T2.
- Continued handling residential and municipal permitting for residents. Decreased demand for permits after initial increase with returning students/staff of University of Delaware. Back to accepting normal walk-ins for permits and questions but only allowing one person in office lobby at a time.
- Increase in booting/immobilization with return of students and some regular classes.
- Parking Ambassadors continued giving out masks to patrons on-street, over 40 since last week. Continued to prepare a large number of masks for handout by Ambassadors with students returning.
- 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.
- Continued sterilization of pay stations, general cleaning, and pre-maintenance. With increase in transaction the Parking Division has refocused efforts to ensure proper work is being done to machines to extend life of units.
- More Parking in Parks discussion with Parks and Recreation in preparation for March 15th Council meeting. Main focus regarding how we will enforce Rodney Park with its proximity to UD campus and downtown.
- Reorder of parking citation rolls and verbiage discussion for back of citation. Order has been placed and waiting for proof from vendor.

- Discussion on Main Street Alfresco and scheduling for event. Preparation of signage and discussion with Ambassadors regarding clearing of street prior to event.
- Review of DELDOT's new bus stop suggestion at Pomeroy Trail on Main Street.
- Discussion with T2 regarding feasibility of running multiple/concurrent T2 accounts with a single parking environment. After discussion with vendor, it was decided that this would have a low success rate and we should look to other options.
- Worked with Finance in getting insurance info for a fix to the Ford Transit van that was struck by a vehicle a couple months ago. Damage was only aesthetic, but Parking Division is planning on getting the body fixed in the coming days.
- Worked with Passport to fix a Lot #2 error found on Sunday rates, resulting in customers only seeing a "Daily" option rather than an hourly one.
- Completed Parking Ambassador schedule for March 2021.

Planning/Land Use

The following is the outcome of the March 2, 2021 Planning Commission meeting. Six Commissioners were present where the following items were discussed:
<https://newarkde.gov/ArchiveCenter/ViewFile/Item/6848>.

- 268 East Main Street – Major subdivision by site plan approval, comprehensive plan amendment, rezoning, parking waiver and special use permit
 - o The Planning Commission recommend approval of the Comprehensive Development Plan V amendment, rezoning and special use permit. They denied the parking waiver and recommended denial of the major subdivision with site plan approval and then made a new motion for the major subdivision with site plan approval conditioned on the plan being Code compliant in respect to parking and the front set back and the building configuration match the available parking count.
- Proposed amendment to Chapter 2 Section 2-84 (a) to change agenda notification from 15 to 10 days
 The Planning Commission recommended approval with consideration to advertise in both the Newark Post and News Journal.
- The Steering Committee for the Comprehensive Development Plan 5-Year Review hosting a series of "Virtual Coffee Break" Public Workshops to engage the public in the planning process and get their input on plan revisions and local planning issues. The workshops are set to be one (1) hour and take places at various times of day over an 8-day period. The dates and times are follows:
 - o Monday, 3/8 at 10 a.m.
 - o Wednesday, 3/10 at 3 p.m.
 - o Thursday, 3/11 at Noon
 - o Friday, 3/12 at 8 a.m.
 - o Tuesday, 3/16 at 7 p.m.

The link to the meetings, Via Zoom, are available at: [Newark.gov/meetings](https://newarkde.gov/meetings).

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:

- As of earlier this week, there have been over 34 reported shooting incidents in Delaware. So far in 2021, 24 people have been shot in Wilmington resulting in five (5) deaths. Eight (8) people have been shot in Dover. The unincorporated areas of New Castle County have also had several shooting incidents. So far in 2021, Newark police officers have responded to two (2) such incidents. Newark police officers are actively engaged in proactive patrols to stem the gun violence that is plaguing much of the state.

Patrol Division:

- On February 26, 2021, at about 1227 hours, Newark Police responded to a room at the Candlewood Suites Hotel in the 1100 block of South College Avenue for a report of an assault. The victim reported to officers that a person known to her came to her hotel room uninvited and was inside the room when she entered. During an argument, the suspect struck the victim in the face and strangled the victim. He damaged her cell phone, which had been in her hand. The suspect then left the area in an unknown direction.
- On February 26, 2021, at approximately 0103 hours, many C platoon officers, MET units, and UDPD officers responded to 108 East Main Street in reference to a loud party. Upon contact, the residence was found to have more than 10 attendees. The four (4) residents were issued summonses for Loud Noise radio/TV sets and Violation of the Governor's Emergency Order. The rest of the attendees found within were cited for being in violation of the Governor's Emergency Order pertaining to COVID-19.
- On February 27, 2021, at approximately 0102 hours, officers observed a male, later identified as Alexander Pugliese, intentionally running into traffic causing vehicles to slam on

their brakes to avoid him. The defendant was contacted and cited for disorderly conduct, underage consumption, and drunk on a highway.

Special Enforcement Division:

- During the week, the Traffic Unit will conduct traffic enforcement at several locations throughout the city including: Paper Mill Road, South College Avenue, Nottingham Road, South Main Street and Otts Chapel Road.
- The unit also concluded stop sign enforcement at the intersection of Arbour Drive and Oriole Drive in Arbour Park. No violations were observed, and vehicular traffic was very light.
- The unit will also be initiating traffic studies at South Main Street and Amstel Avenue and South College at West Park Place.
- During the week, K9 Luto and Cpl. Spencer along with K9 Varg and Cpl. Stevens will attend several days of K9 training. The K9 officers, when not in training will conduct proactive patrols in the areas of 896 and the hotels adjacent to I-95.
- On Wednesday, Sgt. D'Elia hosted a Zoom meeting with the UD Interfraternity Council to discuss student conduct and provided a reminder on the gathering restrictions related to the ongoing pandemic. He also discussed the upcoming St. Patrick's Day week and NPD's enforcement efforts.
- During the week, the Special Operations Unit coordinated enforcement efforts and proactive patrol with the University of Delaware Police to curtail violations of the emergency ordinance related to the ongoing pandemic.

Auxiliary Services Division:

- The Delaware Division of Communications facilitated a radio equipment upgrade in the NPD 911 Center on Tuesday, March 2nd.

Criminal Investigations Division:

- Detectives are investigating three (3) separate reports of thefts of vehicles that occurred during the early morning hours of February 25, 2021. All three (3) thefts occurred within a small area. However, it is unknown if these thefts are related. All three (3) vehicles were reported to have been unlocked with keys left inside the vehicle. The following thefts were reported:
 - Unit block of Madison Drive – 2007 Mazda 6 which was recovered later that morning in Wilmington.
 - Unit block of Munroe Road – 2016 white Acura RDX with license plate DE PC142099. This vehicle has not been recovered.
 - 200 block of Smoke Rise Lane – 2013 black Hyundai Sonata with license plate PA LLN6548. This vehicle has not been recovered.

Anyone with information about these incidents is asked to contact Det. T. Gerasimov at (302) 366-7100 x. 3474 or tgerasimov@newark.de.us.

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:

The fiber optic and street contractors continue their work on Main Street. Intermittent lane closures will be necessary for the next few weeks. With the weather getting better, there will be less delays and hope to get complete this work soon.

Reminder that we are now doing yard waste collection on every Wednesday, except weeks that contain a City holiday. If you do not have a yard waste cart, please contact PW&WR to request one, free of charge.

PWWR is coordinating a lane closure of Hillside Road with the contractor for 321 Hillside development for utility improvements needed to serve the development. This closure will likely take place during the week of March 15, but may be pushed due to weather. More information will be posted to our social media sites as the details are finalized.

Activity or Project:

South Well Field WTP Upgrades

Description:

City staff and the contractor worked through the initial startup and operation of the air stripper. Replacement of the air stripper was the main focus of this major upgrade at the plant. Once the air strippers were functioning properly, the intermediate pumps were started up and tested. We anticipate beginning the full treatment process over the next two weeks and will begin dialing in the automation and reporting during that process.

Status:

Near Completion

Expected Completion:

04-30-2021

Execution Status:

On Track

Activity or Project:**Description:**

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

Digital Records Project New Documents Created – February 25-March 3

Name	# of Documents	# of Pages	Types
Samantha	165	8,927	PWWR property attachments; Working remotely on modifications
Sandy	192	6,740	City Manager correspondence; Timesheets
Fred	269	591	PWWR property attachments
Ana (PT)	7	20	Working remotely on modifications
Total	633	16,278	

Monthly Year-Over-Year New Document Page Totals

Month	2020	2021	Change +/-
January	16,856	30,925	+14,069
February	27,202	26,037	-1,165
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 02/21/21-02/27/21

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	2	0	0	0	0	0
Robbery	3	3	0	7	2	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	1	2	0	0	2	0
- Attempted Robberies	0	0	0	0	0	0
- Other Robberies	2	1	0	7	0	0
Assault/Aggravated	2	1	0	1	2	0
Burglary	4	5	1	12	1	0
- Commercial Burglaries	0	0	0	10	0	0
- Residential Burglaries	4	4	1	2	1	0
- Other Burglaries	0	1	0	0	0	0
Theft	73	100	20	41	18	0
Theft/Auto	11	17	4	0	1	0
Arson	0	0	0	0	0	0
All Other	38	2	0	25	7	0
TOTAL PART I	136	129	25	87	32	0
<u>PART II OFFENSES</u>						
Other Assaults	52	31	1	46	5	1
Rec. Stolen Property	0	0	0	0	4	0
Criminal Michief	18	30	8	23	2	1
Weapons	2	0	0	6	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	13	7	2	9	6	2
Drugs	14	17	3	19	16	1
Noise/Disorderly Premise	85	65	17	36	39	10
Ordinance Violation	0	14	4	0	2	0
Disorderly Conduct	19	53	14	20	21	5
Trespass	47	53	9	15	16	1
All Other	43	57	7	60	36	2
TOTAL PART II	293	327	65	234	147	23
<u>MISCELLANEOUS:</u>						
Alarm	24	52	4	0	0	0
Animal Control	79	61	4	15	2	0
Recovered Property	46	18	2	0	0	0
Service	6179	5164	606	0	0	0
Suspicious Per/Veh	76	66	6	0	0	0
TOTAL MISC.	6404	5361	622	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	913	7,842	801	6,419



Newark Police Department Weekly Traffic Report



02/21/21-02/27/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	1781	1581	163	195
DUI	21	19	3	3
TOTAL	1802	1600	166	198

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	44	17	7	1
Property Damage (Reportable)	165	128	28	19
*Hit & Run	40	31	7	6
*Private Property	33	29	9	4
TOTAL	209	145	35	20

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.