

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

Monday evening was a regular Council meeting and the packet deadline for the March 15th Council meeting. I was also out of the office on Wednesday. Director Gray, Solicitor Bilodeau, and I attended a meeting with representatives from New Castle County's land use division that oversee their code enforcement team. During the meeting we discussed the County's procedures and how they compare to Newark's procedures to identify areas where we can improve the process. We will incorporate items where appropriate. I also attended a demo of SeeClickFix with the communications team. SeeClickFix is a more powerful platform than I anticipated, and we will be holding another session with representatives from other staff members. SeeClickFix could be an option for a City application for notifications, bulk scheduling, and resident complaint submission (among other items).

Public Works Director Filasky, Deputy Director Robinson and I held a call with several people from DelDOT to discuss the large number of projects in the pipeline and how they will affect Newark. We will be working closely with DelDOT on these projects to make sure we can maintain traffic while not negatively impacting our Alfresco dining events. We also held a regular directors' staff meeting and a number of internal coordination meetings throughout the week.

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

Human Resources:

The HR team continues to keep extremely busy with posting jobs, scheduling interviews, holding virtual/in-person interviews, making job offers and onboarding new hires. This week interviews were held for Communications Officer I on Wednesday, March 10 (all day) and Friday, March 12 (in the morning). The applicants interviewed have already been through a testing/screening process prior to the interview. Once interviews are complete an applicant will be selected and will need to complete the rest of the pre-employment process. An offer has been made and accepted for the Administrative Professional I in Police with a tentative start date of April 5.

An offer has been made and accepted for the Maintenance I in Sewer and Refuse in PW&WR with tentative start date of March 22. Another offer has been made and accepted for the PT Community Center Attendant with Parks with a tentative start date of March 22. The PT Administrative Professional I position in PW&WR closed on Friday, March 5 and there were 11 applicants. Applicants have been selected and interviews have been scheduled for March 24 and 25. There is one posting out now including a Maintenance IV in Parks that will be closing on Friday, March 19. There will be a posting for a Customer Service Representative I in PUBS going out this Friday, March 12 with a closing date of March 26. There will be another posting going out on March 19 for Electric Groundhand in Electric with a closing date of April 1. The week of March 26 we will be advertising for our summer seasonal employees in PW&WR and Parks. These postings will close on Friday, April 9.

CHRO Hardin was out of the office on Wednesday. The remainder of the week was spent working on pension calculations, working on the new police pension application, social media policy and finalizing career ladder test questions for AFSCME 1670. We will be holding our first career ladder test on Friday afternoon. The test will be made up of 20 multiple choice questions from the City Safety Manual. This is a professional development opportunity for AFSCME 1670 employees to allow for growth within the organization without waiting for turnover through retirements and promotions. Eligible employees were notified by email and in writing to take the test last week. I also spent time working on labor relations, employee relations, responding to emails, phone calls and attending conference calls.

Chief Purchasing & Personnel Officer:

As with weeks past, most of CPPO Martindale's time was spent in interviews and handling contract items this week. PSAP Manager Brian Cannon, Captain Mike Van Campen, and Mr. Martindale completed interviews for a dispatcher/Communications Officer I position Wednesday and Friday. Mr. Martindale also onboarding a new Water Plant Operator (Jeff Publik) on Tuesday morning.

Beyond CO I interviews, the following positions are in the queue for posting and/or interviews:

- PT Admin. Professional I (PW&WR)
- Customer Service Rep. (Finance)
- Electric Groundhand (Electric)
- Seasonal Employees (PW&WR and Parks)
- Lead Code Enforcement Officer (Planning)
- Code Enforcement Officer (Planning)
- Maintenance I (PW&WR)

Along with Facilities Maintenance Superintendent Dave Greenplate and Code Enforcement Officer Brian Daring, Mr. Martindale continued to work with Seiberlich Trane to move forward the Energy Savings Performance Contracting project.

Facilities Maintenance:

The FM team completed the following projects this week:

- Moved furniture from the old parking office back to City Hall.
- Neared completion of the installation of counters in the Police Department.
- Escorted Summit Mechanical and Seiberlich Trane around the Municipal Center.
- Repaired heat at the train station.
- Rehung acrylic partitions where they fell.
- Installed shelving in the Police Department electrical room.
- Performed normal cleaning and disinfection duties.

Communications:

- Met with the Employee Engagement and Wellness Committee to determine awards for 2020 Employees of the Year, discuss an anti-tobacco policy, organize a wellness challenge and schedule

upcoming “lunch and learn” sessions.

- Continuing to work with DPH to obtain vaccines for staff, updating contract with medical vendor and seeking alternative methods for administration.
- Created survey for residents to complete regarding pilot street lights in District 3.
- Organized staff blood drive.
- Began promoting Main Street Alfresco following the official “OK” from DelDOT, working with businesses on plans, ABC support letters and non-profit participation.

Web Content/Creative Design:

- Created a new police dispatcher account for Felix Vaughan on Everbridge.
- Created a CWA part-time job applicant handout with new template.
- Removed outdated information and updated the programming schedule for TV22.
- Removed, updated and archived old Newark News Flash post.
- Removed outdated COVID information from Household Trash, Recycling and Yard Waste webpage.
- Scheduled weekly public meeting notices.
- Scheduled “Yard Waste Collection and Spring Leaf Collection Update” News Flash post.
- Updated the dates for the Virtual “Coffee Break” Public Workshop.
- Updated the Comprehensive Development Plan webpage with the "Plan for Planning" Five-year review.
- Updated the Pension Ordinance on the City website.
- Updated the City’s Job Applicant Handouts to include fields for regular hours worked.
- Updated the unicode link for Business Licenses.
- Updated the Social Gathering template for 2021.

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.
- 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.
- Working with Planning to get the website presentation and social media campaign for Planning correct.

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 3/4/21 to 3/10/21. These sessions included arraignments, trials, capias returns and code violations. Parking Ambassadors continue to handle parking appeals online. The court also processed 31 walk-in PBJ sentences for traffic violations. Terri attended a remote manager's meeting on 3/4/21.	
Activity or Project: Court Sessions and Payments	
Description: From 3/4/21 to 3/10/21 Alderman's Court handled 41 arraignments, 29 trials, 12 capias returns and 2 code violations. The court collected a total of 419 parking payments of which 352 were paid online and 67 were paid at court. The court also collected criminal/traffic payments of which 160 were paid online and 28 were paid at court for a total of 188 criminal/traffic payments.	
Status:	Completed
Expected Completion:	03-10-2021
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 March 4.

Staff finalized and posted the March 15 Council agenda and packet on March 8.

Paul and Renee staffed the Council meeting on March 8. Item 2B (January 5 Planning Commission minutes) and a supplement for items 9A-9D (Green Mansion project) were posted and distributed to Council on March 5. Staff completed follow up throughout the week.

Nichol staffed the Conservation Advisory Commission on March 9. The CAC discussed the possibility of providing funds towards repairs of the pedestrian bridge in Christiansted, electric cars, anti-idling, riparian buffers and a greenhouse gas dashboard with TNP.

Renee worked on several Council-related items including drafting the March 22 Council agenda, drafting packet items for the March 15 Council meeting and scheduling agenda items for future meetings.

Renee received staff comments, worked with the City Solicitor to finalize the draft subdivision agreement and sent it to the developer for comment 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 agenda and packets 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 and Nichol worked with applicants for several Boards and Commissions vacancies.

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

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. 139 affidavits have been returned with ballots mailed out and 35 completed ballots have been returned through March 10. Renee finalized and submitted required paperwork for the Department of Elections. Renee also worked with the Election Board and the Department of Elections to schedule poll worker training. 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 document and closed a February 25 FOIA request for a list of building permits with

date/number/project cost/permit type/description/address/contractor info from Nelja Holmquist

* Provided an administrative estimate to requestor for a March 2 FOIA request pertaining to all documents associated with the issuance of COs for 1000/3000 Fountainview Circle from Thaddeus Weaver, Esq.

* Circulated to staff a March 8 FOIA request for building permits with date/number/project cost/permit type/description/address/contractor info dating between October 2019 through June 2020 from Nelja Holmquist

* Circulated to staff a March 8 FOIA request for address receiving citations for high grass issued between December 2020 through present from Daionna Wright

* Circulated to staff a March 10 FOIA request copies of contract 19-01 from Randolph Brolo

* Circulated to staff a March 10 FOIA request for the plans and permits pertaining to The Rail Yard 321 Hillside Road from Randolph Brolo

Regarding minutes, staff time was spent on the February 18 Board of Adjustment (Tara edited - complete); March 1 Council (Nichol drafted) and March 8 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes, the January 26 Election Board minutes and the March 9 Conservation Advisory Commission minutes are currently in the queue.

13 discovery requests were fulfilled for upcoming Alderman's Court cases. 75 discovery requests have been filled so far for 2021. The court calendar for March 18 was completed with 13 case files compiled for the Deputy City Solicitor. No pleas by mail were processed.

The office received 9 new lien certificate requests this week, which were sent to Finance for processing. 13 lien certificates were completed and sent to the requestor. 98 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

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 March 4-10 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 with a directional boring contractor to replace cable in Fairfield. The line crews also built up a primary riser pole at The Rail Yard and set a new transformer at the Army Reserve Center on Ogletown Road.

The electricians installed voltage regulators in the recloser control boxes to remedy radio failures that have been happening. They also fixed a license plate reader and a police camera on Main Street.

Engineering scheduled an extended outage to several businesses on Marrows Road to tie in the primary for the Army Reserve Project and coordinated with Verizon to change a pole at the same time. Engineering worked at South Chapel Substation testing all the controls and SCADA points for the new equipment recently installed. Engineering also had a virtual progress meeting with consultants performing a system analysis on the distribution network.

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 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.

Audit – Staff continues to work with our auditors. Final Audit fieldwork will be 3/22 through 4/9. Auditors have been working virtually throughout the review.

Council approved on March 8th, the acquisition of six new 2021 Police Interceptors (Ford Explorers). Two of these vehicles will be additions to the fleet. Link here: <https://newarkde.gov/DocumentCenter/View/14632/7A>.

The Revenue Stabilization Adjustment (RSA) rate effective March 15, 2021 will be -\$0.00418. This rate will provide a monthly credit on the electric bill in the amount of \$4.18 for every 1,000 kwh consumed. Link here: <https://newarkde.gov/DocumentCenter/View/14630/5A>.

The December Financial Report will be discussed at the March 15 Council meeting. Overall, the City is looking at an estimated \$715K positive balance in our operating account at the end of 2020 (unaudited). Link here: <https://newarkde.gov/DocumentCenter/View/14649/1>.

March 8 - Director Del Grande had a meeting with the City of Wilmington's Utilities Citizens Advisory Board, for which he is a member.

March 9 - Staff met with FEMA and DEMA to discuss the reimbursement of expenses for damages incurred during Tropical Storm Isaias.

March 10 - Director Del Grande met with IT to demo the system for the Renewable Energy Program, set to launch by June 1.

Activity or Project:
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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:**

Information Technology Department

Notable Notes:

Weekly:

Applications Team:

Open Support Tickets from Previous Week - 50

Open Project Tickets from Previous Week - 15

Open Tickets with Vendor R&D from Previous Week - 20

Tickets Opened in the Last Week - 36

Tickets Closed in the Last Week - 29

Remaining Open Support Tickets - 56

Remaining Open Project Tickets - 15

Remaining Tickets with Vendor R&D - 21

1. Teams meeting with Harris Smartworks to discuss server and production environment on 3/4.
2. Attended Employee Engagement and Wellness Committee meeting on 3/5.
3. GoToMeeting with Tyler to discuss status of SaaS migration on 3/9.
4. Continued work on the renewable energy program in Northstar.
5. Provided demo of renewable energy program for Director Del Grande on 3/10.
6. Worked on and resolved support tickets for end users.
7. 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 - 121

Open Project Tickets from Previous Week - 35

Tickets Opened in the Last Week - 45

Tickets Closed in the Last Week - 71

Remaining Open Support Tickets - 98

Remaining Open Project Tickets - 32

1. New LPR installed.
2. Nano beam configured for the police camera and handed off to Electric.
3. SonicWall Content Filtering renewed.
4. Field sense project support.
5. VPN Troubleshooting.
6. Troubleshoot access issues mid-week. Turned out to be a Verizon infrastructure issue.
7. MFA vendor selection.
8. Patching Hyper-V servers.
9. Workstation patching and maintenance.
10. Server patching and vulnerability remediation.
11. Continued WFH support.
12. Worked on and resolved support tickets for end users.
13. 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 Tom Z. about Rodney Park signs that we need to order for the park, along with Parking Division and Tim, worked on the Rodney Parking report for Council; met with Newark History Museum representative about a Rittenhouse Park display they would like to display; reviewed several subdivision plans for upcoming projects; talked with Ethan about hard surface

improvement projects for parks; met with Chrissy and Paula about potentially using crowd funding for park donations and how the process would work; attended DeDOT White Clay Creek Bicycle and Pedestrian Bridge preconstruction meeting; attended preconstruction meeting for Newark Charter School Junior High School; met with Tom Z. and Paula about invoices from contractors and requirements for finance to process; met with Paula and Tom Z. about the vacant job posting for Maintenance IV position and advertising for the vacancy; conducted parks maintenance meeting to discuss upcoming projects and work orders.

Deputy Director: Worked through invoices for portable toilet contract; met with Tim, Ethan and Joe regarding seasonal employees; processed special event permit request; conducted interviews with Chrissy for a George Wilson Center Attendant position; combined summer camp information into Word document for Shelby to start creating Camp Guide and Melinda to start inputting into Civic Rec; met with Joe and Tom regarding invoicing procedures for tree company; worked with Shelby to update special event permit on the website; worked with Jill and Tyler regarding enhanced stimulus payments for the Before and After School Care programs; attended Employee Engagement and Wellness Committee meeting; sent confirmation award letters for the sign and sound bids; worked with Tom and Joe on the Maintenance IV job description; started updating license exemption from the Office of Child Care licensing for summer camps; continued to work with Chrissy, Melinda and Rich regarding the mission group volunteers and work at the Community Garden; set up meeting for the DRPS Awards Committee to discuss nominations; reviewed the information and updated garden guidelines with Sharon prior to sending to garden registrants; worked with Terri Conover regarding possible court ordered community service; contacted Christina School District regarding facility usage and invoicing; discussed priority for field preparation with Tyler and sent ballfield work order to parks to start preparations of fields; set up meeting with Joe and Tyler to discuss outside groups using city fields for sporting events; conducted weekly staff meeting; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Conducted ballfield inspections with Parks Superintendent and submitted work order for ballfields, working with outside groups regarding field use permit applications and COVID safety plans; submitted purchase order for summer camp van rental, still determining if we are going to be able to offer Rittenhouse before and after camp care; working to put Rittenhouse camp staff together; working to get tennis instructors set up for lessons scheduled to begin next week; working to get adult volleyball leagues ready to begin in April, we have 20+ teams registered; before and after care continues to run with limited students at Downes and West Park, at least two of our childcare staff received the first vaccine dose on 2/27 at Dover Downs, updated information to increase our supplemental revenue received from Purchase of Care for before and after care.

Recreation Supervisor of Community Events: Finalized summer camp and programs with a new farm for horse camps and equestrian programs, scheduled three camps for summer and Pony Up and Trail Rides from May through November, working on summer fitness and adult dance schedules; processing paperwork for new fitness employees and summer camp contractors; finalized Kid/Dog Camp details with The Academy of Dog Training & Agility; monitoring class registrations and communicating with instructors about classes.

Coordinator of GWC and Volunteers: Updated instructors, participants and recreation staff pertaining to canceled/updated upcoming programs including theatre classes and essential oils classes; continued coordinating volunteers for upcoming events and Community Garden preparations; met with a new Adopt a Park volunteer family who have adopted George Wilson

Center Park; coordinated with Parks Supervisor to meet with a volunteer interested in adopting the open space area on Bent Lane and Briar Lane; spoke with a member of the Newark Lions Club about donating items for the Spring Community Clean Up and Earth Day Volunteer Day; attended a Zoom meeting on March 3 with the Christiana River Watershed Committee about the month-long virtual clean up; conducted interviews on March 3 for GWC Attendant open position; attended weekly staff meeting; updated GWC Attendants on the March schedule and continued to find coverage for staff; 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.

Recreation Specialist: Posted weekly round-up posting on Facebook page; supervised volunteers at the Community Garden Wednesday, Thursday, Friday, they finished cleaning all but three plots by Friday afternoon, cleaned and organized the shed and threw out a lot of old materials and trash; began stuffing Hunt@Home kits for the 7-9 age group, 16 filled and finished with all items, currently have 39 children signed up; fielded three inquiries about previous summer camp volunteers wanting to be counselors this year, directed them to application on website.

Parks Superintendent: inspected four park/open space areas and developed work orders as needed, along with Electric Department Superintendent met with resident concerning tree issues, met with pool company representative to obtain quote for pool filter replacement at Dickey pool, met with several arborist contractors to look at tree issues along trail system within Redd Park, gathered quote for fence repair in two park areas, reviewed proposed landscape plan to verify that plan meets current tree mitigation requirements, along with Parks Director met with new representative of Play Core recreational equipment company, continued attending webinar thru Penn State (week 6 of 9 weeks) on Woodlots and Forestry Practices and met with Parks Director and Deputy Director concerning existing opening on horticulture crew.

Parks Supervisor: Assigned field staff daily and assisted as needed, coordinated with Deputy Director for soil delivery and debris removal from Community Garden area and coordinated with Parks Director on site placement of book exchange box at Folk Park.

Parks Staff: Started meadow mowing throughout park system, did interior bed maintenance at City Hall, did trash removal throughout park system, replaced basketball nets at Fairfield Park/Wilson Center, delivered soil to Community Garden for placement in bed areas by volunteers, removed all weeds/debris from Community Garden done by volunteers, did tree removal/stake and guy wire removal on several trees at Reservoir, dug out run over tree at Curtis Mill Park and filled hole with soil/graded/seeded and continued on work orders as assigned. Public Works re-graded swale in Lumbrook Park and seeded/matted area to reestablish turf. Thank you!

Volunteers continued working at Community Garden removing weeds/debris and replacing soil in raised bed areas as needed, and started invasive plant removal along the Fairfield Crest Trail connector as needed.

Activity or Project:

Newark Reservoir Restroom

Description:

The site work has begun at the Newark Reservoir for the installation of the precast restroom located near Preston's Playground. Once the site work is completed the delivery of the pre-cast restroom will be scheduled. Due to the construction, the periodic closure of Preston's Playground

may be required. When closure is to occur we will have signage posted and give notice through our social media platform.

Status:	Started
Expected Completion:	04-16-2021
Execution Status:	On Track

Activity or Project:

Description:

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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: 11

Violations: 2

Inspections: 12

Citations Issued: 16

- Property Maintenance participated in the following meetings:
Property Maintenance/Newark PD/Division of Tobacco and Alcohol met with local restaurant/bars about expectations for the yearlong with offering information on how Newark can assist with questions or problems.
- 90/92/94/96 E. Cleveland Ave.: Flooring.
- 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): Setting steel, underground plumbing.
- 280 The Green (UD Warner Hall): Handicap ramp under construction, exterior finish work

in progress. Above ceiling inspections are in progress.

- Thorn/Lehigh Flats: Buildings B, F and 151 are approved to close in, Buildings 161, H, and G 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 issued for footing, foundation and structural steel, footings to start next week.
- Newark Senior Living: site work progressing, 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 nearly complete. Building B footings and underground plumbing 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.
- 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): Final Certificate of Occupancy for entire project for next week.
- 401 Bellevue Road (SAFSTOR) – Structural steel erection ongoing. Slab inspections ongoing.
- Fintech, Star Campus: All floors and roof slabs have been poured.
- College Square, 1001 College Square, building 1: Masonry shafts being installed.
- 287 E. Main St.: Structural steel erection is still ongoing. Masonry shafts being installed. Second and third floor slabs 50% complete.
- 304 S. Chapel St.: Underground plumbing complete. Concrete slab poured. Exterior sheathing and roof decking underway.
- 45 E. Main St.: Drawings reviewed and approved for tenant fit out.
- UD Evans Hall: Plans and permit application received for mechanical system upgrade and replacement.
- Tim Poole attended a pre-construction meeting for Newark Charter Junior High School.
- Brian Sargeni had a meeting with Kevin Heitzenroder and Mark Ziegler on 126 – 130 New London Road Infill Project that is coming very soon and will be fast paced.

Parking:

- Continued weekly meetings regarding COVID-19 with Parking Management, Customer Service, 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. New notices put out through office and to each employee stressing the importance of staying vigilant against the virus even as numbers decrease nationally.
- Produced regular daily financial documentation for Finance Department and invoices for

Purchasing. Provided justification for Passport fees to Finance.

- Continued handling residential and municipal permitting for residents. Review of parking permits by staff to find any discrepancies and to ensure payment received for municipal permits.
- Parking Ambassadors continued giving out masks to patrons on-street, over 44 since last week. Continued to prepare a large amount of masks for handout by Ambassadors with students returning. Mask usage has seemingly decreased as it gets warmer. Parking Ambassadors notifying on-street patrons they should wear a mask even while outside.
- Continued sterilization of pay stations, general cleaning, and pre-maintenance. Cleaned solar panels and bottoms of pay stations, where dirt had accumulated from salt.
- Completion of meetings, memo to Council and strategy regarding Rodney Park in preparation of March 15th Council meeting.
- Processed T2 (module subscription fees) and ParkingLogix (back office subscription fees) invoices.
- Discussion with Alderman's Court regarding appeal process and reduction in walk-ins during COVID.
- Fix to Parking GIS submitted regarding City owning an additional piece of Municipal Lot #4.
- Scheduling and meeting regarding Phase 3 of the Kiosk Replacement Program.
- Discussion with Finance regarding possible merchant processing vendors that could lower costs of overall parking transactions that use credit card.
- Meeting with DelDOT regarding new bus stop at Pomeroy Trail/Main Street.
- Supplied City Manager's Office with negative aspects of a gated parking system (both on-foot payments and cashiered).
- Supplied City Manager's Office with Lot #7 and Haines Street (only Main Street to Delaware Avenue) financials and explanation of changes in revenue over time.
- Approval of proof and order of new parking citation rolls.
- Attended Safety and Advisory Committee on Wednesday, March 10th.

Planning/Land Use:

- The Steering Committee for the Comprehensive Development Plan V Review, is hosting a series of "Virtual Coffee Break" public workshops this week. The purpose of this review is to assess the provisions, goals, and action items in the 2016 Plan for the changing conditions in the community over the past five-years. During the hour-long workshops, Planner Mike Fortner gives a brief overview of the current Plan V and facilitates a "focus group" discussion on local planning issues. At the time of this writing, two "Coffee Breaks" have been completed, with 11 attendees on Monday and 6 attendees on Wednesday. Residents interested in participating will be able to access the Coffee Breaks via Zoom and the links are available at:
<https://newarkde.gov/calendar.aspx?view=list&year=2021&month=3&day=8&CID=14,20>.
- Mike Fortner completed two (2) financial draws to New Castle County for the Community Development Block Grant (CDBG) Program.
- Mike Fortner attended the Ribbon Cutting and Open House for the New Castle County "Hope Center" formerly built to be a hotel. The Hope Center was established by New Castle County to provide safe housing to people who are homeless in New Castle County – including Newark residents. The City of Newark is supporting services for Newark residents at the Hope Center through its CDBG-COVID program.
- The following was also completed:
 - o 3 Deed Transfer Affidavits

- o 10 Building Permit Reviews
- o 0 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:

Special Enforcement Division:

- On March 9, 2021, the Special Operations Unit, in partnership with the Division of Alcohol and Tobacco Enforcement and City of Newark Code Enforcement conducted site visits to the area restaurants/bars in advance of Saint Patrick's Day. Throughout the week, the Special Operations Unit will continue to coordinate with UDPD officers on proactive order maintenance and COVID-19 Emergency Ordinance violations in the business district and student housing areas. The K9 officers will conduct proactive enforcement in the area of the 896 and I-95 hotels.
- During the week, the Traffic Unit will conduct traffic enforcement activities in various locations throughout the week including Wharton Drive following a complaint of speeders in the area. With the lifting of freezing temperatures, the unit will begin to utilize police motorcycles for traffic enforcement activities.
- On March 8, 2021, Lt. Jones met with UDPD regarding the UD football game scheduled for March 13th. UD will allow 1,800 fans into the stadium for the event. On March 9th, Lt. Jones met with a local business on 896 who plans to allow parking/tailgating in their lot during the game. Lt. Jones provided information on the City and State restrictions/permitting requirements for large gatherings during the COVID-19 pandemic.
- On March 9, 2021, Lt. Jones, along with Deputy Chief Farrall attended a planning event for an upcoming public Naloxone distribution event to be held in Dickey Park on March 30th. During

this event members of the PD will partner with the New Castle County Community Response Team to educate the public on the administration of Naloxone. Participants will receive a free Opioid Rescue Kit.

Patrol Division:

- On March 3, 2021 at approximately 2341 hours, officers responded to a restaurant in the 100 block of East Main Street, for a report of a fight. Upon arrival, officers observed a group of males arguing on the sidewalk. Contact was made with the reported aggressor and through investigation it was determined that he was intoxicated and had been harassing other patrons of the business. When he was told to leave by employees, he became aggressive and damaged the vestibule door and a menu sign while exiting the restaurant. He was arrested for criminal mischief, presented before Justice of the Peace Court #11, and released on his own recognizance.
- On March 4, 2021, at approximately 1114 hours, an officer on patrol observed two suspicious male subjects walking in area of the rear of Red Roof Inn carrying boxes. Contact was made with the two males, one of whom was in possession of packages addressed to a residence in the 1200 block of Old Cooches Bridge Road. He was also found to be wanted for a capias violation and in possession of a small amount of heroin. This subject was taken into custody for the outstanding warrant and for possession of heroin. He was transported back to NPD HQ. The second subject was released at the scene. Through subsequent investigation it was confirmed that the packages had been stolen from the residents and that the subject released on scene was also involved. The first subject was arrested for theft, conspiracy, trespass, possession of heroin and paraphernalia. He was arraigned through JP Court and released on unsecured bond. Officers obtained arrest warrants for the second subject who was released at the time of the initial stop. He is currently wanted on an active warrant for theft, trespass and conspiracy.

Auxiliary Services Division:

- PSAP Manager Cannon and Capt. Van Campen completed interviews for the Administrative Professional I vacancy. A conditional offer was provided to the top candidate.
- PSAP Manager Cannon and Capt. Van Campen will be conducting interviews of thirteen (13) candidates for the vacant Communications Officer/Dispatcher position during the week of March 8th. Those thirteen (13) candidates have already successfully completed a skills assessment relevant to the position.

Administration Division:

- M/Cpl. Smith met with the homeowner's association at Fountainview and is completing their site security assessment.
- M/Cpl. Smith and Victim Services Coordinator Melissa Pennachi met with Middletown PD about starting their own Hub and Victim Services programs.

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:

PW&WR welcomed our new Water Treatment Plant Operator this week. An addition through the budget process, this position will increase productivity amongst the operator team.

The recent hint of spring has our crews preparing for construction projects that have been on hold during the winter months. Final restoration on excavations for water main and sewer repairs, as well as permanent asphalt patches on city streets are prioritized and completed depending on material and staff availability.

Director Filasky met with the Conservation Advisory Commission to discuss the pedestrian bridge over the Christina Creek near Christianstead, among other topics. The bridge is not usable at the moment and PW&WR is reviewing a bridge inspection recently completed by our engineering consultant. Repairs to the bridge foundation are necessary to secure the sewer line that runs under the bridge, prior to repairing the bridge. Potential use of funding from the CAC to complete the bridge repairs was discussed. More discussion between all parties will continue as we move forward.

Activity or Project:

Upcoming DelDOT Projects

Description:

City staff joined DelDOT representatives for a meeting to review upcoming construction projects on state roads within the City of Newark and the surrounding areas. A few highlights are listed below:

I-95 and SR896 Interchange. Interim project to reassign some lanes and signage on SB 95 to go to bid soon and be done in Fall 2021. Main project, which now includes pedestrian/bicycle path connecting North to South across I-95, construction to start in Fall 2022.

Delaware Avenue Separated Bikeway and Paving – construction should start in Fall 2021 and go through Fall 2022.

Elkton Road, MD Line to Casho Mill Road – construction ongoing, wrapping up in 2022.

Cleveland Avenue Pave and Rehab – Out to bid now and includes drainage upgrades. Plan to have

bulk of this project done by early Fall 2021.

White Clay Creek Bicycle and Pedestrian Bridge – Some work has started, mostly off-road until bridge setting in late Summer 2021.

SR 72 (Library Ave) Paving – ready for advertisement by summer 2021, work starting in Spring 2021.

Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track

Activity or Project:

Casho Mill Road Train Underpass

Description:

DelDOT continues to evaluate options to reduce bridge strikes of the train bridge crossing over Casho Mill Road. There is a short-term plan for upgraded indicators for overheight vehicles and a longer-term plan for increased clearance at the bridge. No timeline is set, due to the various permitting and design needs, but we are encouraged that work continues toward a solution.

Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Digital Records Project New Documents Created – March 4-10

Name	# of Documents	# of Pages	Types
Samantha	76	1,718	PWWR property attachments; Working remotely on modifications
Sandy	301	1,928	City Manager correspondence; Timesheets; Termination records
Fred	120	1,518	PWWR property attachments
Ana (PT)	3	4	Working remotely on modifications
Danielle	17	92	Current Legislative Department documents
Total	517	5,260	

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 02/28/21-03/06/21

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	1	1	0	0	1	0
Unlaw. Sexual Contact	2	1	1	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	3	1
Burglary	5	5	0	12	1	0
- Commercial Burglaries	0	0	0	10	0	0
- Residential Burglaries	5	4	0	2	1	0
- Other Burglaries	0	1	0	0	0	0
Theft	86	125	25	44	20	2
Theft/Auto	12	19	2	0	2	1
Arson	0	0	0	0	0	0
All Other	40	2	0	26	7	0
TOTAL PART I	154	157	28	91	36	4
<u>PART II OFFENSES</u>						
Other Assaults	57	34	3	46	5	0
Rec. Stolen Property	0	0	0	1	4	0
Criminal Michief	23	33	3	24	3	1
Weapons	5	0	0	7	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	15	9	2	11	6	0
Drugs	16	19	2	20	18	2
Noise/Disorderly Premise	93	80	15	39	48	9
Ordinance Violation	0	24	10	0	2	0
Disorderly Conduct	22	63	10	22	21	0
Trespass	55	58	5	17	18	2
All Other	47	66	9	64	39	3
TOTAL PART II	333	386	59	251	164	17
<u>MISCELLANEOUS:</u>						
Alarm	30	70	18	0	0	0
Animal Control	88	69	8	15	2	0
Recovered Property	47	23	5	0	0	0
Service	6812	5857	693	0	0	0
Suspicious Per/Veh	84	78	12	0	0	0
TOTAL MISC.	7061	6097	736	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	918	8,760	895	7,314



**Newark Police Department
Weekly Traffic Report**



02/28/21-03/06/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2051	1921	270	340
DUI	27	22	6	3
TOTAL	2078	1943	276	343

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	50	18	6	1
Property Damage (Reportable)	191	139	26	11
*Hit & Run	45	32	5	1
*Private Property	38	31	5	2
TOTAL	241	157	32	12

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.