

## City Manager's Weekly Report

**Department:**

Administration - City Manager

**Notable Notes:**

City Manager:

Monday evening was the second to last Council meeting ahead of the election break. We have several items on the final meeting scheduled for Monday the 22nd, including but not limited to the first reading of the ordinance establishing the Diversity and Inclusion Commission, several committee appointments, a revised resolution for entering the state run county and municipal pension plan, and a number of ordinances and resolutions related to the annexation of the Walton Farm property at 751 Paper Mill Road.

The biggest news this week was that the City was notified that our frontline essential workers are now eligible to be vaccinated in Delaware. Somewhere around 50 civilian employees had already been able to be vaccinated, either due to age, medical conditions, or from living outside of Delaware, but this most recent expansion will cover many employees and go a long way toward returning our operations to normal. We are appreciative of this opportunity and the State's efforts on vaccinations.

I attended the monthly TNP Board meeting on Tuesday night. The TNP has a new Executive Director who provided updates on her goals, ongoing initiatives, and several other items. We also discussed the forthcoming Alfresco Dining events on Main Street including ways to remove barriers to holding events more often, possibly weekly. Later in the week I attended several virtual training sessions included as part of the ICMA Northeast Regional Conference.

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, making job offers and onboarding new hires. There was one job interview held on Wednesday for the candidate who applied for the internal posting for Administrative Professional I in Planning. The candidate will be scheduled for a second round skills test taking place next week. The newly hired Administrative Professional I in Police will start with the City on April 5. Job postings are currently being scheduled through April.

The Maintenance I in Sewer and Refuse in PW&WR will start on Monday, March 22. The Part-Time Community Center Attendant with Parks will also start March 22. The applicants for the Part-Time Administrative Professional I position in PW&WR 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 is a posting for a Customer Service Representative I in PUBS with a closing date of March 26. There will be a posting going out on Friday, March 19 for Electric Groundhand in Electric with a closing date of Thursday, 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.

We held our first career ladder test last Friday afternoon. The employee passed his safety exam and will now move on to the next round of testing. The HR team has rescheduled their goal setting meeting for Wednesday, April 14 from 9:00 a.m. to 4:00 p.m. Each member of the team will bring goals to the meeting to discuss and plan out for implementation. This meeting was originally scheduled back in December but was postponed due to workload and City Hall closing down to the public due to the rise in COVID-19 cases.

The rest of the week was spent working on pension calculations, sending pension calculations to City actuary and the new police pension application. As well as labor relations, employee relations, responding to emails, phone calls and attending conference calls.

#### Chief Purchasing & Personnel Officer:

CPPO Martindale handled multiple purchasing-related items this week. On Tuesday, he held the bid opening for Contract 21-02 (Purchase of Okonite Wire or Equal). The City received one bid from Anixter/WESCO Distribution.

He also issued addenda for the following contracts/RFPS:

- Contract 21-05 (Parks Signage Replacements): addenda #1 & #2
- Contract 21-04 (Curtis Lane Culvert Replacement): addendum #1
- RFP 21-01 (On-Call Engineering Services): addendum #1

Next Tuesday (3/23), Mr. Martindale will hold two bid openings for Contract 21-05 and RFP 21-01. He is also working with NPD on a new contract (No. 21-07) for Police Vehicle Equipment Upfitting.

Jeff also met with DNREC Secretary Shawn Garvin and his staff on a matter pertaining to grant funding for the City's Energy Savings Performance Contracting (ESPC) project, and discussed potential cost savings with Seiberlich Trane Energy Services (STES).

The FM Team completed the following tasks:

- Escorted STES and Summit Mechanical through the police department, train station, and FOC for repair preparation.
- Mounted an air compressor in the municipal mechanical room.
- Rehung acrylic in the Electric Department where clips broke.
- Completed DELJIS training with new hires.
- Hung new acrylic in the Police Department.
- Set up storage for a new floor scrubbing unit at the FOC.

#### Communications:

- Met with Finance and IT to discuss next steps for SeeClickFix, the potential City app
- Joined City Secretary Bensley, Deputy Mayor Horning for a call with the Governor and other municipal leaders to learn about the vaccine rollout plan and updated social gathering, restaurant restrictions
- Continue to organize staff wellness competition and overdose prevention training

- Completed a phone call with Preferred Home Health Care to plan possible next steps for employee vaccine clinic
- Spoke with TNP, city business owners about Alfresco and other possible future events

**Creative Designer/Web Specialist:**

- Designed City/Department/Division Form First Draft
- Designed Newark Police Department recruitment graphics for social media
- Removed Alderman and Deputy Alderman’s email address from City website
- Scheduled News Flash post for “Main Street Alfresco Returns to Downtown Newark”
- Scheduled weekly public meeting notices
- Updated Observed City Holidays Webpage

**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 3/11/21 to 3/17/21. These sessions included arraignments, trials, capias returns, and code violations. The court processed 37 PBJ's for traffic violations. Parking Ambassadors continue to handle parking appeals online.

Terri participated in a remote manager's meeting on 3/11/21 and 3/17/21.

**Activity or Project:**

Court Sessions and Payments

**Description:**

From 3/11/21 to 3/17/21 Alderman's Court handled 24 arraignments, 31 trials, 15 capias returns and 2 code violations. The court collected a total of 391 parking payments of which 326 were paid online and 35 were paid at court. The court also collected criminal/traffic payments of which 277 were paid online and 37 were paid at court for a total of 314 criminal/traffic payments.

<b>Status:</b>	Completed
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<b>Expected Completion:</b>	03-17-2021
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<b>Execution Status:</b>	Completed
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**Activity or Project:****Description:**

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

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

**Department:**

City Secretary and City Solicitor's Office

**Notable Notes:**

Paul was in the office on March 15 for Council and Bobby was in the office on March 11 for Court.

Renee participated in the management staff meeting on March 11 and 17.

Renee attended the biweekly staff meeting regarding improvements to the development plan process on March 12.

Staff finalized and posted the March 22 Council agenda and packet on March 15.

Paul and Renee staffed the Council meeting on March 15. Staff completed follow up throughout the week.

Renee participated in a coronavirus-related conference call for State stakeholders with Deputy Mayor Horning and Chief Communications Officer Gravell on March 16.

Tara staffed a bid opening on March 16.

Renee took part in the interview panel for the vacant Administrative Professional I position in the Planning and Development Department on March 17.

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

Renee received developer comments and worked with the developer and staff to finalize the subdivision agreement for 751 Paper Mill Road (Walton Farm). Renee drafted and Danielle completed the direct mail notifications for the special use permit for the project. 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.

Renee and Nichol worked on items related to preparations for the March 18 Board of Adjustment meeting.

Renee worked on 2020 personnel evaluations.

Tara spent time reviewing building permits.

Renee worked with applicants for several Boards and Commissions vacancies.

Tara dedicated time to several union matters.

Renee, Tara and Danielle 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. 143 affidavits have been returned with ballots mailed out and 66 completed ballots have been returned through March 17. Violet also completed a mailing resending absentee affidavits to University Courtyard addresses in District 2 after receiving concerns that some had been improperly marked as returned mail. Due to the lower volume of absentee ballots compared to 2020, the Election Board will not be meeting on April 12 to prepare the ballots for counting and will instead do the preparation on Election Day prior to the absentee judges meeting to count the ballots. Renee completed and submitted the remaining required paperwork for the Department of Elections, finalized poll worker training and completed the remaining required notices for the election. Tara completed the notification letters

for poll workers who have agreed to work on Election Day. 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 23 FOIA request for bid from Okorite Wire from Michael Montella
- \* Provided a documents and closed a February 25 FOIA request for 2000 Foutainview Circle for COs from Kevin Connors, Esq.
- \* Provided documents and closed a March 3 FOIA request for 39/41/43 Prospect Avenue and 263 South Chapel Street pertaining to violations/liens/open permits from Brian Frederick Funk, P.A.
- \* Provided a response and closed a March 8 FOIA request for a list of address which have received citations for high grass from 12/2020 to present from Daionna Wright
- \* Provided a response and closed a March 16 FOIA request for permits/documents/COs/plans pertaining to 53 Harvest Lane which is outside of City limits from Wendy Klein Keane, Esq.

Regarding minutes, staff time was spent on the March 1 Council (Renee edited - complete) 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.

6 discovery requests were fulfilled for upcoming Alderman's Court cases. 81 discovery requests have been filled so far for 2021. The court calendar for March 25 was completed with 10 case files compiled for the Deputy City Solicitor. No pleas by mail were processed.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 4 lien certificates were completed and sent to the requestor. 110 lien certificates have been processed for 2021.

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**Activity or Project:**

Digital Records Project

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**Description:**

Tara spent time reviewing the backlog of scanning for the Legislative Department from the vacancy in the part-time Secretary position to prepare it for transfer to Ana to be scanned.

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.

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

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**Activity or Project:**

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

Electric Department

**Notable Notes:**

The line crews pulled in new underground cables on Fairfield Drive, installed riser conduits at The Rail Yard and Ogletown Road Wawa (pole hit several months ago, permanent repairs being made), and installed an aerial transformer bank on Wyoming Road for College Square temporary.

The electricians repaired parking lot lights at City Hall, fixed a pole mounted camera on East Main Street, and pulled a network cable to the Judge's chamber. They also looked for leaks and changed a nitrogen tank at South Chapel Substation and turned on the court lights at City Parks.

Engineering continued working on the 5G cell sites. Engineering also started working on Freemont Road Substation 34kV breaker replacement and finding bushings for several substation transformers that tested bad.

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

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

### 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.

The Revenue Stabilization Adjustment (RSA) rate effective March 15, 2021 will be  $-.00418$ . 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>.

3/16 – Director Del Grande attended DEMEC’s Finance Committee and DEMEC’s monthly directors’ meeting.

3/17 – Director Del Grande met with staff from DEMEC to discuss the City’s Renewable Energy Program.

3/19 – Director Del Grande attended Christina School District’s Academy of Finance presentations. Students put together request for proposals to address the needs of the community.

Staff is monitoring the American Rescue Plan and awaiting guidance from the US Treasury on the proper use of the funds.

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

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

### City Manager's Weekly Report

**Department:**

Parks and Recreation Department

**Notable Notes:**

Director: Along with Tom Z., met with Newark Charter Junior High Project Manager and the Facilities Coordinator about tree work that needs to be completed as part of the project; met with the contractors involved with the site work at the Preston's Playground restroom; reviewed subdivision plans for upcoming projects; worked with a resident for submitting a request to New Castle County for a Little Free Library (LFL) at Stafford Park, we did receive the donation and the LFL; along with Tom C., Tim and Ethan, attended virtual meeting with DelDOT to discuss upcoming projects in 2021 and road construction timelines; conducted parks maintenance meeting to discuss upcoming projects and work orders; met with parks staff to update on City happenings and parks projects; met with Tom Z. and Rich about part-time parks seasonal staff returning and work schedules

Deputy Director: Met with Tyler and Joe to discuss outdoor gathering guidance for sports fields for groups renting fields; attended monthly Rodney Project update meeting; met with Joe and LeAnn Moore the new Executive Director of the TNP regarding possible partnerships for an outdoor movie and other events/programming; helped coordinate set up for the blood drive at the Wilson Center; worked with Shelby on promotional camp registration signs; worked with Tyler, Rich and Tom on prioritizing ballfield preparations; interviewed for UD capstone project; worked with Joe and Jeff on addendums for park signage contract bid request; worked with Tom to get position posted through the American Public Gardens Association; worked with Finance on enhanced reimbursements received for child care programs and worked with Tyler on identifying expenses for personnel and cleaning by the district for these accounts; worked with Rich to pick up Smartboard for GWC; finalized information with Jill regarding bike camp insurance coverage; sent initial draft of camp guide to recreation staff to review for corrections/changes and worked with Shelby on finalizing updates; worked with Melinda to change two rental dates at the Wilson Center in the recreation software; completed and submitted paperwork for license exemptions for the Office of Child Care licensing for summer camps and sent updated request for public health permits to staff to start completing; worked with Shelby to create a volunteer flyer to promote upcoming opportunities and to create a slide for a virtual summer employment event; continued sending applicant information to recreation staff for summer hires; sent confirmation award letter for the apparel bid; continued to work with Melinda and Rich regarding the mission group volunteers and work at the Community Garden; conducted weekly staff meeting; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Working with outside groups regarding field use permit

applications and COVID safety plans; working to put Rittenhouse camp staff together; working to get tennis instructors set up for lessons scheduled to begin next week; basic archery class was completed on 3/8 and adult archery class began 3/15; working on facility requests at Christina Schools for summer camps and programs.

Recreation Supervisor of Community Events: Reviewed summer camp guide, working on new continuing education computer classes for summer; receiving registrations for Hunt@Home (currently over 70); working on summer fitness and adult dance schedules; processing paperwork for new fitness employees and summer camp contractors; prepared for new sessions for fitness and adult dance classes.

Recreation Specialist: Posted Facebook Weekly Round-Up; covered GWC Mon.-Thurs. mornings for programs and approved any pending permits on Civic Rec; began updating summer camp guide information in Civic Rec; worked with volunteers at the Community Garden Wed.-Friday, all plots are weeded and refilled with dirt, began weeding around plots and raking leaves, should be ready to complete safety surfacing soon.

Parks Superintendent: Inspected three park areas/open spaces and developed work orders as needed, along with Electric Superintendent met with resident concerning tree issues, attended meeting at Newark Charter School with Parks Director concerning landscape plan and several tree issues at site, met with two arborists about donating tree work within Redd Park as part of the Christina Clean Up effort, attended two webinars for pesticide credits, assisted Parks Director in completing "Urban Tree/Forest" survey form from US Forest Service, continued gathering quotes for upcoming possible consideration in 2022 budget, adjusted gate time to close later on security gates at Rittenhouse and Folk Parks, followed up with Davey Resource Group concerning tree pruning at several sites in town dealing with electric line clearance pruning and followed up with manager at Springhill Suites concerning correcting several issues with the landscape installation prior to final inspection for release of two-year surety bond.

Parks Supervisor: Assigned field staff daily and assisted as needed, did a small rut repair for Electric Department, continued entering data into Munis work order system, coordinated with Recreation Division with volunteers at Community Garden site for soil and debris removal and met with resident concerning fencing issue at Odessa Way.

Parks Staff: Sprayed herbicide at several park sites, did interior bed maintenance at City Hall, continued on cutbacks throughout park system, did trash removal throughout park system, continued on ballfield work list, delivered soil to Community Garden site for volunteers to place in bed areas and removed debris from bed clean outs, continued meadow mowing throughout park system, did fence repair at White Chapel Park and checked Walker mower unit for startup of mowing season. Volunteers continued working at Community Garden site and dropped three trees along the yellow trail in Redd Park that cause safety concerns.

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**Activity or Project:**

Summer Camp and Activity Fair

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**Description:**

Join us for our 2021 Summer Camp and Program Fair Thursday, April 8 from 4:00-7:00 p.m. at the George Wilson Community Center, 303 New London Road, Newark. This year's event will be held outside in the park area. Representatives will be on hand to showcase camps from around the

Newark area and answer any questions you may have. We will highlight all of our Summer Camps as well as spring and summer programs for youth and adult. This is a great opportunity for parents to speak to camp staff and sign up for programs and activities.

<b>Status:</b>	Not Started
<b>Expected Completion:</b>	04-08-2021
<b>Execution Status:</b>	On Track

**Activity or Project:**

**Description:**

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

**Activity or Project:**

**Description:**

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

### City Manager's Weekly Report

**Department:**

Planning and Development Department

**Notable Notes:**

Code Enforcement

Property Maintenance

Complaints: 24

Violations: 13

Inspections: 32

Citations Issued: 34

- 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 year-long 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 B (#6000/#7000 units) slab complete, framing nearly complete. Building A slab 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. Footings poured for retaining wall, footing work for some recreational equipment in progress.
- 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. Underground plumbing started.
- 287 E. Main St.: Structural steel erection is still installed. 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. Waiting for contact from applicant.
- B. Daring attended the following meetings:
  - Preconstruction meeting for UD Drake Hall addition.
  - SAC Meeting – 141 E. Main Street.
  - City of Newark ESCO updated meeting.
  - B. Daring processed site plan comments for the following projects:
    - 410 Ogletown Road – Chick-Fil-A.
    - University Commons Redevelopment.
    - 10 & 16 Benny Street Major Subdivision.

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. With current and upcoming vacation and holiday schedules, working closely with all employees regarding when they are expected to come to office and when they are scheduled to stay home.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing.
- 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 35 since last week. Mask usage has continued to decrease 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. Some internal pre-maintenance on heavy usage kiosks regarding printers.
- Countdown signs have been temporarily turned off. With move to new ParkingLogix platform, Parking has seen continued problems with signage, where signs slowly decrease to 0 regardless of occupancy in lot, turn themselves off, or add parking garage levels to surface parking areas. Working with ParkingLogix to fix this error, but signs will stay off until fixed. Parking lots are currently always below 100% occupancy. Staff decided it is better to show nothing if confidence is temporarily low in countdown signage and parking is readily available in all parking lots.
- Working with Parking Ambassador on summer apparel. Emphasis on cooler clothing for summer months that match the newer Parking Ambassador shirts.
- Preparation for Main Street Alfresco, including signage for kiosks, programming for Passport mobile, emails to permit holder and local business owners, and parking arrangements for those that can't access private lots during the event.
- Working with Newark Housing Authority regarding parking for a vaccine event next week. Plan on reserving some street parking per NHA's request.
- Staff participated in the T2 webinar, "Flex Batch Updater Task," on automating actions from the T2 Database.
- Parking staff assisted Parks and Recreation Director Joe Spadafino with the Rodney Park memo and presentation to Council.
- Submitted personnel requisition for new PT-Parking Ambassador.
- Updates to GIS Parking Lease/Parcel Map – Updated some pop-up information on the parcels with assistance from GIS Coordinator Jay Hodny
- Scheduled V2002 – Campus District Kiosk Installation with City Solicitor's Office.
- Responded to residential complaints on Turnbridge Road, West Branch Community, Prospect Avenue, and West Mill.
- Provided quote and possible parking solution to CVS demo and build-out contractors and dumpsters.
- Reviewed and approved proof for new citation rolls. Order placed.
- Provided City Manager's Office with Forest Lane parking permit historical data.

#### Planning/Land Use

- Planner Michael Fortner led five "Virtual Coffee Break" Public Workshop sessions for residents interested in the Review of the Comprehensive Development Plan V. Each of the events

included a presentation followed by a focus-group-like discussion on local planning issues. Groups ranged from about 9 to 15 participants for each session. The Steering Committee will meet at their regularly scheduled meeting on March 25 to review and discuss the input from the public.

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**Activity or Project:**

**Description:**

**Status:**

**Expected Completion:**

**Execution Status:**

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**City Manager's Weekly Report**

**Department:**

Police Department

**Notable Notes:**

Patrol Division:

- On March 13, 2021 at approximately 1946 hours, Newark Police were called to a residence on Prospect Avenue for a report of a man with a gun. Arriving officers contacted the reporting person who advised that they were at the residence, when a male subject pulled out a handgun and pointed it at people present at the residence. He also made statements indicating that harm would come to anyone who came to the residence. At the same time, the male was also pointing the firearm at people walking by the residence. The male was known to the residents and was at the residence with permission. Officers entered the residence and contacted the male, who was identified as Trevor Long, of Chesapeake City, Maryland. Long was intoxicated. He was taken into custody without incident and the handgun was recovered. Long was transported to Newark Police headquarters where he was charged with Possession of a Firearm During the Commission of a Felony, Aggravated Menacing and Possession of a Firearm While Under the Influence. Long appeared before Justice of the Peace Court #11 by video and was ordered to be held in default of \$66,500 cash bail. Long was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.
- On March 14, 2021 at approximately 2353 hours, officers responded to 1365 Marrows Road

in reference to a trespass complaint after a male was observed entering the old KFC restaurant through a side door. Upon arrival, officers located a male subject near the closed business which he admitted he had entered. The subject was taken into custody and found to be in possession of a small amount of methamphetamine and a schedule III pain pill. He was arrested for trespass 2nd, as well as two counts of possession of a controlled substance and presented before Justice of the Peace Court #11 where he was released on \$1,500 unsecured bond.

#### Special Enforcement Division:

- During the week, the Traffic Unit conducted enforcement on South College Avenue in the area of Marvin Drive after they were contacted by a bus driver who reported vehicles were not stopping for her stopped bus. The traffic officers determined that the bus driver was not properly activating her flashing lights. After the problem was rectified, no further enforcement was needed.
- The Traffic Unit conducted several hours of enforcement on Arbour Drive and Oriole Drive after receiving speeding and vehicle not stopping for stop signs. Traffic was very light, and no violations were observed.
- The Traffic Unit has temporarily suspended enforcement activity on Otts Chapel Road at Sandy Drive as motorists are complying with traffic laws. The unit will continue enforcement at various locations throughout the city including Capitol Trail, Delaware Avenue and Ogletown Road.
- On March 17, 2021, the Special Operations Unit conducted daytime patrols in the business district due to the typically busy activity at the restaurants/bars on St. Patrick's day holiday.
- The unit will spend the weekend patrolling the student rental hours in coordination with UDPD officers to enforce order maintenance and the COVID-19 emergency ordinance.
- The K9 Unit will focus patrols on the 896-corridor near the hotels.
- During the week, Cpl. Donte Faulk will begin a two-week temporary rotation in the Special Operations Unit. The temporary rotations are designed to give patrol officers a familiarity with the various units within the department to increase their knowledge and interest and increase coordination between units.

#### Administration Division:

- Administration Unit officers have been assigned background investigations for the vacant 911 Communications Officer position.

#### Auxiliary Services Division:

- Auxiliary Services Team made a conditional offer to an applicant for Administrative Professional I position. The applicant accepted and will start in early April 2021.
- Auxiliary Services Team conducted interviews for the vacant Communications Officer/Dispatcher position. Several applicants will proceed to the background phase of the process.
- Newark PD's S.W.A.T. Team supported the Criminal Investigation Unit in attempting to locate/arrest Abian Plenty who was involved in the shooting at the Red Roof Inn on February 6, 2021. A warrant for Plenty has been obtained charging him with one count of Carrying a Concealed Deadly Weapon after he was seen on video fleeing the scene with a firearm. Plenty is last known to have lived in Wilmington, but his current location is unknown. Anyone with information about this incident or Plenty's location is asked to contact Det. W. Anderson at (302) 366-7100 x. 3469 or wanderson@newark.de.us. Additional methods for providing information to Newark Police can be found on our tips page, where reward information may also be available.

**Criminal Investigations Division:**

- Street Crimes officers have been assisting with extra patrols throughout the week due to anticipated order maintenance issues from St. Patrick's Day festivities.
- During the summer of 2020, Newark Police investigated two burglaries at the same residence in the 200 block of Madison Drive. In the first burglary, occurring in July, the resident reported that a firearm was stolen from his bedroom. There was no forced entry to the residence and the firearm was the only item missing. In the second burglary at the same residence, which occurred in August, the same resident reported that electronics and cash were stolen from his bedroom. Again, there was no forced entry to the residence.
- Newark Police detectives began to investigate and found that the electronics taken in the second burglary had been sold to a pawn shop. In November 2020, Newark Police charged Jamal Whittlesey, 21, of Elsmere, with selling stolen property for his sale of the electronics to a pawn shop. Through further investigation, detectives learned that Whittlesey had been in contact with another person who resides at the location of the burglary. During the course of the investigation, Detectives determined that Whittlesey instructed a witness to provide a false statement to police about Whittlesey's involvement. Detectives subsequently linked Whittlesey to these burglaries. On March 9, 2021, an arrest warrant was issued charging Whittlesey with Burglary Second Degree (2 counts), Possession of a Firearm by a Person Prohibited, Tampering with a Witness, Theft of a Firearm, Theft Over \$1,500, Conspiracy Second Degree, Selling Stolen Property. On March 11, 2021, Newark Police detectives took Whittlesey into custody without incident at his Elsmere residence. Whittlesey was transported to Newark Police headquarters where he appeared before Justice of the Peace Court #2 by video and was ordered to be held in default of \$18,000 secured bail. Whittlesey was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington.

**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 contractor at Rodney intends to work on Saturday March 20th to make up for the time missed because of inclement weather this week. They will be working during normal working hours to complete some grading to allow the site to dry out ahead of good weather next week.

Management held a lunchtime Safety meeting with each field operations division on March 17. The focus of this meeting was to discuss and refresh the familiarity with the City of Newark Safety Manual. Updates on various PW&WR projects that may affect each division were also discussed. Additional meetings are planned for next week to ensure we reach all employees.

Residents are reminded to use the proper cart for each collection throughout the week. Our refuse drivers have reported more cart violations over the past two months and will begin attaching courtesy tags with violations that could lead to fines if not corrected. Please visit our website for additional information regarding our refuse rules and tips.

Main Street Alfresco: PW&WR crews have installed the necessary detour signage for the Main Street Alfresco event and performed some additional cleanup along Main Street in preparation for next week's event. Our Big Belly trash cans will be power washed and emptied prior to the event.

Spring Leaf Collection is underway. Resident must call for an appointment in order to schedule a pickup. Please call PW&WR at 302-366-7000.

Hillside Road Lane Closures: This week's planned lane closure on Hillside for the installation of a new sanitary manhole was successful with minimal impact to traffic. The new manhole was installed for the Rail Yard development sanitary sewer tie-in. There will be additional lane closures in the coming two or three weeks to facilitate a storm sewer tie-in to the Rodney Stormwater Pond. Once tied in, the pond will begin receiving runoff from the upstream drainage area and we will begin to see the water surface elevation rise to its design levels.

**Activity or Project:**

Stormwater CMP Lining

**Description:**

Our contractor, IPR Northeast, LLC, will be mobilizing to this year's storm sewer lining locations to perform pre-lining flushing and CCTV work on the week of March 22nd. The actual lining work will be performed in the coming weeks. This program provides for the rehabilitation of corrugated metal pipe (CMP) by lining the inside of the pipe, extending the useful life and restoring some lost hydraulic capacity, as well as addressing erosion caused by the degraded pipe. The liner is a resin impregnated felt liner that will be steam cured to a hard structural finish and will essentially create a pipe within a pipe. This kind of trenchless technology is much less invasive than typical dig and replace with only a slight chemical aroma during the curing process, similar to an autobody shop smell. The contractor will be using steam as opposed to hot water to cure the liner for better spill control and to keep odor as low as possible.

The attached contractor's flyer will be distributed to all nearby residents in the planned work areas.

Should you have any questions or require additional information regarding the planned work, please do not hesitate reach out to PW&WR. We will provide further updates on this program in upcoming weekly reports.

<b>Status:</b>	Started
<b>Expected Completion:</b>	05-31-2021
<b>Execution Status:</b>	On Track
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	
<b>Activity or Project:</b>	
<b>Description:</b>	
<b>Status:</b>	
<b>Expected Completion:</b>	
<b>Execution Status:</b>	

Digital Records Project New Documents Created – March 11-17

Name	# of Documents	# of Pages	Types
Samantha	73	1,165	PWWR property attachments; Working remotely on modifications
Sandy	247	2,537	Personnel records; Termination records; PUBS Daily Cash reports; PUBS postal records
Fred	533	534	PWWR property attachments
Ana (PT)	2	8	Working remotely on modifications
Danielle	9	31	Current Legislative Department documents
Total	864	4,275	

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 03/07/21-03/13/21

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	0	0	0	0
Robbery	3	4	1	7	2	0
- Commercial Robberies	0	0	0	0	0	0
- Robberies with Known Suspects	1	3	1	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	0
Burglary	6	5	0	43	2	1
- Commercial Burglaries	0	0	0	41	0	0
- Residential Burglaries	6	4	0	2	2	1
- Other Burglaries	0	1	0	0	0	0
Theft	93	139	14	64	24	4
Theft/Auto	12	20	1	0	2	0
Arson	0	0	0	0	0	0
All Other	41	2	0	42	7	0
<b>TOTAL PART I</b>	<b>163</b>	<b>173</b>	<b>16</b>	<b>158</b>	<b>41</b>	<b>5</b>
<u>PART II OFFENSES</u>						
Other Assaults	65	39	5	55	6	1
Rec. Stolen Property	0	0	0	1	4	0
Criminal Michief	25	37	4	25	4	1
Weapons	5	0	0	8	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	20	11	2	13	6	0
Drugs	18	25	6	21	22	4
Noise/Disorderly Premise	124	102	22	39	55	7
Ordinance Violation	0	44	20	0	2	0
Disorderly Conduct	26	70	7	23	25	4
Trespass	58	63	5	17	21	3
All Other	50	73	7	69	43	4
<b>TOTAL PART II</b>	<b>391</b>	<b>464</b>	<b>78</b>	<b>271</b>	<b>188</b>	<b>24</b>
<u>MISCELLANEOUS:</u>						
Alarm	31	75	5	0	0	0
Animal Control	95	77	8	15	2	0
Recovered Property	52	26	3	0	0	0
Service	7495	6620	763	0	0	0
Suspicious Per/Veh	99	88	10	0	0	0
<b>TOTAL MISC.</b>	<b>7772</b>	<b>6886</b>	<b>789</b>	<b>15</b>	<b>2</b>	<b>0</b>

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	875	9,635	1,005	8,319



**Newark Police Department  
Weekly Traffic Report**



**03/07/21-03/13/21**

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	2264	2309	213	388
DUI	29	26	2	4
<b>TOTAL</b>	<b>2293</b>	<b>2335</b>	<b>215</b>	<b>392</b>

\*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	54	21	4	3
Property Damage (Reportable)	216	151	25	12
*Hit & Run	51	32	6	0
*Private Property	42	33	4	2
<b>TOTAL</b>	<b>270</b>	<b>172</b>	<b>29</b>	<b>15</b>

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.

**Utilities Notice**  
**NOTICE**

DEAR OCCUPANT:

IPR Northeast is currently rehabilitating storm sewers in your neighborhood. This work is being done through the City of Newark's Department of Public Works and Water Resources Department.

We will be installing a liner inside the existing storm sewer to renew the storm sewer quickly and with minimal to no excavation required. The liner is installed through existing manholes/pipe openings so you may see foot traffic and equipment in/near your yard that contain manholes or near the storm sewer openings.

While the work is being completed you may notice a cloud of steam rising from the work area. This is normal. A smell of resin odor, similar to a body shop, may also be observed. This is normal with this type of trenchless technology. If you smell a strong chemical aroma, open the windows to air your residence and then fill any sump pump crocks and/or floor drains that may have been tied into to the storm sewer system. If the odor becomes overwhelming in your home, please call the number listed below and a crewmember will respond to evaluate the issue.

Work will begin the week of March 16th and take approximately five (5) weeks to complete. However, crews will not be working near your house for the entire duration of the project.

Please contact IPR Project Manager Joseph DePalma at 202 420 8659 or City of Newark Public Works and Water Resources Department at 302-366-7000 should you have any questions.



Utilities Notice

Utilities Notice

Utilities Notice

Utilities Notice